



## AGENDA

### BOARD OF DIRECTORS MEETING AVESON CORPORATION

Zoom Virtual Meeting [Zoom Link](#)

Meeting ID: 635 876 1750

Password: aveson

**February 25, 2021 | 5:00 P.M.**

#### INSTRUCTIONS FOR PRESENTATIONS TO THE BOARD BY PARENTS AND CITIZENS

Aveson Corporation (“Aveson”), which operates Aveson School of Leaders and Aveson Global Leadership Academy, welcomes your participation at the Aveson’s Board meetings. The purpose of a public meeting of the Board of Directors (“Board”) is to conduct the affairs of Aveson in public. We are pleased that you are in attendance and hope that you will visit these meetings often. Your participation assures us of continuing community interest in our schools. To assist you in the ease of speaking/participating in our meetings, the following guidelines are provided:

1. During normal operations, agendas are available at the door to the meeting. Note that the order of business on this agenda may be changed without prior notice. For more information on this agenda, please contact: Aveson Charter Schools, 1919 Pinecrest Dr., Altadena, CA 91001. Telephone: 626-797-1440. During the period of remote operations, agendas will be available in the Zoom meeting upon arrival. Agendas and board packets are also posted at [aveson.org](http://aveson.org)
2. “Request to Speak” forms are available to all audience members who wish to speak on any agenda items or under the general category of “Oral Communications.” You may specify that you wish to speak on an agenda item by completing the form before the meeting is called to order.
3. “Oral Communications” is set aside for members of the audience to raise issues that are not specifically on the agenda. However, due to public meeting laws, the Board can only listen to your issue, not engage in discussion or take action. The Board may give direction to staff to respond to your communication or you may be offered the option of returning with a citizen-requested item. These presentations are limited to three (3) minutes and total time allotted to non-agenda items will not exceed fifteen (15) minutes.
4. You will be given an opportunity to speak for up to five (5) minutes on agenda items

when the Board discusses that item.

5. During remote operations, please keep your microphone muted, except when you are called upon by the Board. The chat may not be used by the public during online meetings. It shall only be used by the board to post public materials for the public.
6. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
7. You may request that a topic related to school business be placed on a future agenda in accordance with the guidelines in Board Policy. Once such an item is properly agendized and publicly noticed, the Board can respond, interact, and act upon the item.
8. In compliance with the Americans with Disabilities Act (ADA) and upon request, Aveson may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modification of the agenda in order to participate in Board meetings are invited to contact Aveson's main office.

**I. PRELIMINARY**

**A. CALL TO ORDER**

Meeting was called to order by the Board Chair at \_\_\_\_\_.

**B. ROLL CALL**

	Present	Absent
Bridgette Brown	_____	_____
Rob Dell Angelo	_____	_____
Javier Guzman	_____	_____
Trinity Jolley	_____	_____
Jeiran Lashai	_____	_____
James Perreault	_____	_____
Elsie Rivas Gómez	_____	_____
Kat Ross	_____	_____

Core Practice

Guiding Principle: Your commitment is to make others around you successful.

**II. COMMUNICATIONS**

- A. ORAL COMMUNICATIONS: Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Ordinarily, Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation.

### **III. CLOSED SESSION**

- A. Conference with Legal Counsel - Existing Litigation  
(Gov. Code section 54956.9(d)(1).): One case.  
OAH Case No. 2020110657
- 

- B. Conference with Legal Counsel - Anticipated Litigation  
Significant exposure to litigation per Gov. Code section 54956.9(d)(2): One potential case.

### **IV. PUBLIC SESSION AGENDA**

#### **A. CONSENT AGENDA ITEMS**

1. Approval of Board Minutes: 1/28/2021
2. Approval of Check Register: January 2021
3. Approval of Credit Card Statements: Capital One & Amex paid in January 2021

#### **B. DISCUSSION ITEMS**

1. Welcome Dr. Butler
2. Financial Report
3. Co-Executive Directors' Report  
*Topics May Include:*
  - \* *Equity, Diversity, & Inclusion*
  - \* *Employment / Human Resources / Professional Development*
  - \* *Curriculum & Instruction*
  - \* *Student Achievement & Support*
  - \* *Operations - Food Services, Facilities*
  - \* *Events & Community*
4. ACO Report
5. Sub-Committee on Executive Director Board Hiring: Update
6. Board Email Protocols

#### **C. ACTION ITEMS**

1. Approve Second Interim Revised budget and Second Interim Reports
2. Approve updated Financial Policies
3. Approve ASL Comprehensive School Safety Plan
4. Approve AGLA Comprehensive School Safety Plan
5. Approve ASL Covid Safety Plan
6. Approve AGLA Covid Safety Plan
7. Approve Special Board Meeting: Thursday, March 11, 5:00 pm

### **V. ADJOURNMENT**















**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Aveson School of Leaders  
(continued)  
CDS #: 19 64881 0113472  
Charter Approving Entity: Pasadena Unified School District  
County: Los Angeles  
Charter #: 848  
Fiscal Year: 2020/21

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**  
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>A. REVENUES</b>										
<b>1. Revenue Limit Sources</b>										
LCFF State Aid - Current Year	8011	1,036,669.00		1,036,669.00	613,590.00		613,590.00	1,271,041.65		1,271,041.65
Education Protection Account	8012	78,069.00		78,069.00	41,263.00		41,263.00	82,662.00		82,662.00
State Aid - Prior Years	8019			-	394.49		394.49	394.49		394.49
Tax Relief Subventions (for rev. limit funded schools)	8020-8039			-			-			-
County and District Taxes (for rev. limit funded schools)	8040-8079			-			-			-
Miscellaneous Funds (for rev. limit funded schools)	8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):										
PERS Reduction Transfer	8092			-			-			-
Charter Schools Funding in lieu of Property Taxes	8096	1,812,996.00		1,812,996.00	900,751.00		900,751.00	2,217,330.00		2,217,330.00
Other Revenue Limit Transfers	8091, 8097			-			-			-
Total, Revenue Limit Sources		2,927,734.00	-	2,927,734.00	1,555,998.49	-	1,555,998.49	3,571,428.14	-	3,571,428.14
<b>2. Federal Revenues</b>										
No Child Left Behind	8290		51,645.00	51,645.00		19,686.00	19,686.00		37,203.75	37,203.75
Special Education - Federal	8181, 8182		50,243.00	50,243.00			-		58,160.00	58,160.00
Child Nutrition - Federal	8220		53,616.00	53,616.00		14,020.65	14,020.65		53,616.46	53,616.46
Other Federal Revenues	8110, 8260-8299			-		129,099.00	129,099.00		156,065.00	156,065.00
Total, Federal Revenues		-	155,504.00	155,504.00	-	162,805.65	162,805.65	-	305,045.21	305,045.21
<b>3. Other State Revenues</b>										
Charter Schools Categorical Block Grant	8480			-			-			-
Special Education - State	StateRevSE		182,745.00	182,745.00		85,528.00	85,528.00		257,268.00	257,268.00
All Other State Revenues	StateRevAO	63,491.80	32,986.40	96,478.20	11,772.18	54,009.86	65,782.04	68,438.87	63,649.78	132,088.65
Total, Other State Revenues		63,491.80	215,731.40	279,223.20	11,772.18	139,537.86	151,310.04	68,438.87	320,917.78	389,356.65
<b>4. Other Local Revenues</b>										
All Other Local Revenues	LocalRevAO	231,932.00		231,932.00	72,686.72	164.10	72,850.82	131,584.80		131,584.80
Total, Local Revenues		231,932.00	-	231,932.00	72,686.72	164.10	72,850.82	131,584.80	-	131,584.80
<b>5. TOTAL REVENUES</b>										
		3,223,157.80	371,235.40	3,594,393.20	1,640,457.39	302,507.61	1,942,965.00	3,771,451.81	625,962.99	4,397,414.80

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

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(continued)  
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- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>B. EXPENDITURES</b>										
<b>1. Certificated Salaries</b>										
Teachers' Salaries	1100	1,147,514.80	105,343.20	1,252,858.00	580,723.20	162,080.01	742,803.21	1,008,263.99	412,605.25	1,420,869.24
Certificated Pupil Support Salaries	1200			-			-			-
Certificated Supervisors' and Administrators' Salaries	1300	516,418.00		516,418.00	237,114.59	59,530.14	296,644.73	429,628.40	104,522.97	534,151.37
Other Certificated Salaries	1900	135,077.00		135,077.00	-	98,845.96	98,845.96	-	182,896.88	182,896.88
Total, Certificated Salaries		1,799,009.80	105,343.20	1,904,353.00	817,837.79	320,456.11	1,138,293.90	1,437,892.39	700,025.09	2,137,917.48
<b>2. Non-certificated Salaries</b>										
Instructional Aides' Salaries	2100	8,772.00	104,300.00	113,072.00	6,534.63	15,618.71	22,153.34	5,447.84	38,523.69	43,971.52
Non-certificated Support Salaries	2200			-			-			-
Non-certificated Supervisors' and Administrators' Sal.	2300	62,866.00		62,866.00	47,435.58	2,779.33	50,214.91	85,654.94	8,214.11	93,869.04
Clerical and Office Salaries	2400	130,066.00		130,066.00			-			-
Other Non-certificated Salaries	2900	23,467.00		23,467.00	51,680.94	34,916.69	86,597.63	142,327.02	17,891.75	160,218.77
Total, Non-certificated Salaries		225,171.00	104,300.00	329,471.00	105,651.15	53,314.73	158,965.88	233,429.79	64,629.54	298,059.33
<b>3. Employee Benefits</b>										
STRS	3101-3102			-			-			-
PERS	3201-3202			-			-			-
OASDI / Medicare / Alternative	3301-3302	152,860.30	16,037.70	168,898.00	69,616.21	29,564.18	99,180.39	120,927.90	65,364.35	186,292.24
Health and Welfare Benefits	3401-3402	160,008.00	10,500.00	170,508.00	115,919.49		115,919.49	205,919.49		205,919.49
Unemployment Insurance	3501-3502	12,750.00	3,339.00	16,089.00	744.83	(872.04)	(127.21)	15,000.00		15,000.00
Workers' Compensation Insurance	3601-3602	47,468.00		47,468.00	22,445.24		22,445.24	26,935.24		26,935.24
OPEB, Allocated	3701-3702			-			-			-
OPEB, Active Employees	3751-3752			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902			-			-			-
Total, Employee Benefits		373,086.30	29,876.70	402,963.00	208,725.77	28,692.14	237,417.91	368,782.63	65,364.35	434,146.97
<b>4. Books and Supplies</b>										
Approved Textbooks and Core Curricula Materials	4100			-			-			-
Books and Other Reference Materials	4200			-	71.12	83.85	154.97	71.12	83.85	154.97
Materials and Supplies	4300	106,455.00		106,455.00	53,240.70	48,996.43	102,237.13	127,797.59	43,602.40	171,399.99
Noncapitalized Equipment	4400	12,000.00		12,000.00	1,582.97	51,279.24	52,862.21	-	54,439.21	54,439.21
Food	4700	54,239.00	56,912.00	111,151.00	322.45	18,744.37	19,066.82	-	37,316.82	37,316.82
Total, Books and Supplies		172,694.00	56,912.00	229,606.00	55,217.24	119,103.89	174,321.13	127,868.71	135,442.28	263,310.99
<b>5. Services and Other Operating Expenditures</b>										
Subagreements for Services	5100			-			-			-
Travel and Conferences	5200			-	1,452.50	-	1,452.50	1,452.50		1,452.50
Dues and Memberships	5300			-	4,600.00	-	4,600.00	4,600.00		4,600.00
Insurance	5400	41,524.00		41,524.00	53,571.24	-	53,571.24	64,452.24		64,452.24
Operations and Housekeeping Services	5500	91,597.00		91,597.00	23,648.28	-	23,648.28	55,995.71		55,995.71
Rentals, Leases, Repairs, and Noncap. Improvements	5600	135,823.00		135,823.00	77,080.11	-	77,080.11	141,602.52		141,602.52
Professional/Consulting Services and Operating Expend.	5800	185,809.00	202,500.00	388,309.00	165,254.24	92,309.96	257,564.20	290,853.79	185,000.86	475,854.65
Communications	5900	15,274.00		15,274.00	21,305.13	-	21,305.13	40,492.64		40,492.64
Total, Services and Other Operating Expenditures		470,027.00	202,500.00	672,527.00	346,911.50	92,309.96	439,221.46	599,449.39	185,000.86	784,450.25

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

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(continued)  
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Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 for modified accrual)										
Land and Land Improvements	6100-6170			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900	29,386.00		29,386.00	18,030.70		18,030.70	31,490.00		31,490.00
Total, Capital Outlay		29,386.00	-	29,386.00	18,030.70	-	18,030.70	31,490.00	-	31,490.00
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			-			-			-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7281-7299			-			-			-
Debt Service:										
Interest	7438			-			-			-
Principal	7439			-			-			-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
<b>8. TOTAL EXPENDITURES</b>		3,069,374.10	498,931.90	3,568,306.00	1,552,374.15	613,876.83	2,166,250.98	2,798,912.91	1,150,462.12	3,949,375.03
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		153,783.70	(127,696.50)	26,087.20	88,083.24	(311,369.22)	(223,285.98)	972,538.90	(524,499.13)	448,039.78
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(127,696.50)	127,696.50	-	(311,369.22)	311,369.22	-	(524,499.13)	524,499.13	-
4. TOTAL OTHER FINANCING SOURCES / USES		(127,696.50)	127,696.50	-	(311,369.22)	311,369.22	-	(524,499.13)	524,499.13	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		26,087.20	-	26,087.20	(223,285.98)	-	(223,285.98)	448,039.78	-	448,039.78

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 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	296,997.21		296,997.21	296,997.21		296,997.21	296,997.21		296,997.21
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		296,997.21	-	296,997.21	296,997.21	-	296,997.21	296,997.21	-	296,997.21
2. Ending Fund Balance, June 30 (E + F.1.c.)		323,084.41	-	323,084.41	73,711.23	-	73,711.23	745,036.99	-	745,036.99
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711			-			-			-
Reserve for Stores (equals object 9320)	9712			-			-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713			-			-			-
Reserve for All Others	9719			-			-			-
General Reserve	9730			-			-			-
Legally Restricted Balance	9740			-			-			-
Designated for Economic Uncertainties	9770			-			-			-
Other Designations	9775, 9780			-			-			-
Undesignated / Unappropriated Amount	9790	323,084.41	-	323,084.41	73,711.23	-	73,711.23	745,036.99	-	745,036.99

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 (continued) 0  
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 Fiscal Year: 2020/21

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Forecast (Z)	2nd Interim vs. Adopted Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>						
1. Revenue Limit Sources						
State Aid - Current Year	8011	1,036,669.00	613,590.00	1,271,041.65	234,372.65	22.61%
Charter Schools Gen. Purpose Entitlement - State Aid	8015	78,069.00	41,263.00	82,662.00	4,593.00	5.88%
State Aid - Prior Years	8019	-	394.49	394.49	394.49	New
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	
Charter Schools Funding in Lieu of Property Taxes	8096	1,812,996.00	900,751.00	2,217,330.00	404,334.00	22.30%
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	
Total, Revenue Limit Sources		2,927,734.00	1,555,998.49	3,571,428.14	643,694.14	21.99%
2. Federal Revenues						
No Child Left Behind	8290	51,645.00	19,686.00	37,203.75	(14,441.25)	-27.96%
Special Education - Federal	8181, 8182	50,243.00	-	58,160.00	7,917.00	15.76%
Child Nutrition - Federal	8220	53,616.00	14,020.65	53,616.46	0.46	0.00%
Other Federal Revenues	8110, 8260-8299	-	129,099.00	156,065.00	156,065.00	New
Total, Federal Revenues		155,504.00	162,805.65	305,045.21	149,541.21	96.17%
3. Other State Revenues						
Charter Schools Categorical Block Grant	8480	-	-	-	-	
Special Education - State	StateRevSE	182,745.00	85,528.00	257,268.00	74,523.00	40.78%
All Other State Revenues	StateRevAO	96,478.20	65,782.04	132,088.65	35,610.45	36.91%
Total, Other State Revenues		279,223.20	151,310.04	389,356.65	110,133.45	39.44%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	231,932.00	72,850.82	131,584.80	(100,347.20)	-43.27%
Total, Local Revenues		231,932.00	72,850.82	131,584.80	(100,347.20)	-43.27%
5. TOTAL REVENUES		3,594,393.20	1,942,965.00	4,397,414.80	803,021.60	22.34%
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Teachers' Salaries	1100	1,252,858.00	742,803.21	1,420,869.24	168,011.24	13.41%
Certificated Pupil Support Salaries	1200	-	-	-	-	
Certificated Supervisors' and Administrators' Salaries	1300	516,418.00	296,644.73	534,151.37	17,733.37	3.43%
Other Certificated Salaries	1900	135,077.00	98,845.96	182,896.88	47,819.88	35.40%
Total, Certificated Salaries		1,904,353.00	1,138,293.90	2,137,917.48	233,564.48	12.26%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	113,072.00	22,153.34	43,971.52	(69,100.48)	-61.11%
Non-certificated Support Salaries	2200	-	-	-	-	
Non-certificated Supervisors' and Administrators' Sal.	2300	62,866.00	50,214.91	93,869.04	31,003.04	49.32%
Clerical and Office Salaries	2400	130,066.00	-	-	(130,066.00)	(100%)
Other Non-certificated Salaries	2900	23,467.00	86,597.63	160,218.77	136,751.77	582.74%
Total, Non-certificated Salaries		329,471.00	158,965.88	298,059.33	(31,411.67)	-9.53%
3. Employee Benefits						
STRS	3101-3102	-	-	-	-	
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	168,898.00	99,180.39	186,292.24	17,394.24	10.30%
Health and Welfare Benefits	3401-3402	170,508.00	115,919.49	205,919.49	35,411.49	20.77%
Unemployment Insurance	3501-3502	16,089.00	(127.21)	15,000.00	(1,089.00)	-6.77%
Workers' Compensation Insurance	3601-3602	47,468.00	22,445.24	26,935.24	(20,532.76)	-43.26%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	
Other Employee Benefits	3901-3902	-	-	-	-	
Total, Employee Benefits		402,963.00	237,417.91	434,146.97	31,183.97	7.74%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	-	-	-	-	
Books and Other Reference Materials	4200	-	154.97	154.97	154.97	New
Materials and Supplies	4300	106,455.00	102,237.13	171,399.99	64,944.99	61.01%
Noncapitalized Equipment	4400	12,000.00	52,862.21	54,439.21	42,439.21	353.66%
Food	4700	111,151.00	19,066.82	37,316.82	(73,834.18)	-66.43%
Total, Books and Supplies		229,606.00	174,321.13	263,310.99	33,704.99	14.68%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Aveson School of Leaders  
 (continued) 0  
 CDS #: 19 64881 0113472  
 Charter Approving Entity: Pasadena Unified School District  
 County: Los Angeles  
 Charter #: 848  
 Fiscal Year: 2020/21

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Forecast (Z)	2nd Interim vs. Adopted Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	-	1,452.50	1,452.50	1,452.50	New
Dues and Memberships	5300	-	4,600.00	4,600.00	4,600.00	New
Insurance	5400	41,524.00	53,571.24	64,452.24	22,928.24	55.22%
Operations and Housekeeping Services	5500	91,597.00	23,648.28	55,995.71	(35,601.30)	-38.87%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	135,823.00	77,080.11	141,602.52	5,779.52	4.26%
Professional/Consulting Services and Operating Expend.	5800	388,309.00	257,564.20	475,854.65	87,545.65	22.55%
Communications	5900	15,274.00	21,305.13	40,492.64	25,218.64	165.11%
Total, Services and Other Operating Expenditures		672,527.00	439,221.46	784,450.25	111,923.25	16.64%
<b>6. Capital Outlay</b>						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for full accrual only)	6900	29,386.00	18,030.70	31,490.00	2,104.00	7.16%
Total, Capital Outlay		29,386.00	18,030.70	31,490.00	2,104.00	7.16%
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
<b>8. TOTAL EXPENDITURES</b>		3,568,306.00	2,166,250.98	3,949,375.03	381,069.03	10.68%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		26,087.20	(223,285.98)	448,039.78	421,952.58	1617.47%
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		26,087.20	(223,285.98)	448,039.78	421,952.58	1617.47%
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	296,997.21	296,997.21	296,997.21	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		296,997.21	296,997.21	296,997.21		
2. Ending Fund Balance, June 30 (E + F.1.c.)		323,084.41	73,711.23	745,036.99		
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	-	-	-	-	
Reserve for Stores (equals object 9320)	9712	-	-	-	-	
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Reserve for All Others	9719	-	-	-	-	
General Reserve	9730	-	-	-	-	
Legally Restricted Balance	9740	-	-	-	-	
Designated for Economic Uncertainties	9770	-	-	-	-	
Other Designations	9775, 9780	-	-	-	-	
Undesignated / Unappropriated Amount	9790	323,084.41	73,711.23	745,036.99	421,952.58	130.60%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Aveson Global  
 (continued) Leadership Academy  
 CDS #: 19 64881 0113464  
 Charter Approving Entity: Pasadena Unified School District  
 County: Los Angeles  
 Charter #: 847  
 Fiscal Year: 2020/21

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**  
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>A. REVENUES</b>										
<b>1. Revenue Limit Sources</b>										
LCFF State Aid - Current Year	8011	919,193.00		919,193.00	625,064.00		625,064.00	1,365,480.84		1,365,480.84
Education Protection Account	8012	196,572.00		196,572.00	68,980.00		68,980.00	76,586.00		76,586.00
State Aid - Prior Years	8019			-	4.00		4.00	4.00		4.00
Tax Relief Subventions (for rev. limit funded schools)	8020-8039			-			-			-
County and District Taxes (for rev. limit funded schools)	8040-8079			-			-			-
Miscellaneous Funds (for rev. limit funded schools)	8080-8089			-			-			-
Revenue Limit Transfers (for rev. limit funded schools):										
PERS Reduction Transfer	8092			-			-			-
Charter Schools Funding in lieu of Property Taxes	8096	1,477,498.00		1,477,498.00	802,037.67		802,037.67	1,973,606.00		1,973,606.00
Other Revenue Limit Transfers	8091, 8097			-			-			-
Total, Revenue Limit Sources		2,593,263.00	-	2,593,263.00	1,496,085.67	-	1,496,085.67	3,415,676.84	-	3,415,676.84
<b>2. Federal Revenues</b>										
No Child Left Behind	8290		93,030.00	93,030.00		29,728.00	29,728.00		65,920.00	65,920.00
Special Education - Federal	8181, 8182		87,926.00	87,926.00			-		84,424.00	84,424.00
Child Nutrition - Federal	8220		34,284.00	34,284.00		11,813.49	11,813.49		34,284.00	34,284.00
Other Federal Revenues	8110, 8260-8299			-		223,149.00	223,149.00		280,463.00	280,463.00
Total, Federal Revenues		-	215,240.00	215,240.00	-	264,690.49	264,690.49	-	465,091.00	465,091.00
<b>3. Other State Revenues</b>										
Charter Schools Categorical Block Grant	8480			-			-			-
Special Education - State	StateRevSE		109,066.00	109,066.00		58,140.00	58,140.00		194,790.00	194,790.00
All Other State Revenues	StateRevAO	52,090.67	334,474.06	386,564.73	19,751.22	47,432.88	67,184.10	75,285.47	365,287.20	440,572.67
Total, Other State Revenues		52,090.67	443,540.06	495,630.73	19,751.22	105,572.88	125,324.10	75,285.47	560,077.20	635,362.67
<b>4. Other Local Revenues</b>										
All Other Local Revenues	LocalRevAO	250,605.00		250,605.00	81,701.51	164.10	81,865.61	141,378.73		141,378.73
Total, Local Revenues		250,605.00	-	250,605.00	81,701.51	164.10	81,865.61	141,378.73	-	141,378.73
<b>5. TOTAL REVENUES</b>										
		2,895,958.67	658,780.06	3,554,738.73	1,597,538.40	370,427.47	1,967,965.87	3,632,341.04	1,025,168.20	4,657,509.24



**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Aveson Global  
 (continued) Leadership Academy  
 CDS #: 19 64881 0113464  
 Charter Approving Entity: Pasadena Unified School District  
 County: Los Angeles  
 Charter #: 847  
 Fiscal Year: 2020/21

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>B. EXPENDITURES</b>										
<b>1. Certificated Salaries</b>										
Teachers' Salaries	1100	966,575.00	219,672.00	1,186,247.00	431,251.47	197,267.92	628,519.39	759,431.01	444,084.46	1,203,515.47
Certificated Pupil Support Salaries	1200			-			-			-
Certificated Supervisors' and Administrators' Salaries	1300	298,592.00		298,592.00	141,741.17	26,546.75	168,287.92	286,020.07	31,961.96	317,982.03
Other Certificated Salaries	1900		282,362.04	282,362.04	27,219.95	178,823.46	206,043.41	28,924.41	353,237.55	382,161.96
Total, Certificated Salaries		1,265,167.00	502,034.04	1,767,201.04	600,212.59	402,638.13	1,002,850.72	1,074,375.50	829,283.97	1,903,659.46
<b>2. Non-certificated Salaries</b>										
Instructional Aides' Salaries	2100		104,274.00	104,274.00	17,446.44	42,545.75	59,992.19	21,198.68	104,583.40	125,782.08
Non-certificated Support Salaries	2200			-			-			-
Non-certificated Supervisors' and Administrators' Sal.	2300			-	57,760.06	39,174.12	96,934.18	82,132.09	91,179.21	173,311.30
Clerical and Office Salaries	2400	198,772.00		198,772.00			-			-
Other Non-certificated Salaries	2900	60,536.00		60,536.00	33,917.09	22,688.69	56,605.78	82,212.95	18,918.17	101,131.12
Total, Non-certificated Salaries		259,308.00	104,274.00	363,582.00	109,123.59	104,408.56	213,532.15	185,543.72	214,680.78	400,224.49
<b>3. Employee Benefits</b>										
STRS	3101-3102			-			-			-
PERS	3201-3202			-			-			-
OASDI / Medicare / Alternative	3301-3302	114,748.43	46,382.57	161,131.00	52,273.30	37,843.29	90,116.59	90,566.10	82,744.33	173,310.42
Health and Welfare Benefits	3401-3402	114,992.00		114,992.00	90,384.01		90,384.01	161,239.66		161,239.66
Unemployment Insurance	3501-3502	15,075.00		15,075.00	(476.95)		(476.95)	15,000.00		15,000.00
Workers' Compensation Insurance	3601-3602	45,578.00		45,578.00	22,445.24		22,445.24	26,934.24		26,934.24
OPEB, Allocated	3701-3702			-			-			-
OPEB, Active Employees	3751-3752			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902			-			-			-
Total, Employee Benefits		290,393.43	46,382.57	336,776.00	164,625.60	37,843.29	202,468.89	293,740.00	82,744.33	376,484.32
<b>4. Books and Supplies</b>										
Approved Textbooks and Core Curricula Materials	4100			-			-			-
Books and Other Reference Materials	4200			-			-			-
Materials and Supplies	4300	48,500.00		48,500.00	15,563.25	40,763.48	56,326.73	92,658.89	39,010.11	131,669.00
Noncapitalized Equipment	4400	11,000.00		11,000.00	7,301.82	42,498.35	49,800.17	-	50,591.98	50,591.98
Food	4700	74,701.00	36,450.00	111,151.00	322.44	17,600.85	17,923.29		33,672.99	33,672.99
Total, Books and Supplies		134,201.00	36,450.00	170,651.00	23,187.51	100,862.68	124,050.19	92,658.89	123,275.08	215,933.97
<b>5. Services and Other Operating Expenditures</b>										
Subagreements for Services	5100			-			-			-
Travel and Conferences	5200			-	305.63		305.63	305.63		305.63
Dues and Memberships	5300			-	7,237.95		7,237.95	7,237.95		7,237.95
Insurance	5400	41,524.00		41,524.00	53,571.24		53,571.24	64,452.24		64,452.24
Operations and Housekeeping Services	5500	39,500.00		39,500.00	8,403.18		8,403.18	21,531.70		21,531.70
Rentals, Leases, Repairs, and Noncap. Improvements	5600	583,411.00		583,411.00	12,086.57	345,437.58	357,524.15	202,891.41	351,208.07	554,099.48
Professional/Consulting Services and Operating Expend.	5800	192,084.00	83,478.00	275,562.00	117,830.06	80,680.06	198,510.12	210,661.15	218,232.82	428,893.97
Communications	5900	21,151.00		21,151.00	21,175.62		21,175.62	37,183.48		37,183.48
Total, Services and Other Operating Expenditures		877,670.00	83,478.00	961,148.00	220,610.25	426,117.64	646,727.89	544,263.56	569,440.89	1,113,704.45

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Aveson Global  
 (continued) Leadership Academy  
 CDS #: 19 64881 0113464  
 Charter Approving Entity: Pasadena Unified School District  
 County: Los Angeles  
 Charter #: 847  
 Fiscal Year: 2020/21

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**  
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 for modified accrual)										
Land and Land Improvements	6100-6170			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900	51,345.00		51,345.00	27,106.69		27,106.69	47,049.00		47,049.00
Total, Capital Outlay		51,345.00	-	51,345.00	27,106.69	-	27,106.69	47,049.00	-	47,049.00
<b>7. Other Outgo</b>										
Tuition to Other Schools	7110-7143			-			-			-
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			-			-			-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			-			-			-
All Other Transfers	7281-7299			-			-			-
Debt Service:										
Interest	7438			-			-			-
Principal	7439			-			-			-
Total, Other Outgo		-	-	-	-	-	-	-	-	-
<b>8. TOTAL EXPENDITURES</b>		2,878,084.43	772,618.61	3,650,703.04	1,144,866.23	1,071,870.30	2,216,736.53	2,237,630.66	1,819,425.04	4,057,055.70
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		17,874.24	(113,838.55)	(95,964.31)	452,672.17	(701,442.83)	(248,770.66)	1,394,710.38	(794,256.85)	600,453.54
<b>D. OTHER FINANCING SOURCES / USES</b>										
1. Other Sources	8930-8979			-			-			-
2. Less: Other Uses	7630-7699			-			-			-
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	(113,838.55)	113,838.55	-	(701,442.83)	701,442.83	-	(794,256.85)	794,256.85	-
4. TOTAL OTHER FINANCING SOURCES / USES		(113,838.55)	113,838.55	-	(701,442.83)	701,442.83	-	(794,256.85)	794,256.85	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(95,964.31)	-	(95,964.31)	(248,770.66)	-	(248,770.66)	600,453.54	-	600,453.54

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Detail**

Charter School Name: Aveson Global  
 (continued) Leadership Academy  
 CDS #: 19 64881 0113464  
 Charter Approving Entity: Pasadena Unified School District  
 County: Los Angeles  
 Charter #: 847  
 Fiscal Year: 2020/21

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**  
 Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)

Description	Object Code	Adopted Budget - July 1			Actuals thru 1/31			2nd Interim Forecast		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
<b>F. FUND BALANCE, RESERVES</b>										
1. Beginning Fund Balance										
a. As of July 1	9791	293,534.89		293,534.89	293,534.89		293,534.89	293,534.89		293,534.89
b. Adjustments to Beginning Balance	9793, 9795			-			-			-
c. Adjusted Beginning Balance		293,534.89	-	293,534.89	293,534.89	-	293,534.89	293,534.89	-	293,534.89
2. Ending Fund Balance, June 30 (E + F.1.c.)		197,570.58	-	197,570.58	44,764.23	-	44,764.23	893,988.43	-	893,988.43
Components of Ending Fund Balance (Optional):										
Reserve for Revolving Cash (equals object 9130)	9711			-			-			-
Reserve for Stores (equals object 9320)	9712			-			-			-
Reserve for Prepaid Expenditures (equals object 9330)	9713			-			-			-
Reserve for All Others	9719			-			-			-
General Reserve	9730			-			-			-
Legally Restricted Balance	9740			-			-			-
Designated for Economic Uncertainties	9770			-			-			-
Other Designations	9775, 9780			-			-			-
Undesignated / Unappropriated Amount	9790	197,570.58	-	197,570.58	44,764.23	-	44,764.23	893,988.43	-	893,988.43

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Aveson Global  
(continued) Leadership Academy  
CDS #: 19 64881 0113464  
Charter Approving Entity: Pasadena Unified School District  
County: Los Angeles  
Charter #: 847  
Fiscal Year: 2020/21

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Forecast (Z)	2nd Interim vs. Adopted Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>A. REVENUES</b>						
1. Revenue Limit Sources						
State Aid - Current Year	8011	919,193.00	625,064.00	1,365,480.84	446,287.84	48.55%
Charter Schools Gen. Purpose Entitlement - State Aid	8015	196,572.00	68,980.00	76,586.00	(119,986.00)	-61.04%
State Aid - Prior Years	8019	-	4.00	4.00	4.00	New
Tax Relief Subventions (for rev. limit funded schools)	8020-8039	-	-	-	-	
County and District Taxes (for rev. limit funded schools)	8040-8079	-	-	-	-	
Miscellaneous Funds (for rev. limit funded schools)	8080-8089	-	-	-	-	
Revenue Limit Transfers (for rev. limit funded schools):						
PERS Reduction Transfer	8092	-	-	-	-	
Charter Schools Funding in Lieu of Property Taxes	8096	1,477,498.00	802,037.67	1,973,606.00	496,108.00	33.58%
Other Revenue Limit Transfers	8091, 8097	-	-	-	-	
Total, Revenue Limit Sources		2,593,263.00	1,496,085.67	3,415,676.84	822,413.84	31.71%
2. Federal Revenues						
No Child Left Behind	8290	93,030.00	29,728.00	65,920.00	(27,110.00)	-29.14%
Special Education - Federal	8181, 8182	87,926.00	-	84,424.00	(3,502.00)	-3.98%
Child Nutrition - Federal	8220	34,284.00	11,813.49	34,284.00	-	0.00%
Other Federal Revenues	8110, 8260-8299	-	223,149.00	280,463.00	280,463.00	New
Total, Federal Revenues		215,240.00	264,690.49	465,091.00	249,851.00	116.08%
3. Other State Revenues						
Charter Schools Categorical Block Grant	8480	-	-	-	-	
Special Education - State	StateRevSE	109,066.00	58,140.00	194,790.00	85,724.00	78.60%
All Other State Revenues	StateRevAO	386,564.73	67,184.10	440,572.67	54,007.94	13.97%
Total, Other State Revenues		495,630.73	125,324.10	635,362.67	139,731.94	28.19%
4. Other Local Revenues						
All Other Local Revenues	LocalRevAO	250,605.00	81,865.61	141,378.73	(109,226.27)	-43.59%
Total, Local Revenues		250,605.00	81,865.61	141,378.73	(109,226.27)	-43.59%
5. TOTAL REVENUES		3,554,738.73	1,967,965.87	4,657,509.24	1,102,770.51	31.02%
<b>B. EXPENDITURES</b>						
1. Certificated Salaries						
Teachers' Salaries	1100	1,186,247.00	628,519.39	1,203,515.47	17,268.47	1.46%
Certificated Pupil Support Salaries	1200	-	-	-	-	
Certificated Supervisors' and Administrators' Salaries	1300	298,592.00	168,287.92	317,982.03	19,390.03	6.49%
Other Certificated Salaries	1900	282,362.04	206,043.41	382,161.96	99,799.92	35.34%
Total, Certificated Salaries		1,767,201.04	1,002,850.72	1,903,659.46	136,458.42	7.72%
2. Non-certificated Salaries						
Instructional Aides' Salaries	2100	104,274.00	59,992.19	125,782.08	21,508.08	20.63%
Non-certificated Support Salaries	2200	-	-	-	-	
Non-certificated Supervisors' and Administrators' Sal.	2300	-	96,934.18	173,311.30	173,311.30	New
Clerical and Office Salaries	2400	198,772.00	-	-	(198,772.00)	(100%)
Other Non-certificated Salaries	2900	60,536.00	56,605.78	101,131.12	40,595.12	67.06%
Total, Non-certificated Salaries		363,582.00	213,532.15	400,224.49	36,642.49	10.08%
3. Employee Benefits						
STRS	3101-3102	-	-	-	-	
PERS	3201-3202	-	-	-	-	
OASDI / Medicare / Alternative	3301-3302	161,131.00	90,116.59	173,310.42	12,179.42	7.56%
Health and Welfare Benefits	3401-3402	114,992.00	90,384.01	161,239.66	46,247.66	40.22%
Unemployment Insurance	3501-3502	15,075.00	(476.95)	15,000.00	(75.00)	-0.50%
Workers' Compensation Insurance	3601-3602	45,578.00	22,445.24	26,934.24	(18,643.76)	-40.91%
OPEB, Allocated	3701-3702	-	-	-	-	
OPEB, Active Employees	3751-3752	-	-	-	-	
PERS Reduction (for revenue limit funded schools)	3801-3802	-	-	-	-	
Other Employee Benefits	3901-3902	-	-	-	-	
Total, Employee Benefits		336,776.00	202,468.89	376,484.32	39,708.32	11.79%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	-	-	-	-	
Books and Other Reference Materials	4200	-	-	-	-	
Materials and Supplies	4300	48,500.00	56,326.73	131,669.00	83,169.00	171.48%
Noncapitalized Equipment	4400	11,000.00	49,800.17	50,591.98	39,591.98	359.93%
Food	4700	111,151.00	17,923.29	33,672.99	(77,478.01)	-69.71%
Total, Books and Supplies		170,651.00	124,050.19	215,933.97	45,282.97	26.54%

**CHARTER SCHOOL  
INTERIM FINANCIAL REPORT - ALTERNATIVE FORM  
Second Interim Report - Summary**

Charter School Name: Aveson Global  
 (continued) Leadership Academy  
 CDS #: 19 64881 0113464  
 Charter Approving Entity: Pasadena Unified School District  
 County: Los Angeles  
 Charter #: 847  
 Fiscal Year: 2020/21

Description	Object Code	7/1 Adopted Budget (X)	Actuals thru 1/31 (Y)	2nd Interim Forecast (Z)	2nd Interim vs. Adopted Increase, (Decrease)	
					\$ Difference (Z) vs. (X)	% Change (Z) vs. (X)
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	-	-	-	-	
Travel and Conferences	5200	-	305.63	305.63	305.63	New
Dues and Memberships	5300	-	7,237.95	7,237.95	7,237.95	New
Insurance	5400	41,524.00	53,571.24	64,452.24	22,928.24	55.22%
Operations and Housekeeping Services	5500	39,500.00	8,403.18	21,531.70	(17,968.30)	-45.49%
Rentals, Leases, Repairs, and Noncap. Improvements	5600	583,411.00	357,524.15	554,099.48	(29,311.52)	-5.02%
Professional/Consulting Services and Operating Expend.	5800	275,562.00	198,510.12	428,893.97	153,331.97	55.64%
Communications	5900	21,151.00	21,175.62	37,183.48	16,032.48	75.80%
Total, Services and Other Operating Expenditures		961,148.00	646,727.89	1,113,704.45	152,556.45	15.87%
<b>6. Capital Outlay</b>						
Land and Land Improvements	6100-6170	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	
Equipment	6400	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	
Depreciation Expense (for full accrual only)	6900	51,345.00	27,106.69	47,049.00	(4,296.00)	-8.37%
Total, Capital Outlay		51,345.00	27,106.69	47,049.00	(4,296.00)	-8.37%
<b>7. Other Outgo</b>						
Tuition to Other Schools	7110-7143	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs	7211-7213	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	
Debt Service:						
Interest	7438	-	-	-	-	
Principal	7439	-	-	-	-	
Total, Other Outgo		-	-	-	-	
<b>8. TOTAL EXPENDITURES</b>		3,650,703.04	2,216,736.53	4,057,055.70	406,352.66	11.13%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		(95,964.31)	(248,770.66)	600,453.54	696,417.85	-725.71%
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		(95,964.31)	(248,770.66)	600,453.54	696,417.85	-725.71%
<b>F. FUND BALANCE, RESERVES</b>						
1. Beginning Fund Balance						
a. As of July 1	9791	293,534.89	293,534.89	293,534.89	-	0.00%
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		293,534.89	293,534.89	293,534.89		
2. Ending Fund Balance, June 30 (E + F.1.c.)		197,570.58	44,764.23	893,988.43		
Components of Ending Fund Balance (Optional):						
Reserve for Revolving Cash (equals object 9130)	9711	-	-	-	-	
Reserve for Stores (equals object 9320)	9712	-	-	-	-	
Reserve for Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Reserve for All Others	9719	-	-	-	-	
General Reserve	9730	-	-	-	-	
Legally Restricted Balance	9740	-	-	-	-	
Designated for Economic Uncertainties	9770	-	-	-	-	
Other Designations	9775, 9780	-	-	-	-	
Undesignated / Unappropriated Amount	9790	197,570.58	44,764.23	893,988.43	696,417.85	352.49%

# **Aveson Financial Policies and Procedures**

**Version 7 – Revised effective 2/16/2021**

It is the intent of these Financial Policies and Procedures to implement both the letter and spirit of all applicable State and Federal regulations regarding the expenditure of and accounting for public funds.

## **Overview**

The Governing Board of Aveson Charter Schools has reviewed and adopted the following policies and procedures to ensure the most effective use of the funds of Aveson Charter Schools to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Governing Board formulates financial policies and procedures, delegates administration of the policies and procedures to the Director, and reviews operations and activities on a regular basis.
2. The Director has responsibility for all operations and activities related to financial management.
3. Financial duties and responsibilities must be separated so that no one employee has sole control over cash receipts, disbursements, payrolls, and reconciliation of bank accounts.
4. All administrative employees are required to take annual vacations of at least five (5) consecutive days.
5. All documentation related to financial matters will be completed by computer, word processor, or ink.
6. The Governing Board will commission an annual financial audit by an independent third party auditor who will report directly to them. The Governing Board will approve the final audit report, and a copy will be provided to the charter-granting agency. Any audit exceptions and/or deficiencies will be resolved to the satisfaction of the Governing Board and the Charter-granting agency.
7. The Governance Board can appoint someone else to perform the Director's responsibilities in the case of absence.

**I. PURCHASES**

- A. All purchases of goods and services, including those authorized by the Executive Director, shall be consistent with the Board-approved budget. These purchases shall not require Board-approved/executed contracts, with the exception of professional consulting services in total annual amounts greater than \$10,000. Any purchases made with federal funds will be approved by the Executive Director to ensure the purchase made is allowable and supports the program and or object of the use of the federal funds.
- B. The Governing Board will be presented with a check register at each board meeting which lists all purchases made. The check register will include check #, payee, date, description, and amount.
- C. The Director will approve all purchases. When approving purchases, the Director will determine if the expenditure is budgeted, if there are funds available for the purchase, if the expenditure is in the best interest of the school, and if the price is competitive.
- D. Any individual making an authorized purchase on behalf of the school must provide an original invoice or receipt. In the case of on-line purchases, a printout of the receipt will be sufficient.
- E. Individuals making authorized purchases will be reimbursed by check upon receipt of appropriate documentation of the purchase.
- F. Individuals who use personal funds to make unauthorized purchases will not be reimbursed.
- G. The Executive Director and Site Directors may authorize an individual to use the school credit card to make an authorized purchase on behalf of the school, consistent with guidelines provided by the Director or Governing Board.
- H. Only the Executive Director, the Finance Manager, and the Site Director(s) shall be authorized to have a School credit card in their name for School purchases, which shall be made only in accordance with these policies, and credit card statements must be reviewed and approved by the Aveson Board of Directors.
  - 1. If receipts are not available, or are missing, the individual making the charge will be held responsible for payment.
  - 2. Credit cards will bear the names of Aveson and the name of the authorized employee.

**I. CONTRACTS**

- 1. Consideration will be made of in-house capabilities to accomplish services before outsourcing. Outsourced consulting services shall be provided for under a contract.

2. Contracts for other goods and services exceeding \$10,000 on an annual basis shall be presented to the Board for approval prior to signing. Length of contracts shall be at the discretion of the Board, but generally shall be no longer than one year. In general, contracts exceeding \$10,000 shall be let after a bidding process of sufficient duration to ensure competition. However, the Executive Director or an Aveson officer of the Board may make a finding to the Board for sole sourcing a contract exceeding \$10,000; in this case, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor).
  3. Competitive bids will be obtained where required by law or otherwise deemed appropriate and in the best interest of the school. These bids will be kept on file with the contract.
  4. Written contracts clearly defining work to be performed will be maintained by home office staff for all contract service providers including but not limited to consultants, independent contractors, and service providers.
  5. Contract service providers must show proof of being licensed and bonded, as appropriate for the services being provided, and of having adequate liability insurance and workers' compensation insurance currently in effect. The Executive Director may also require that the contract service providers list the school as an additional insured.
  6. If the contract service provider is a sole proprietor, partnership LP, or LLP a W-9 must be on file prior to issuing payment.
  7. All contracts and modifications will be signed by the Executive Director, Site Director or Aveson officer of the Board.
  8. Contract service providers will be paid in accordance with approved contracts as work is performed.
  9. Potential conflicts of interest will be disclosed upfront, and the Executive Director, Site Director, and/or Member(s) of the Board with the conflict will excuse themselves from discussions and from voting on the contract.
- J. Commitments and Purchase Orders
1. Purchase orders under \$10,000 must be approved by one of the following authorized positions: the Executive Director, a Site Director, or an Aveson officer.



2. Purchase orders of \$10,000 or more must be approved by at least two of the following: the Executive Director, a Site Director, or an Aveson officer.
- K. Invoices
1. Invoices under \$10,000 must be approved by one of the following authorized positions: the Executive Director, Site Director, or an Aveson officer.
  2. Invoices for \$10,000 or more must be approved by (a) the Executive Director and an Aveson officer, (b) by two Aveson officers, or (c) by a Site Director and the Executive Director or an Aveson Officer.
- L. Other Electronic Payments: Other electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without the express written consent of two of the following: Executive Director, Site Director, or Aveson officers.
- M. Aveson Employee Reimbursements: Business use of telephones or cell phones shall be reimbursed. Business meals shall be reimbursed using standard applicable IRS guidelines. Under no circumstances shall alcohol be reimbursed. The Executive Director must obtain the Co-Executive Director's authorization on reimbursement requests payable to the Executive Director's name.
- N. Petty Cash Accounts – Purpose and Usage
1. There will be one petty cash account for general purposes as described below. The purpose of Petty Cash is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Examples of proper expenses include, but are not limited to, food/meals for teachers doing curriculum work and emergency plumbing repairs. Petty cash shall not be used for teacher or other employee expense reimbursement.
  2. The Executive Director and Site Directors shall have access to the general petty cash account not to exceed \$600 combined for both Aveson schools per calendar month. Such funds shall be used at the discretion of the Executive Directors, subject to Board oversight and consistent with the approved budget and Aveson rules and regulations. The Executive Director must obtain an Aveson officer's authorization on petty cash made payable to the Executive Director's or Site Director's. Use of this petty cash shall require original receipts for all purchases.

- O. Personal Use of School Funds: Use of School funds for personal use is absolutely prohibited. Violation of this policy shall result in discipline up to and including dismissal or removal, including from the Board.

## II. BANKING

### A. General Checking Account

1. The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-backed instruments or standard money market accounts.
2. The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be one or more Executive Director, Site Directors, and/or Aveson officer. Checks above \$10,000, and checks payable to a signatory, must be signed by two of the following: Executive Director, Site Director and/or Aveson Officer.
3. Bank reconciliations are approved monthly by the Board of Directors.

- ### B. Deposits of Receipts: Aveson will deposit all funds received as soon as possible. All mail will be opened by the Office Managers on a daily basis on days the office is open for business, and the Office Manager will log all checks in the checks received log immediately. After being logged, the checks will be provided to the Finance Manager for deposit. The Finance Manager will prepare a deposit slip and endorse all checks as soon as practicable.

## III. TRAVEL POLICIES

### A. Aveson Employee Mileage Reimbursement

1. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for pre-approved business related travel for Aveson. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
2. All employees requesting such mileage reimbursement are required to furnish a *Travel Report* containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

## IV. LOANS

- ### A. The Executive Director and the Board of Directors will approve all loans.

- B. Once approved, a promissory note will be signed by the Executive Director, the Finance Manager, and/or an Aveson Officer before funds are borrowed.

**V. OTHER PRACTICES**

- A. Budget Adoption: A balanced budget shall be adopted by the Board of Directors of Aveson no later than June 30 prior to the start of each new fiscal year. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.
- B. Audit
  - 1. The Governing Board will contract for the services of an independent certified public accountant to perform an annual audit by an outside firm, which shall be performed each year on the close of the prior year's books. The executed contract will be for a period of one to three years. The audit shall be performed in advance of the December 15 statutory audit deadline. The audit shall include, but not be limited to, (1) an audit of the accuracy of the School's financial statements, (2) an audit of the School's attendance accounting and revenue claims practices, and (3) an audit of the School's internal controls practices.
  - 2. If the School receives over \$750,000 from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars. The audit firm shall be on the State approved list of School auditors.
  - 3. At the conclusion of the audit, the Business Services Consultant(s) will review the audit with the Board and propose any changes necessary in operating procedures to comply with audit findings.
- C. Board Meetings: The Board shall review financial statements (cash flow, and profit & loss) at periodic Board meetings. The Board shall also review and approve the monthly check registers from the General Checking Account and the credit cards.
- D. Conflict of Interest: Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter. The Board also has implemented a more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.
- E. Payroll
  - 1. New Employees: Requests for new employees shall be initiated by the Executive Director or an Aveson Officer and be consistent with

- the approved annual personnel budget. New employees shall complete an Application for Employment and all necessary paperwork for payroll. New employees shall be fingerprinted and TB tested consistent with State law. Fingerprint clearance must be received by the School before any employee may start work.
2. Employees shall accrue vacation and sick leave time based on the personnel policy of the School.
  3. Timekeeping (for hourly staff)
    - a) Authorized timesheets shall be completed according to Aveson policies and procedures set forth separately.
    - b) Payroll processing and payment shall take place according to payroll services provider policies and procedures set forth separately.
- F. Independent Contractors: Aveson shall only engage independent contractors if all of the following practices are followed:
1. The expense is within the approved budget or separately authorized by the Board;
  2. The contractor provides proof of adequate insurance;
  3. IRS rules are followed regarding classification of staff as contractors versus employees; and
  4. The work is done under contract.
- G. Expenses/Revenues Allocation - Revenues and expenses (e.g. interest revenue/expenses, bank service charges, payroll fees, etc.) which cannot be directly attributed to a particular school will be allocated based on the current year forecasted P2 ADA numbers for the Aveson charter schools (Aveson School of Leaders and Aveson Global Leadership Academy) unless the Executive Director or Treasurer determines that a different allocation is more appropriate. Reclassification of allocations based on the change from forecasted P2 to actual current year P2 would not be required unless there is significant variance. The basis for using a different allocation must be documented by the Executive Director prior to the journal entry being made.
- H. Allocation for balance transfers - This allocation determination will also apply for transfers from the savings to the checking account (and vice-versa) if the transfer does not match with a deposit made into the transferring account (Note: this allocation will impact balance sheet accounts only). Otherwise, the allocation will be based on the deposit made. Please note that the total cash balance for each charter will correspond to the actual allocation of revenues and expenditures, but

often times the allocation of the cash per charter across multiple bank accounts may not be straightforward.

I. Capitalization and Depreciation:

1. The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred.
2. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:
  - a) Leasehold Improvement – Lease term or 5 years
  - b) Equipment – 3 years
  - c) Furniture – 5 years
3. Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

J. Disposal of Surplus Property and Donations:

1. Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the School feels will have no future value to the School's program, and that is declared to be surplus property by the Board. If the School wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.
2. If the School wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.
3. If the School wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include: (1) the donee organization is fully independent of the School, with none of the School's Board members or key personnel involved in the donee organization; and (2) the donee organization shall be a non-profit or governmental entity related to education. In addition, the School shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the School's books and record the donation as required by state and federal audit guidelines.

K. Property Acquired with Federal Grant Funds

1. If the property in question cost \$5,000 or more at the time of acquisition and was acquired with federal grant funds, the School shall notify the federal contract administrator prior to donating or disposing of such property as provided above.

Comprehensive School Safety Plan—EC 32288 Disaster Preparedness Educational  
Materials - EC 32282.5



Policy on Comprehensive School Safety Plan Disaster Preparedness Educational  
Materials

Each Aveson Charter School has a School Safety Plan, which includes a comprehensive disaster preparedness plan. Copies are available for review at each school office.

Natural and human-caused disasters affect everyone, which is why it is important to be prepared at home, at school, at work, and in the community. Parents and guardians are encouraged to review the safety educational materials provided on the California Department of Education Web page at:

<http://www.cde.ca.gov/ls/ss/cp/pupilsafetyeducmat.asp>. The materials are available in multiple languages and can be used to help families prepare for different types of emergencies and crisis.

## **Aveson Charter Schools**

### **COVID-19 CalOSHA COVID-19 Prevention Program (CPP)**

#### **Part 1 of COVID-19 Safety Plan for reopening school**

With some exceptions, all employers and places of employment are required to establish and implement an effective written COVID-19 Prevention Program (CPP) pursuant to an Emergency Temporary Standard in place for COVID-19 (California Code of Regulations (CCR), Title 8, section [3205\(c\)](#)).

This CPP is designed to control exposures to the SARS-CoV-2 virus that may occur in our workplace.

**Date: February 25, 2021**

### **Authority and Responsibility**

**Aveson's COVID-19 Compliance Task Force (Alexandra Alger, Rene Canas, Maya Edwards, Eva Neuer, Casey Rasmussen)** has overall authority and responsibility for implementing the provisions of this CPP in our workplace. **In addition, all managers and supervisors are responsible** for implementing and maintaining the CPP in their assigned work areas and for ensuring employees receive answers to questions about the program in a language they understand.

**All employees are responsible for using safe work practices, following all directives, policies and procedures, and assisting in maintaining a safe work environment.**

### **Identification and Evaluation of COVID-19 Hazards**

We will implement the following in our workplace:

- Conduct workplace-specific evaluations using the **Appendix A: Identification of COVID-19 Hazards** form.
- Evaluate employees' potential workplace exposures to all persons at, or who may enter, our workplace.
- Review applicable orders and general and industry-specific guidance from the State of California, Cal/OSHA, and the local health department related to COVID-19 hazards and prevention.
- Evaluate existing COVID-19 prevention controls in our workplace and the need for different or additional controls.
- Conduct periodic inspections using the **Appendix B: COVID-19 Inspections form** as needed to identify unhealthy conditions, work practices, and work procedures



related to COVID-19 and to ensure compliance with our COVID-19 policies and procedures.

## **Employee participation**

Employees and their authorized employees' representatives are encouraged to participate in the identification and evaluation of COVID-19 hazards by emailing the Executive Director and/or COVID-19 Compliance Task Force Members with their questions/concerns regarding hazards.

## **Employee screening**

We screen our employees by:

Self- screening is conducted before students, visitors and staff may enter the school. When school is reopened, Aveson will send a morning text reminder to staff and families reminding them to self-screen.

Adult visitors and staff who screen positive at entry or who report symptoms at any point during the school day are instructed to return home and self-isolate as required by Health Officer Order Revised December 17, 2020.

The COVID-19 Compliance Task Force is informed of any positive screening result in the school and initiates the School Exposure Management Plan consistent with DPH directives

Students who screen positive at entry or who report symptoms at any point during the school day are given a surgical mask and accompanied to a preselected isolation space where they can remain while arrangements are made for their return home. This space is apart from the one set aside for symptomatic students. It may be a separate room or an area within the same room that is set apart by a barrier. Once they return home, they are instructed to self-quarantine as required by Health Officer Order Revised December 17, 2020, until such time as it has been determined that the individual screening positive for COVID-19 symptoms is negative for COVID-19.

Screening of adults and of middle and high school age students includes a question about close contact with anyone at home, school or elsewhere that the individual has been told has tested positive for COVID- 19.

Any adult who is screened for exposure and reports close contact with an infected person is instructed to leave the school, return home to initiate self-quarantine, and get testing for COVID-19.

Any middle or high school student who is screened for exposure and reports close contact with an infected person is provided with a surgical mask and accompanied to a predetermined space in the school while arrangements are made for them to be picked up by parents in order to initiate quarantine at home. Parents are advised to seek testing for the child.

## Correction of COVID-19 Hazards

Unsafe or unhealthy work conditions, practices or procedures will be documented on the **Appendix B: COVID-19 Inspections** form, and corrected in a timely manner based on the severity of the hazards, as follows:

**COVID-19 Compliance Task Force will assess the severity of the hazard and work with Executive Directors for correction time frames to be assigned, accordingly. Individuals are identified as being responsible for timely correction. Follow-up measures are taken to ensure timely correction.**

## Control of COVID-19 Hazards

### Physical Distancing

**Eliminating the need for workers to be in the workplace – e.g., telework or other remote work arrangements.**

Where possible, we ensure at least six feet of physical distancing at all times in our workplace by: (Four feet is the minimum distance that Individuals will be kept apart when there are situations where six feet of physical distancing cannot be achieved.)

Measures are in place to ensure physical distancing as students, parents or visitors arrive at entry to school. These include:

Students exit busses or other vehicles single file through one door.

School employees are deployed to meet incoming busses, cars and students arriving on foot or by bicycle to ensure distancing is maintained and avert gatherings.

Tape or other markings are used to help students maintain physical distancing as they line up to enter the school.

Multiple entrances and exits are used to avoid overcrowding at arrival and dismissals as long as all entrances and exits have adequate monitoring of arriving and exiting students and employees.

Measures are in place to ensure physical distancing as students, parents or visitors enter and move through the school building. These may include:

School employees are deployed in hallways throughout the day as needed to assure physical distancing as students move between classrooms or from classrooms to other school locations.

Measures are in place to avoid crowding on stairways including staggering of breaks between classes and monitoring of stairways by school staff.

Measures are in place to ensure physical distancing within classrooms. In-person class size has been limited to allow six feet of physical distance between students and staff.

The school day may be divided into shifts to permit fewer students per class. Attendance is staggered to reduce the overall number of students in classrooms on a given day. Some classes have been moved entirely online. Some classes will be entirely outside.

Online class attendance is offered as an option for students for whom it is feasible and for students who may be at elevated risk in a regular classroom.

Alternative spaces are used to reduce the number of students within classrooms. These may include Library, Auditorium, Cafeteria, Gymnasium.

Classroom furniture is set up to ensure 6 feet between students at their desks/tables and between students and teachers (placement of desks/tables, use of floor markings to indicate required distance, etc.) to the extent feasible. Where 6 feet of distance is not possible, physical barriers are used to minimize close contacts.

Furniture designed for in-class group activities that bring students closer than 6 feet has been reconfigured or removed from the classroom.

Nap or rest areas in classrooms have students placed 6 feet apart and alternating feet to head.

Teaching methods have been modified to avoid close contact between students in laboratories and other classes that may usually involve group activities.

Measures are in place to maintain physical distancing during school meals. These may include:

To the extent possible, meals are eaten in classrooms or outdoors, without any mingling of elementary school students from different classrooms.

If students line up to pick up food, tape or other markings are used to assure a 6-foot distance between any two students.

Staff are deployed during meals to maintain physical distancing and keep elementary school students from different classrooms from mingling.

Food preparation and service operations have been redesigned, where possible, to achieve physical distancing between employees. For example, kitchen and other back of house floors are marked to reinforce physical distancing requirements.

Measures are in place to permit physical distancing in school areas used for student support services.

Student support staff, including school employees (nurses, guidance counselors, therapists, etc.) and employees of adjunct support programs (clinicians, health educators, etc.) have been instructed to maintain a physical distance of at least 6 feet to the extent feasible while engaging in student support activities.

Furniture and equipment in school areas used for student support services are arranged to promote a 6-foot distance between any two students and/or between students and staff.

Where feasible and appropriate, therapeutic and support activities are conducted virtually.

Sharing of equipment and supplies is avoided where possible. Should equipment need to be shared, it must be sanitized before and after each use by a different student and/or employee.

Staff offering student support services are provided with appropriate PPE per CalOSHA requirements.

Measures are in place to permit physical distancing in administrative areas of the school.

Signage alerts visitors to the need to maintain a 6-foot distance from school office personnel.

Tape or other markings are used to define a 6-foot radius around reception desks or counters.

Workstations of administrative personnel have been arranged to permit 6 feet between individuals sharing a space or between office personnel and students or other staff required to visit the space.

Measures are in place to ensure physical distancing and safe infection control practices in extracurricular activities. These may include (check all that apply):

Spectator events are not permitted at this time; this includes both indoor and outdoor events.

Extracurricular athletic teams that the school has chosen to reopen (limited to sports permitted by State orders and which allow physical distancing, such as tennis, golf, gymnastics activities that do not require a spotter, etc.) have been reconfigured as necessary to incorporate physical distancing into training and play.

Extracurricular team sports that do not allow physical distancing (baseball, football, soccer, etc.) have not reopened. Note that coaches may provide conditioning and skill building programs to students for their individual use.

Extracurricular musical activities have been moved online or reconfigured as necessary to incorporate physical distancing.

Choral groups or any activities that require singing or chanting are suspended.

Instrumental groups are configured to permit a distance of at least 6 feet between musicians.

Extracurricular activities that are not athletic or musical (teams, clubs) meet online rather than in person to the extent feasible.

**In person school-wide events (assemblies, school plays, etc.) and group field trips have been halted.**

## Face Coverings

We provide clean, undamaged face coverings and ensure they are properly worn by employees over the nose and mouth when indoors, and when outdoors and less than six feet away from another person, including non-employees, and where required by orders from the California Department of Public Health (CDPH) or local health department.

**Staff will have access to a supply of face coverings as needed. If employees encounter non-employees that are not wearing face coverings they must report it to the COVID-19 Compliance Task Force and Executive Directors.**

The following are exceptions to the use of face coverings in our workplace:

- When an employee is alone in a room.
- While eating and drinking at the workplace, provided employees are at least six feet apart and outside air supply to the area, if indoors, has been maximized to the extent possible.
- Employees wearing respiratory protection in accordance with CCR Title 8 section 5144 or other safety orders.
- Employees who cannot wear face coverings due to a medical or mental health condition or disability, or who are hearing-impaired or communicating with a hearing-impaired person. Alternatives will be considered on a case-by-case basis.
- Specific tasks that cannot feasibly be performed with a face covering, where employees will be kept at least six feet apart.

Any employee not wearing a face covering, face shield with a drape or other effective alternative, or respiratory protection, for any reason, shall be at least six feet apart from all other persons unless the unmasked employee is tested at least twice weekly for COVID-19.

**Visitors arriving at the school are reminded to wear a face covering at all times while in the school. This applies to all adults and to children 2 years of age and older.** Only individuals who have been instructed not to wear a face covering by their medical provider are exempt from wearing one. To support the safety of your employees and other visitors, a face covering should be made available to visitors who arrive without them.

Measures are in place to ensure use of appropriate face coverings by all staff, students and visitors at all times. These may include:

Staff, parents and students are informed of the requirement for cloth face coverings prior to the start of school and on a regular basis throughout the school year.

All students over age 2 are required to wear cloth face coverings at all times while on school property except while eating, drinking or carrying out other activities that preclude use of face coverings.

Alternative protective strategies may be adopted to accommodate students who are on Individualized Education or 504 Plans and who cannot use or tolerate cloth face coverings.

Information is provided to staff, parents and students concerning proper use of cloth face coverings including the need to wash cloth face coverings after each day's use.

Signage at the entry to the school, at the entry to the school office and throughout the school building reinforces this requirement and depicts proper use of cloth face coverings.

As feasible, two cloth face coverings are provided to each student upon reopening school and at the start of the school year. If that is not feasible, parents and students are given information concerning methods for making their own cloth face coverings.

Parents of younger children are encouraged to provide a second face-covering for school each day in case the one a child is wearing gets soiled; this would allow for a change of the face covering during the day.

Staff who are deployed at school entry or in hallways or other common areas to reinforce physical distancing also remind students of rules concerning use of cloth face coverings.

NOTE: Staff and students who are alone in closed offices, walled cubicles or other private, enclosed spaces are not required to wear cloth face coverings. Students may also remove cloth face coverings when eating or napping or when wearing a cloth face covering is otherwise impracticable. The school may consider whether it is appropriate for a teacher in the early grades to use a plastic face shield with a tucked-in drape below the chin as a substitute for a cloth face covering to enable the youngest students to see their teacher's face and avoid potential barriers to phonological instruction.

## **Engineering controls**

We implement the following measures for situations where we cannot maintain at least six feet between individuals and we maximize, to the extent feasible, the quantity of outside air for our buildings with mechanical or natural ventilation systems by:

Doors and windows are kept open during the school day if feasible and if outdoor conditions make this appropriate.

Air filters have been upgraded to the highest efficiency possible.

Measures are in place to ensure infection control in the school cafeteria or other site at which food is served or picked up.

Buffet and family style meals have been eliminated.

Food options include prepackaged meals, hot meals served by cafeteria staff and/or food brought by students from home.

Physical barriers are in place where needed to limit contact between staff and students.

## **Cleaning and disinfecting**

We implement the following cleaning and disinfection measures for frequently touched surfaces:

- **Ensuring adequate supplies and adequate time for it to be done properly. Staff will have access to cleaning supplies in their own work spaces separate from cleaning supplies accessed by the custodial crew.**
- **Informing the employees and authorized employee representatives of the frequency and scope of cleaning and disinfection: logs will be posted showing date/times that public areas are cleaned/disinfected**

Should we have a COVID-19 case in our workplace, we will implement the following procedures: **the workplace areas will be put out of use and custodial staff who have been trained will clean and disinfect the area(s).**

Restrooms, lobbies, break rooms, and lounges and other common areas are being disinfected daily.

## **Shared tools, equipment and personal protective equipment (PPE)**

PPE must not be shared, e.g., gloves, goggles and face shields.

Items that employees come in regular physical contact with, such as phones, headsets, desks, keyboards, writing materials, instruments and tools must also not be shared, to the extent feasible. Where there must be sharing, the items will be disinfected between uses by **the custodial cleaning/sanitizing crew or employees may be trained to do it themselves].**

## **Hand sanitizing**

In order to implement effective hand sanitizing procedures, we:

- **Encouraging and allowing time for employee handwashing.**
- **Providing employees with an effective hand sanitizer, and prohibit hand sanitizers that contain ethanol (i.e. methyl alcohol).**
- **Encouraging employees to wash their hands for at least 20 seconds each time.**

Measures are in place to ensure frequent hand washing by staff, students and visitors. These may include:

Students and staff are given frequent opportunities to wash their hands for 20 seconds with soap, rubbing thoroughly after application, and use paper towels (or single-use cloth towels) to dry hands thoroughly.

Younger students are regularly scheduled for frequent mandatory handwashing breaks, including before and after eating, after toileting, after outdoor play, and before and after any group activity.

Staff are instructed to model frequent handwashing, especially in lower grades where bathroom time is an opportunity to reinforce healthy habits and monitor proper handwashing.

Portable handwashing stations have been placed near classrooms to minimize movement and congregations in bathrooms to the extent practicable.

Ethyl alcohol-based, hand sanitizer is made available to students and staff at strategic locations throughout the school where there is no sink or portable handwashing station (in or near classrooms, rooms in which support services are provided, music and art rooms). Ethyl alcohol is preferred and should be used when there is the potential of unsupervised use by children. Isopropyl hand sanitizers are more toxic and can be absorbed through the skin.

**Hand sanitizer based on isopropyl alcohol is not used in the school given its potential toxicity and hand sanitizer is not out in the open in classrooms of children under age 9.**

Faculty and staff have been made aware of the risk of ingestion and that they should call Poison Control at 1-800-222-1222 if there is reason to believe that a student has consumed hand sanitizer.

Hand sanitizer, soap and water, tissues and trash cans are available to the public at or near the entrance of the facility, at reception, and anywhere else inside the workplace or immediately outside where people have direct interactions.

### **Personal protective equipment (PPE) used to control employees' exposure to COVID-19**

We evaluate the need for PPE (such as gloves, goggles, and face shields) as required by CCR Title 8, section 3380, and provide such PPE as needed.

We provide and ensure use of eye protection and respiratory protection in accordance with section 5144 when employees are exposed to procedures that may aerosolize potentially infectious material such as saliva or respiratory tract fluids. [Delete if not applicable to your workplace.]



# Investigating and Responding to COVID-19 Cases

This will be accomplished by using the **Appendix C: Investigating COVID-19 Cases** form.

Employees who had potential COVID-19 exposure in workplace will be:

- **Offered COVID-19 testing at no cost during their working hours.**
- **Provide information on benefits during time off work.**

## Aveson Protocol for COVID-19 Exposure Management Plan (EMP) in K-12 Schools

Aveson will follow the LA County Public Health Department protocols for COVID-19 Exposure Management. The steps for managing exposures to 1, 2, and 3 or more COVID-19 cases at K-12 Schools are described below. *Required* steps are the minimum elements that must be included in the EMP per LA County Public Health Orders. *Recommended* steps include optional elements for exposure management where school resources are sufficient.

### Exposure Management Planning Prior to Identifying 1 COVID-19 Case at School

*Required:* A designated School COVID-19 Compliance Task Force (Alexandra Alger, Rene Canas, Maya Edwards, Eva Neuer, Casey Rasmussen) that is responsible for establishing and enforcing all COVID-19 safety protocols and ensuring that staff and students receive education about COVID-19. A designated COVID-19 Compliance Officer (Eva Neuer) who serves as a liaison to DPH in the event of a COVID-19 cluster or outbreak at the setting.

*Required:* A plan for all students and employees who have symptoms consistent with COVID-19 infection or are quarantined because of exposure to case(s) at school to have access to testing or be tested for COVID-19 infection.

### Exposure Management for 1 COVID-19 Case at School

*Required:* After identifying 1 laboratory confirmed COVID-19 case (student or employee), the School Compliance Task Force instructs the case to follow Home Isolation Instructions for COVID-19 ([www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/](http://www.publichealth.lacounty.gov/acd/ncorona2019/covidisolation/)).

*Required:* School Compliance Task Force informs the case that DPH will contact the case directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Case Isolation.

*Required:* School Compliance Task Force works with the case to generate a list of students and/or employees with exposure to the case while infectious. The School Compliance Officer submits this information to DPH using the [COVID-19 Case and](#)

[Contact Line List for the Educational Sector](#) within 1 business day of notification of a case. If needed, additional time may be requested. For technical assistance on how to complete the line list contact: [ACDC- Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) .

- A case is considered to be infectious from 2 days before their symptoms first appeared until the time they are no longer required to be isolated (i.e., no fever for at least 24 hours, without the use of medicine that reduce fevers AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.
- A person is considered to have been exposed if they are one of the following:
  - An individual who was within 6 feet of the infected person for more than 15 minutes, even if a non-medical face covering was worn;
  - An individual who had unprotected contact with the infected person's body fluids and/or secretions of a person with confirmed or suspected COVID-19 (e.g., being coughed or sneezed on, sharing utensils or saliva, or providing care without using appropriate protective equipment). *Required:* Students and employees that are identified to have had an exposure to the case at school are notified by the School Compliance Task Force of the exposure through a letter or other communication strategies. The notification of exposure should include the following messages:
- Students and employees with an exposure to the case should test for COVID-19, whether or not they have symptoms, and inform the school of test results. This will determine the extent of disease spread at the school and serve as a basis for further control measures. Testing resources include: Personal Healthcare Providers; Community Testing Sites: [covid19.lacounty.gov/testing](https://covid19.lacounty.gov/testing). Individuals who need assistance finding a medical provider can call the LA County Information line 2-1-1, which is available 24/7.
- Exposed students and employees should quarantine for 14 days since last exposure to the case while infectious (as defined above), even if they receive a negative test result during their quarantine period. A person who tests negative may subsequently develop disease, with or without symptoms, if tested during the incubation period (i.e., time period between exposure and disease onset). Home Quarantine Guidance for COVID-19 is available at: [www.publichealth.lacounty.gov/acd/corona-2019/covid-quarantine/](https://www.publichealth.lacounty.gov/acd/corona-2019/covid-quarantine/)
- DPH will contact exposed students and employees directly through the DPH Case and Contact Investigation Program to collect additional information and issue the Health Officer Order for Quarantine.
  - Recommended:* School Compliance Task Force will determine whether

additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

#### Exposure Management for 2 COVID-19 Cases at School within a 14-day Period

*Required:* After identifying 2 laboratory confirmed cases (students and/or employees) within a 14- day period, the school follows the *required* steps for 1 confirmed case.

*Recommended:* School Compliance Task Force determines whether the 2 cases are epidemiologically linked, meaning that the two affected individuals were both present at some point in the same setting during the same time period while either or both were infectious.\*

*\*A case is considered to be infectious from 2 days before symptoms first appeared until they are no longer required to be isolated (i.e., no fever for at least 24 hours without the use of medicine that reduces fever AND other symptoms have improved AND at least 10 days have passed since symptoms first appeared). A person with a positive COVID-19 test but no symptoms is considered to be infectious from 2 days before their test was taken until 10 days after their test.*

- Determination of epidemiological links between cases may require further investigation to assess exposure history and identify all possible locations and persons that may have been exposed to the case while infectious  
A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#). For technical assistance on how to assess for epidemiological links, please contact [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) .
- If epidemiological links do not exist, the school continues with routine exposure management.
- If epidemiological links exist, the school reinforces messages to students and employees on precautions to take to prevent spread at the school, including implementation of site- specific interventions.

#### Exposure Management for $\geq 3$ COVID-19 Cases at School within a 14-day Period

*Required:* If the school identifies a cluster of 3 or more laboratory confirmed cases (students and/or employees) within a 14-day period, the school should proceed with the following steps:

- Report the cluster to the DPH Acute Communicable Disease Control (ACDC) Education Sector Team within 1 business day via email at:

[ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov) or by calling (888) 397-3993 or (213) 240-7821.

- Complete the *Line List for Cases and Contacts*, available at: [COVID-19 Case and Contact Line List for the Educational Sector](#) and submit it to [ACDC-Education@ph.lacounty.gov](mailto:ACDC-Education@ph.lacounty.gov). For technical assistance on how to complete the line list contact [ACDC- Education@ph.lacounty .gov](mailto:ACDC-Education@ph.lacounty.gov) .
- The ACDC Education Sector Team will review the *Line List for Cases and Contacts* to determine whether the outbreak criteria have been met. The ACDC team will contact the school within 1 business day to advise on next steps.
- If outbreak criteria are not met, the school continues with routine exposure management.
- If outbreak criteria are met, the DPH Outbreak Management Branch (OMB) is activated.
- An OMB public health investigator is assigned to coordinate with the school on outbreak management for the duration of the outbreak investigation.
- School Compliance Task Force will submit requested information, including updates to the *Line List for Cases and Contacts*, to the OMB Investigator until the outbreak is resolved (i.e., at least 14 days since the last confirmed case).
  - Recommended:* Prior to reporting a cluster to the DPH ACDC Education Sector Team, School Compliance Task Force will determine whether at least 3 cases in the cluster have epidemiological links. A tool is available to assist in the assessment of epidemiological links at: [COVID-19 Exposure Investigation Worksheet for the Education Sector](#).

#### COVID-19 Outbreak Criteria for K-12 Schools

At least 3 laboratory-confirmed cases with symptomatic or asymptomatic COVID-19 within a 14-day period in a group\* epidemiologically linked, **do not share a household,**

*\*School groups include persons that share a common membership at school (e.g., classroom, school event, school extracurricular activity, academic class, sport teams, clubs, transportation). Epidemiological links require the infected persons to have been present at some point in the same setting during the same time period while infectious.*

## System for Communicating

Our goal is to ensure that we have effective two-way communication with our employees, in a form they can readily understand, and that it includes the following information:

- Who employees should report COVID-19 symptoms and possible hazards to, and how: **we expect that all Aveson employees will report COVID-19 symptoms to the Executive Director and Director on site.** Possible hazards are to be reported to the COVID-10 Compliance Task Force and Executive Directors.

Our procedures or policies for accommodating employees with medical or other conditions that put them at increased risk of severe COVID-19 illness: employees should obtain a medical note and work with HR for accommodations.

- Employees can access COVID-19 testing voluntarily via their health plan or a local testing center **[This type of voluntary testing does not have to be provided by the employer]**.
- In the event we are required to provide testing because of a workplace exposure or outbreak, we will communicate the plan for providing testing and inform affected employees of the reason for the testing and the possible consequences of a positive test.
- School Compliance Task Force will determine whether additional notification is needed to inform the wider school community about the school exposure and precautions being taken to prevent spread of COVID-19.

## Training and Instruction

We will provide effective training and instruction that includes:

- Our COVID-19 policies and procedures to protect employees from COVID-19 hazards.
- Information regarding COVID-19-related benefits to which the employee may be entitled under applicable federal, state, or local laws.
- The fact that:
  - COVID-19 is an infectious disease that can be spread through the air.
  - COVID-19 may be transmitted when a person touches a contaminated object and then touches their eyes, nose, or mouth.
  - An infectious person may have no symptoms.
- Methods of physical distancing of at least six feet and the importance of combining physical distancing with the wearing of face coverings.
- The fact that particles containing the virus can travel more than six feet, especially indoors, so physical distancing must be combined with other controls, including face coverings and hand hygiene, to be effective.
- The importance of frequent hand washing with soap and water for at least 20 seconds and using hand sanitizer when employees don't have immediate access to a sink or hand washing facility, and that hand sanitizer does not work if the hands are soiled.
- Proper use of face coverings and the fact that face coverings are not respiratory protective equipment - face coverings are intended to primarily protect other individuals from the wearer of the face covering.
- COVID-19 symptoms, and the importance of obtaining a COVID-19 test and not coming to work if the employee has COVID-19 symptoms.

**Appendix D: COVID-19 Training Roster** will be used to document this training.

## Exclusion of COVID-19 Cases

Where we have a COVID-19 case in our workplace, we will limit transmission by:

- Ensuring that COVID-19 cases are excluded from the workplace until our return-to-work requirements are met.
- Excluding employees with COVID-19 exposure from the work place for 14 days after the last known COVID-19 exposure to a COVID-19 case.
- Continuing and maintaining an employee's earnings and all other employee rights and benefits whenever we've demonstrated that the COVID-19 exposure is work related. Providing employees at the time of exclusion with information on available benefits.

## Reporting, Recordkeeping, and Access

It is our policy to:

- Report information about COVID-19 cases at our work place to the local health department whenever required by law, and provide any related information requested by the local health department.
- Report immediately to Cal/OSHA any COVID-19-related serious illness or death, as defined under CCR Title 8 section 330(h), of an employee occurring in our place of employment or in connection with any employment.
- Maintain records of the steps taken to implement our written COVID-19 Prevention Program in accordance with CCR Title 8 section 3203(b).
- Make our written COVID-19 Prevention Program available at the work place to employees, authorized employee representatives, and to representatives of Cal/OSHA immediately upon request.
- Use the **Appendix C: Investigating COVID-19 Cases** form to keep a record and track all COVID-19 cases. The information will be made available to employees, authorized employee representatives, or as otherwise required by law, with personal identifying information removed.

## Return-to-Work Criteria

- COVID-19 cases with COVID-19 symptoms will not return to work until all the following have occurred:
  - At least 24 hours have passed since a fever of 100.4 or higher has resolved without the use of fever-reducing medications.
  - COVID-19 symptoms have improved.
  - At least 10 days have passed since COVID-19 symptoms first appeared.
- COVID-19 cases who tested positive but never developed COVID-19 symptoms will not return to work until a minimum of 10 days have passed since the date of specimen collection of their first positive COVID-19 test.
- A negative COVID-19 test will not be required for an employee to return to work.
- If an order to isolate or quarantine an employee is issued by a local or state health official, the employee will not return to work until the period of isolation or quarantine is completed or

the order is lifted. If no period was specified, then the period will be 10 days from time the order to isolate was effective, or 14 days from the time the order to quarantine was effective.

**Type Title of owner or top management representative formally approving the program and have them sign and date: Executive Director will communicate order to isolate or quarantine in writing to employee with HR copied on communication.**

## Appendix A: Identification of COVID-19 Hazards

All persons, regardless of symptoms or negative COVID-19 test results, will be considered potentially infectious. Particular attention will be paid to areas where people may congregate or come in contact with one another, regardless of whether employees are performing an assigned work task or not. For example: meetings, entrances, bathrooms, hallways, aisles, walkways, elevators, break or eating areas, cool-down areas, and waiting areas.

Evaluation of potential workplace exposure will be to all persons at the workplace or who may enter the workplace, including coworkers, employees of other entities, members of the public, customers or clients, and independent contractors. We will consider how employees and other persons enter, leave, and travel through the workplace, in addition to addressing fixed work locations.

**Person conducting the evaluation: at ASL Director of Facilities Casey Rasmussen; at AGLA Director of Growth & Sustainability Kate Bean Date: weekly on-going Name(s) of employee and authorized employee representative that participated: [enter name(s)]**

Interaction, area, activity, work task, process, equipment and material that potentially exposes employees to COVID-19 hazards	Places and times	Potential for COVID-19 exposures and employees affected, including members of the public and employees of other employers	Existing and/or additional COVID-19 prevention controls, including barriers, partitions and ventilation


## Appendix B: COVID-19 Inspections

Date: **[enter date]**

Name of person conducting the inspection: **[enter names]**

Work location evaluated: **[enter information]**

Exposure Controls	Status	Person Assigned to Correct	Date Corrected
<b>Engineering</b>			
Barriers/partitions			
Ventilation (amount of fresh air and filtration maximized)			
Additional room air filtration			



<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>Administrative</b>			
Physical distancing			
Surface cleaning and disinfection (frequently enough and adequate supplies)			
Hand washing facilities (adequate numbers and supplies)			
Disinfecting and hand sanitizing solutions being used according to manufacturer instructions			
<b>[add any additional controls your workplace is using]</b>			
<b>[add any additional controls your workplace is using]</b>			
<b>PPE</b> (not shared, available and being worn)			
Face coverings (cleaned sufficiently often)			
Gloves			
Face shields/goggles			
Respiratory protection			

<b>[add any additional controls your workplace is using]</b>			
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## Appendix C: Investigating COVID-19 Cases

All personal identifying information of COVID-19 cases or symptoms will be kept confidential. All COVID-19 testing or related medical services provided by us will be provided in a manner that ensures the confidentiality of employees, with the exception of unredacted information on COVID-19 cases that will be provided immediately upon request to the local health department, CDPH, Cal/OSHA, the National Institute for Occupational Safety and Health (NIOSH), or as otherwise required by law.

All employees' medical records will also be kept confidential and not disclosed or reported without the employee's express written consent to any person within or outside the workplace, with the following exceptions: (1) Unredacted medical records provided to the local health department, CDPH, Cal/OSHA, NIOSH, or as otherwise required by law immediately upon request; and (2) Records that do not contain individually identifiable medical information or from which individually identifiable medical information has been removed.

**Date:** **[enter date]**

**Name of person conducting the investigation:** **[enter name(s)]**

<b>Employee (or non-employee*) name:</b>		<b>Occupation (if non-employee, why they were in the workplace):</b>	
<b>Location where employee worked (or non-employee was present in the workplace):</b>		<b>Date investigation was initiated:</b>	
<b>Was COVID-19 test offered?</b>		<b>Name(s) of staff involved in the investigation:</b>	
<b>Date and time the COVID-19 case was</b>		<b>Date of the positive or negative test and/or diagnosis:</b>	

<b>last present in the workplace:</b>			
<b>Date the case first had one or more COVID-19 symptoms:</b>		<b>Information received regarding COVID-19 test results and onset of symptoms (attach documentation):</b>	
<b>Results of the evaluation of the COVID-19 case and all locations at the workplace that may have been visited by the COVID-19 case during the high-risk exposure period, and who may have been exposed (attach additional information):</b>			

<b>Notice given (within one business day, in a way that does not reveal any personal identifying information of the COVID-19 case) of the potential COVID-19 exposure to:</b>		
<b>All employees who may have had COVID-19 exposure and their authorized representatives.</b>	<b>Date:</b>	
	<b>Names of employees that were notified:</b>	
<b>Independent contractors and other employers present at the workplace during the high-risk exposure period.</b>	<b>Date:</b>	

	<b>Names of individuals that were notified:</b>		
<b>What were the workplace conditions that could have contributed to the risk of COVID-19 exposure?</b>		<b>What could be done to reduce exposure to COVID-19?</b>	
<b>Was local health department notified?</b>		<b>Date:</b>	

infection source COVID-19 status.

## Appendix D: COVID-19 Training Roster

Date:[enter date]

Person that conducted the training:[enter name(s)]

<b>Employee Name</b>	<b>Signature</b>



Policy Aveson School of Leaders Comprehensive School Safety Plan

In the event of an emergency, Aveson will utilize the School Reach telephone system to disperse information and updates to parents and guardians. Other sources of information are:

Sheriff's Department: Ask for Deputy Sheriff for Aveson Charter Schools

(626)798-1131 desk (323) 415-4400 fax (626)296-2103

LA County Fire Station 11 (626) 797-2104

California Highway Patrol: Community Help Officer: Brad Coull (626)296-8100

Radio Stations:

KFWB 980 AM (323) 900-2098

KNX 1070 AM (323) 900-2070

**Disaster Preparedness**

Aveson has a comprehensive disaster preparedness plan in order to maintain the safety all of persons on campus in the event of an emergency. Our disaster preparedness plan includes:

- California Education Code mandated monthly fire drills and thrice-yearly earthquake drills. During these drills all persons on campus practice safe “duck and cover” procedures in the case of an earthquake in conjunction with safe evacuation of building procedures.
- A yearly disaster drill in which all school personnel are assigned to a crisis response team and the entire school simulates a grave earthquake disaster.



## COMPREHENSIVE SCHOOL SAFETY PLAN—EC 32288

- A yearly “lock-down” drill in which all persons on campus secure themselves in the event of an on-campus intruder.
- A designated safe location in the event that all persons on campus need to evacuate the school buildings. At ASL, this location is the large central grass field on the west side of campus.
- Purchasing and maintaining disaster preparedness supplies, including, but are not limited to: sanitation supplies, search and rescue supplies, first aid supplies, and food and water for up to three days.
- Providing all school personnel with first aid and CPR certification courses.

In the event of a school or city/state-wide emergency, all persons on campus are mandated to follow the school's disaster preparedness plan and to follow the directions of the school's Safety Coordinator. Should students need to be picked-up from school, it is imperative that all guardians show their full cooperation when coming to campus to pick-up their child. In order to keep all children safe, we ask all guardians coming to campus to pick-up their child adhere to the following policies and procedures:

Do not telephone the school. Telephone lines may be needed for emergency communication. Instead, turn your radio to KFI 640 AM, KNX 1070 AM, or KFWB 980 AM for emergency announcements. If students are to be kept at school, radio stations will be notified.

All persons will be located on the central field on the west side of campus. All gates and doors entering campus will be locked. Guardians should park in a designated parking space on the west side of campus and approach the field gate. Signs will be posted directing guardians to the appropriate line to retrieve their child. No guardians will be allowed onto campus.

Students will be released only to guardians identified on the school emergency card, which is required to be filled out by guardians as part of the Enrollment Packet. A picture identification will be required to pick-up any student from campus. All guardians should consider the following criteria when authorizing another person to pick up their child:

- They are 18 years of age.
- They are usually home during the day, or can leave work easily.
- They could walk to the school campus, if necessary.
- They are known to the child.





## COMPREHENSIVE SCHOOL SAFETY PLAN—EC 32288

- They are both aware of, and able to assume this responsibility.

The process of signing-out a student during a grave emergency may take time. We ask that all guardians maintain the integrity of the procedure by waiting patiently and out of the way of the flow of human and/or automobile traffic

All guardians should impress upon their children the need for them to follow the directions of any school personnel in times of an emergency.

Please ask to speak to the school's Safety Coordinator for our complete and detailed emergency preparedness plan, outlined in the Disaster Preparedness: Emergency Procedures Protocols and Action Plans binder.

















**Comprehensive School Safety Plan (CSSP)  
 Aveson School of Leaders (ASL) 2020-21  
 California *Education Code* sections 32280–32289.5  
 Required and Recommended Components for a  
 Comprehensive School Safety Plan**

**Note:** Each school, school district, and county office of education is responsible for compliance and familiarity with all sections of California *Education Code* sections 32280–32289.5.

<b>CSSP Part A</b>  <b>Section 32280</b>	<b>Mandate Met</b>	<b>Comments, Suggested Details</b> (resources, activities, etc.)
It is the intent of the Legislature that all school staff be trained on the CSSP	Date TBD when campus reopens	Comments

<b>CSSP Part B</b>  <b>Section 32281</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p><b>(b)(1)</b> Plan is written and developed by a school site council (SSC)</p> <p><b>(2)</b> The SSC may delegate this responsibility to a safety planning committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired</p>	n/a no SSC requirement at charter school	Planning committee roster:  Executive Director Director of Student Support
<p><b>(b)(3)</b> SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP</p> <p>The CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entities</p> <p>Effective January 1, 2019, Assembly Bill 1747 expanded the requirements of this section as noted here</p>	Fall 2019 when campus was open	Comments  Director of Student Support conferred with Altadena Sheriff's Deputy

<b>CSSP Part C</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> CSSP includes, but is not limited to the following:	Include date and plan	Comments
<b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included: <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/School Attendance Review Board</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Fall 2019	Describe the data reviewed and key analysis points, and table of findings  Document how this information was shared with SSC/planning Committee  E.D. & Director of Student Support work jointly on suspensions/expulsions ; office referrals tracked by Student Support Staff and reviewed by E.D. & Director of Student Support
<b>(2)</b> Appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety are identified. These include but are not limited to the following:	Fall 2019	Additional items to consider:  Threat Assessment Student Support Teams
<b>(A)</b> Child Abuse Reporting procedures	September 2020	Include board policy and site-specific steps  Annual Safe Schools On-line Training for all staff & annual notification in Employee Handbook

<p><b>(B)</b> Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:</p>	<p>Fall 2019</p>	<p>Use the Standardized Emergency Management System as detailed in the California Emergency Services Act 8607 and the supporting <i>California Code of Regulations</i></p>

<b>CSSP Part D</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p>(i) Earthquake emergency procedure system that includes:</p> <p>(I) A school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school's needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) drop procedure practice must be held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Fall 2019</p>	<p>Detail response procedures may include:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills</p>
<p>(ii) Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency</p>	<p>Fall 2019</p>	<p>Comments</p>
<p><b>(C)</b> Suspension/Expulsion policies and procedures</p>	<p>Sep 24, 2020</p>	<p>Refer to board policy, include site-specific steps, if needed</p>

		Student/Family Handbook
(D) Procedures to notify teachers of dangerous pupils	August 2020	Refer to board policy, include site-specific steps, if needed Illuminate Records

### Disaster Preparedness -

Aveson School of Leaders has a comprehensive disaster preparedness plan in place in order to maintain the safety of all persons on campus in the event of an emergency. Our disaster preparedness plan includes:

1. California Education Code mandated monthly fire drills and thrice-yearly earthquake drills. During these drills all persons on campus practice safe “duck and cover” procedures in the case of an earthquake in conjunction with safe evacuation of building procedures.
2. A yearly disaster drill. During this yearly drill, all school personnel are assigned to a crisis response team and the entire school simulates a grave earthquake disaster.
3. A yearly “lock-down” drill. During this yearly drill, all persons on campus secure themselves in the event of an on-campus intruder.
4. A designated safe location in the event that all persons on campus need to evacuate the school buildings. At Aveson School of Leaders, this location is the large central grass field on the west side of campus.
5. Purchasing and maintaining disaster preparedness supplies. These supplies include, but are not limited to: sanitation supplies, search and rescue supplies, first aid supplies, and food and water for up to three days.
6. Providing all school personnel with first-aid and CPR certification courses.

In the event of a school or city/state-wide emergency, all persons on campus are mandated to follow the school's disaster preparedness plan and to follow the directions of any school personnel. Should students need to be picked-up from school, it is imperative that all guardians show their full cooperation when coming to campus to pick-up their child. In order to keep all children safe, we ask all guardians coming to campus to pick-up their child adhere to the following policies and procedures:

- Do not telephone the school. Telephone lines may be needed for emergency communication. Instead, turn your radio to KFI 640 AM, KNX 1070 AM, or KFWB 980 AM for emergency announcements. If students are to be kept at school, radio stations will be notified. In addition, Aveson will attempt to send out an emergency announcement via text/email/voice mail using our automated system, School Messenger.
- All persons will be located on the central field on the west side of campus. All gates and doors entering campus will be locked. Guardians should park in a designated parking space on the west side of campus and approach the field gate. Signs will be posted directing guardians to the appropriate line to retrieve their child. No guardians will be allowed onto campus.
- Students will be released only to guardians identified on the school emergency card, which is required to be filled out by guardians as part of the Enrollment Packet. A picture identification will be required to pick-up any student from campus. All guardians should consider the following criteria when authorizing another person to pick up their child
  - \*They are 18 years of age.
  - \*They are usually home during the day, or can leave work easily.
  - \*They could walk to the school campus, if necessary.

\*They are known to the child.

\*They are both aware of and able to resume this responsibility.

- In order to keep all students safe, it is important for any guardian arriving to campus to pick-up a student to know that the process of signing-out a student during a grave emergency may take time. We ask that all guardians maintain the integrity of the procedure by waiting patiently and out of the way of the flow of human and/or automobile traffic.
- All guardians should impress upon their children the need for them to follow the directions of any school personnel in times of an emergency.

## **Emergency DRILLS -**

In order to be adequately prepared, the following drills should be executed. There are four emergency drills school personnel should be prepared to implement: Drill 1 - Fire; Drill 2 – Earthquake; Drill 3 – Shelter in Place; and Drill 4 - “Lock Down”.

### **DRILL 1: FIRE – NO LESS THAN ONE TIME PER CALENDAR MONTH (PURSUANT TO CA. ED. CODE)**

**Signal:** Continuing short bells for 10 seconds pause for 5 seconds; sequence repeats for a minimum of 1 minute.

#### **Procedure: Advisors**

1. Please refer to the evacuation map in your classroom.
2. Familiarize yourself with class’ route before the drill begins.
3. When the signal is given, have students form a single line outside the classroom.
4. Check to see that all students are out of the classroom; take student roster, emergency backpack, and close all doors.
5. Have students walk **quietly** in single file to the Assembly Area. Teachers should walk at the rear of the line.
6. Have students form a single line in the designated Assembly Area by advisory and sit down.
7. Take attendance. Hold up the green card (everyone who is present today is accounted for in your line) or red card (someone who is present today who is not currently in your line).
8. Wait for the “all clear” signal – from incident commander– then return **quietly** to your classroom in single file.

**IAs:** Stay with your class assignment. The incident commander will reassign you as necessary.



**All Other Personnel:** Report to Assembly Area for further instructions.

**Drill 2: Earthquake – no less than one time per school quarter (as pursuant to ca. ed. code)**

An earthquake drill is held to provide maximum protection in case of earthquake or other emergency where the risk of flying or falling debris is present. No advance warning or signal normally will be given. In practice drills, advisors should supervise students and be alert to the position of each student during the entire drill.

**Signal:** The signal for the drill is the following PA announcement AND a text from School Messenger

“YOUR ATTENTION PLEASE. AS YOU ARE AWARE, WE ARE EXPERIENCING SOME SEISMIC ACTIVITY. FOR EVERYONE’S PROTECTION, ALL PERSONS SHOULD FOLLOW DUCK AND COVER PROCEDURES, WHICH MEAN YOU SHOULD BE IN A PROTECTED POSITION UNDER A TABLE OR DESK, AWAY FROM WINDOWS AND ANYTHING THAT COULD FALL AND HURT YOU. HOLD THIS POSITION UNTIL THE SHAKING STOPS OR GIVEN FURTHER INSTRUCTIONS.”

**Procedure: Advisors**

1. Drop to knees facing away from windows.
2. Get under desks or tables where possible.
3. Fold body onto floor with arms close to knees.
4. Place head as far as is possible between knees; cover crown of the head with hands.
5. Stay in this position for 10 seconds.
6. The front office will make an evacuation announcement.
7. Advisors will direct students to evacuate.

After an earthquake, all persons will evacuate using the evacuation routes practiced during fire drills. All persons should gather in the Assembly Area and students should line up in the designated space.

If an earthquake occurs during non-classroom hours ie, passing periods, recess, or lunch, all persons should duck and cover and then proceed to the Assembly Area and line up in the designated space. The incident commander will give follow-up instructions.

**IAs:** Stay with your class assignment. The incident commander will reassign you as necessary.

**All Other Personnel:** Report to the Assembly Area for further instructions.

**DRILL 3: SHELTER-IN-PLACE – NO REQUIRED CA. ED. CODE MINIMUM**

A Shelter-In-Place indicates that an emergency that requires students and staff to remain inside has occurred.

**Signal:** The signal for the “Shelter-In-Place” drill is the following PA announcement AND a text from School Messenger.

“YOUR ATTENTION PLEASE. BECAUSE WE HAVE RECEIVED INFORMATION REGARDING A HAZARD IN THE COMMUNITY, WE ARE INSTITUTING SHELTER-IN-PLACE PROCEDURES. REMEMBER, THIS MEANS STUDENTS AND STAFF ARE TO REMAIN INSIDE THE BUILDING AWAY FROM OUTSIDE AIR WITH WINDOWS AND DOORS SECURELY CLOSED AND AIR CONDITIONING UNITS TURNED OFF. ALL STUDENTS AND STAFF THAT ARE OUTSIDE ARE TO IMMEDIATELY MOVE TO THE PROTECTION OF AN INSIDE ROOM. AS SOON AS WE HAVE FURTHER INFORMATION, WE WILL SHARE IT WITH YOU.”

**Procedure: Advisors**

1. When the announcement has been given, all classes will remain in their rooms.
2. Physical education classes will proceed into the auditorium.
3. Students should be arranged in the shelter area so as to enable them to assume a “**Duck and Cover**” position on command given by the advisor in charge if necessary. An announcement will be made.
4. Move students to the most protected areas in the room.
5. Have students face away from windows and keep their backs toward windows.
6. Close all doors and windows. If necessary, cover windows by lowering blinds, closing slots, drawing curtains, or pulling shades. An announcement will be made.
7. If instructed to do so, turn off gas, lights, power equipment, and appliances. All personnel must remain in the shelter area until further instructions are received from official sources.

**IAs:** If you are with your class, follow the directions of your advisor. If you are at supervision duty, direct students to the nearest indoor location and proceed with the above directions and supervision duty. If you are on break, take shelter where you are at.

**All other Personnel:** Take shelter in your current location

**DRILL 4: LOCK DOWN – NO REQUIRED CA. ED. CODE MINIMUM (AVESON PRACTICES ONE TIME PER YEAR)**

A Lock down indicates that there has been an external threat to the school facilities by way of an assault on the facility by an attacker. This action is taken when the threat of violence or gunfire is identified or directed by law enforcement and it is necessary to prevent the perpetrator(s) from entering occupied areas. During lock down, all persons are to remain in lock down position until it is safe to resume normal activity.

**Signal:** The signal for Lock Down procedures will be by any means possible: text, PA Announcement, automated school message system, walkie-talkies, etc.

Example PA Announcement: “YOUR ATTENTION PLEASE. WE HAVE AN EMERGENCY SITUATION AND NEED TO IMPLEMENT LOCK DOWN PROCEDURES. ADVISORS ARE TO LOCK CLASSROOM DOORS AND KEEP ALL STUDENTS INSIDE THE CLASSROOM UNTIL FURTHER NOTICE. DO NOT OPEN THE DOOR UNTIL NOTIFIED BY AN ADMINISTRATOR OR LAW ENFORCEMENT. IF OUTSIDE, ALL PERSONS ARE TO PROCEED INSIDE THE NEAREST BUILDING OR CLASSROOM.”

**Procedure:**

**Goal: To secure the lives of as many people as possible. Utilize any and all resources at your disposal to make an informed and quick decision.**

1. As soon as it is apparent that a lock down is necessary, all persons should HIDE and BARRICADE away from windows and doors.
2. If safe to do so:
  1. Do a sweep of any nearby persons and bring them to your hiding spot.
  2. Close and lock all doors.
  3. Close, lock and cover all windows.
  4. Turn off all lights and all noise devices.
3. All persons should remain in the lock down position until they are notified by an administrator, law enforcement personnel and/or hear an “all clear” announcement and password.
4. After the lock down is complete administrators and/or law enforcement personnel will help take attendance of all persons on campus.

**Evacuation of Building Procedures -**

1. Depending on the emergency, evacuate the building using the safest route available to the designated area (field).
2. Students should be instructed to **quietly walk** ahead of the advisor to the field. Once at the field, students should line up by advisory and sit down. **All TK-2 and ACIS lines should sit away from the large block wall.**
3. Advisor should be last to leave, checking the room to make sure all students have evacuated. If a student is injured, but can be transported or walk on their own, they should be evacuated to the field. **Advisors should take their Emergency Backpacks. Leave your backpacks on the field with your class at the front of the line so Student Supervision staff can have access to them.**

4. Advisors should leave behind any dead or severely injured persons they cannot safely transport.
5. Once on the field, advisors should immediately take attendance and check to see if their buddy advisor has also made it out to the field with their class. Advisors should cross-check their attendance with their team-teaching partner.
6. Attendance and Missing/Injured Student Forms should be turned in immediately to the Student Supervision Team member.
  - On the attendance form, advisors should:
    - Mark students A (absent), P (present), M (missing), or I (injured) in the “status” column.
    - If a student is M (missing) or I (injured), write down the last known location of the student in the “last known location” column.

**\*\*If all students are present and accounted for, a green card should be held by the person in the front of the line as a visual that all is OK with that class\*\***

- If a student is missing or injured, the advisor should mark on the missing/injured student form:
  - Name of student
  - Last known location of student
  - Status of student if known

**\*\*If students are missing/injured, a red card should be held by the person in the front of the line as a visual that someone is missing/injured from the class. The red card should remain until the Student Supervision Team Leader has checked-in with that line.\*\***

\*\*The Student Supervision Team will collect all attendance rosters and missing/injured forms. If students are injured, the Supervision Team will escort the student to First Aid or treat the injury in line using supplies from the class backpack. If students are missing they will report this to Command Center who will then report to Search and Rescue.

\*\*Once everyone has been accounted for, the Student Supervision Team will pass out tarps to each class line. The tarps will either be used to sit on or to provide shelter during inclement weather. The Student Supervision Team Leader will decide when to pass out the tarps.

**\*\*During an all school disaster, all students with diabetes will be escorted to the first aid station. If you have a diabetic student in your class, please fill out a M/I form and turn it in to Student Supervision. They will then escort the student to first aid.**

7. Advisors should then report to their designated Team Leaders and locations for further instructions, leaving their students in the care of the Student Supervision Team. Advisors should make sure to leave their emergency backpacks with their students.
8. Team Leaders will determine action needed. If no action is needed, all staff is to return to their normal positions (advisors, office staff, etc.) and wait for the “all clear” signal from Command Center.

\*\*The office administrative assistant is responsible for managing all students who take daily medication. During a disaster, this person will have all medications and will be responsible for finding and administering the medication at the appropriate times. Medications that students have on file, but do not take daily will also be with the office administrative assistant. Students who might need their medication (ie inhaler) will be escorted by Student Supervision to first aid to retrieve their medication if necessary.

**\*\*Direct all other adults/visitors to campus to the center of the field for attendance\*\***

**\*\*ACIS may sign-in/out with ACIS Advisor/ Director instead of in the front office. The administrative assistant will check this attendance with ACIS Advisor/Director.\*\***

### **Hearing Announcements Outside:**

It will not always be possible to hear emergency announcements while outside of the classroom. In such cases use the buddy system to account for your buddy advisor/class. If you know where they are, and can get to them, please inform them of the emergency. If you can't get to them, inform someone who can (support staff member). If your buddy is on recess duty or away from their classroom, try to grab their emergency backpack for them. If you make it to the field without your backpack, use a copy of your roster from your buddy to take attendance.

### **Evacuation of Office Procedures**

1. Depending on the emergency, evacuate the building using the safest route available to the designated area (field).
2. Secure all students who are in the office/Community Room.
3. Lock the front office doors and post sign: “Emergency/Drill – Go to field”.

4. Notify bungalows/Kitchen/CA/Yurt by calling on phone that there is an emergency/drill.
5. Take with you:
  - a) Student medications and logs.
  - b) Logs (attendance, sign in/out, visitor, substitute).
  - c) Emergency Binders.
  - d) Master Keys.
  - e) Extra Walkie Talkies.
  - f) Emergency Backpack/Megaphones
6. Take the evacuation route directly to the field.
7. Once on the field, immediately begin set-up. Deliver students in office to advisors.
8. Take attendance of all adults/visitors on campus.
9. Give emergency binders to Student Release Gate Team.
10. Follow your specific crisis response team plan of action.
11. If persons are injured in the front office and can't be transported, fill out missing/injured persons form and report to Command Post.

## **Crisis Response Teams - At a Glance 2019-2020 -**

**Command Center/Incident Command Team:** The Incident Command Team is responsible for directing school emergency response activities.

**Location: Middle of the grass field**

- Incident Commander: Casey Rasmussen (alternates: Kate Bean, Eva Neuer, Jennifer Devonshire)
- Public Information Officer: Kate Bean/Eva Neuer
- Agency Liaisons: Gloria Ross, Jennifer Devonshire
- 1<sup>st</sup> Aid Liaison: Gloria Ross – once all front office logs have been checked, she will go to 1<sup>st</sup> Aid to help manage medications and radio communication to the IC. (Celeste Story - alternate 1st Aid Liaison/Logs)

**Search Team and Rescue Team:** This team is responsible for searching the entire school campus, including the insides and around the outsides of all buildings and classrooms for reported missing persons and for building damage.

**Location: Directly to Command Center – Middle of grass field**

- Team Leader: Byron Flitsch
- Alternate Team Leader: Jeanette Wu
  - Search Team 1: Jeanette Wu, Mary Veenstra
  - Search Team 2: Byron Flitsch, Vonni Cummings
  - Search Team 3: Terry Doub/Ms. K., Clatrina Cooper
  - Rescue Team 1: Kendall Hindman, Brooke Moultrie
  - Rescue Team 2: Ryan McClintock, Rachel Chadwich

**Security/Utilities Team:** The Security/Utilities Team is responsible for the security of the school site and its population during an emergency.

The Security/Utilities Team will coordinate activities with the Incident Commander as required. Close coordination with the Reunion Gate Team is necessary in order to safely reunite students with their parents or lawful guardians. The Security/Utilities Team is also responsible for initiating short-term repairs and other necessary actions during an emergency. The effective response of the Security/Utilities Team in shutting down facility air handling systems, and gas, power and water supplies can be vital in minimizing damage to school facilities. This team includes participation by the custodial staff.

**Location: Brick wall in front of stair entry to the field**

- Team Leader: Will Culpepper
  - Team Members: Servando (Chino) Vega, Pedro Cisneros, Joe Paule

**Student Supervision Team:** This team is responsible for providing student supervision and keeping track of all attendance. The team is responsible for keeping students calm, quiet and in control.

**Location: Grass Field Assembly Area**

- Team Leader: Diane Simonsen – floater
- Alternate Team Leader: Cid Hanley
  - **TK-2 Team:** Cid Hanley (Attendance Roster Leader), Evah Hart (collects missing/injured persons forms), Sabine Eisaian, Sarah Bermudez, Robert Godinet, Nathan Michel, Elizabeth Bermudez, Tracey Pooler, Ashton Snowden, Scarlett Villacorta, Robert Evangelista, Heather Stricklin, Berenice Tadeo
  - **3-5 Team:** Michelle Ahrens (Attendance Roster Leader), Jackie Nguyen (collects missing/injured persons forms), Laura Hyatt, Talin Melkonian, Daniel Hernandez, Clarissa Salgado, Kaylee Wallingford
  - **Floater:** Debbie Carraway, Deanna Melvey, Jennifer Lovers, MFT trainees, Kristin Shatraw, Monica Varguez, Perla Arias, Jaclyn Lewis, Kelly Finley, Shannon Hunt, Student Teachers, Tracie Graham, Heidi Michel, Alexandra Alger, Henry Chomorro, Dulce Toledo, Ixel Medrano, Jessica Coker, Arlene Barraza, Reina Escajeda, Veronica Villa, Laurie Snee, Gwen Eberhard, Elizabeth Oakley, Tzara Caswell, Lauren Bethke, Hannah Bush, Patrick Murray, Carla Simpson

**First Aid Team:** This team is responsible for providing First Aid care to all school persons on campus who may need physical as well as emotional treatment.

**Location: North East quadrant of the grass field in front of the wall.**

- Liz Culpepper, Team Leader
- Lisl Bondsmith, Alternate Team Leader
- David Clark
- Heather Kealey
- Arlynn Page
- Paula Giraldo
- Gloria Ross - 1<sup>st</sup> Aid Liaison for Command Post – will help with medications and radio communication
- Celeste Story (1st Aid Liaison Alternate)

**Student Release Team:** This team is the only team, which should release students to parent(s) or guardian(s).

- Request Gate: Edit Danilian (Molly Tuchman back-up) - **Location: Field gate, left side**
- Reunion Gate: Harriet Carlisle (Molly Tuchman back-up) - **Location: Field gate, right side**
  - Runners: Naomi Mauvais, Julius Benn, Maya Edwards, Jody Funes, Rogo Hernandez
  - Communication Support/Traffic Control: Michelle Zvonec (lead), Molly Tuchman and Amy McCammon (Kate Bean/Eva Neuer - back-ups)

***\*All visitors on campus should report immediately to the command center in the center of the field and wait for further instructions.***

<b>CSSP Part E</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(E)</b> Discrimination and Harassment Policy that includes hate crime reporting procedures and policies	Sep 24, 2020	Include complaint and investigation procedure Student/Family Handbook
<b>(F)</b> If a Schoolwide Dress Code exists, include prohibition of gang-related apparel	Sep 24, 2020	Comments Student/Family Handbook
<b>(G)</b> Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site	Sep 24, 2020	Reference campus visitor policies. Other items may include but are not limited to: safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety Student/Family Handbook
<b>(H)</b> Maintain a safe and orderly environment conducive to learning at the school	Sep 24, 2020	Comments Student/Family Handbook
<b>(I)</b> Rules and procedures on school discipline are established	Sep 24, 2020	Comments Student/Family Handbook
<b>(J)</b> Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community  <b>Note:</b> Effective January 1, 2019, AB 1747 requires the inclusion of these procedures	Fall 2019	Consult with local law enforcement partners on developing these procedures

<p><b>(c)</b> Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees</p>	<p>n/a</p>	<p>Comments</p>
<p><b>(d)</b> Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented</p> <p>An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public</p>	<p>School must review, update, and adopt by March 1</p>	<p>Comments</p>



<b>CSSP Part F</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP</p> <p><b>Note:</b> Effective January 1, 2019, Assembly Bill 2291 requires local educational agencies to adopt, on or before December 31, 2019, procedures for prevention of acts of bullying, including cyberbullying. The bill does not require that these procedures be placed in the CSSP, however, they may be placed in it</p> <p>AB 2291 requires that schools operated by a school district or county office of education (COE) and charter schools annually make bullying and cyberbullying training available to certificated school site employees and all other employees who have regular interaction with pupils</p>	<p>Sep 24, 2020</p> <p>Student/Family Handbook</p>	<p>Comments</p> <p>The Legislature encourages, and the California Department of Education (CDE) concurs, that these procedures and other related policies be included in the CSSP</p> <p>Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at <a href="https://www.cde.ca.gov/s/s/se/bullyres.asp">https://www.cde.ca.gov/s/s/se/bullyres.asp</a></p>

<b>CSSP Part G</b>  <b>Section 32282.1</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p><b>(a)</b> Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul> <p><b>(b)</b> The guidelines are encouraged to include strategies to create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time</p>	<p>MFT Job Responsibility Annually in August</p>	<p>Include school counselors, nurses, coaches, athletic directors, and other positions, if used</p>

<b>CSSP Part H</b>  <b>Section 32284</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
Plan <b>may</b> include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school	Not included	Comments

<b>CSSP Part I</b>  <b>Section 32286</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> Each school review, update, and adopt its plan by March 1, every year	ACS Board Meeting Feb 25, 2021	See Section 32288 for guidance on school district or COE approval timeline

<b>CSSP Part J</b> <b>Section 32288</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> Submit the plan to school district office or COE for approval		California Department of Education recommends that the plans be approved within a month of school approval or as soon as possible
<b>(b)(1)</b> Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions	ACS Board Meeting Feb 25, 2021	See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3)
<b>(c)</b> Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with Section 32281	Written notification to State Superintendent	Comments

Each school, school district, and COE is responsible for compliance and familiarity with all sections and requirements of California *Education Code* sections 32280–32289.5.

California Department of Education January 2021

**Comprehensive School Safety Plan (CSSP)  
 Aveson Global Leadership Academy (AGLA) 2020-21  
 California *Education Code* sections 32280–32289.5  
 Required and Recommended Components for a  
 Comprehensive School Safety Plan**

**Note:** Each school, school district, and county office of education is responsible for compliance and familiarity with all sections of California *Education Code* sections 32280–32289.5.

<b>CSSP Part A</b>  <b>Section 32280</b>	<b>Mandate Met</b>	<b>Comments, Suggested Details</b> (resources, activities, etc.)
It is the intent of the Legislature that all school staff be trained on the CSSP	Date TBD when campus reopens	Comments

<b>CSSP Part B</b>  <b>Section 32281</b>	<b>Mandate Met</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p><b>(b)(1)</b> Plan is written and developed by a school site council (SSC)</p> <p><b>(2)</b> The SSC may delegate this responsibility to a safety planning committee made up of principal/designee, teacher, parent of child who attends the school, classified employee, and others, if desired</p>	<p>n/a no SSC requirement at charter school</p>	<p>Planning committee roster:</p> <p>Executive Director Director of Student Support</p>
<p><b>(b)(3)</b> SSC/Planning Committee consulted with a representative from a law enforcement agency, a fire department, and other first responder entities in the writing and development of the CSSP</p> <p>The CSSP and any updates made to the plan must be shared with the law enforcement agency, the fire department, and the other first responder entities</p> <p>Effective January 1, 2019, Assembly Bill 1747 expanded the requirements of this section as noted here</p>	<p>Fall 2019 when campus was open</p>	<p>Comments</p> <p>Director of Student Support conferred with Altadena Sheriff's Deputy</p>

<b>CSSP Part C</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> CSSP includes, but is not limited to the following:	Include date and plan	Comments
<b>(1)</b> An assessment of the current status of school crime at the school and at school-related functions that may be accomplished by reviewing one or more of the following types of information, is included: <ul style="list-style-type: none"> <li>• Office Referrals</li> <li>• Attendance rates/School Attendance Review Board</li> <li>• Suspension/Expulsion data</li> <li>• California Healthy Kids Survey</li> <li>• School Improvement Plan</li> <li>• Local law enforcement juvenile crime data</li> <li>• Property Damage data</li> </ul>	Fall 2019	Describe the data reviewed and key analysis points, and table of findings  Document how this information was shared with SSC/planning Committee  E.D. & Director of Student Support work jointly on suspensions/expulsions ; office referrals tracked by Student Support Staff and reviewed by E.D. & Director of Student Support
<b>(2)</b> Appropriate strategies and programs that provide and maintain a high level of school safety and address the school's procedures for complying with existing laws related to school safety are identified. These include but are not limited to the following:	Fall 2019	Additional items to consider:  Threat Assessment Student Support Teams
<b>(A)</b> Child Abuse Reporting procedures	September 2020	Include board policy and site-specific steps  Annual Safe Schools On-line Training for all staff & annual notification in Employee Handbook



<p><b>(B)</b> Disaster procedures, routine and emergency plans, and crisis response plan are developed and include adaptations for pupils with disabilities and the following:</p>	<p>Fall 2019</p>	<p>Use the Standardized Emergency Management System as detailed in the California Emergency Services Act 8607 and the supporting <i>California Code of Regulations</i></p>
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<p><b>CSSP Part D</b></p> <p><b>Section 32282</b></p>	<p><b>Mandate Made</b> (date, plan)</p>	<p><b>Comments, Suggested Details</b> (resources, activities, etc.)</p>
<p>(i) Earthquake emergency procedure system that includes:</p> <p>(I) A school building disaster plan</p> <p><b>Note:</b> Building disaster plan emergency procedures and drills for the following situations that may be associated with an earthquake or other emergency event should be developed and adapted to each school’s needs and circumstances in collaboration with first responders and community partners. These situations may include but are not limited to:</p> <p>Fire; Relocation/Evacuation; Bomb Threat; Bioterrorism/Hazardous Materials; Earthquake; Flood; Power Failure/Blackout; Intruders/Solicitors; Weapons/Assault/Hostage; Explosion; Gas/Fumes</p> <p>(II) a drop procedure (students and staff take cover) drop procedure practice must be held once each quarter in elementary; once each semester in secondary schools</p> <p>(III) protective measures to be taken before, during, and after an earthquake</p> <p>(IV) a program to ensure that pupils, and certificated and classified staff are aware of and are trained in the procedures</p>	<p>Fall 2019</p>	<p>Detail response procedures may include:</p> <ul style="list-style-type: none"> <li>• Lock Down</li> <li>• Secure School</li> <li>• Active intruder or other threat(s)</li> </ul> <p>Describe information on training and exercise drills</p>
<p>(ii) Procedures are established to allow a public agency, including the American Red Cross, to use school buildings, grounds, and equipment for mass care and welfare shelters during an emergency</p>	<p>Fall 2019</p>	<p>Comments</p>
<p><b>(C)</b> Suspension/Expulsion policies and procedures</p>	<p>Sep 24, 2020</p>	<p>Refer to board policy, include site-specific steps, if needed</p>

		Student/Family Handbook
(D) Procedures to notify teachers of dangerous pupils	August 2020	Refer to board policy, include site-specific steps, if needed Illuminate Records

**Disaster Preparedness -**

**School Safety Protocol**

2019/2020

**Lockdown**

ALL students, personnel and guests must remain inside or enter the nearest room or office with ALL lights off, blinds shut, doors locked and QUIET. PE Team, please use the MPR.

Support Staff will be locking the MPR and hallway doors.

Any information that needs to be relayed during a lockdown will be communicated via text and email. Please have your cellphones on your possession and on silent mode.

**Lockdown Procedures**

1. Immediately get into a safe locked location.
2. Advisors/IA's/Support Staff: Take a quick look out your doors and instruct any AGLAers into your room.
  - Lock and close classroom doors.
  - Lower all blinds.
  - Place students in the break out rooms against walls, behind/under furniture.
  - Turn off lights and computer monitors. Ask students to silence cell phones.
  - Keep students quiet.
3. Remain in locked and safe areas until directed by Law Enforcement or Support Staff. Never open doors during a lockdown even in the event of a fire alarm.
 

If further instructions are needed, Law Enforcement and/or Support Staff will unlock the doors and inform you.
4. Law Enforcement and/or Support Staff will signal all personnel if the lockdown has been lifted.
5. If an evacuation occurs, we will be directed by Law Enforcement to a safe location. Once evacuated from the building, Advisors are to take roll and turn into Support Staff.

**In the event of a real threat lockdown, please follow the top steps along with the following:**

- Using the restroom is not recommended, but if its a must, ONLY utilize the restrooms located in the back classrooms on the north side of the building and do not flush. Silence is extremely important!

- In any immediate threat, please call/text 911 first, then notify Support Staff when safe to do so.

Important Information:

**Aveson Global Leadership Academy**

[575 West Altadena Drive, Altadena, California 91001](#)

626.797.1438

**Altadena Sheriff's Station**

[780 East Altadena Dr. Altadena, CA 91001](#)

626.798-1131

**L.A. County Fire Station #12 Altadena**

[2760 North Lincoln Ave, Altadena, CA 91001](#)

626.797-1911

**Fire Safety Drill**

All students, personnel and guests must exit the building according to the Fire Drill Procedures.

AGLA will be lining up at the back lot against the wall away from the building. Advisors, please assign a couple of students to push/carry the lunch tables back towards the wall to make additional room during the drill and putting them back in place after the drill.

Fire Drill Procedures - Students will be lining up with the classroom that they are in at the time of the drill.

- Quietly exit the classroom and take the safest route to the backlot.
- Once at the back lot, line up with your Current class in the designated area with your room #. In the event that the emergency is during lunch or passing period please line up with your advisory.
- Classrooms are numbered 1 - 16, starting from the west end and finishing on the east end next to the shed.
- PE, quietly line up in the middle of the driveway/carline on the east end
- MPR/Offices, quietly exit through the safest route and line up against the west curb.
- Support Staff will be located in the middle of the back lot.
- Advisors will take attendance.
- Support Staff will collect attendance.
- Support Staff will release you back to class.

In the event of a real fire, we will NOT be lining up at AGLA. We would be exiting AGLA campus and reuniting

inside the Loma Alta Park Tennis Courts. All AGLA team is expected to supervise all students as we walk to Loma Alta Park.

Once there, Advisors are to take attendance. Support Staff will collect attendance. Support Staff will position themselves at the SE gate to reunite our students with their families.

### **Earthquake Safety Drill**

All students, personnel and guests must exit the building according to the Earthquake Drill Procedures.

AGLA will be lining up at the backlot against the wall away from the building. Advisors, please assign a couple of students to carry the lunch tables (they're very light) back towards the wall to make additional room during the drill and placing them back after the drill.

Earthquake Procedure - Students will be lining up with the classroom that they are in at the time of the drill.

- Stop. Drop. Cover.
- Wait for two minutes, then exit the building quietly.
- Quietly exit the classroom/building and take the safest route to the backlot.
- Once at the back lot, line up with your class in the designated area with your room #.
- Classrooms are numbered 1 - 16, starting from the west end and finishing on the east end next to the shed.
- PE, quietly line up in the middle of the driveway/carline on the east end
- MPR/Offices, and Guest, quietly exit through the safest route and line up against the west curb labeled MPR.
- Support Staff will be located in the middle of the backlot.
- Advisors will take attendance.
- Support Staff will retrieve attendance.
- Support Staff will release you back to class.

### **Disaster Drill**

**STOP, DROP, HOLD and COVER.**

<https://www.shakeout.org/dropcoverholdon/>

After a minute, please exit the room quietly with the Emergency back-pack and students. When exiting, please take the safest route to Lincoln Ave., located at the west side of campus. Once on Lincoln Ave., go north and then east on W. Palm St. Enter the Loma Alta Park through the parking lot and into the first tennis courts.

**Tennis Court procedure: STUDENTS WILL LINE UP IN THEIR CURRENT CLASS**

- Middle School will enter through the 1st and 2nd west gate and sit quietly in rows along the front and back

of the net located in the middle of the court.

- High School will enter through the 1st and 2nd east gate and sit quietly in rows along the front and back of the net located in the middle of the court.
- Advisors, once in the tennis courts, students will line up with their advisor. Advisors will have an assigned location in the tennis courts and will be provided with a sign with their name and room number. IA's, Once in the tennis courts, IA's will assist Advisors by maintaining a safe and quiet area.
- Advisors will take class attendance.
- After taking attendance, advisor stands at front of line and holds up the GREEN or RED slip. Support Staff will pick up attendance.
  - Hold up the GREEN slip when all students are accounted for.
  - Hold up the RED slip to request assistance (missing student and/or person in need of aid).
- Team members will remain at the tennis courts until dismissed by Administrator designee.

Support Staff will position themselves at the 1st west and east gates to assist our families reuniting with their child. Support staff will be present to assist advisors in maintaining a safe controlled environment by separately walking throughout the tennis courts. Rocio and Xochilt will each be assigned a reunion entry point, with an additional support staff to assist in retrieving a student when parent/guardian or emergency contact is present to sign out the student. One gate will be for middle school, and the other will be for high school.

Remember, minimal noise is a must. Support Staff will be calling out names and they need to be heard.

### **AGLA / Loma Alta Park Tennis Courts Protocols**

ONLY AGLA Staff, Paramedics and Law Enforcement are permitted inside the tennis courts.

**Command Center:** Robert, Rocio, Rene, Kelly, Amber, Robyn, Xochtil (Each with a walkie talkie)

- Set up in the center of the court.
- Collect attendance or Provide Support, according to the RED/GREEN slip.
- Gather information.
- Keep in contact with LA County First Responders and Law Enforcement.
- Place caution tape at the back gates in the tennis courts.
- Call (megaphone) for student once Reunion Gate verifies who is picking up the student
- Direct Counseling Support.
- Direct Team were support is needed.

**Reunion Gates:** MS - Xochil/Eric K, HS - Cruz /Chris U (each with a walkie talkie)

- Bring ALL logs and emergency contacts.
- Bring Medications.
- Place the grade level signs at the reunion gates.
- Reunion Gate will notify CC of which student is cleared to go.

**Student Supervision:** Advisors and IA's

- Maintain a controlled and quiet environment.

## **AGLA**

**Front office support:** DAlmanza- Assist guest, parents and students who are tardy.

- Keith will be the admin designee. Triage will be set up in the front west parking lot and supported by Keith. Search and Rescue will set up next to triage. Cruz, Henry, Ashley and Corina will be part of the Search and Rescue team. Carlos and Jose will inspect AGLA campus and Flex/Annex for any structure damage, leaks or electrical dangers. Search and Rescue, and Facilities will support Triage or any other area instructed by admin designee after their responsibilities are done.

**Clearing the building:** Cruz, Henry, Ashley, Corina

- MPR, offices, lounge, classrooms, hallways, restrooms, trailer, shed and elevator.

## **Shelter in Place**

Students will be instructed to remain in the school building when outside environment poses a threat for one or more of the following; chemical spills, brush fires, airborne contaminants, dangerous animal, swarm of bees or a person in the community with a weapon. Support Staff will lock all doors and keep in contact with local police authorities to maximize student safety. The level of activity allowed on campus during a shelter in place varies by incident, and decisions about student movement and services within the campus are based on what is safest for students in each incident.

<b>CSSP Part E</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(E)</b> Discrimination and Harassment Policy that includes hate crime reporting procedures and policies	Sep 24, 2020	Include complaint and investigation procedure Student/Family Handbook
<b>(F)</b> If a Schoolwide Dress Code exists, include prohibition of gang-related apparel	Sep 24, 2020	Comments Student/Family Handbook
<b>(G)</b> Procedures for safe ingress and egress of pupils, parents, and school employees to and from school site	Sep 24, 2020	Reference campus visitor policies. Other items may include but are not limited to: safe routes to school, pedestrian, vehicle and bicycle policies, traffic safety Student/Family Handbook
<b>(H)</b> Maintain a safe and orderly environment conducive to learning at the school	Sep 24, 2020	Comments Student/Family Handbook
<b>(I)</b> Rules and procedures on school discipline are established	Sep 24, 2020	Comments Student/Family Handbook
<b>(J)</b> Procedures for conducting tactical responses to criminal incidents, including procedures related to individuals with guns on school campuses and at school-related functions must be developed. The procedures to prepare for active shooters or other armed assailants are based on the specific needs and context of each school and community  <b>Note:</b> Effective January 1, 2019, AB 1747 requires the inclusion of these procedures	Fall 2019	Consult with local law enforcement partners on developing these procedures
<b>(c)</b> Where practical, consult, cooperate and coordinate with other school site councils or school safety planning committees	n/a	Comments



<p><b>(d)</b> Evaluate and amend the plan as needed and at least once each year, to ensure the plan is properly implemented</p> <p>An updated file of all non-sensitive safety-related plans and materials is readily available for inspection by the public</p>	<p>School must review, update, and adopt by March 1</p>	<p>Comments</p>
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<b>CSSP Part F</b>  <b>Section 32282</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p>(e) The Legislature encourages that policies and procedures aimed at the prevention of bullying be included in the CSSP</p> <p><b>Note:</b> Effective January 1, 2019, Assembly Bill 2291 requires local educational agencies to adopt, on or before December 31, 2019, procedures for prevention of acts of bullying, including cyberbullying. The bill does not require that these procedures be placed in the CSSP, however, they may be placed in it</p> <p>AB 2291 requires that schools operated by a school district or county office of education (COE) and charter schools annually make bullying and cyberbullying training available to certificated school site employees and all other employees who have regular interaction with pupils</p>	<p>Sep 24, 2020</p> <p>Student/Family Handbook</p>	<p>Comments</p> <p>The Legislature encourages, and the California Department of Education (CDE) concurs, that these procedures and other related policies be included in the CSSP</p> <p>Online Bullying Prevention Training Programs can be accessed on the CDE Bullying Publication and Resources web page at <a href="https://www.cde.ca.gov/l/s/s/se/bullyres.asp">https://www.cde.ca.gov/l/s/s/se/bullyres.asp</a></p>

<b>CSSP Part G</b>  <b>Section 32282.1</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<p><b>(a)</b> Schools are encouraged to include clear guidelines for the roles and responsibilities of the positions listed below (if used by the district):</p> <ul style="list-style-type: none"> <li>• Mental health professionals, school counselors</li> <li>• Community intervention professionals</li> <li>• School resource officers, police officers on campus</li> </ul> <p><b>(b)</b> The guidelines are encouraged to include strategies to create and maintain positive school climate and mental health protocols for the care of students who have witnessed a violent act at any time</p>	<p>MFT Job Responsibility Annually in August</p>	<p>Include school counselors, nurses, coaches, athletic directors, and other positions, if used</p>

<b>CSSP Part H</b>  <b>Section 32284</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
Plan <b>may</b> include procedures for responding to the release of a pesticide or other toxic substance from properties located within one-quarter mile of a school	Not included	Comments

<b>CSSP Part I</b>  <b>Section 32286</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> Each school review, update, and adopt its plan by March 1, every year	ACS Board Meeting Feb 25, 2021	See Section 32288 for guidance on school district or COE approval timeline

<b>CSSP Part J</b>  <b>Section 32288</b>	<b>Mandate Made</b> (date, plan)	<b>Comments, Suggested Details</b> (resources, activities, etc.)
<b>(a)</b> Submit the plan to school district office or COE for approval		California Department of Education recommends that the plans be approved within a month of school approval or as soon as possible
<b>(b)(1)</b> Before adopting its CSSP, SSC/Planning Committee presented the school safety plan at a public meeting at the school site that allowed for public opinions	ACS Board Meeting Feb 25, 2021	See notification requirements in Section 32288(b)(2) and recommendations in Section 32288(b)(3)
<b>(c)</b> Each school district or COE must annually notify the CDE by October 15 of any schools that have not complied with Section 32281	Written notification to State Superintendent	Comments

Each school, school district, and COE is responsible for compliance and familiarity with all sections and requirements of California *Education Code* sections 32280–32289.5.

California Department of Education January 2021

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 2-25-21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Aveson Global Leadership Acad

Number of schools: 1

Enrollment: 325

Superintendent (or equivalent) Name: Kelly Jung & Eva Neuer, Exec Direcs

Address: 575 W. Altadena Dr.

Phone Number: 626-797-1438

Altadena, CA 91001

Email: evaneuer@aveson.org

Date of proposed reopening:  
TBD

County: Los Angeles

Grade Level (check all that apply)

Current Tier: Purple

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

Type of LEA: Charter School

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier and not yet open, materials must additionally be submitted to your local health officer (LHO) and the State School Safety Team prior to reopening, per the [Guidance on Schools](#).**

The email address for submission to the State School Safety for All Team for LEAs in Purple Tier is:

[K12csp@cdph.ca.gov](mailto:K12csp@cdph.ca.gov)

**LEAs or equivalent in Counties with a case rate  $\geq 25/100,000$  individuals can submit materials but cannot re-open a school until the county is below 25 cases per 100,000 (adjusted rate) for 5 consecutive days.**

## For Local Educational Agencies (LEAs or equivalent) in ALL TIERS:

I, Eva Neuer, post to the website of the local educational agency (or equivalent) the COVID Safety Plan, which consists of two elements: the **COVID-19 Prevention Program (CPP)**, pursuant to CalOSHA requirements, and this **CDPH COVID-19 Guidance Checklist** and accompanying documents,



which satisfies requirements for the safe reopening of schools per CDPH [Guidance on Schools](#). For those seeking to open while in the Purple Tier, these plans have also been submitted to the local health officer (LHO) and the State School Safety Team.

I confirm that reopening plan(s) address the following, consistent with guidance from the California Department of Public Health and the local health department:

**Stable group structures (where applicable):** How students and staff will be kept in stable groups with fixed membership that stay together for all activities (e.g., instruction, lunch, recess) and minimize/avoid contact with other groups or individuals who are not part of the stable group.

Please provide specific information regarding:

How many students and staff will be in each planned stable, group structure? (If planning more than one type of group, what is the minimum and maximum number of students and staff in the groups?)

indoor max group 15 students; outdoor 15 students to 1 adult ratio

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If you have departmentalized classes, how will you organize staff and students in stable groups?

staggered schedules; groups not on campus on same days

---

If you have electives, how will you prevent or minimize in-person contact for members of different stable groups?

electives will remain in on-line learning

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**Entrance, Egress, and Movement Within the School:** How movement of students, staff, and parents will be managed to avoid close contact and/or mixing of cohorts.

**Face Coverings and Other Essential Protective Gear:** How CDPH's face covering requirements will be satisfied and enforced for staff and students.

**Health Screenings for Students and Staff:** How students and staff will be screened for symptoms of COVID-19 and how ill students or staff will be separated from others and sent home immediately.

**Healthy Hygiene Practices:** The availability of handwashing stations and hand sanitizer, and how their safe and appropriate use will be promoted and incorporated into routines for staff and students.

**Identification and Tracing of Contacts:** Actions that staff will take when there is a confirmed case. Confirm that the school(s) have designated staff persons to support contact tracing, such as creation and submission of lists of exposed students and staff to the local health department and notification of exposed persons. Each school must designate a person for the local health department to contact about COVID-19.

**Physical Distancing:** How space and routines will be arranged to allow for physical distancing of students and staff.

Please provide the planned maximum and minimum distance between students in classrooms.

Maximum: 10 feet

Minimum: 4 feet. If this is less than 6 feet, please explain why it is not possible to maintain a minimum of at least 6 feet.

some students require a supportive adult closer than 6 feet in proximity

**Staff Training and Family Education:** How staff will be trained and families will be educated on the application and enforcement of the plan.

**Testing of Staff:** How school officials will ensure that students and staff who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic staff testing cadence.

Staff asymptomatic testing cadence. Please note if testing cadence will differ by tier:

every 2 weeks Purple Tier; every 3 weeks Red; every 4 Orange/Yellow

**Testing of Students:** How school officials will ensure that students who have symptoms of COVID-19 or have been exposed to someone with COVID-19 will be rapidly tested and what instructions they will be given while waiting for test results. Below, please describe any planned periodic asymptomatic student testing cadence.

Planned student testing cadence. Please note if testing cadence will differ by tier:

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**Identification and Reporting of Cases:** At all times, reporting of confirmed positive and suspected cases in students, staff and employees will be consistent with [Reporting Requirements](#).

**Communication Plans:** How the superintendent will communicate with students, staff, and parents about cases and exposures at the school, consistent with privacy requirements such as FERPA and HIPAA.

**Consultation: (For schools not previously open)** Please confirm consultation with the following groups

Labor Organization

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Parent and Community Organizations

Name of Organization(s) and Date(s) Consulted:

Name: \_\_\_\_\_

Date: \_\_\_\_\_

*If no labor organization represents staff at the school, please describe the process for consultation with school staff:*

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Information Session for all staff held via Zoom on Feb 8, 2021; Town Hall for families held on Zoom on Feb 4, 2021; consultation sessions with staff and Executive Directors and with ACO and Executive Directors will be held prior to first phase of students returning to campus.

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### **For Local Educational Agencies (LEAs or equivalent) in PURPLE:**

**Local Health Officer Approval:** The Local Health Officer, for (state Local Health Jurisdiction ) \_\_\_\_\_. Local Health Jurisdiction has certified and approved the CSP on this date:

\_\_\_\_\_. If more than 7 business days have passed since the submission without input from the LHO, the CSP shall be deemed approved.

### **Additional Resources:**

[Guidance on Schools](#)

[Safe Schools for All Hub](#)

Note: This checklist was amended on January 29th to delete language regarding the need to submit this checklist to a County Office of Education. The CSP does not need to be submitted to the County Office of Education as part of the public health guidance, though the County Office of Education may request the CSP as part of other processes.

# COVID-19 School Guidance Checklist

January 14, 2021

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CALIFORNIA  
**ALL**

Your Actions  
Save Lives



Date: 2-25-21

# 2021 COVID-19 School Guidance Checklist

Name of Local Educational Agency or Equivalent: Aveson School of Leaders

Number of schools: 1

Enrollment: 397

Superintendent (or equivalent) Name: Eva Neuer, Executive Director

Address: 1919 E. Pinecrest Dr.

Phone Number: 626-797-1440

Altadena, CA 91001

Email: evaneuer@aveson.org

Date of proposed reopening:  
TBD

County: Los Angeles

Grade Level (check all that apply)

Current Tier: Purple

TK  2<sup>nd</sup>  5<sup>th</sup>  8<sup>th</sup>  11<sup>th</sup>

(please indicate Purple, Red, Orange or Yellow)

K  3<sup>rd</sup>  6<sup>th</sup>  9<sup>th</sup>  12<sup>th</sup>

1<sup>st</sup>  4<sup>th</sup>  7<sup>th</sup>  10<sup>th</sup>

Type of LEA: Charter School

**This form and any applicable attachments should be posted publicly on the website of the local educational agency (or equivalent) prior to reopening or if an LEA or equivalent has already opened for in-person instruction. For those in the Purple Tier, materials must additionally be submitted to your local health officer (LHO), local County Office of Education, and the State School Safety Team prior to reopening.**

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If you have departmentalized classes, how will you organize staff and students in stable groups?

students will only meet with their Advisory Advisor on campus in cohorts

---

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n/a

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