## AGENDA

## BOARD OF DIRECTORS MEETING AVESON CORPORATION

Zoom Virtual Meeting Zoom Link<br>Meeting ID: 6358761750<br>Password: aveson

September 23, 2020
6:00 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. Agendas are available to all audience members 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.
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. Please keep your microphone muted, except when you are called upon by the Board.
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 respond 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. When addressing the Board, speakers are requested to state their name and adhere to the time limits set forth.
6. Citizens 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.
7. 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 $\qquad$ -
B. ROLL CALL

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

Core Practice
Guiding Principle: Our commitment is to make others around us 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 OAH Case Number 2021080796 Government Code § 54956.9(d)(1): 1 Case
B. Conference with legal counsel--Anticipated litigation for discussion of settlement negotiation Government Code § 54956.9(d)(2): 1 Case

## IV. PUBLIC SESSION AGENDA

## A. CONSENT AGENDA ITEMS

1. Approval of Board Minutes: $8 / 26 / 21 \& 9 / 2 / 21$.
2. Approval of Check Register.
3. Approval of Credit Card Statements:Capital One \& American Express paid in July.
4. Approval of Amazon July Statement.

## B. DISCUSSION ITEMS

1. Financial Report
2. Site Directors' Reports

Topics May Include: Curriculum \& Instruction; Equity, Diversity, \&
Inclusion; Events \& Community; Student Achievement \& Support;
Professional Development
a) ASL
b) AGLA
3. Executive Director's Report

Topics May Include: Curriculum \& Instruction; Equity, Diversity, \& Inclusion; Events \& Community; Student Achievement \& Support; Human Resources; Professional Development; Operations
4. Covid Compliance Report
5. ACO Report

## C. ACTION ITEMS

1. Approval of 2021-2022 Budget Revision
2. Approval of Board Member terms
3. Approval of Marisa White Hartman to serve as ACO delegate Board Member for a term ending on July 1, 2022.
4. Approval of LOA with the Aveson Community Organization
5. Approval of Conflict of Interest Policy

## V. ADJOURNMENT



## School Budgets 101

Aveson Charter Schools
September 2021

## Presentation Overview

- Fiduciary Responsibility
- Budget Timeline
- What is a budget and how was it created?
- Understanding the Master Summary
- Revenue
- Expense
- Net Summary
- Cash and Cash Flow
- Glossary \& Acronyms


## What does fiduciary mean?

- Board members must always act for the good of the organization, rather than for the benefit of themselves.
- They need to exercise reasonable care in all decision making, without placing the organization under unnecessary risk
- Board members to stay:
- Objective
- Unselfish
- Responsible
- Honest
- Trustworthy
- Efficient


## How does a board member fulfill this responsibility?

- Questions a board member should ask:
- Is our financial plan consistent with our strategic plan?
- Is our cash flow projected to be adequate?
- Do we have sufficient reserves?
- Are any specific expense areas rising faster than their sources of income?
- Are we regularly comparing our financial activity with what we have budgeted?
- Are our expenses appropriate?
- Do we have the appropriate checks and balances to prevent errors, fraud, and abuse?
- Are we meeting guidelines and requirements set by our funders?


## Board approval of the budget

- The budget creates the framework for program management and overall administrative decisions.
- The annual budget approval process helps curb any tendency for the board to micromanage.
- Securing necessary funding is part of a viable budget.
- Examining financial statements regularly, comparing actual figures to the projected ones, allows the board to verify that the general guidelines stay on track.
- The board should question any major variances.


## Budget Timeline



## What is a Budget?

- Just like personal budgets: We need to make sure we can pay our obligations on time, using the money we receive
- Revenue/Income = paycheck
- Expenses = Rent, utilities, supplies
- Reserve = savings account
- How is school budget different? We will go deeper into each category
- Revenue comes mostly from CA State
- More common that revenues are restricted
- Operate on a much larger scale
- Expenses are salaries, benefits, books/supplies and all other operating expenses


## Assumption for the CDE June budget

- Year to Date (YTD) Actuals were used to project out the remainder of the current school and then used as the base for future years.
- Enrollment was projected based on current enrollment and projected wait lists
- Staffing was updated to match enrollment needs and restricted funding requirements.
- Shared personnel between the schools including, but not limited to: Executive Director, Business \& Human Resources, Special Education were allocated to the sites based upon projected enrollment.


## Other Budget Considerations

- AGLA + ASL = Combined
- Combined reports are for internal use
- Each school has a separate CDS code
- Each school keeps separate books and accounting to give the cost center leaders the tools to manage their sites.
- Each site has separate budgets


## Budget Revisions

- Budgets are consistently reviewed by Executive and Site Directors and actual trends are compared to budget at least monthly.
- Board may be asked to approve a revised budget in:
- September - enrollment and staffing updates
- November - First Interim Report
- February - Second Interim Report

A CHRISTY WHITE SOLUTION ${ }^{\text {" }}$

| FY21-22 | FY21-22 | FY21-22 |
| ---: | ---: | ---: |
| AGLA <br> WORKING <br> BUDGET | ASL WORKING <br> BUDGET | Combined |
| Enrollment | 272 | 387 |
| FY ADA | 253 | 368 |


| TOTAL INCOME | \$ | 4,235,441 | \$ | 4,540,054 | \$ | 8,775,495 |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
| Total 1000 Certificated Salaries | \$ | 1,814,322 | \$ | 2,175,696 | \$ | 3,990,017 |
| Total 2000 Classified Salaries | \$ | 589,629 | \$ | 674,332 | \$ | 1,263,962 |
| Total 3000 Employee Benefits | \$ | 451,649 | \$ | 506,772 | \$ | 958,421 |
| Total 4000 Supplies | \$ | 233,077 | \$ | 333,074 | \$ | 566,152 |
| Total 5000 Services and Other Operating Expenditures | \$ | 1,099,714 | \$ | 818,689 | \$ | 1,918,404 |
| Total 6000 Capital Outlay | \$ | 47,049 | \$ | 31,490 | \$ | 78,539 |
| TOTAL EXPENSE | \$ | 4,235,441 | \$ | 4,540,055 | \$ | 8,775,495 |
| NET INCREASE (DECREASE) IN FUND BALANCE | \$ | 0 | \$ | (0) | \$ | (0) |
| LCFF decrease due to enrollment drop | \$ | $(373,770)$ | \$ | $(168,770)$ | \$ | $(542,540)$ |
| ONE-TIME RESTRICTED FUNDS IN BUDGET | \$ | 749,961 | \$ | 389,666 | \$ | 1,139,627 |
| BEGINNING FUND BALANCE | \$ | 896,312 | \$ | 575,436 | \$ | 1,471,748 |
| ENDING FUND BALANCE | \$ | 896,312 | \$ | 575,435 | \$ | 1,471,748 |
| RESERVE (AS \% Of EXPENSES) |  | 21\% |  | 13\% |  | 17\% |

AVESON COMBINED
BUDGET SUMMARY
PREPARED BY CHARTERWISE MANAGEMENT
FISCAL YEAR 2021-22

A CHRISTY WHITE SOLUTION"

|  | FY21-22 | FY21-22 | FY21-22 |
| :---: | :---: | :---: | :---: |
|  | AGLA WORKING RUDGET | ASL WORKING BUDGET | Combined |
| Enrollment FY ADA <br> TOTAL INCOME |  |  |  |
| Total 1000 Certificated Salaries Total 2000 Classified Salaries Total 3000 Employee Benefits Total 4000 Supplies Total 5000 Services and Other Operating Expenditures Total 6000 Capital Outlay TOTAL EXPENSE |  | xpenses |  |
| NET INCREASE (DECREASE) IN FUND BALANCE LCFF DECREASE DUE TO ENROLLMENT DROP ONE-TIME RESTRICTED FUNDS IN BUDGET BEGINNING FUND BALANCE ENDING FUND BALANCE RESERVE (AS \% OF EXPENSES) |  |  |  |

AVESON COMBINED
BUDGET SUMMARY
PREPARED BY CHARTERWISE MANAGEMENT
FISCAL YEAR 2021-22

A CHRISTY WHITE SOLUTION ${ }^{\text {m }}$


## Funding Sources

## \% of Total Income



| - Contributions | - LCFF EPA | - Facilities | - Fundraising | - LCFF In Lieu |
| :--- | :--- | :--- | :--- | :--- |
| - Nutrition | - One time Federal - One time State | - Other Local | - Other State | - Special Education - Title Funds |

## LCFF funding broken down



- LCFF funding $=65 \%$ of total revenue
- All LCFF State apportionments are based on ADA
- ADA = Average daily attendance
- On average 1 ADA = \$9,300 for Aveson
- Schools should maximize enrollment when possible
- Parents can help by making sure students are attending school
- EPA - Education Protection Act (sales tax)
- In lieu of property tax
- Based upon tax rules locally, changes each year
- Is the largest portion of LCFF funding
- Fewer liquidity issued since In Lieu is not deferred


## Restricted Funding



- Definition: Funding (money) you can only use for a specific purpose.
- Is typically reimbursed (we must spend upfront, then get the money later after showing proof the money was spent according to the restrictions)
- Must be documented - including, for personnel costs, specific hours worked as documented on timesheets
- Typically not used to cover general expenses Another reason that reserves are important is because of cash flow (timing)



## One-time Restricted Funding



- Definition: Revenue that is given one time only, typically restricted
- Not used to fund ongoing operational expenses
- Salaries funded from one-time sources are temporary positions unless other sources of revenue are identified and secured
- Revenues in current budget $=12 \%$ one-time restricted funds
- Recent Examples of one-time funding:
- CARES Act Learning Loss Mitigation, includes ESSER I (Federal)
- CCRSA ESSER II (Federal)
- ARP ESSER III (Federal)
- In Person Instruction Grant (State)
- Expanded Learning Opportunity Grant (State)

AVESON COMBINED
BUDGET SUMMARY
PREPARED BY CHARTERWISE MANAGEMENT
FISCAL YEAR 2021-22

A CHRISTY WHITE SOLUTION"'

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| Total 6000 Capital Outlay | \$ | 47,049 | \$ | 31,490 | \$ | 78,539 |
| TOTAL EXPENSE | \$ | 4,235,441 | \$ | 4,540,055 | \$ | 8,775,495 |



| Accounts | Description of Accounts |
| :---: | :---: |
| 1000 • Certificated Personnel Salaries | Teachers, Special Education, Counselors, Sire Directors, Executive Director |
| 2000 • Classified Personnel Salaries | Instructional Aides, Office, Business, HR, Custodial, Nutrition |
| 3000 - Employee Benefits | Payroll taxes, Health \& Welfare, Worker's Comp, Unemployment |
| 4000 - Books and Supplies | Curriculum materials, office supplies, instructional materials, computers, food supplies, etc. |
| 5000 • Services Other Operating Exp. | Everything else (Utilities, rent, insurance, consultants, professional development, dues and memberships, equipment, district fees etc.) |
| 6000 - Capital Outlay | Equipment valued over \$5000. |



Total Expenses


## $71 \%$ of expenses are on people (1000/2000 salaries + 3000 benefits)

AVESON COMBINED
BUDGET SUMMARY
PREPARED BY CHARTERWISE MANAGEMENT FISCAL YEAR 2021-22

A CHRISTY WHITE SOLUTION"'

|  |  | FY21-22 | FY21-22 |  | FY21-22 |
| :---: | :---: | :---: | :---: | :---: | :---: |
|  |  | AGLA WORKING BUDGET | ASL WORKING BUDGET |  | Combined |
|  |  |  |  |  |  |
|  |  |  | xpenses |  |  |
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| RESERVE (AS \% OF EXPENSES) |  | 21\% | 13\% |  | 17\% |

Gold standard for reserves $=3$ months of payroll = $\$ 1.5$ million or 17\%


## Financial Statements Explained - Fund Balance

- Fund Balance (Capital) = the amount of cash and other assets owned, net of liabilities
- When looking at Aveson's fund balance, always look at the CA\$H
- Why? Can only spend cash, can't spend hard assets



## What is Cash and Cash Flow?

- Cash is the result of what actually happened-the real world
- Cash flow is the difference between the available cash balance at the beginning of the period (i.e. month) compared to the available cash balance at the end of the period
- The actual inflow and outflow of funds
- Cash Position is the balance at the end of the period
- Cash insolvency occurs when payroll expense exceeds available cash and all options for borrowing have been exhausted
- Cash insolvency is a function of deficit spending, erosion of fund balance and sustained negative cash flow over time
- Cash is king! Cash shows no mercy! Cash insolvency is the end of the road.


## Budget vs. Cash Flow

## Budget

- Annual
- Anticipated revenue/source, expenditures/uses and reserves
- Generally Accepted Accounting Principles regarding recognizing revenues, accruals
- 45-day and interim report updates
- Fund specific


## Cash Flow

- Monthly (sometimes weekly)
- Actual receipts, disbursements and available funds in the county treasury
$\checkmark$ Forecast: annual data with time factors such as apportionment schedules
- Cash and budget are equalized with accruals (e.g., receivables and payables)
- Monthly updates; first sign of fiscal distress
- All funds


## AGLA Multi Year Projection (MYP)

AGLA MYP
BUDGET SUMMARY
PREPARED BY CHARTERWISE MANAGEMENT FISCAL YEAR 2021-22
© charterwise
MANAGEMENT
A CHRISTY WHITE SOLUTION"

$\begin{array}{lllllllllll}\text { NET INCREASE (DECREASE) IN FUND BALANCE } & \$ & 545,872 & \$ & 0 & \$ & (608,671) & \$ & (639,795) & \$ & (662,804)\end{array}$

| Variance <br> from 2020-21 <br> to 2021-22 |  | $\%$ |
| ---: | ---: | :---: |
| $\$$ | $(51)$ |  |
| $\$$ | $(118)$ | $-31.9 \%$ |



| $\$$ | $(195,297)$ | $-9.7 \%$ |
| :--- | ---: | ---: |
| $\$$ | 183,402 | $45.1 \%$ |
| $\$$ | 85,500 | $23.4 \%$ |
| $\$$ | 2,586 | $1.1 \%$ |
| $\$$ | 3,260 | $0.3 \%$ |
| $\$$ | 608 | $1.3 \%$ |
| $\$$ | 80,059 | $1.9 \%$ |

BEGINNING FUND BALANCE $\$ \quad 350,441 \quad \$ \quad 896,312 \quad \$ \quad 896,312 \quad \$ \quad 287,641 \quad \$ \quad(352,154) \$ \quad(1,014,957)$

ENDING FUND BALANCE |  | 896,312 | $\$$ | 896,312 | $\$$ | 287,641 | $\$$ | $(352,154)$ | $\$$ | $(1,014,957)$ |
| :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- | :--- |$(1,701,620)$

| RESERVE (AS \% OF EXPENSES) | $22 \%$ | $21 \%$ | $7 \%$ | $-9 \%$ | $-25 \%$ |
| :--- | :--- | :--- | :--- | :--- | :--- |

## ASL Multi Year Projection (MYP)

## ASL MYP

BUDGET SUMMARY
PREPARED BY CHARTERWISE MANAGEMENT
FISCAL YEAR 2021-22


## Glossary of Financial Terms

- Cash Flow - projection of the amount of cash available each month
- Combined - AGLA + ASL financials = Combined
- (Drawdown) - negative contribution, decrease
- Fiscal Year - July 1st through June 30th
- Fund Balance/Reserve - the net amount of money in the bank accounts
- Projected Contribution to Reserves Income - Total revenues minus total projected expenses
- Projected Enrollment - number of students predicted to be enrolled
- Projected Fund Balance \% of Projected Expenses - required by PUSD to be greater than 3\%, recommended to be at least 17\%
- Restricted Funds - Funding (money) you can only use for a specific purpose
- Unrestricted Funds - money available to spend with no additional restrictions or requirements


## Acronym Soup

- CDE = California Department of Education
- Authorizer = Pasadena Unified School District
- ADA = Average Daily Attendance (average number of student attendance days)
- ADA \% = Total student days attended $\times 100$

Total student days enrolled

- LCFF = Local Control Funding Formula (the formula of how we get our money, mostly based on ADA)
- LCAP = Local Control Accountability Plan
- YTD = Year-to-Date
- MYP = Multi Year Projection



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|  | 55，604 |  | 5，055 | 5，055 | 5，055 |  |  |  |  |  |  |  | 5，055 |  |  |
|  |  |  | （7980 |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  | ${ }_{882}^{125}$ | ${ }_{\substack{564 \\ 699}}$ | （ |  | ¢ 54 |  | ¢ 54 | ¢ 54 | （ ${ }_{\substack{566 \\ 649}}$ | ${ }_{\substack{546 \\ 649}}^{\substack{\text { s．}}}$ | ¢ | ¢ 54. |  | 125 |
| 5999 Expenses suspene |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Totat Soon semices and Other Oepeatig Expenditures | 1．099，74 | S 149,752 | s 86,50 | 86.30 | 86.30 | 86,30 | 586836 | 586360 | 586.30 | S 86.350 | S 86.350 | ${ }_{5} 86,360$ | $\mathrm{s}_{86,360}$ |  | 109，52 |
| city | 47049 | 3，887 | 3，96 | 3，96 | 3，926 | 3,26 | 3，926 | 3，26 | 3,96 | 3，26 | 3，26 | 3，96 | 3.26 |  | 3，867 |
|  | 5 47，099 | S 3，867 | s 3,926 | 5 3,926 | 5 3.926 | s 3,926 | s 3,926 | 53.926 | 5 3,926 | ¢ 3.926 | ¢ 3.926 | ¢ 3.926 | ¢ 3,926 |  | 3.867 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| total expense | 5 4， 425,441 | \＄28，544 | 5 352,46 | 5352,42 | S322，422 | 5352,462 | \＄ 352.46 | \＄32，462 | 5382.46 | 5352,46 | 5352.46 | 5352462 | ¢ 352.46 | s 129，895 | ${ }^{28,544}$ |
| Net Income loss） | 0 | $5(208,409)$ | s（177，056） | 24,24 |  | 12，77 |  |  |  |  |  | $5[179,187$ | $5115,982)$ |  | （208，409］ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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|  |  |  |  | $\underbrace{\text { d }}_{\substack{\text { foreast } \\ \text { sepr } 21}}$ |  |  | $\underbrace{\text { d }}_{\substack{\text { forear } \\ \text { Decat }}}$ | $\underbrace{}_{\substack{\text { foreast } \\ \text { lanz2 }}}$ | $\underbrace{\text { cher }}_{\substack{\text { frecest } \\ \text { rebit }}}$ |  |  | $\underbrace{\substack{\text { freast } \\ \text { mver }}}_{\text {crear }}$ |  | Acrual |  |
|  | $\underbrace{\text { ced }}_{\substack{113,648 \\ 568}}$ | 4,391 | ${ }_{\text {9,928 }}^{\text {92 }}$ | 9,928 | , 9.928 | ${ }_{\text {9,928 }}$ | c.9.28 | c.928 | ¢, 9 |  | c.928 | 9,288 | ${ }_{\text {9,928 }}^{52}$ |  | 4,391 |
| Tosen | 33,074 | 27,303 | ${ }_{27,76}{ }^{51}$ | \$27,76 | ${ }^{27,96}$ | 22,796 | ${ }^{27,76}$ | S 27,796 | \$22,966 | S 27,796 | S 27,796 | ${ }^{27,796}$ | 2,8811 |  | 27,303 |
| Scoo Seivies and other Operating Expentifures |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Stiol 5300 |  | 5, 56 | (390 |  | $\left.\begin{gathered} 920 \\ 3090 \\ 3020 \end{gathered} \right\rvert\,$ | $\begin{gathered} 919 \\ 70200 \\ \hline 102 \end{gathered}$ | $\left.\begin{gathered} 910 \\ 300 \\ 3020 \end{gathered} \right\rvert\,$ | $\begin{gathered} 39 \\ 3020 \\ \hline \end{gathered}$ | $\begin{gathered} 91 \\ 300 \\ 300 \end{gathered}$ | $\begin{gathered} 91 \\ 309 \\ 309 \end{gathered}$ | $\begin{gathered} 39 \\ 3020 \\ \hline \end{gathered}$ | - | (inc |  |  |
| ${ }_{5} 551000$ | coiche | cithen | ${ }_{4}^{4,558}$ | ${ }_{\text {4,592 }}^{4,58}$ | ¢ | ${ }_{4}^{4,558}$ | ${ }_{\text {4,592 }}^{4,58}$ | ${ }_{\text {4, }}^{4,582}$ | ¢, | ${ }_{\text {4,592 }}^{4}$ | - | ${ }_{\text {4,592 }}$ | ${ }_{4}^{4,598}$ |  |  |
|  |  | ${ }^{18,712} 18$ | ${ }_{4}^{49}$ | ${ }_{49}^{49}$ | ${ }_{44}^{49}$ | ${ }_{44}^{49}$ | ${ }_{44}^{49}$ | ${ }_{44}^{49}$ | $\stackrel{49}{49}$ | - ${ }_{49}^{49}$ | 49 <br> 44 | ${ }_{44}^{49}$ | ${ }_{44}^{49}$ |  | ${ }^{18,72}$ |
|  | ${ }_{\substack{10.065 \\ 20.059}}$ | 952 |  | ¢ | ( 8.828 |  | ( | (828 | ( | ( |  |  |  |  |  |
|  | 边 14.100 | (1,505 | , | 1,127 | , $1,1,27$ | , | 1,127 | 1,127 | , | , | , 1,127 | , $1,1,17$ |  |  | (1,50 |
| ${ }_{5}^{51015}$ | (12, |  | coios | cois | - | coicios | - | cois | (10,0) |  |  |  | coios |  |  |
|  |  |  | ${ }_{136}^{288}$ | (136 |  | ${ }_{136}^{280}$ | ${ }_{136}^{280}$ | ${ }_{136}^{280}$ | (130 | (130 | 280 <br> 136 |  |  |  |  |
|  | 6,903 | 1,680 | 45 | ${ }^{475}$ | 475 | 475 | 475 | 475 | 45 | 45 | 475 | 475 | 475 |  | 1,880 |
|  | 3,500 | 310 | 290 | ${ }^{290}$ | 290 | 290 | 220 | 220 | 290 | \% | 290 | 290 | 290 |  | ${ }^{310}$ |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  | ( ${ }_{\substack{5,39 \\ 3,09}}$ | ( | ( | ( | (5,399 (e, | ( | ${ }_{\substack{5,39 \\ 3,09}}^{\substack{\text { a }}}$ | ${ }_{\substack{5,39 \\ 3,09}}^{\substack{\text { a }}}$ | ( |  | ( |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ${ }_{250}^{250}$ |  | 23 | ${ }^{23}$ | ${ }^{23}$ | ${ }^{23}$ | ${ }^{23}$ | ${ }^{23}$ | 3 | ${ }^{23}$ | ${ }_{23}^{23}$ |  | ${ }^{23}$ |  |  |
|  |  | 469 |  | ci,1,321 <br> 6,64 | $\substack{1,321 \\ 6,364}$ | $\substack{1,321 \\ 6,364}$ | $\substack{1,321 \\ 6,664}_{\substack{\text { c, }}}$ | $\substack{1,321 \\ 6,364}$ | $\substack{1,321 \\ 6.364}_{\substack{\text { a }}}$ | $\substack{1,321 \\ 6,364}_{\substack{18}}$ |  |  | $\underbrace{\substack{18}}_{\substack{1,32 \\ 6,34}}$ |  | 469 |
|  | coin | 50 | ${ }_{\substack{6.364 \\ 118}}^{1.85}$ | cis ${ }_{\substack{6.564 \\ 118}}$ |  | cisk | cisis | ${ }_{\substack{6,364 \\ 118}}^{1.25}$ | ci, | $\underset{\substack{6.364 \\ 118}}{ }$ | cis. |  | (188 |  |  |
|  | 42.108 | 17,03 | 2282 | 2,282 | 2,282 | 2,82 | 2,282 | 2,282 | 2,282 | 2,282 | 2,882 | 2,282 | 2,882 |  | 7,003 |
| ${ }_{5} 58556$ cmomument | 5.000 | 800 | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | ${ }_{382}$ | 382 | 382 |  | 88 |
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|  | 500 |  | 68 | ${ }_{682}$ | 68 | ${ }_{68}$ | 68 | ${ }_{682}$ | ${ }_{68}$ | 68 | 68 | 682 | 682 |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | ${ }^{81,000}$ |  | 7,364 | 73.34 | 7.364 | 7,364 | 1,364 | ${ }^{7,364}$ | ${ }^{7,364}$ | ${ }^{7,364}$ | 7,364 | 364 | 7,364 |  |  |
|  | 4,431 |  |  |  |  |  |  |  | cis | (38 |  |  | cis |  |  |
|  | coin | 2,365 | (ess | ( |  |  |  |  | cos |  |  |  |  |  | ${ }^{2,365}$ |
|  | 93,380 |  | 8,489 | ${ }_{8,898}$ | ${ }_{8}^{8,489}$ | 8,499 | ${ }_{8,489}$ | ${ }_{8,489}$ | 8,489 | ${ }_{8,489}$ | 8,489 | 8,499 | 8,499 |  |  |
| $5{ }_{5}^{5899}$ Msco opeasting xeenes | 2.563 |  | ${ }_{242}^{241}$ | ${ }_{421}^{242}$ | ${ }^{241}$ |  | 241 |  |  | ${ }^{241}$ |  |  |  |  |  |
| ${ }_{5}^{5955} 5$ |  | - 125 | ¢537 | ${ }_{\substack{537 \\ 657}}^{56}$ | ¢ ${ }_{\substack{537 \\ 657}}$ | (357 | ( ${ }_{\substack{537 \\ 657}}$ | $\underset{\substack{357 \\ 657}}{\substack{\text { 52 }}}$ |  |  | ¢ ${ }_{\substack{357 \\ 657}}$ |  | $\underset{\substack{357 \\ 657}}{\substack{\text { 52 }}}$ |  | ${ }^{125}$ |
| 55994 teenese susuene |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Toat soon serices and Other Opeating Expenditures | ¢ 518.689 | 5100428 | 5 69951 | 64,99 | 69951 | 69 | S 6,951 | 64951 | 64 | S 6,951 | 569,951 | s 64951 | 64951 |  | 04,28 |
| cismen | ${ }^{31,990}$ | 2.570 | 2,629 | 2,62 | 2.629 | 2.629 | 262 | 2,62 | 2,62 | 2,62 | 2,62 | 629 | 2.62 |  | 2,570 |
|  | [5-31,900 | \$2.570 | \$ 2.62 | S 2.62 | \$2.629 | \$ 2.629 | \$2.629 | s 2,68 | s 2,68 | 2.62 | s 2,68 | ¢ 2.629 | ¢ 2,62 |  | 2.550 |
| 7338 Diots senvee Rond Paymens/ / inteest |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Total Other Outyo |  | s | $s$ | s |  | 5 | 5. |  |  |  | 5. | s |  |  |  |
| Total exenss | $54.540,055$ | 5288,415 | \$ 373.64 | \$33,.64 | 313,64 | 5 37,644 | 537.644 | S33,674 | \$373,674 | 37,674 | 5373,674 | S 373,674 | - 373,688 | s 19.124 | 238,4 |
| tincome IIO |  | $5[25.4717$ | 5 (172, 150] | 566.78 | 53 | $5(18,722)$ | $5(2,255)$ |  | $5(46,803)$ |  | $5^{[37,987}$ |  | $5^{[53,43}$ | S 4950,045 | [225,47] |

## LETTER OF AGREEMENT

## BETWEEN AVESON CHARTER SCHOOLS (ACS) AND THE AVESON COMMUNITY ORGANIZATION (ACO)

## Terms of the Letter of Agreement (LOA)

This Letter of Agreement, made this September 16, 2021 by and between the board of Aveson Charter Schools and the Aveson Community Organization (an Internal Revenue Code 501(c)(3) nonprofit corporation), is intended to set forth policies and procedures that will contribute to the coordination of their mutual activities.

This LOA shall commence on [date] and will be reviewed by the Parties annually each June. The LOA will then be affirmed or amended as appropriate. This LOA may be amended at any time by approval of the ACS and ACO Board of Directors.

To ensure effective achievement of the items of the agreement, both parties agree to update each other promptly on independent organizational decisions, activities, changes or events that may affect the partnership in any way. Either party may, upon 90 days prior written notice to the other, terminate this letter of agreement.

Consistent with provisions appearing in ACO's bylaws and its articles of incorporation, should ACO cease to exist, ACO will transfer its assets and property to ACS, to a reincorporated successor foundation, or to the state or federal government for public purposes, in accordance with the law and donor intent.

In consideration of the mutual commitments herein contained, and other good and valuable consideration, receipt of which is hereby acknowledged, the parties agree as follows:

## Foundation Name, Seal and Logo

Consistent with its mission to help to advance the plans and objective of ACS, ACO is granted the use of the names and logos of "Aveson Charter Schools", "Aveson Global Leadership Academy", "Aveson School of Leaders", and "Aveson Center for Independent Studies"; however, ACO will operate under its own seal and logotype.

## The Relationship between ACS and ACO

The Board of Directors of ACS is responsible for overseeing the mission, leadership, and operations of ACS. The Board of Directors of ACS oversees the employment, compensation, and evaluation of all ACS employees.

The ACO is a separately incorporated 501(c)(3) non-profit organization created to support the mission of ACS. The ACO Executive Board is responsible for control and management of all assets of the organization. The ACO is responsible for the performance and oversight of all aspects of its operations based on a comprehensive set of bylaws that clearly address the board's fiduciary responsibilities, including expectations of individual board members based upon ethical guidelines and policies. ACO officers and members are volunteers and do not receive any funding from ACS as compensation for services rendered.

ACS Board of Directors is responsible for communicating ACS priorities and long-term plans, as approved by the ACS board, to ACO. ACS shall include ACO in the strategic planning for ACS.

## ACO Responsibilities

ACO agrees to use its best efforts to promote the development work of ACO on behalf of ACS. ACO is responsible for planning and executing comprehensive fund-raising in support of the ACS mission. The ACO shall protect donor confidentiality and rights.

ACO is responsible for establishing an annual budget for the cost of its programs, operations, and services. A copy of ACO's unaudited year-end financial statement shall be provided to ACS within 60 days of year-end. ACO will provide ACS with a copy of it's annual tax return. ACO shall maintain copies of the plans, budgets, and donor records developed in connection with the performance of its obligations. ACO will provide access to data and records to ACS in accordance with applicable laws, foundations policies, and guidelines.

## ACS Responsibilities

ACS shall provide to ACO the email database for current Aveson families, and the list of cleared volunteers.

ACS agrees to use its best efforts to promote the work of ACO on behalf of ACS. ACS will conduct strategic planning in order to determine the level of fundraising to be undertaken by ACO. ACS shall use its best efforts to provide information and/or materials to ACO deemed necessary to further ACO's goals and activities.

This LOA represents the entire understanding of the Parties and supersedes any understanding agreement or representation, whether oral or in writing, made prior to the effective date.

IN WITNESS WHEREOF, the parties have caused this Letter of Agreement to be executed by their duly authorized officers as of the day and date first above written

[^0]Date: $\qquad$
Co-President
Aveson Community Organization
Date: $\qquad$

AVESON CHARTER SCHOOL ("ACS")<br>Conflict of Interest Policy and Annual Statement<br>For Directors, Employees, Officers and<br>Members of a Director with Board Delegated Powers

## Article I - Purpose

1. The purpose of this Conflict of interest policy is to protect ACS's interests when it is contemplating entering into a transaction or arrangement that might benefit the private interests of an employee, officer or director of ACS or might result in a possible excess benefit transaction.
2. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.
3. This policy is also intended to identify "independent" directors.

## Article II - Definitions

1. Interested person -- Any director,employee, principal officer, or member of a Director with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial interest -- A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
a. An ownership or investment interest in any entity with which ACS has a transaction or arrangement,
b. A compensation arrangement with ACS or with any entity or individual with which ACS has a transaction or arrangement, or
c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which ACS is negotiating a transaction or arrangement. Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest in this policy is based on the IRS model Conflict of Interest policy, which is an attachment to Form 1023. This policy adds information needed to allow ACS to assess director independence in order to answer questions on Form 990.2. A conflict of interest exists only if the Board or Executive Director decides that a conflict of interest exists, in accordance with this policy.
3. Independent Director -- A director shall be considered "independent" for the purposes of this policy if he or she is "independent" as defined in the instructions for the IRS 990 form or, until such definition is available, the director: a . is not, and has not been for a period of at least one year, an employee of ACS or an employee of any entity in which ACS has a financial interest does not directly or indirectly have a significant business relationship with ACS, which might affect independence in decision-making; b. is not employed as an executive of another
corporation where any of ACS's executive officers or employees serve on that corporation's compensation Director; and does not have an immediate family member who is an executive officer or employee of ACS or who holds a position that has a significant financial relationship with ACS.

## Article III - Procedures

1. Duty to Disclose -- In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board or Executive Director.
2. Recusal of Self - Any director or employee may recuse himself or herself at any time from involvement in any decision or discussion in which the director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
3. Determining Whether a Conflict of Interest Exists -- After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board or Executive Director meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board or Executive Director members shall decide if a conflict of interest exists.

## 4. Procedures for Addressing the Conflict of Interest

a. An interested person may make a presentation at the Board or Executive Director meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
b. The Chairperson of the Board or Executive Director shall, if appropriate, appoint a disinterested person or Director to investigate alternatives to the proposed transaction or arrangement.
c. After exercising due diligence, the Board or Executive Director shall determine whether ACS can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
d. If a more advantageous transaction or arrangement is not reasonably possible under Circumstances not producing a conflict of interest, the Board or Executive Director shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in ACS's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

## 5. Violations of the Conflicts of Interest Policy

a. If the Board or Executive Director has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the Board or Executive Director determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## Article IV - Records of Proceedings

The minutes of the Board and all Directors with board delegated powers shall contain:
a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the Board's or Executive Director's decision as to whether a conflict of interest in fact existed.
b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## Article V-Compensation

a. A voting member of the Board who receives compensation, directly or indirectly, from ACS for services is precluded from voting on matters pertaining to that member's compensation.
b. A voting member of any Director whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from ACS for services is precluded from voting on matters pertaining to that member's compensation.
c. No voting member of the Board or any Director whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from ACS, either individually or collectively, is prohibited from providing information to any Director regarding compensation.

## Article VI - Annual Statements

1. Each director, principal officer and member of a Director with Board delegated powers shall annually sign a statement which affirms such person:
a. Has received a copy of the conflict of interest policy,
b. Has read and understands the policy,
c. Has agreed to comply with the policy, and
d. Understands ACS in order to maintain its federal tax exemption must engage primarily in activities which accomplish one or more of its tax-exempt purposes.
2. Each voting member of the Board shall annually sign a statement which declares whether such person is an independent director.
3. If at any time during the year, the information in the annual statement changes materially, the director shall disclose such changes and revise the annual disclosure form.
4. The Board of Directors shall regularly and consistently monitor and enforce compliance with this policy by reviewing annual statements and taking such other actions as are necessary for effective oversight.
5. To ensure ACS does not engage in activities that could jeopardize its tax-exempt status or Charter, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:
a. Whether compensation arrangements and benefits are reasonable, based on competent survey information (if reasonably available), and the result of arm's length bargaining.
b. Whether partnerships, joint ventures, and arrangements with management organizations, if any, conform to ACS's written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement or impermissible private benefit or in an excess benefit transaction.

## Article VII - Use of Outside Experts

When conducting the periodic reviews as provided for in Article VII, ACS may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the Board of its responsibility for ensuring periodic reviews are conducted.

## Certification

IAN MCFEAT, Executive Director of AVESON CHARTER SCHOOL, and ELSIE RIVAS GOMWZ $\qquad$ , Board President of AVESON CHARTER SCHOOL, certify that the foregoing is a true and correct copy of the Conflict of Interest Policy of the above-named organization, duly adopted by the initial Board of Directors on September 23, 2021.

By:
IAN MCFEAT, President

By:
ELSIE RIVAS - GOMEZ, Board President

Date: $\qquad$

Date: $\qquad$

## AVESON CHARTER SCHOOL ("ACS")

BOARD OF DIRECTORS and EXECUTIVE DIRECTOR Conflict of Interest Statement

1. Name: $\qquad$ Date: $\qquad$
2. Position:

Are you a voting Director? Yes () No ()
Are you an Employee? Yes ( ) No ( )
Are you an Officer? Yes () No ()
If you are an Officer, which Officer position do you hold:
$\qquad$ —.
3. I affirm the following:

I have received a copy of the Conflict of Interest Policy. $\qquad$ (initial) I have read and understand the policy. $\qquad$ (initial)
I agree to comply with the policy. $\qquad$ (initial)
I understand that ACS is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of tax-exempt purposes.
$\qquad$ (initial)
4. Disclosures:
a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest policy with ACS?
Yes () No ( )
i. If yes, please describe it:
ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes () No ()
b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest policy with ACS? Yes () No ()
i. If yes, please describe it, including when (approximately):
ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest policy? Yes () No ()
5. Are you an independent director, as defined in the Conflict of Interest policy? Yes ( ) No ( ) a. If you are not independent, why?

Date: $\qquad$
Signature of or Director/Officer/Employee


[^0]:    President, Board of Directors
    Aveson Charter Schools

