

## MEETING AGENDA - Santa Clarita Valley international Board

Any public records relating to an agenda item for an open session of the Board which are distributed to all, or a majority of all of the Board members shall be available for public inspection at the main office of the school between 9:00 am and 3:30 pm.

### Meeting

<b>Meeting Date</b>	Wednesday, February 15, 2023
<b>Start Time</b>	6:00 PM
<b>End Time</b>	7:30 PM
<b>Location</b>	This meeting will be held virtually. Zoom <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting

### Agenda

#### 1. Opening Items

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1.1. Call The Meeting To Order	(6:00 PM - 6:00 PM)
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1.2. Roll Call	(6:00 PM - 6:00 PM)
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1.3. Pledge Of Allegiance	(6:00 PM - 6:00 PM)
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1.4. Approve Agenda	(6:00 PM - 6:00 PM)
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**Due date:** 2/15/2023

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1.5. Approve Minutes	(6:00 PM - 6:00 PM)
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**Due date:** 2/15/2023

#### Documents

- Minutes-2022-12-14.pdf
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#### 2. Curriculum Moment

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2.1. Curriculum Moment	(6:00 PM - 6:00 PM)
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#### 3. Public Comments

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3.1. Public Comments	(6:00 PM - 6:00 PM)
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The public may address the SCVi governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

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## 4. Consent Items

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### 4.1. Personnel Report

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

#### Documents

- 02.15.2023SCVi\_PersonnelReport.pdf
- 

### 4.2. Check Register

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

#### Documents

- SCVi Payment Register\_20230208.pdf
  - SCVi Payment Register Summary\_20230208 (1).pdf
  - SCVi Payment Register v2\_20230208.pdf
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### 4.3. Contracts Over \$10,000

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

#### Documents

- SCVi Camera Proposal.pdf
- 

### 4.4. Revised 2020 - Form 990

(6:00 PM - 6:00 PM)

Review updated 2020 Form 990 submitted by the auditor as you were informed was needed during the audit report given by the audit team.

**Due date:** 2/15/2023

#### Documents

- Santa Clarita Valley\_Amended Return DRAFT.pdf
- 

## 5. Discussion And Reports

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### 5.1. Learner Board Ambassador Report

(6:00 PM - 6:00 PM)

### 5.2. School Director Report

(6:00 PM - 6:00 PM)

#### Documents

- Site Director Board Report.pdf
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### 5.3. Staff Board Ambassador Report

(6:00 PM - 6:00 PM)

### 5.4. Financial Committee Report

(6:00 PM - 6:00 PM)

### 5.5. Enrollment Committee Report

(6:00 PM - 6:00 PM)

### 5.6. Annual Disclosure Report Crossroads

(6:00 PM - 6:00 PM)

#### Documents

- Annual Disclosure Report Crossroads 2022.pdf
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### 5.7. ADP Time Off Requests and Bill.com Reimbursement Process

(6:00 PM - 6:00 PM)

Discuss process regarding School Director time off requests and reimbursements.

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## 5.8. Brown Act Meeting Requirements

(6:00 PM - 6:00 PM)

### Documents

- New Brown Act Changes - January 2023.pdf
- SCVi - AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements.pdf

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## 6. Action Items

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### 6.1. IP Shared Agreement

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

### Documents

- Redline - iCA - Schools -- IP Assignment and Governance Agreement (PC).pdf

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### 6.2. 21-22 SARC

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

### Documents

- SCVi 21-22 SARC.pdf

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### 6.3. Nepotism Policy

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

### Documents

- SCVi Anti-Nepotism Policy 2023.pdf

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### 6.4. 2023-2024 School Calendar

(6:00 PM - 6:00 PM)

**Due date:** 2/15/2023

### Documents

- 2023-24 SCVi Calendars Track A SB & IS V2301271000.pdf

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### 6.5. Revised Employee Guidebooks

(6:00 PM - 6:00 PM)

Discuss and take action regarding the revised Employee Guidebook updated according to legal requirements and procedures.

**Due date:** 2/15/2023

### Documents

- SCVi \_ Employee Guidebook(Updated Jan, 2023).pdf

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## 7. Closed Session

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### 7.1. Conference with Legal Counsel - Anticipated Litigation

(6:00 PM - 6:00 PM)

Gov. Code section 54956.9(d)(2): 2 Matters

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## 8. Report of Closed Session

(6:00 PM - 6:00 PM)

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## 9. Board Comments

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### 9.1. Board Comments

(6:00 PM - 6:00 PM)

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## 10. Closing Items

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### 10.1. Next Meeting Date

(6:00 PM - 6:00 PM)

March 15, 2023

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### 10.2. Adjournment

(6:00 PM - 6:00 PM)

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**Please note:** items on the agenda may not be addressed in the order they appear. The Board of Directors may alter the order at their discretion.

- **Board Room Accessibility:** The Board of Directors encourage those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services to participate in the public meeting, please contact the office at least 48 hours before the scheduled Board of Directors meeting so that we may make every reasonable effort to accommodate you. [Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132).]

*The Secretary of the Board of Directors, hereby certifies that this agenda was publicly posted 72 or 24 hours prior to the meeting as required by law.*



## MEETING MINUTES - Santa Clarita Valley international Board

### Meeting

<b>Date</b>	Wednesday, December 14, 2022
<b>Started</b>	6:02 PM
<b>Ended</b>	8:52 PM
<b>Location</b>	This meeting will be held virtually. You may join us on ZOOM at: Zoom <a href="https://zoom.us/j/5395735793">https://zoom.us/j/5395735793</a> Meeting ID: 539 573 5793 Dial in Number: 1-669-900-6833
<b>Purpose</b>	Regular Scheduled Meeting
<b>Chaired by</b>	Nicole Miller
<b>Recorder</b>	Donna Wood

### Minutes

#### 1. Opening Items

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##### 1.1. Call The Meeting To Order

Greg Kimura called the meeting to order at 6:02pm

**Status:** Completed

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##### 1.2. Roll Call

Shely Berry: Present

Sharon Lord Greenspan: Present

Wendy Emeterio: Present

Greg Kimura: Present

Nicole Miller: Arrived at 7:53pm

**Status:** Completed

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##### 1.3. Pledge Of Allegiance

Pledge of allegiance was recited

**Status:** Completed

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##### 1.4. Approve Agenda

Motion to approve agenda: Sharon Lord Greenspan

Seconded by: Shely Berry

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Shely Berry - Yes

- Wendy Emeterio - Yes
- Greg Kimura - Yes
- Nicole Miller - Absent from vote

**Due date:**

**Status:** Completed

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### 1.5. Approve Minutes

Motion to approve minutes 2022-11-16: Wendy Emeterio

Seconded by: Shely Berry

Unanimously Approved

- Wendy Emeterio - Yes
- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
- Nicole Miller - Absent from vote

Motion to approve minutes 2022-11-18: Sharon Lord Greenspan

Seconded by: Shely Berry

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Wendy Emeterio - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
- Nicole Miller - Absent from vote

**Due date:**

**Status:** Completed

Documents

- Minutes-2022-11-16-v1.pdf
  - Minutes-2022-11-18-v1.pdf
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## 2. Curriculum Moment

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### 2.1. Curriculum Moment

Jose Sanchez and Paloma Molina Lopez and learner presented the dual immersion classroom activities to the Board and answered questions of the Board

**Status:** Completed

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## 3. Public Comments

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### 3.1. Public Comments

The public may address the SCVi governing board regarding any item within the Board's jurisdiction whether or not that item appears on the agenda during this time. If you wish to address the Board, please complete a public comment card. Comments for the public will be limited to 3 minutes.

No public comments were made

**Status:** Completed

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## 4. Consent Items

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### 4.1. Personnel Report

Motion to approve consent items: Sharon Lord Greenspan

Seconded by: Wendy Emeteriio

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Wendy Emeterio - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
- Nicole Miller - Absent from vote

**Due date:**

**Status:** Completed

Documents

- 12.14.22SCVi\_PersonnelReport\_\_.pdf
- 

### 4.2. Check Register

Motion to approve consent items: Sharon Lord Greenspan

Seconded by: Wendy Emeteriio

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Wendy Emeterio - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
- Nicole Miller - Absent from vote

**Due date:**

**Status:** Completed

Documents

- SCVi Payment Register 20221207.pdf
- 

### 4.3. AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements

Motion to approve consent items: Sharon Lord Greenspan

Seconded by: Wendy Emeteriio

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Wendy Emeterio - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
  
- Nicole Miller - Absent from vote

**Due date:**

**Status:** Completed

Documents

- SCVi - AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements.pdf
- 

#### 4.4. Contracts over \$10K

Motion to approve consent items: Sharon Lord Greenspan

Seconded by: Wendy Emeterio

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Wendy Emeterio - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
  
- Nicole Miller - Absent from vote

**Status:** Completed

Documents

- Caltint 3215.pdf
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## 5. Discussion And Reports

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### 5.1. Learner Board Ambassador Report

Learner Board Ambassador presented the Learner Board Ambassador Report to the Board and answered questions of the Board

**Status:** Completed

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### 5.2. School Director Report

Martha Spansel Pellico and Chad Powell presented the school director report to the Board and answered questions of the Board

**Status:** Completed

Documents

- 12\_14\_22 Site Director Board Report .docx.pdf
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### 5.3. Staff Board Ambassador Report

Megan Tapia presented the staff board ambassador report to the Board and answered questions of the Board

**Status:** Completed

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#### 5.4. Financial Committee Report

Greg Kimura presented the financial committee report to the Board and answered questions of the board

**Status:** Completed

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#### 5.5. Enrollment Committee Report

Wendy Emeterio presented the enrollment committee report to the Board and answered questions of the Board

**Status:** Completed

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### 6. Action Items

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#### 6.1. Revised 2022-2023 Budget

Discuss and take action regarding the revised 2022-2023 annual budget based on changes in State and Federal Budgets, learner enrollment, new legislation, and other viable information set into place since the adoption of the budget in June.

Kelly O'Brien presented the revised 2022-2023 budget to the Board and answered questions of the Board

Motion to Approve the revised 2022-2023 budget: Sharon Lord Greenspan

Seconded by: Shely Berry

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Wendy Emeterio - Yes
- Greg Kimura - Yes
- Nicole Miller - absent from vot

**Due date:**

**Status:** Completed

Documents

- SCVi 2022-23 First Interim Budget MYP.pdf
- 

#### 6.2. Single Plan For School Achievement

Discuss and take action regarding the revised 2022-2023 which outlines the Title I, II, and IV programs put into place with the Federal Funding requested for this year.

Allison Bravo presented the single plan for school Achievement to the Board and answered questions of the Board.

Motion to Approve the single plan for school achievement: Sharon Lord Greenspan

Seconded by: Shely Berry

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Wendy Emeterio - Yes
- Greg Kimura - Yes
- Nicole Miller - absent from vote

**Due date:**

**Status:** Completed

Documents

- SCVi SPSA 22\_23-SSC Approved .pdf
- 

### 6.3. Telework Policy

Discuss and take action regarding the Telework Policy for employees working remote or hybrid/remote alongside learners or to support the schools.

Natasha Baugh presented the telework policy to the Board and answered questions of the Board.

Motion to Approve the telework policy: Shely Berry

Seconded by: Sharon Lord Greenspan

Unanimously Approved

- Shely Berry - Yes
- Sharon Lord Greenspan - Yes
- Wendy Emeterio - Yes
- Greg Kimura - Yes
- Nicole Miller - absent from vote

**Due date:**

**Status:** Completed

Documents

- SCVi Telework and Procedures Policy .pdf
- 

### 6.4. Revised iCA Attachment A Service Agreement

Discuss and take action regarding the revised iCA agreement for the duration of the 2022-2023 school year.

Kim Lytle presented the revised iCA attachment A service agreement to the Board and answered questions of the Board.

Motion to Approve the iCA attachment A service agreement: Sharon Lord Greenspan

Seconded by: Greg Kimura

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Greg Kimura - Yes
- Shely Berry - Yes
- Nicole Miller - Yes
- Wendy Emeteio - abstained due to employment with iCA

**Due date:**

**Status:** Completed

Documents

- Amended iCA Attachment A \_ RESOLUTION 12\_1\_22 SCVi.pdf
- 

### 6.5. IP Shared Agreement

Discuss and take action regarding the iLEAD Shared IP agreement.

Kim Lytle presented the IP shared agreement to the Board and answered questions of the Board.

Motion to Table the IP shared agreement: Greg Kimura

Seconded by: Sharon Lord Greenspan

Unanimously Moved to Table

- Greg Kimura - Yes
- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Wendy Emeterio - Yes
- Nicole Miller - Yes

**Due date:** 2/15/2023

**Status:** Deferred until 2/15/2023

Documents

- Redline - iCA - Schools -- IP Assignment and Governance Agreement (PC).pdf
- 

## 6.6. Board Member Roles

Discuss and take action to alter Board Member Roles of Board Chair, Secretary, and Treasurer as the Board sees fit.

Kim Lytle presented the board member roles to the Board and answered questions of the Board.

Motion to Approve the board member roles to stay the same; Nicole Miller - President, Sharon Lord Greenspan - Secretary, Greg Kimura - Treasurer : Sharon Lord Greenspan

Seconded by: Shely Berry

Unanimously Approved

- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
- Wendy Emeterio - Yes
- Nicole Miller - Yes

**Due date:**

**Status:** Completed

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## 6.7. Revised Emergency Operation Plan

Discuss and take action regarding the revised Emergency Operation Plan now called the Comprehensive School Safety Plan.

Alan Kingsley presented the revised emergency operation plan to the Board and answered questions of the Board

Motion to Approve the revised emergency operation plan: Greg Kimura

Seconded by: Sharon Lord Greenspan

Unanimously Approved

- Greg Kimura - Yes
- Sharon Lord Greenspan - Yes

- Shely Berry - Yes
- Wendy Emeterio - Yes
- Nicole Miller - Yes

**Due date:**

**Status:** Completed

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#### 6.8. Revised Security Camera Usage Policy

Discuss and take action regarding the revised Security Camera Usage Policy.

Shannon Barrangan presented the revised security camera usage policy to the Board and answered questions of the Board

Motion to Approve the revised security camera usage policy: Greg Kimura

Seconded by: Sharon Lord Greenspan

Unanimously Approved

- Greg Kimura - Yes
- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Wendy Emeterio - Yes
- Nicole Miller - Yes

**Due date:**

**Status:** Completed

Documents

- SCVi Camera Policy(Nov2022).pdf
- 

#### 6.9. Board Member Terms

Discuss and take action to extend Greg Kimura's terms for an additional 3 years.

Kim Lytle presented the board member terms to the Board and answered questions of the Board

Motion to Approve Greg Kimura's term for an additional 3 years: Nicole Miller

Seconded by: Sharon Lord Greenspan

Unanimously Approved

- Nicole Miller - Yes
- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Wendy Emeterio - Yes
- Greg Kimura - abstained

**Due date:**

**Status:** Completed

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#### 6.10. College and Career Pathways Partnership Agreement

Discuss and take action regarding the Santa Clarita Community College Dual Enrollment Partnership Agreement.



Martha Spansel Pellico presented the college and career pathways partnership agreement to the Board and answered questions of the Board

Motion to Approve the college and career pathways partnership agreement: Wendy Emeterio

Seconded by: Sharon Lord Greenspan

Unanimously Approved

- Wendy Emeterio - Yes
- Sharon Lord Greenspan - Yes
- Shely Berry - Yes
- Greg Kimura - Yes
- Nicole Miller - Yes

**Due date:**

**Status:** Completed

Documents

- College of the Canyons - ASL agreement (1).pdf
- 

## 7. Board Comments

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### 7.1. Board Comments

Greg Kimura thanked the Board and all in attendance for their patience. He also wanted to thank Chad Powell and Martha Spansel Pellico on doing a fantastic job

**Status:** Completed

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## 8. Closing Items

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### 8.1. Next Meeting Date

Next Board meeting will be on February 15, 2023

**Status:** Completed

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### 8.2. Adjournment

Nicole Miller adjourned the meeting at 8:52pm

**Status:** Completed

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**EMPLOYMENT – NEW HIRES**

Macias, Eric	Facilitator	01.05.23
Molacek, Roxanna	Care Team	01.30.23
Norris, Crystal	Substitute Facilitator	01.19.23
Shanahan, Justin	IT Coordinator	12.08.22
Taalbi, Cristy	Care Team	01.12.23

**RESIGNATIONS/TERMINATIONS**

McCullough, Jo-Ann	Care Team	12.12.22
Harte, Cindy	Care Team	12.16.22
Sandefur, Jake	Care Team	02.01.23
Ibarra, Megan	Care Team	02.01.23
Wood, Samantha	IT Coordinator	01.31.23

**STATUS CHANGE**

Scheer, Cheryl

Facilitator from FT to PT

01.20.23

**Company Name:** Santa Clarita Valley International School  
**Report Name:** Payment Register Summary  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 12/07/2022-02/08/2023

GL Account #	GL Account Description	Total
3401	Health & Welfare Benefits - Credentialed positions	56,454.81
3402	Health & Welfare Benefits - Classified positions	26,341.36
4110	Core Curriculum - Texts, Workbooks, etc	117.04
4120	Core Curriculum - Software & Programs	300.00
4305	Educational Supplies (Classroom, Project, SpEd, Etc)	745.94
4325	Custodial Supplies	953.55
4335	Home Study Stipend	32,686.49
4340	Office Supplies	1,257.93
4345	Printing & Reproduction Supplies	182.44
4355	Facilities Supplies	2,897.83
4420	NonClassroom Furniture & Equipment	979.40
4430	IT Equipment & Supplies	3,050.31
4710	Vended Food Service	32,831.90
4720	Food Supplies	869.17
4740	Cafe Other Supplies	497.61
5210	Travel for PD, Conferences, & School Development	876.15
5230	Conference & Workshop Registration Fees	750.00
5240	Professional Development - Meetings & Collaborations	600.10
5310	Professional Dues, Memberships, and Subscriptions	3,004.66
5410	Liability Insurance	33,137.42
5510	Utilities - Electricity	10,875.57
5520	Utilities - Gas	1,398.71
5530	Utilities - Water	3,211.30
5540	Utilities - Trash	2,003.98
5550	Operations - Janitorial Services	9,206.50
5610	Rent - Facilities Rent and CAM Charges	50,379.24
5630	Repairs & Maintenance - Facilities	26,682.43
5804	Professional Services - Auditing & Tax Preparation	6,135.00
5808	Professional Services - Legal Fees	8,543.04
5822	Operating Expenditures - Licenses & Other Fees	2,842.72
5826	Operating Expenditures - Interest	517.18
5829	Operating Expenditures - Events	46.45
5830	Operating Expenditures - Marketing & Advertising	3,941.00
5831	Operating Expenditures - Branding (Brochures, Flyers, etc)	86.92
5850	Student Services Expenditures - Student Information System	1,950.49
5852	Student Services Expenditures - Special Education Contracted	85.00
5853	Student Services Expenditures - Student & Group Activities	50,061.43
5855	Student Services Expenditures - Substitutes	8,700.00
5910	Telephone & Fax	6,703.77
5920	Internet Services	893.23
5940	Postage Expense	62.25
9310	Prepaid Expenditures (Expenses)	18,443.32
9311	Payroll (Manual Checks)	642.65
9320	Deposits	200.00
9535	Retirement Liability	78,192.56
9536	403b Payable	4,800.00
<b>Grand Total</b>		<b>\$ 495,138.85</b>

**Company Name:** Santa Clarita Valley International School  
**Report Name:** Payment Register  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 12/07/2022-02/08/2023  
**Created On:** 2/9/23  
**Location:** 110--Santa Clarita Valley International

Date	Vendor	Amount
12/12/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	1,211.46
12/12/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	1,455.15
12/12/22	ATT110A--AT&T 8037	1,255.59
12/12/22	BLIC000--Blick Art Materials [P]	316.12
12/12/22	COMM006--California Commission on Teacher Credentialing	100.00
12/12/22	DHME000--D H MECHANICAL	325.00
12/12/22	DWYE000--Dwyer, Dylan	528.22
12/12/22	EDI110A--Southern California Edison 0668	4,180.20
12/12/22	Wright, Eileen	407.36
12/12/22	Jessica Harrison	471.29
12/12/22	Megan Tapia	52.13
12/12/22	Wood, Donna	278.76
12/12/22	Carmen Guzman	5.49
12/12/22	EPIC002--Epic Sports	620.92
12/12/22	GAS110A--SoCalGas 2760	26.93
12/12/22	GAS110C--SoCalGas 8533	46.06
12/12/22	GAS110D--SoCalGas 7473	1.91
12/12/22	GAS110H--SoCalGas 2166	15.46
12/12/22	INSI000--Inside SCV Magazine	147.00
12/12/22	MAKE000--Maker Learning Network	900.00
12/12/22	NATI000--National Benefit Services	3,200.00
12/12/22	PANO000--Panorama Education	2,348.72
12/12/22	POWE005--Power Clean Janitorial, Inc	5,524.00
12/12/22	READ001--Ready Refresh	93.91
12/12/22	SCHO015--School Zone Transportation, Inc	23,300.00
12/12/22	SCOO000--Scoot Education	8,700.00
12/12/22	SYSC000--Sysco Ventura Inc	495.09
12/12/22	TEAC002--Teacher Synergy [P]	56.96
12/12/22	TMOB008--T-Mobile 8683	10.74
12/12/22	WHIT012--Whitaker Plumbing	225.00
12/13/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	13.00
12/13/22	BEND002--Piano Boise LLC	120.00
12/13/22	GYMN001--Gymnastics Olympica USA, INC	87.00
12/13/22	HORS000--Kim Wineland (Horse ETC)	390.00
12/13/22	IRON000--Iron Fist Martial Arts [S]	230.00
12/13/22	JONE004--Jones, Caid Mitchell	140.00
12/13/22	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	290.00
12/13/22	MCCA000--McCalla Company	542.92

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
12/13/22	OFFI001--Official Pest Prevention, Inc	105.00
12/13/22	PERF004--The Performers Academy	290.00
12/13/22	TEAC002--Teacher Synergy [P]	10.00
12/13/22	THEA003--The ARTree Community Arts Center	330.00
12/13/22	THER004--The Reed Idea Lab, LLC	758.00
12/13/22	THES000--The Signal- Santa Clarita Valley	800.00
12/13/22	THom008--Thompson, Brigid E.	194.00
12/13/22	WEST000--West Coast Music Academy [S]	336.00
12/14/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	345.60
12/14/22	CIGN000--Cigna Healthcare	2,755.18
12/14/22	Wood, Donna	88.04
12/14/22	JIVE000--Jive Communications, Inc.	1,791.08
12/14/22	KAIS000--Kaiser Foundation Health Plan	20,581.55
12/14/22	LOSA011--Los Angeles County Department of Public Works	394.00
12/14/22	OFFI000--ODP Business Solutions LLC	102.36
12/14/22	SCV110E--SCV Water- Valencia Division 5302	20.73
12/14/22	THER001--Therapy in Action	85.00
12/14/22	WAS118A--Waste Management 3008.	1,001.99
12/15/22	HART001--The Hartford	6,404.64
12/16/22	CALT000--Caltint	12,500.00
12/16/22	DEPT001--Department of Industrial Relations	225.00
12/16/22	Jose Orellana	61.23
12/16/22	SCK000--Southern California Kindergarten Conference, INC.	750.00
12/16/22	VALE010--Valencia Country Club	200.00
12/19/22	AFLA000--AFLAC	2,782.22
12/19/22	AFLA000--AFLAC	2,782.22
12/19/22	AFLA000--AFLAC	2,782.22
12/19/22	ARTH000--First Insurance Funding	16,827.30
12/19/22	CLIF000--Clifton Larson Allen LLP	360.00
12/19/22	CROS001--Crossroads Owners, Inc.	9,575.54
12/19/22	DHME000--D H MECHANICAL	7,898.00
12/19/22	Wood, Donna	81.14
12/19/22	HUCK000--HuckleBerry Center for Creative Learning [S]	2,443.17
12/19/22	KIDS001--KidsArt - Valencia, Inc [S]	204.00
12/19/22	LANT000--Lanterns Global	268.75
12/19/22	LITT001--Little School of Music [S]	709.75
12/19/22	SUNL000--Sun Life Assurance Company of Canada	636.86
12/19/22	THom008--Thompson, Brigid E.	194.00
12/20/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	176.96
12/20/22	DAVE000--Dave Janssen's School of Music [S]	135.00
12/20/22	HUGO000--Hugo's Gymfitness [S]	1,585.00
12/20/22	LEAR000--Learn Beyond The Book LLC [S]	5,548.91
12/20/22	OFFI001--Official Pest Prevention, Inc	105.00
12/20/22	RAIN000--Rainbow Resource Center Inc [P]	449.70

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
12/20/22	ZARU000--Zarubin Inc	175.00
12/22/22	WEXH000--WEX Health Inc.	145.00
12/23/22	EDI110B--Southern California Edison 8155	1,448.31
12/23/22	EDI110C--Southern California Edison 4738	665.96
12/23/22	Jessica Harrison	1,390.61
12/23/22	Tara Gonzales	46.45
12/23/22	FIDE000--Fidelity Security Life Insurance Company	192.87
12/23/22	FIDE000--Fidelity Security Life Insurance Company	453.73
12/23/22	FRES001--Fresh Start Healthy Meals, Inc.	18,547.06
12/23/22	HOME003--Home Depot Credit Services	1,153.67
12/23/22	INSI000--Inside SCV Magazine	147.00
12/23/22	KAIS000--Kaiser Foundation Health Plan	20,503.50
12/23/22	SCV110A--SCV Water- Valencia Division 2301	184.35
12/23/22	SCV110B--SCV Water- Valencia Division 0301	305.66
12/23/22	SCV110C--SCV Water- Valencia Division 9302	20.73
12/23/22	SCV110D--SCV Water- Valencia Division 3301	20.73
12/23/22	SCV110E--SCV Water- Valencia Division 5302	20.73
12/23/22	SCV110F--SCV Water- Valencia Division 8303	124.41
12/23/22	SCV110G--SCV Water- Valencia Division 7302	20.73
12/23/22	SCV110H--SCV Water- Valencia Division 4302	133.29
12/23/22	SCV110I--SCV Water- Valencia Division 6304	254.60
12/23/22	SCV110J--SCV Water- Valencia Division 8301	157.71
12/23/22	SCV110K--SCV Water- Valencia Division 9301	20.73
12/23/22	TIME001--Time4Learning [S]	150.00
12/27/22	Cheryl Scheer	66.27
12/28/22	GRAV001--Gravie, Inc	12,038.68
12/30/22	EMP1351	498.51
1/2/23	LOSA001--Los Angeles County Office of Education (LACOE)	78,192.56
1/3/23	EMP1437	144.14
1/3/23	KIND000--KinderCare Learning Centers LLC	30,988.93
1/4/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	206.32
1/4/23	RAIN000--Rainbow Resource Center Inc [P]	272.70
1/10/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	3,088.43
1/10/23	ATT110D--AT&T 7579	222.88
1/10/23	DUNN000--Dunn-Edwards Paints	100.64
1/10/23	FPMA000--FP Mailing Solutions	62.25
1/10/23	GAS110A--SoCalGas 2760	85.94
1/10/23	GAS110B--SoCalGas 5410	27.00
1/10/23	GAS110C--SoCalGas 8533	258.93
1/10/23	GAS110D--SoCalGas 7473	78.26
1/10/23	GAS110E--SoCalGas 8697	50.50
1/10/23	GAS110H--SoCalGas 2166	45.36
1/10/23	HUCK000--HuckleBerry Center for Creative Learning [S]	600.00
1/10/23	JYU000--Jiyu Martial Arts and Fitness	640.00



<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
1/10/23	JONE004--Jones, Caid Mitchell	140.00
1/10/23	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	290.00
1/10/23	LITT001--Little School of Music [S]	1,076.25
1/10/23	MATH022--SoCal Math LLC	319.00
1/10/23	NEWH000--Newhall Valencia Lock & Key	11.61
1/10/23	NUES000--Nuestra Escuelita Spanish Academy	169.00
1/10/23	OFFI001--Official Pest Prevention, Inc	105.00
1/10/23	POWE005--Power Clean Janitorial, Inc	3,682.50
1/10/23	POWE007--Powell, Fabiola	120.00
1/10/23	SCHO015--School Zone Transportation, Inc	18,120.00
1/10/23	SCV110I--SCV Water- Valencia Division 6304	124.41
1/10/23	THom008--Thompson, Brigid E.	193.00
1/10/23	TOPO000--Top Out Climbing [S]	586.26
1/10/23	WORL003--Guo's Elite, Inc.	112.15
1/11/23	EDWA00--Edwards, Stevens & Tucker LLP	1,880.50
1/13/23	Monica Quinones-Alvalado	876.15
1/13/23	KHTS000--KHTS Radio	900.00
1/13/23	LEGA003--Legal Shield	314.90
1/13/23	LEGA003--Legal Shield	314.90
1/13/23	LEGA003--Legal Shield	330.85
1/13/23	PROC000--Procopio, Cory, Hagreaves & Savitch	1,080.00
1/18/23	FLUE001--Flue Steam Inc	705.00
1/18/23	WILE000--Wileman, Gina M.	250.00
1/19/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	85.79
1/19/23	ATT110A--AT&T 8037	1,402.57
1/19/23	EPIC002--Epic Sports	151.31
1/19/23	ESSE000--Stephens Educational Services LLC	-162.65
1/19/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	3,571.04
1/19/23	NATI000--National Benefit Services	1,600.00
1/20/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	64.58
1/20/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	915.92
1/20/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	764.80
1/20/23	EDI110A--Southern California Edison 0668	2,719.62
1/20/23	EDI110C--Southern California Edison 4738	552.80
1/20/23	TMOB008--T-Mobile 8683	19.99
1/23/23	EDI110B--Southern California Edison 8155	1,308.68
1/23/23	ESSE000--Stephens Educational Services LLC	162.65
1/23/23	IRON000--Iron Fist Martial Arts [S]	130.00
1/24/23	ACAD005--Academy Swim Club [S]	983.00
1/24/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	810.68
1/24/23	FRES001--Fresh Start Healthy Meals, Inc.	14,284.84
1/24/23	JIVE000--Jive Communications, Inc.	1,797.86
1/24/23	SUNL000--Sun Life Assurance Company of Canada	645.75
1/24/23	THER004--The Reed Idea Lab, LLC	935.00

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
1/24/23	WAS118A--Waste Management 3008.	1,001.99
1/25/23	ARTH000--First Insurance Funding	16,827.30
1/26/23	ATT110C--AT&T 0090	6.82
1/26/23	CIGN000--Cigna Healthcare	2,788.83
1/26/23	HESS000--Hess and Associates Inc	372.50
1/26/23	KAIS000--Kaiser Foundation Health Plan	20,581.55
1/26/23	TIM110A--Time Warner Cable 2501	862.50
1/30/23	BEND002--Piano Boise LLC	120.00
1/30/23	HUGO000--Hugo's Gymfitness [S]	843.75
1/30/23	RAIN000--Rainbow Resource Center Inc [P]	616.67
1/30/23	WEST000--West Coast Music Academy [S]	336.00
1/30/23	WORL003--Guo's Elite, Inc.	184.30
1/31/23	AFLA000--AFLAC	2,782.22
1/31/23	AIZE000--Aizen Fire Protection Inc	425.20
1/31/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	225.49
1/31/23	ATT110D--AT&T 7579	226.97
1/31/23	COLL004--The College Board	120.00
1/31/23	DHME000--D H MECHANICAL	710.00
1/31/23	Wright, Eileen	187.25
1/31/23	FIDE000--Fidelity Security Life Insurance Company	192.87
1/31/23	FIDE000--Fidelity Security Life Insurance Company	485.60
1/31/23	FIDE000--Fidelity Security Life Insurance Company	485.60
1/31/23	FIDE000--Fidelity Security Life Insurance Company	257.75
1/31/23	HORS000--Kim Wineland (Horse ETC)	390.00
1/31/23	INSI000--Inside SCV Magazine	147.00
1/31/23	JIYU000--Jiyu Martial Arts and Fitness	320.00
1/31/23	KIDS001--KidsArt - Valencia, Inc [S]	204.00
1/31/23	LEAR000--Learn Beyond The Book LLC [S]	6,134.70
1/31/23	MCCA000--McCalla Company	366.87
1/31/23	NUES000--Nuestra Escuelita Spanish Academy	169.00
1/31/23	OFFI001--Official Pest Prevention, Inc	105.00
1/31/23	PRUD000--Prudential Overall Supply	52.44
1/31/23	PSAT000--College Entrance Examination Board	180.00
1/31/23	RAIN000--Rainbow Resource Center Inc [P]	11.74
1/31/23	SCHO009--School Pathways LLC	1,681.20
1/31/23	SCHO013--School Food and Wellness Group	2,250.00
1/31/23	SCV110A--SCV Water- Valencia Division 2301	157.71
1/31/23	SCV110B--SCV Water- Valencia Division 0301	142.17
1/31/23	SCV110C--SCV Water- Valencia Division 9302	20.73
1/31/23	SCV110D--SCV Water- Valencia Division 3301	20.73
1/31/23	SCV110E--SCV Water- Valencia Division 5302	20.73
1/31/23	SCV110F--SCV Water- Valencia Division 8303	124.41
1/31/23	SCV110G--SCV Water- Valencia Division 7302	20.73
1/31/23	SCV110H--SCV Water- Valencia Division 4302	124.41

<b>Date</b>	<b>Vendor</b>	<b>Amount</b>
1/31/23	SCV110I--SCV Water- Valencia Division 6304	1,007.97
1/31/23	SCV110J--SCV Water- Valencia Division 8301	142.17
1/31/23	SCV110K--SCV Water- Valencia Division 9301	20.73
1/31/23	SOUT000--South Coast Air Quality Management District	241.95
1/31/23	SYSC000--Sysco Ventura Inc	374.08
1/31/23	THYS000--ThyssenKrupp Elevator Corp	1,242.50
1/31/23	TOPO000--Top Out Climbing [S]	570.00
2/1/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	43.70
2/1/23	CORP001--Corporate Splash	86.92
2/1/23	CROS001--Crossroads Owners, Inc.	4,787.77
2/1/23	DUNN000--Dunn-Edwards Paints	39.79
2/1/23	Wright, Eileen	340.29
2/1/23	FACI000--Facilitron Inc	320.00
2/1/23	GAS110C--SoCalGas 8533	398.12
2/1/23	GAS110E--SoCalGas 8697	122.29
2/1/23	HOME003--Home Depot Credit Services	235.86
2/1/23	HOME003--Home Depot Credit Services	1,285.12
2/1/23	HORN001--Horn's Backflow & Plumbing Service Inc	100.00
2/1/23	NEWH000--Newhall Valencia Lock & Key	215.88
2/1/23	OFFI001--Official Pest Prevention, Inc	105.00
2/1/23	PRUD000--Prudential Overall Supply	104.88
2/1/23	TEAC004--Teaching Textbooks Inc [P]	45.95
2/1/23	WHIT012--Whitaker Plumbing	625.00
2/6/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	209.20
2/6/23	CLIF000--Clifton Larson Allen LLP	5,775.00
2/6/23	CROS001--Crossroads Owners, Inc.	5,027.00
2/6/23	EDWA00--Edwards, Stevens & Tucker LLP	2,011.50
2/6/23	KHTS000--KHTS Radio	900.00
2/6/23	MUSI002--Music Theatre International Inc	2,196.03
2/6/23	SCHO009--School Pathways LLC	269.29
2/6/23	ZAVA001--Zavala Electric	825.76
		<b>\$495,138.85</b>

**Company Name:** Santa Clarita Valley International School  
**Report Name:** Payment Register  
**Report Title 2:** Mission Valley Bank  
**Footer Text:** 12/07/2022-02/08/2023  
**Created On:** 2/9/23  
**Location:** 110--Santa Clarita Valley International

Date	Vendor	GL account/Account label	Amount	Memo
12/12/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	4325--Custodial Supplies,4340--Office Supplies,4430--IT Equipment & Supplies,4305--Educational Supplies,84110--Core Curriculum - Texts,	1,455.15	SCVi - Misc Supplies
12/12/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	5853--Student Services Expendi	1,211.46	SCVi - Theatre Supplies
12/12/22	ATT110A--AT&T 8037	5910--Telephone & Fax	1,255.59	SCVi- Acct# 661 295-0771 803 7
12/12/22	BLIC000--Blick Art Materials [P]	4335--Home Study Stipend	316.12	SCVi - EMR - Curriculum
12/12/22	COMM006--California Commission on Teacher Credentialing	5822--Operating Expenditures -	100.00	SCVi - Credentialing Permit Fee
12/12/22	DHME000--D H MECHANICAL	5630--Repairs & Maintenance -	325.00	SCVi- Facilities and Maintenance
12/12/22	DWYE000--Dwyer, Dylan	5853--Student Services Expendi	528.22	SCVi- Theater Supplies
12/12/22	EDI110A--Southern California Edison 0668	5510--Utilities - Electricity	4,180.20	SCVi- Acct# 700070870668
12/12/22	Wright, Eileen	5240--Professional Development	407.36	SCVi-Professional Development
12/12/22	Jessica Harrison	5853--Student Services Expendi	471.29	SCVi- Events
12/12/22	Megan Tapia	4345--Printing & Reproduction	52.13	SCVi- Printing Supplies
12/12/22	Wood, Donna	5853--Student Services Expendi	278.76	SCVi-Sports-Soccer Officials
12/12/22	Carmen Guzman	5240--Professional Development	5.49	SCVi- PD Supplies
12/12/22	EPIC002--Epic Sports	5853--Student Services Expendi	620.92	SCVi-Sport Supplies
12/12/22	GAS110A--SoCalGas 2760	5520--Utilities - Gas	26.93	SCVi- 137 762 7276 0
12/12/22	GAS110C--SoCalGas 8533	5520--Utilities - Gas	46.06	SCVi- Acct# 165 079 4853 3
12/12/22	GAS110D--SoCalGas 7473	5520--Utilities - Gas	1.91	SCVi-Acct# 060 099 2747 3
12/12/22	GAS110H--SoCalGas 2166	5520--Utilities - Gas	15.46	SCVi- acct# 072 662 6216 6
12/12/22	INSI000--Inside SCV Magazine	5830--Operating Expenditures -	147.00	SCVi-Holiday Issue 2022
12/12/22	MAKE000--Maker Learning Network	5830--Operating Expenditures -	900.00	SCVi Monthly Marketing Reimbursement - KHTS
12/12/22	NATI000--National Benefit Services	9536--403b Payable	3,200.00	SCVi- 403b 11.30.22
12/12/22	PANO000--Panorama Education	5822--Operating Expenditures -	2,348.72	SCVi-Plaform License Fee
12/12/22	POWE005--Power Clean Janitorial, Inc	5550--Operations - Janitorial	5,524.00	SCVi- Janitorial Supplies for November
12/12/22	READ001--Ready Refresh	4340--Office Supplies	93.91	SCVi- Water Service
12/12/22	SCHO015--School Zone Transportation, Inc	5853--Student Services Expendi	23,300.00	SCVi- Bus Services
12/12/22	SCOO000--Scoot Education	5855--Student Services Expendi	8,700.00	SCVi- Substitutes
12/12/22	SYSC000--Sysco Ventura Inc	4720--Food Supplies	495.09	SCVi- Cafe
12/12/22	TEAC002--Teacher Synergy [P]	4335--Home Study Stipend	56.96	SCVi - EMR - Curriculum
12/12/22	TMOB008--T-Mobile 8683	5920--Internet Services	10.74	SCVi- Acct#979978683
12/12/22	WHIT012--Whitaker Plumbing	5630--Repairs & Maintenance -	225.00	SCVi- Facilities and Maintenance
12/13/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	4305--Educational Supplies (CI	13.00	SCVi - Classroom Supplies
12/13/22	BEND002--Piano Boise LLC	4335--Home Study Stipend	120.00	SCVi - VCI - Curriculum
12/13/22	GYMN001--Gymnastics Olympica USA, INC	4335--Home Study Stipend	87.00	SCVi - VCI - Curriculum
12/13/22	HORS000--Kim Wineland (Horse ETC)	4335--Home Study Stipend	390.00	SCVi - VCI - Curriculum
12/13/22	IRON000--Iron Fist Martial Arts [S]	4335--Home Study Stipend	230.00	SCVi - VCI - Curriculum
12/13/22	JONE004--Jones, Caid Mitchell	4335--Home Study Stipend	140.00	SCVi - VCI - Curriculum
12/13/22	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	4335--Home Study Stipend	290.00	SCVi - VCI - Curriculum
12/13/22	MCCA000--McCalla Company	4325--Custodial Supplies	542.92	SCVi-Custodial Supplies
12/13/22	OFFI001--Official Pest Prevention, Inc	5630--Repairs & Maintenance -	105.00	SCVi-Pest Control
12/13/22	PERF004--The Performers Academy	4335--Home Study Stipend	290.00	SCVi - VCI - Curriculum
12/13/22	TEAC002--Teacher Synergy [P]	4335--Home Study Stipend	10.00	SCVi - EMR - Curriculum
12/13/22	THEA003--The ARTree Community Arts Center	4335--Home Study Stipend	330.00	SCVi - VCI - Curriculum
12/13/22	THER004--The Reed Idea Lab, LLC	4335--Home Study Stipend	758.00	SCVi - VCI - Curriculum
12/13/22	THES000--The Signal- Santa Clarita Valley	5830--Operating Expenditures -	800.00	SCVi-Marketing
12/13/22	THom008--Thompson, Brigid E.	4335--Home Study Stipend	194.00	SCVi - VCI - Curriculum
12/13/22	WEST000--West Coast Music Academy [S]	4335--Home Study Stipend	336.00	SCVi - VCI - Curriculum
12/14/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	4340--Office Supplies	345.60	SCVi - Office Supplies- Paper
12/14/22	CIGN000--Cigna Healthcare	3401--Health & Welfare Benefit	2,755.18	EE Benefits 12.22 - Cigna
12/14/22	Wood, Donna	5853--Student Services Expendi	88.04	SCVi-Sports- Van Rental for Soccer Game

Date	Vendor	GL account/Account label	Amount	Memo
12/14/22	JIVE000--Jive Communications, Inc.	5910--Telephone & Fax	1,791.08	SCVi- Acct# CN-626316-1611
12/14/22	KAIS000--Kaiser Foundation Health Plan	3401&3402--Health & Welfare Benefit	20,581.55	EE Benefits 12.22 - Kaiser
12/14/22	LOSA011--Los Angeles County Department of Public Works	5822--Operating Expenditures -	394.00	SCVi- Annual Permit Fee
12/14/22	OFFI000--ODP Business Solutions LLC	4335--Home Study Stipend	102.36	SCVi - EMR - Curriculum
12/14/22	SCV110E--SCV Water- Valencia Division 5302	5530--Utilities - Water	20.73	SCVi- Acct# 39745302
12/14/22	THER001--Therapy in Action	5852--Student Services Expendi	85.00	SCVi -SPED - PT-Contracted Services
12/14/22	WAS118A--Waste Management 3008.	5540--Utilities - Trash	1,001.99	SCVi- Acct# 27-04336-13008
12/15/22	HART001--The Hartford	9310--Prepaid Expenditures (Ex	6,404.64	SCVi - December 2022 - WC - November Payroll
12/16/22	CALT000--Caltint	5630--Repairs & Maintenance -	12,500.00	SCVi- Repairs and Maintenance
12/16/22	DEPT001--Department of Industrial Relations	5630--Repairs & Maintenance -	225.00	SCVi- Elevator Inspection Fee
12/16/22	Jose Orellana	5853--Student Services Expendi	61.23	SCVi-Sports
12/16/22	SCK000--Southern California Kindergarten Conference, INC.	5230--Conference & Workshop Re	750.00	SCVi- Conference
12/16/22	VALE010--Valencia Country Club	9320--Deposits	200.00	SCVi- Winter Formal
12/19/22	AFLA000--AFLAC	3401&3402--Health & Welfare Benefit	2,782.22	EE Benefits 10.22 - Aflac
12/19/22	AFLA000--AFLAC	3401&3402--Health & Welfare Benefit	2,782.22	EE Benefits 11.22 - Aflac
12/19/22	AFLA000--AFLAC	3401&3402--Health & Welfare Benefit	2,782.22	EE Benefits 12.22 - Aflac
12/19/22	ARTH000--First Insurance Funding	5826--Operating Expenditures & 5410--Liability Insurance	16,827.30	SCVi Acct# ILEASCH-02 6th Installment
12/19/22	CLIF000--Clifton Larson Allen LLP	5804--Professional Services -	360.00	SCVi-Audit Services
12/19/22	CROS001--Crossroads Owners, Inc.	5610--Rent - Facilities Rent a	9,575.54	SCVi- CAM Fees
12/19/22	DHME000--D H MECHANICAL	5630--Repairs & Maintenance -	7,898.00	SCVi- Facilities and Maintenance
12/19/22	Wood, Donna	5853--Student Services Expendi	81.14	SCVi-Sports Supplies
12/19/22	HUCK000--HuckleBerry Center for Creative Learning [S]	4335--Home Study Stipend	2,443.17	SCVi - VCI - Curriculum
12/19/22	KIDS001--KidsArt - Valencia, Inc [S]	4335--Home Study Stipend	204.00	SCVi - VCI - Curriculum
12/19/22	LANT000--Lanterns Global	4335--Home Study Stipend	268.75	SCVi - VCI - Curriculum
12/19/22	LITT001--Little School of Music [S]	4335--Home Study Stipend	709.75	SCVi - VCI - Curriculum
12/19/22	SUNL000--Sun Life Assurance Company of Canada	3401&3402--Health & Welfare Benefit	636.86	EE Benefits 12.22 - Sun Life
12/19/22	THom008--Thompson, Brigid E.	4335--Home Study Stipend	194.00	SCVi - VCI - Curriculum
12/20/22	AMAZ110--Amazon Capital Services, Inc (SCVi)	4335--Home Study Stipend	176.96	SCVi - EMR - Curriculum
12/20/22	DAVE000--Dave Janssen's School of Music [S]	4335--Home Study Stipend	135.00	SCVi - VCI - Curriculum
12/20/22	HUGO000--Hugo's Gymfitness [S]	4335--Home Study Stipend	1,585.00	SCVi - VCI - Curriculum
12/20/22	LEAR000--Learn Beyond The Book LLC [S]	4335--Home Study Stipend	5,548.91	SCVi - VCI - Curriculum
12/20/22	OFFI001--Official Pest Prevention, Inc	5630--Repairs & Maintenance -	105.00	SCVi-Pest Control
12/20/22	RAIN000--Rainbow Resource Center Inc [P]	4335--Home Study Stipend	449.70	SCVi - EMR - Curriculum
12/20/22	ZARU000--Zarubin Inc	4335--Home Study Stipend	175.00	SCVi - VCI - Curriculum
12/22/22	WEXH000--WEX Health Inc.	3401--Health & Welfare Benefit	145.00	SCVi - OGG341188 - WEX - December 2022
12/23/22	EDI110B--Southern California Edison 8155	5510--Utilities - Electricity	1,448.31	SCVi- Acct# 700577248155
12/23/22	EDI110C--Southern California Edison 4738	5510--Utilities - Electricity	665.96	SCVi- Acct# 700193504738
12/23/22	Jessica Harrison	5853--Student Services Expendi	1,390.61	SCVi- Events
12/23/22	Tara Gonzales	5829--Operating Expenditures -	46.45	SCVi- Events
12/23/22	FIDE000--Fidelity Security Life Insurance Company	3401&3402--Health & Welfare Benefit	192.87	EE Benefits 12.22 - EyeMed
12/23/22	FIDE000--Fidelity Security Life Insurance Company	3401&3402--Health & Welfare Benefit	453.73	EE Benefits 12.22 - EyeMed
12/23/22	FRES001--Fresh Start Healthy Meals, Inc.	4710--Vended Food Service	18,547.06	SCVi- Meal Service- November Food
12/23/22	HOME003--Home Depot Credit Services	4355--Facilities Supplies & 5853--Student Services Expendi	1,153.67	SCVi-Misc Supplies=
12/23/22	INSI000--Inside SCV Magazine	5830--Operating Expenditures -	147.00	SCVi- December 2022
12/23/22	KAIS000--Kaiser Foundation Health Plan	3401&3402--Health & Welfare Benefit	20,503.50	EE Benefits 11.22 - Kaiser
12/23/22	SCV110A--SCV Water- Valencia Division 2301	5530--Utilities - Water	184.35	SCVi- Acct#39742301
12/23/22	SCV110B--SCV Water- Valencia Division 0301	5530--Utilities - Water	305.66	SCVi - Acct#39740301
12/23/22	SCV110C--SCV Water- Valencia Division 9302	5530--Utilities - Water	20.73	SCVi- Acct# 39749302
12/23/22	SCV110D--SCV Water- Valencia Division 3301	5530--Utilities - Water	20.73	SCVi- Acct#39743301
12/23/22	SCV110E--SCV Water- Valencia Division 5302	5530--Utilities - Water	20.73	SCVi- Acct# 39745302
12/23/22	SCV110F--SCV Water- Valencia Division 8303	5530--Utilities - Water	124.41	SCVi- Acct# 39748303
12/23/22	SCV110G--SCV Water- Valencia Division 7302	5530--Utilities - Water	20.73	SCVi- Acct# 39747302
12/23/22	SCV110H--SCV Water- Valencia Division 4302	5530--Utilities - Water	133.29	SCVi- Acct# 39744302
12/23/22	SCV110I--SCV Water- Valencia Division 6304	5530--Utilities - Water	254.60	SCVi- Acct# 39746304
12/23/22	SCV110J--SCV Water- Valencia Division 8301	5530--Utilities - Water	157.71	SCVi- Acct#39738301
12/23/22	SCV110K--SCV Water- Valencia Division 9301	5530--Utilities - Water	20.73	SCVi- 39739301
12/23/22	TIME001--Time4Learning [S]	4335--Home Study Stipend	150.00	SCVi - EMR - Curriculum
12/27/22	Cheryl Scheer	4305--Educational Supplies (CI	66.27	SCVi- Classroom Supplies
12/28/22	GRAV001--Gravie, Inc	9310--Prepaid Expenditures (Ex	12,038.68	SCVi - Gravie - 01.23

Date	Vendor	GL account/Account label	Amount	Memo
12/30/22	EMP1351	9311--Payroll - Manual Checks	498.51	SCVi- Payroll
1/2/23	LOSA001--Los Angeles County Office of Education (LACOE)	9535--Retirement Liability	78,192.56	SCVi STRS
1/3/23	EMP1437	9311--Payroll - Manual Checks	144.14	SCVi- Payroll
1/3/23	KIND000--KinderCare Learning Centers LLC	5610--Rent - Facilities Rent a	30,988.93	LiL - KinderCare January Rent
1/4/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4335--Home Study Stipend	206.32	SCVi - EMR - Curriculum
1/4/23	RAIN000--Rainbow Resource Center Inc [P]	4335--Home Study Stipend	272.70	SCVi - EMR - Curriculum
1/10/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4430--IT Equipment & Supplies & 5630--Repairs & Maintenance	3,088.43	SCVi- IT Equipment
1/10/23	ATT110D--AT&T 7579	5910--Telephone & Fax	222.88	SCVi- Acct# 831-001-1687 579
1/10/23	DUNN000--Dunn-Edwards Paints	4355--Facilities Supplies	100.64	SCVi- Facilities Supplies
1/10/23	FPMA000--FP Mailing Solutions	5940--Postage Expense	62.25	SCVi- Postage
1/10/23	GAS110A--SoCalGas 2760	5520--Utilities - Gas	85.94	SCVi- 137 762 7276 0
1/10/23	GAS110B--SoCalGas 5410	5520--Utilities - Gas	27.00	SCVi- 013 868 8541 0
1/10/23	GAS110C--SoCalGas 8533	5520--Utilities - Gas	258.93	SCVi- Acct# 165 079 4853 3
1/10/23	GAS110D--SoCalGas 7473	5520--Utilities - Gas	78.26	SCVi-Acct# 060 099 2747 3
1/10/23	GAS110E--SoCalGas 8697	5520--Utilities - Gas	50.50	SCVi- Acct 150 382 1869 7
1/10/23	GAS110H--SoCalGas 2166	5520--Utilities - Gas	45.36	SCVi- acct# 072 662 6216 6
1/10/23	HUCK000--HuckleBerry Center for Creative Learning [S]	4335--Home Study Stipend	600.00	SCVi - VCI - Curriculum
1/10/23	JYU000--Jiyu Martial Arts and Fitness	4335--Home Study Stipend	640.00	SCVi - VCI - Curriculum
1/10/23	JONE004--Jones, Caid Mitchell	4335--Home Study Stipend	140.00	SCVi - VCI - Curriculum
1/10/23	LAMO000--L'Amore Dance and Performing Arts Studio Inc. [S]	4335--Home Study Stipend	290.00	SCVi - VCI - Curriculum
1/10/23	LITT001--Little School of Music [S]	4335--Home Study Stipend	1,076.25	SCVi - VCI - Curriculum
1/10/23	MATH022--SoCal Math LLC	4335--Home Study Stipend	319.00	SCVi - VCI - Curriculum
1/10/23	NEWH000--Newhall Valencia Lock & Key	5630--Repairs & Maintenance -	11.61	SCVi- Locksmith
1/10/23	NUES000--Nuestra Escuelita Spanish Academy	4335--Home Study Stipend	169.00	SCVi - VCI - Curriculum
1/10/23	OFFI001--Official Pest Prevention, Inc	5630--Repairs & Maintenance -	105.00	SCVi-Pest Control
1/10/23	POWE005--Power Clean Janitorial, Inc	5550--Operations - Janitorial	3,682.50	SCVi- Janitorial Supplies for December
1/10/23	POWE007--Powell, Fabiola	4335--Home Study Stipend	120.00	SCVi - VCI - Curriculum
1/10/23	SCHO015--School Zone Transportation, Inc	5853--Student Services Expendi	18,120.00	SCVi- Bus Services
1/10/23	SCV110I--SCV Water- Valencia Division 6304	5530--Utilities - Water	124.41	SCVi- Acct# 39746304
1/10/23	THOM008--Thompson, Brigid E.	4335--Home Study Stipend	193.00	SCVi - VCI - Curriculum
1/10/23	TOPO000--Top Out Climbing [S]	4335--Home Study Stipend	586.26	SCVi - VCI - Curriculum
1/10/23	WORL003--Guo's Elite, Inc.	4335--Home Study Stipend	112.15	SCVi - VCI - Curriculum
1/11/23	EDWA000--Edwards, Stevens & Tucker LLP	5808--Professional Services -	1,880.50	SCVi - Legal Fees
1/13/23	Monica Quinones-Alvalado	5210--Travel for PD, Conferenc	876.15	SCVi-Travel-SPED-Student Support Symposium
1/13/23	KHTS000--KHTS Radio	5830--Operating Expenditures -	900.00	SCVi-Marketing and Advertising
1/13/23	LEGA003--Legal Shield	3401&3402--Health & Welfare Benefit	330.85	EE Benefits 10.22 - Legal Shield
1/13/23	LEGA003--Legal Shield	3401&3402--Health & Welfare Benefit	314.90	EE Benefits 11.22 - Legal Shield
1/13/23	LEGA003--Legal Shield	3401&3402--Health & Welfare Benefit	314.90	EE Benefits 12.22 - Legal Shield
1/13/23	PROC000--Procopio, Cory, Hagreaves & Savitch	5808--Professional Services -	1,080.00	SCVi- Legal Services
1/18/23	FLUE001--Flue Steam Inc	5630--Repairs & Maintenance -	705.00	SCVi- Cafe Maintenance
1/18/23	WILE000--Wileman, Gina M.	4335--Home Study Stipend	250.00	SCVi - VCI - Curriculum
1/19/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4340--Office Supplies	85.79	SCVi- Office Supplies
1/19/23	ATT110A--AT&T 8037	5910--Telephone & Fax	1,402.57	SCVi- Acct# 661 295-0771 803 7
1/19/23	EPIC002--Epic Sports	5853--Student Services Expendi	151.31	SCVi-Sport Supplies
1/19/23	ESSE000--Stephens Educational Services LLC	4335--Home Study Stipend	-162.65	SCVi - EMR - Curriculum
1/19/23	LAWO000--Law Offices of Young, Minney & Corr, LLP	5808--Professional Services -	3,571.04	SCVi- Legal Services
1/19/23	NATI000--National Benefit Services	9536--403b Payable	1,600.00	SCVi- 403b 12.15.22
1/20/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4305--Educational Supplies,4340--Office Supplies,4355--Facilities Supplies,&4420--NonClassroom Furniture	915.92	SCVi- Office Supplies
1/20/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	5853--Student Services Expendi	64.58	SCVi- Sports
1/20/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	5853--Student Services Expendi	764.80	SCVi- Theatre/Misc Supplies
1/20/23	EDI110A--Southern California Edison 0668	5510--Utilities - Electricity	2,719.62	SCVi- Acct# 700070870668
1/20/23	EDI110C--Southern California Edison 4738	5510--Utilities - Electricity	552.80	SCVi- Acct#700193504738
1/20/23	TMOB008--T-Mobile 8683	5920--Internet Services	19.99	SCVi- Acct#979978683
1/23/23	EDI110B--Southern California Edison 8155	5510--Utilities - Electricity	1,308.68	SCVi- Acct# 700577248155
1/23/23	ESSE000--Stephens Educational Services LLC	4335--Home Study Stipend	162.65	SCVi - EMR - Curriculum
1/23/23	IRON000--Iron Fist Martial Arts [S]	4335--Home Study Stipend	130.00	SCVi - VCI - Curriculum
1/24/23	ACAD005--Academy Swim Club [S]	4335--Home Study Stipend	983.00	SCVi - VCI - Curriculum
1/24/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4340--Office Supplies,4355--Facilities Supplies,5310--Professional Dues, Membe,4305--Educational Supplies&5853--Student Services Expendi	810.68	SCVi- Misc Supplies



Date	Vendor	GL account/Account label	Amount	Memo
1/24/23	FRES001--Fresh Start Healthy Meals, Inc.	4710--Vended Food Service	14,284.84	SCVi- Meal Service- December Food- Milk
1/24/23	JIVE000--Jive Communications, Inc.	5910--Telephone & Fax	1,797.86	SCVi- Acct# CN-626316-1611
1/24/23	SUNL000--Sun Life Assurance Company of Canada	3401&3402--Health & Welfare Benefit	645.75	EE Benefits 01.23 - Sun Life
1/24/23	THER004--The Reed Idea Lab, LLC	4335--Home Study Stipend	935.00	SCVi - VCI - Curriculum
1/24/23	WAS118A--Waste Management 3008.	5540--Utilities - Trash	1,001.99	SCVi- Acct# 27-04336-13008
1/25/23	ARTH000--First Insurance Funding	5410--Liability Insurance	16,827.30	SCVi Acct# ILEASCH-02 7th Installment
1/26/23	ATT110C--AT&T 0090	5910--Telephone & Fax	6.82	SCVi- 858950090
1/26/23	CIGN000--Cigna Healthcare	3401&3402--Health & Welfare Benefit	2,788.83	EE Benefits 01.23 - Cigna
1/26/23	HESS000--Hess and Associates Inc	5310--Professional Dues, Membe	372.50	SCVi-1st Quarter- CAL STRS
1/26/23	KAIS000--Kaiser Foundation Health Plan	3401&3402--Health & Welfare Benefit	20,581.55	EE Benefits 01.23 - Kaiser
1/26/23	TIM110A--Time Warner Cable 2501	5920--Internet Services	862.50	SCVi- Acct# 071482501
1/30/23	BEND002--Piano Boise LLC	4335--Home Study Stipend	120.00	SCVi - VCI - Curriculum
1/30/23	HUGO000--Hugo's Gymfitness [S]	4335--Home Study Stipend	843.75	SCVi - VCI - Curriculum
1/30/23	RAIN000--Rainbow Resource Center Inc [P]	4335--Home Study Stipend	616.67	SCVi - EMR - Curriculum
1/30/23	WEST000--West Coast Music Academy [S]	4335--Home Study Stipend	336.00	SCVi - VCI - Curriculum
1/30/23	WORL003--Guo's Elite, Inc.	4335--Home Study Stipend	184.30	SCVi - VCI - Curriculum
1/31/23	AFLA000--AFLAC	3401&3402--Health & Welfare Benefit	2,782.22	EE Benefits 01.23 - Aflac
1/31/23	AIZE000--Aizen Fire Protection Inc	5630--Repairs & Maintenance -	425.20	SCVi- Fire Extinguishers Service
1/31/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4305--Educational Supplies&4345--Printing & Reproduction	225.49	SCVi- IT Equipment
1/31/23	ATT110D--AT&T 7579	5910--Telephone & Fax	226.97	SCVi- Acct# 831-001-1687 579
1/31/23	COLL004--The College Board	4120--Core Curriculum - Softwa	120.00	SCVi- Testing Supplies
1/31/23	DHME000--D H MECHANICAL	5630--Repairs & Maintenance -	710.00	SCVi- Facilities and Maintenance
1/31/23	Wright, Eileen	5240--Professional Development	187.25	SCVi-Professional Development
1/31/23	FIDE000--Fidelity Security Life Insurance Company	3401&3402--Health & Welfare Benefit	192.87	EE Benefits 01.23 - EyeMed
1/31/23	FIDE000--Fidelity Security Life Insurance Company	3401&3402--Health & Welfare Benefit	485.60	EE Benefits 01.23 - EyeMed
1/31/23	FIDE000--Fidelity Security Life Insurance Company	3401&3402--Health & Welfare Benefit	485.60	EE Benefits 11.22 - EyeMed
1/31/23	FIDE000--Fidelity Security Life Insurance Company	3401&3402--Health & Welfare Benefit	257.75	EE Benefits 11.22 - EyeMed
1/31/23	HORS000--Kim Wineland (Horse ETC)	4335--Home Study Stipend	390.00	SCVi - VCI - Curriculum
1/31/23	INSI000--Inside SCV Magazine	5830--Operating Expenditures -	147.00	SCVi- New Years Issue
1/31/23	JYU000--Jiyu Martial Arts and Fitness	4335--Home Study Stipend	320.00	SCVi - VCI - Curriculum
1/31/23	KIDS001--KidsArt - Valencia, Inc [S]	4335--Home Study Stipend	204.00	SCVi - VCI - Curriculum
1/31/23	LEAR000--Learn Beyond The Book LLC [S]	4335--Home Study Stipend	6,134.70	SCVi - VCI - Curriculum
1/31/23	MCCA000--McCalla Company	4325--Custodial Supplies	366.87	SCVi-Custodial Supplies
1/31/23	NUES000--Nuestra Escuelita Spanish Academy	4335--Home Study Stipend	169.00	SCVi - VCI - Curriculum
1/31/23	OFFI001--Official Pest Prevention, Inc	5630--Repairs & Maintenance -	105.00	SCVi-Pest Control
1/31/23	PRUD000--Prudential Overall Supply	4740--Cafe Other Supplies	52.44	SCVi - Cafe Cleaning Supplies
1/31/23	PSAT000--College Entrance Examination Board	4120--Core Curriculum - Softwa	180.00	SCVi- Exam Fees
1/31/23	RAIN000--Rainbow Resource Center Inc [P]	4335--Home Study Stipend	11.74	SCVi - EMR - Curriculum
1/31/23	SCHO009--School Pathways LLC	5850--Student Services Expendi	1,681.20	SCVi- Annual Subscription
1/31/23	SCHO013--School Food and Wellness Group	5310--Professional Dues, Membe	2,250.00	SCVi- NSLP Administration Fee
1/31/23	SCV110A--SCV Water- Valencia Division 2301	5530--Utilities - Water	157.71	SCVi- Acct#39742301
1/31/23	SCV110B--SCV Water- Valencia Division 0301	5530--Utilities - Water	142.17	SCVi - Acct#39740301
1/31/23	SCV110C--SCV Water- Valencia Division 9302	5530--Utilities - Water	20.73	SCVi- Acct# 39749302
1/31/23	SCV110D--SCV Water- Valencia Division 3301	5530--Utilities - Water	20.73	SCVi- Acct#39743301
1/31/23	SCV110E--SCV Water- Valencia Division 5302	5530--Utilities - Water	20.73	SCVi- Acct# 39745302
1/31/23	SCV110F--SCV Water- Valencia Division 8303	5530--Utilities - Water	124.41	SCVi- Acct# 39748303
1/31/23	SCV110G--SCV Water- Valencia Division 7302	5530--Utilities - Water	20.73	SCVi- Acct# 39747302
1/31/23	SCV110H--SCV Water- Valencia Division 4302	5530--Utilities - Water	124.41	SCVi- Acct# 39744302
1/31/23	SCV110I--SCV Water- Valencia Division 6304	5530--Utilities - Water	1,007.97	SCVi- Acct# 39746304
1/31/23	SCV110J--SCV Water- Valencia Division 8301	5530--Utilities - Water	142.17	SCVi- Acct#39738301
1/31/23	SCV110K--SCV Water- Valencia Division 9301	5530--Utilities - Water	20.73	SCVi- 39739301
1/31/23	SOUT000--South Coast Air Quality Management District	5520--Utilities - Gas	241.95	SCVi- Gas-Cafe
1/31/23	SYSC000--Sysco Ventura Inc	4720--Food Supplies	374.08	SCVi- Cafe
1/31/23	THYS000--ThyssenKrupp Elevator Corp	5630--Repairs & Maintenance -	1,242.50	SCVi- Elevator Maintenance- Deposit
1/31/23	TOPO000--Top Out Climbing [S]	4335--Home Study Stipend	570.00	SCVi - VCI - Curriculum
2/1/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	4355--Facilities Supplies	43.70	SCVi - Facilities Supplies
2/1/23	CORP001--Corporate Splash	5831--Operating Expenditures -	86.92	SCVi- Fence Banner
2/1/23	CROS001--Crossroads Owners, Inc.	5610--Rent - Facilities Rent a	4,787.77	SCVi- CAM Fees
2/1/23	DUNN000--Dunn-Edwards Paints	4355--Facilities Supplies	39.79	SCVi- Facilities Supplies
2/1/23	Wright, Eileen	4740--Cafe Other Supplies	340.29	SCVi- Cafe Supplies
2/1/23	FACI000--Facilitron Inc	5853--Student Services Expendi	320.00	SCVi- Graduation 06.16.23

Date	Vendor	GL account/Account label	Amount	Memo
2/1/23	GAS110C--SoCalGas 8533	5520--Utilities - Gas	398.12	SCVi- Acct# 165 079 4853 3
2/1/23	GAS110E--SoCalGas 8697	5520--Utilities - Gas	122.29	SCVi- Acct 150 382 1869 7
2/1/23	HOME003--Home Depot Credit Services	4355--Facilities Supplies	235.86	SCVi- Facilities Supplies
2/1/23	HOME003--Home Depot Credit Services	4355--Facilities Supplies	1,285.12	SCVi- Facilities Supplies
2/1/23	HORN001--Horn's Backflow & Plumbing Service Inc	5630--Repairs & Maintenance -	100.00	SCVi- Repairs and Maintenance- Backflow Repair
2/1/23	NEWH000--Newhall Valencia Lock & Key	5630--Repairs & Maintenance -	215.88	SCVi- Locksmith
2/1/23	OFFI001--Official Pest Prevention, Inc	5630--Repairs & Maintenance -	105.00	SCVi- Pest Control
2/1/23	PRUD000--Prudential Overall Supply	4740--Cafe Other Supplies	104.88	SCVi - Cafe Cleaning Supplies
2/1/23	TEAC004--Teaching Textbooks Inc [P]	4335--Home Study Stipend	45.95	SCVi - EMR - Curriculum
2/1/23	WHIT012--Whitaker Plumbing	5630--Repairs & Maintenance -	625.00	SCVi- Facilities and Maintenance
2/6/23	AMAZ110--Amazon Capital Services, Inc (SCVi)	5853--Student Services Expendi	209.20	SCVi- Supplies
2/6/23	CLIF000--Clifton Larson Allen LLP	5804--Professional Services -	5,775.00	SCVi-Accounting Services
2/6/23	CROS001--Crossroads Owners, Inc.	5610--Rent - Facilities Rent a	5,027.00	SCVi- CAM Fees
2/6/23	EDWA00--Edwards, Stevens & Tucker LLP	5808--Professional Services -	2,011.50	SCVi - Legal Fees
2/6/23	KHTS000--KHTS Radio	5830--Operating Expenditures -	900.00	SCVi-Marketing and Advertising
2/6/23	MUSI002--Music Theatre International Inc	5853--Student Services Expendi	2,196.03	SCVi- Theatre Supplies
2/6/23	SCHO009--School Pathways LLC	5850--Student Services Expendi	269.29	SCVi- Truancy report and trigger emails
2/6/23	ZAVA001--Zavala Electric	5630--Repairs & Maintenance -	825.76	SCVi- Electric Maintenance- Parking Lot Lights
			<b>\$ 495,138.85</b>	





## **Quotation for Fiber Installation**

Date: 12-6-2022

Submitted to: Keith Williams  
IT Manager / Network Engineer  
Tel. No. 661-992-9405

Job Location: SCVi Charter School  
28060 Hasley Can. Rd.  
Castaic, Ca 91384

This proposal includes the labor, materials and equipment for the needs as described herein.

Fiber – \$13,065.00

1. IDF to Café – MM 6 count fiber install with patch panel both ends (\$4,895)
2. IDF to 1<sup>st</sup> Floor - MM 6 count fiber installs with patch panel both ends (\$3,790)
3. Café to Theater - MM 6 count fiber installs with patch panel both ends (\$4,380)

<b>Payment Description</b>	<b>Invoice Schedule</b>	<b>Installation: Labor/Materials</b>	<b>Total</b>
Deposit amount of 15% of the cost of labor and materials	Upon execution of contract/ agreement	\$1,959.75	\$1,959.75
Remaining 85% of cost of labor and materials	Completion of installation	\$11,105.25	\$11,105.25

**Project Total: \$13,065.00**

Proposed by:

Criz Paclibar  
Power Communications  
10842 Noel St, Ste 109, Los Alamitos, CA 90720  
888-502-8188  
bizdev@powercoms.net



NOTE1: *The cost for this quotation is guaranteed for up to 30 days of the quotation date. We reserve the right to withdraw from this proposal at any time. Any cancellations or terminations to this agreement may be settled upon costs and other related expenses already incurred towards this agreement.*

NOTE2: *Payment Terms: Upon execution of agreement, we will be invoicing for the deposit amount of 15% of the cost of construction/installation (labor and materials, combined) of which payments are due upon commencement of the project, or otherwise negotiated. The remaining balance will be invoiced upon final inspections from Point of contact. Non-deposit payments and remaining-balance payment terms are net-thirty (30) days. Any invoice(s) not paid within thirty (30) days from the date of invoice may be subjected to a service charge of two percent (2.0%) per month, or the maximum allowed by law, on the account balance(s).*

\_\_\_\_\_  
CUSTOMER SIGNATURE OF APPROVAL

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
DATE



## **Quotation for CAT6 Installation**

Date: 1-30-2023

Submitted to: Keith Williams  
IT Manager / Network Engineer  
Tel. No. 661-992-9405

Job Location: SCVi Charter School  
28060 Hasley Can. Rd.  
Castaic, Ca 91384

This proposal includes the labor, materials and equipment for the needs as described herein.

- Install new CAT6 to Building 1 (Lower School / 28060)  
1st floor - 130 pulls (10 AP / 120 Wall) - \$41,800  
2nd floor - 176 pulls (24 AP / 152 Wall) – \$55,800
- Install new CAT6 to Cafe (28070)  
20 pulls (4 APs / 16 wall) - \$7,080
- Install new CAT6 to Building 2 (Upper School / 28080)  
126 pulls (10 APs / 116 wall) – \$40,800

<b>Payment Description</b>	<b>Invoice Schedule</b>	<b>Installation:  Labor/Materials</b>	<b>Total</b>
Deposit amount of 15% of the cost of labor and materials	Upon execution of contract/ agreement	\$21,822.00	\$21,822.00
Remaining 85% of cost of labor and materials	Completion of installation	\$123,658.00	\$123,658.00

**Project Total: \$145,480.00**

Proposed by:



Criz Paclibar  
Power Communications  
10842 Noel St, Ste 109, Los Alamitos, CA 90720  
888-502-8188  
bizdev@powercoms.net

NOTE1: *The cost for this quotation is guaranteed for up to 30 days of the quotation date. We reserve the right to withdraw from this proposal at any time. Any cancellations or terminations to this agreement may be settled upon costs and other related expenses already incurred towards this agreement.*

NOTE2: *Payment Terms: Upon execution of agreement, we will be invoicing for the deposit amount of 15% of the cost of construction/installation (labor and materials, combined) of which payments are due upon commencement of the project, or otherwise negotiated. The remaining balance will be invoiced upon final inspections from Point of contact. Non-deposit payments and remaining-balance payment terms are net-thirty (30) days. Any invoice(s) not paid within thirty (30) days from the date of invoice may be subjected to a service charge of two percent (2.0%) per month, or the maximum allowed by law, on the account balance(s).*

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CUSTOMER SIGNATURE OF APPROVAL

---

NAME (PRINT)

---

DATE



GLENDAL OFFICE  
1728 STANDARD AVE.  
GLENDAL, CA 91201  
DIRECT: 818-213-5993

*A Family Business Since 1946*  
*Cal Lic ACO 28*  
*Contractors Lic. #880138*

[www.bayalarm.com](http://www.bayalarm.com)  
Sales: 1-800-610-1000  
Service: 1-800-470-1000

Hello Keith,

I would like to thank you for the opportunity to submit this CCTV proposal for your review and approval. Please allow me a brief moment to acquaint you with Bay Alarm Company.

Since 1946, our business has focused on providing business security to companies just like yours. With more than six decades of experience, we understand that loss prevention is a concern for businesses of all sizes. Our job is to take business security off your list of concerns.

With Bay Alarm as your business security partner, you gain the peace of mind that comes with having highly trained professionals handling your commercial security system. Not only are our in-house engineers experts in commercial security system design and integration, but they also provide extensive technical training and ongoing field support to our sales team. All our employees are up-to-date on the latest business security trends and technologies.

At Bay Alarm, we handle all aspects of your commercial security system, including ongoing monitoring. That means you will always be dealing directly with Bay Alarm for your business security needs, 24 hours a day.

Bay Alarm Company is a leader in our industry and we are proud to be affiliated with the following associations and agencies:

California Alarm Association  
Central Station Alarm Association  
Security Network of America  
Nation Burglar and Fire Alarm

National Fire Protection Association (NFPA)  
California Automatic Fire Alarm  
Underwriters' Laboratories Listed

Thank you for your consideration. If I can be of any assistance by providing clarification or additional information please feel free to contact me. To learn more about Bay Alarm Company please visit us at [www.bayalarm.com](http://www.bayalarm.com).

Sincerely,

**Justin Heacock**  
Commercial Security Systems  
**Bay Alarm**  
Direct: (818)213-5993  
[Justin.Heacock@bayalarm.com](mailto:Justin.Heacock@bayalarm.com)





GLENDAL OFFICE  
1728 STANDARD AVE.  
GLENDAL, CA 91201  
DIRECT: 818-213-5993

A Family Business Since 1946  
Cal Lic ACO 28  
Contractors Lic. #880138

www.bayalarm.com  
Sales: 1-800-610-1000  
Service: 1-800-470-1000

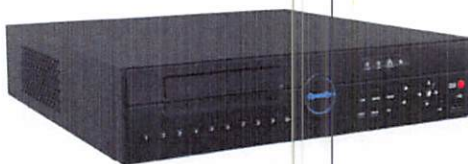
## SCVI (LOWER SCHOOL W/ CAFE)

PREPARED BY: JUSTIN HEACOCK

### CCTV Proposal

#### Bay Alarm to Install:

- (1) 16 Channel 24 TB DVR
- (8) Cameras
- (3) PoE switches
- (1) UPS



#### Bay Alarm to Provide:

- Full Service Warranty: Bay Alarm will replace/repair any part that malfunctions due to normal wear and tear.



Bay Vision—User will be able to utilize Single sign-on allows you to connect to your recorders from any web browser, mobile app, or remote client with only your email address and password. No need to remember IP addresses or port forward your recorders ever again. Our video export tools also allow you to export important video incidents up to the cloud for safe keeping and to instantly share with coworkers or law enforcement.

#### BENEFITS

- Reduce Risk
- Increase Video Intelligence
- Streamline Operations
- Reduce your IT Burden
- Multi-Site
- Expert Support - Remote troubleshooting, video search assistance, *and more*

#### HEALTH MONITORING

- Pending Hard Drive Failure
- Changes in Recording Retention
- Network Outages
- Camera Failure or Tampering
- Real-Time Monitoring



Installation to include all necessary labor and material (ie. parts, conduit, wiring, etc.) required to complete the installation of the above devices notated.

*Bay Retained Equipment: 5 Years*

<b>Installation, Parts, and Labor Cost:</b>	<b>\$ 7,950.00</b>
<b>Monthly Maintenance:</b>	<b>\$ 200.00</b>

- Bay Alarm Company provides Emergency Service 24 hours per day, every day of the year.
- Customer to provide Static IP Address and Subnet Mask for Remote Viewing Capabilities. Customer understands that Bay Alarm will only input the IP and Subnet Mask provided and access issues may occur depending on the access levels granted to them by their administrator. Should such restrictions occur it will be the responsibility of the customers I.T. personnel to configure proper access levels.

Greater LA · Martinez · Oakland · Ontario · Orange County · Peninsula · Petaluma · Redding · Sacramento · San Diego · Santa Clara · South Bay · Stockton · Ventura

*What Have You Got To Lose?™*



GLENDALÉ OFFICE  
1728 STANDARD AVE.  
GLENDALÉ, CA 91201  
DIRECT: 818-213-5993

*A Family Business Since 1946*  
*Cal Lic ACO 28*  
*Contractors Lic. #880138*

[www.bayalarm.com](http://www.bayalarm.com)  
Sales: 1-800-610-1000  
Service: 1-800-470-1000

- *Customer to provide sufficient bandwidth for optimal viewing capabilities.*
-



GLENDAL OFFICE  
1728 STANDARD AVE.  
GLENDAL, CA 91201  
DIRECT: 818-213-5993

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Cal Lic ACO 28  
Contractors Lic. #880138

www.bayalarm.com  
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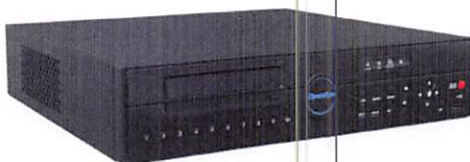
## SCVI (UPPER SCHOOL)

PREPARED BY: JUSTIN HEACOCK

### CCTV Proposal

#### Bay Alarm to Install:

- (1) 8 Channel 6 TB NVR
- (5) Cameras
- (1) UPS



#### Bay Alarm to Provide:

- Full Service Warranty: Bay Alarm will replace/repair any part that malfunctions due to normal wear and tear.



Bay Vision—User will be able to utilize Single sign-on allows you to connect to your recorders from any web browser, mobile app, or remote client with only your email address and password. No need to remember IP addresses or port forward your recorders ever again. Our video export tools also allow you to export important video incidents up to the cloud for safe keeping and to instantly share with coworkers or law enforcement.

#### BENEFITS

- Reduce Risk
- Increase Video Intelligence
- Streamline Operations
- Reduce your IT Burden
- Multi-Site
- Expert Support - Remote troubleshooting, video search assistance, *and more*

#### HEALTH MONITORING

- Pending Hard Drive Failure
- Changes in Recording Retention
- Network Outages
- Camera Failure or Tampering
- Real-Time Monitoring



Installation to include all necessary labor and material (ie. parts, conduit, wiring, etc.) required to complete the installation of the above devices notated.

*Bay Retained Equipment: 5 Years*

<b>Installation, Parts, and Labor Cost:</b>	<b>\$ 5,250.00</b>
<b>Monthly Maintenance:</b>	<b>\$ 125.00</b>

- Bay Alarm Company provides Emergency Service 24 hours per day, every day of the year.
- Customer to provide Static IP Address and Subnet Mask for Remote Viewing Capabilities. Customer understands that Bay Alarm will only input the IP and Subnet Mask provided and access issues may occur depending on the access levels granted to them by their administrator. Should such restrictions occur it will be the responsibility of the customers I.T. personnel to configure proper access levels.
- Customer to provide sufficient bandwidth for optimal viewing capabilities.

Greater LA · Martinez · Oakland · Ontario · Orange County · Peninsula · Petaluma · Redding · Sacramento · San Diego · Santa Clara · South Bay · Stockton · Ventura

*What Have You Got To Lose?™*



SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL  
28060 HASLEY CANYON DRIVE  
CASTAIC, CA 91384

||..|||||..|||||..|||||..||

CLIENT'S COPY

DRAFT



Santa Clarita Valley  
International School  
28060 Hasley Canyon Drive  
CASTAIC, CA 91384

Santa Clarita Valley International School:

Enclosed is the organization's 2020 Exempt Organization return.

Specific filing instructions are as follows.

### **FORM 990 RETURN:**

This return has qualified for electronic filing. After you have reviewed the return for completeness and accuracy, please sign, date and return Form 8879-EO to our office. We will transmit the return electronically to the IRS and no further action is required. Please return Form 8879-EO to us as soon as possible, but no later than as soon as possible the filing deadline.

In addition, tax-exempt organizations must make available for public inspection a copy of their annual returns for the preceding three years and exemption application, if applicable. An organization generally must furnish filings to anyone who requests them in person or in writing. An exempt organization may meet this requirement by posting all the documents on its website or at another organizations site as part of a database of similar materials. Specific requirements must be met to meet this exception.

### **CALIFORNIA FORM 199 RETURN:**

The California Form 199 return has qualified for electronic filing. After you have reviewed your return for completeness and accuracy, please sign, date and return Form 8453-EO to our office. We will then transmit your return to the FTB. Do not mail the paper copy of the return to the FTB.

No payment is required.

### **A few final reminders relating to your tax return filings:**

- There are substantial penalties for failure to properly disclose and report foreign financial accounts and foreign activity. Please make sure you have informed us of any foreign financial accounts or foreign activity so that we have the necessary information to complete any required disclosures or filings.
- Be sure to review the returns prior to signing as you have final responsibility for all information included in the returns. Please contact us if you have any questions or concerns.
- We recommend you keep a paper or electronic copy of your tax returns permanently. Supporting documentation should be kept for a minimum of seven years based on IRS guidance.

CLA exists to create opportunities – for our clients, our people, and our communities. We value our relationship with you and thank you for your trust and confidence in allowing us to serve you. If we can assist you in making strategic, informed decisions in areas of tax or beyond, please contact us as questions arise throughout the year.

Sincerely,

CliftonLarsonAllen LLP

DRAFT



CliftonLarsonAllen LLP  
CLAconnect.com

**SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

**FORM 990 INCOME TAX RETURN**

**FOR YEAR ENDED JUNE 30, 2021**

DRAFT

Form **8879-EO****IRS e-file Signature Authorization  
for an Exempt Organization**

OMB No. 1545-0047

For calendar year 2020, or fiscal year beginning JUL 1, 2020, and ending JUN 30, 2021**2020**Department of the Treasury  
Internal Revenue Service▶ **Do not send to the IRS. Keep for your records.**  
▶ **Go to [www.irs.gov/Form8879EO](http://www.irs.gov/Form8879EO) for the latest information.**

Name of exempt organization or person subject to tax

**SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Taxpayer identification number

**26-0534711**

Name and title of officer or person subject to tax

**NICOLE MILLER  
PRESIDENT****Part I Type of Return and Return Information** (Whole Dollars Only)

Check the box for the return for which you are using this Form 8879-EO and enter the applicable amount, if any, from the return. If you check the box on line **1a, 2a, 3a, 4a, 5a, 6a, or 7a** below, and the amount on that line for the return being filed with this form was blank, then leave line **1b, 2b, 3b, 4b, 5b, 6b, or 7b**, whichever is applicable, blank (do not enter -0-). But, if you entered -0- on the return, then enter -0- on the applicable line below. **Do not** complete more than one line in Part I.

<b>1a</b> Form 990 check here ▶ <input checked="" type="checkbox"/>	<b>b</b> Total revenue, if any (Form 990, Part VIII, column (A), line 12) .....	<b>1b</b> <u>11,506,362.</u>
<b>2a</b> Form 990-EZ check here ▶ <input type="checkbox"/>	<b>b</b> Total revenue, if any (Form 990-EZ, line 9) .....	<b>2b</b> _____
<b>3a</b> Form 1120-POL check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 1120-POL, line 22) .....	<b>3b</b> _____
<b>4a</b> Form 990-PF check here ▶ <input type="checkbox"/>	<b>b</b> Tax based on investment income (Form 990-PF, Part VI, line 5) .....	<b>4b</b> _____
<b>5a</b> Form 8868 check here ▶ <input type="checkbox"/>	<b>b</b> Balance due (Form 8868, line 3c) .....	<b>5b</b> _____
<b>6a</b> Form 990-T check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 990-T, Part III, line 4) .....	<b>6b</b> _____
<b>7a</b> Form 4720 check here ▶ <input type="checkbox"/>	<b>b</b> Total tax (Form 4720, Part III, line 1) .....	<b>7b</b> _____

**Part II Declaration and Signature Authorization of Officer or Person Subject to Tax**

Under penalties of perjury, I declare that ☒ I am an officer of the above organization or ☐ I am a person subject to tax with respect to (name of organization) \_\_\_\_\_, (EIN) \_\_\_\_\_ and that I have examined a copy

of the 2020 electronic return and accompanying schedules and statements, and, to the best of my knowledge and belief, they are true, correct, and complete. I further declare that the amount in Part I above is the amount shown on the copy of the electronic return. I consent to allow my intermediate service provider, transmitter, or electronic return originator (ERO) to send the return to the IRS and to receive from the IRS (a) an acknowledgement of receipt or reason for rejection of the transmission, (b) the reason for any delay in processing the return or refund, and (c) the date of any refund. If applicable, I authorize the U.S. Treasury and its designated Financial Agent to initiate an electronic funds withdrawal (direct debit) entry to the financial institution account indicated in the tax preparation software for payment of the federal taxes owed on this return, and the financial institution to debit the entry to this account. To revoke a payment, I must contact the U.S. Treasury Financial Agent at 1-888-353-4537 no later than 2 business days prior to the payment (settlement) date. I also authorize the financial institutions involved in the processing of the electronic payment of taxes to receive confidential information necessary to answer inquiries and resolve issues related to the payment. I have selected a personal identification number (PIN) as my signature for the electronic return and, if applicable, the consent to electronic funds withdrawal.

**PIN: check one box only**

☒ I authorize CLIFTONLARSONALLEN LLP to enter my PIN 10771  
ERO firm name Enter five numbers, but do not enter all zeros

as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I also authorize the aforementioned ERO to enter my PIN on the return's disclosure consent screen.

☐ As an officer or person subject to tax with respect to the organization, I will enter my PIN as my signature on the tax year 2020 electronically filed return. If I have indicated within this return that a copy of the return is being filed with a state agency(ies) regulating charities as part of the IRS Fed/State program, I will enter my PIN on the return's disclosure consent screen.

Signature of officer or person subject to tax ▶

Date ▶

**Part III Certification and Authentication**

**ERO's EFIN/PIN.** Enter your six-digit electronic filing identification number (EFIN) followed by your five-digit self-selected PIN.

**95405255902**

Do not enter all zeros

I certify that the above numeric entry is my PIN, which is my signature on the 2020 electronically filed return indicated above. I confirm that I am submitting this return in accordance with the requirements of **Pub. 4163**, Modernized e-File (MeF) Information for Authorized IRS e-file Providers for Business Returns.

ERO's signature ▶ **WADE MCMULLEN, CPA**Date ▶ **12/20/22**

**ERO Must Retain This Form - See Instructions**  
**Do Not Submit This Form to the IRS Unless Requested To Do So**

LHA For Paperwork Reduction Act Notice, see instructions.

Form **8879-EO** (2020)

Form **990**Department of the Treasury  
Internal Revenue Service**Return of Organization Exempt From Income Tax**

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)

▶ Do not enter social security numbers on this form as it may be made public.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**Open to Public  
Inspection**A** For the 2020 calendar year, or tax year beginning **JUL 1, 2020** and ending **JUN 30, 2021****B** Check if applicable:Address change  
Name change  
Initial return  
Final return/terminated☒ Amended return  
Application pending**C** Name of organization**SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Doing business as

Number and street (or P.O. box if mail is not delivered to street address)

**28060 HASLEY CANYON DRIVE**

Room/suite

City or town, state or province, country, and ZIP or foreign postal code

**CASTAIC, CA 91384****F** Name and address of principal officer: **NICOLE MILLER****28060 HASLEY CANYON DRIVE, CASTAIC, CA 9138****D** Employer identification number**26-0534711****E** Telephone number**661-705-4820****G** Gross receipts \$ **11,506,362.****H(a)** Is this a group returnfor subordinates? ..... Yes ☒ No**H(b)** Are all subordinates included? Yes No

If "No," attach a list. See instructions

**H(c)** Group exemption number ▶**I** Tax-exempt status: ☒ 501(c)(3) 501(c) ( ) ◀ (insert no.) 4947(a)(1) or 527**J** Website: ▶ **ILEADSANTACLARITA.ORG****K** Form of organization: ☒ Corporation Trust Association Other ▶**L** Year of formation: **2007** **M** State of legal domicile: **CA****Part I Summary**

Activities & Governance	<b>1</b>	Briefly describe the organization's mission or most significant activities: <b>INSPIRING LIFE-LONG LEARNERS WITH THE SKILLS TO LEAD IN THE 21ST CENTURY.</b>
	<b>2</b>	Check this box <input type="checkbox"/> if the organization discontinued its operations or disposed of more than 25% of its net assets.
	<b>3</b>	Number of voting members of the governing body (Part VI, line 1a) <b>3</b> <b>6</b>
	<b>4</b>	Number of independent voting members of the governing body (Part VI, line 1b) <b>4</b> <b>6</b>
	<b>5</b>	Total number of individuals employed in calendar year 2020 (Part V, line 2a) <b>5</b> <b>140</b>
	<b>6</b>	Total number of volunteers (estimate if necessary) <b>6</b> <b>6</b>
	<b>7a</b>	Total unrelated business revenue from Part VIII, column (C), line 12 <b>7a</b> <b>0.</b>
<b>7b</b>	Net unrelated business taxable income from Form 990-T, Part I, line 11 <b>7b</b> <b>0.</b>	
Revenue	<b>8</b>	Contributions and grants (Part VIII, line 1h) <b>9,177,421.</b> <b>11,090,207.</b>
	<b>9</b>	Program service revenue (Part VIII, line 2g) <b>0.</b> <b>0.</b>
	<b>10</b>	Investment income (Part VIII, column (A), lines 3, 4, and 7d) <b>0.</b> <b>0.</b>
	<b>11</b>	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e) <b>923,508.</b> <b>416,155.</b>
	<b>12</b>	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12) <b>10,100,929.</b> <b>11,506,362.</b>
	Expenses	<b>13</b>
<b>14</b>		Benefits paid to or for members (Part IX, column (A), line 4) <b>0.</b> <b>0.</b>
<b>15</b>		Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10) <b>5,951,429.</b> <b>4,766,086.</b>
<b>16a</b>		Professional fundraising fees (Part IX, column (A), line 11e) <b>0.</b> <b>0.</b>
<b>b</b>		Total fundraising expenses (Part IX, column (D), line 25) ▶ <b>0.</b>
<b>17</b>		Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e) <b>4,454,012.</b> <b>6,197,445.</b>
<b>18</b>		Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25) <b>10,405,441.</b> <b>10,963,531.</b>
<b>19</b>	Revenue less expenses. Subtract line 18 from line 12 <b>-304,512.</b> <b>542,831.</b>	
Net Assets or Fund Balances	<b>20</b>	Total assets (Part X, line 16) <b>3,006,361.</b> <b>4,973,126.</b>
	<b>21</b>	Total liabilities (Part X, line 26) <b>2,543,910.</b> <b>3,967,844.</b>
	<b>22</b>	Net assets or fund balances. Subtract line 21 from line 20 <b>462,451.</b> <b>1,005,282.</b>

**Part II Signature Block**

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here	Signature of officer	Date			
	<b>NICOLE MILLER, PRESIDENT</b> Type or print name and title				
Paid Preparer Use Only	Print/Type preparer's name <b>WADE MCMULLEN, CPA</b>	Preparer's signature <b>WADE MCMULLEN, CPA</b>	Date <b>12/20/22</b>	Check if self-employed <input type="checkbox"/>	PTIN <b>P00541671</b>
	Firm's name ▶ <b>CLIFTONLARSONALLEN LLP</b>	Firm's EIN ▶ <b>41-0746749</b>	Phone no. (626) 857-7300		
	Firm's address ▶ <b>2210 EAST ROUTE 66 GLEN DORA, CA 91740</b>				

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes No

SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL

Form 990 (2020)

26-0534711 Page 2

**Part III** Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III ☐

1 Briefly describe the organization's mission:

OUR VISION IS TO USE PROJECT-BASED AND SOCIAL-EMOTIONAL LEARNING  
CONCEPTS TO INSPIRE AND MOTIVATE LIFELONG LEARNERS WITH THE SKILLS  
THEY NEED TO LEAD IN THE 21ST CENTURY.

2 Did the organization undertake any significant program services during the year which were not listed on the  
prior Form 990 or 990-EZ? ☐ Yes ☒ No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ☐ Yes ☒ No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses.

Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and  
revenue, if any, for each program service reported.

4a (Code: ) (Expenses \$ 8,674,893. including grants of \$ ) (Revenue \$ 416,155. )

AT SCVI, THEY CREATE OPEN, INNOVATIVE K-12 LEARNING ENVIRONMENTS THAT  
PROMOTE A DEEPER UNDERSTANDING OF CURRICULUM AND CELEBRATE INDEPENDENT  
CRITICAL THINKING, COOPERATION, AND THE DEVELOPMENT OF CRUCIAL 21ST  
CENTURY SKILLS. SCVI BELIEVES THAT FOR THEIR LEARNERS TO SUCCEED, THEY  
MUST FEEL AT HOME IN THE WORLD. THIS REQUIRES A FIRM GROUNDING IN THE  
ARTS, HUMANITIES, AND SCIENCES AND A STRONG FOUNDATION IN SOCIAL AND  
EMOTIONAL DEVELOPMENT. SCVI BELIEVE THERE IS AN IMPLICIT, AS WELL AS AN  
EXPLICIT, CURRICULUM TO TEACH, AND OUR GOAL IS NOTHING SHORT OF SHAPING  
LEARNERS WHO CHANGE THE WORLD. DURING THE FISCAL YEAR ENDING JUNE 30,  
2021, SCVI SERVED APPROXIMATELY 934 STUDENTS IN GRADES K-12 AND HAD  
APPROXIMATELY 175 INSTRUCTIONAL DAYS.

4b (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4c (Code: ) (Expenses \$ including grants of \$ ) (Revenue \$ )

4d Other program services (Describe on Schedule O.)

(Expenses \$ including grants of \$ ) (Revenue \$ )

4e Total program service expenses **8,674,893.**

Form 990 (2020)



**SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Form 990 (2020)

26-0534711 Page **3**

**Part IV Checklist of Required Schedules**

	Yes	No
<b>1</b> Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? <i>If "Yes," complete Schedule A</i>	<b>X</b>	
<b>2</b> Is the organization required to complete <i>Schedule B, Schedule of Contributors</i> ?		<b>X</b>
<b>3</b> Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? <i>If "Yes," complete Schedule C, Part I</i>		<b>X</b>
<b>4</b> <b>Section 501(c)(3) organizations.</b> Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? <i>If "Yes," complete Schedule C, Part II</i>		<b>X</b>
<b>5</b> Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Revenue Procedure 98-19? <i>If "Yes," complete Schedule C, Part III</i>		<b>X</b>
<b>6</b> Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? <i>If "Yes," complete Schedule D, Part I</i>		<b>X</b>
<b>7</b> Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? <i>If "Yes," complete Schedule D, Part II</i>		<b>X</b>
<b>8</b> Did the organization maintain collections of works of art, historical treasures, or other similar assets? <i>If "Yes," complete Schedule D, Part III</i>		<b>X</b>
<b>9</b> Did the organization report an amount in Part X, line 21, for escrow or custodial account liability, serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? <i>If "Yes," complete Schedule D, Part IV</i>		<b>X</b>
<b>10</b> Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi endowments? <i>If "Yes," complete Schedule D, Part V</i>		<b>X</b>
<b>11</b> If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X as applicable.		
<b>a</b> Did the organization report an amount for land, buildings, and equipment in Part X, line 10? <i>If "Yes," complete Schedule D, Part VI</i>	<b>X</b>	
<b>b</b> Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VII</i>		<b>X</b>
<b>c</b> Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part VIII</i>		<b>X</b>
<b>d</b> Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? <i>If "Yes," complete Schedule D, Part IX</i>		<b>X</b>
<b>e</b> Did the organization report an amount for other liabilities in Part X, line 25? <i>If "Yes," complete Schedule D, Part X</i>		<b>X</b>
<b>f</b> Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? <i>If "Yes," complete Schedule D, Part X</i>	<b>X</b>	
<b>12a</b> Did the organization obtain separate, independent audited financial statements for the tax year? <i>If "Yes," complete Schedule D, Parts XI and XII</i>	<b>X</b>	
<b>b</b> Was the organization included in consolidated, independent audited financial statements for the tax year? <i>If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional</i>	<b>X</b>	
<b>13</b> Is the organization a school described in section 170(b)(1)(A)(ii)? <i>If "Yes," complete Schedule E</i>	<b>X</b>	
<b>14a</b> Did the organization maintain an office, employees, or agents outside of the United States?		<b>X</b>
<b>b</b> Did the organization have aggregate revenues or expenses of more than \$10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at \$100,000 or more? <i>If "Yes," complete Schedule F, Parts I and IV</i>		<b>X</b>
<b>15</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of grants or other assistance to or for any foreign organization? <i>If "Yes," complete Schedule F, Parts II and IV</i>		<b>X</b>
<b>16</b> Did the organization report on Part IX, column (A), line 3, more than \$5,000 of aggregate grants or other assistance to or for foreign individuals? <i>If "Yes," complete Schedule F, Parts III and IV</i>		<b>X</b>
<b>17</b> Did the organization report a total of more than \$15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? <i>If "Yes," complete Schedule G, Part I</i>		<b>X</b>
<b>18</b> Did the organization report more than \$15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? <i>If "Yes," complete Schedule G, Part II</i>		<b>X</b>
<b>19</b> Did the organization report more than \$15,000 of gross income from gaming activities on Part VIII, line 9a? <i>If "Yes," complete Schedule G, Part III</i>		<b>X</b>
<b>20a</b> Did the organization operate one or more hospital facilities? <i>If "Yes," complete Schedule H</i>		<b>X</b>
<b>b</b> If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?		
<b>21</b> Did the organization report more than \$5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? <i>If "Yes," complete Schedule I, Parts I and II</i>		<b>X</b>

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**Part IV Checklist of Required Schedules** (continued)

	Yes	No
<b>22</b> Did the organization report more than \$5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? <i>If "Yes," complete Schedule I, Parts I and III</i> .....	<b>22</b>	<b>X</b>
<b>23</b> Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5 about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? <i>If "Yes," complete Schedule J</i> .....	<b>23</b>	<b>X</b>
<b>24a</b> Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than \$100,000 as of the last day of the year, that was issued after December 31, 2002? <i>If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a</i> .....	<b>24a</b>	<b>X</b>
<b>b</b> Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception? .....	<b>24b</b>	
<b>c</b> Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds? .....	<b>24c</b>	
<b>d</b> Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year? .....	<b>24d</b>	
<b>25a</b> <b>Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.</b> Did the organization engage in an excess benefit transaction with a disqualified person during the year? <i>If "Yes," complete Schedule L, Part I</i> .....	<b>25a</b>	<b>X</b>
<b>b</b> Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? <i>If "Yes," complete Schedule L, Part I</i> .....	<b>25b</b>	<b>X</b>
<b>26</b> Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? <i>If "Yes," complete Schedule L, Part II</i> .....	<b>26</b>	<b>X</b>
<b>27</b> Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? <i>If "Yes," complete Schedule L, Part III</i> .....	<b>27</b>	<b>X</b>
<b>28</b> Was the organization a party to a business transaction with one of the following parties (see Schedule L, Part IV instructions, for applicable filing thresholds, conditions, and exceptions):		
<b>a</b> A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28a</b>	<b>X</b>
<b>b</b> A family member of any individual described in line 28a? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28b</b>	<b>X</b>
<b>c</b> A 35% controlled entity of one or more individuals and/or organizations described in lines 28a or 28b? <i>If "Yes," complete Schedule L, Part IV</i> .....	<b>28c</b>	<b>X</b>
<b>29</b> Did the organization receive more than \$25,000 in non-cash contributions? <i>If "Yes," complete Schedule M</i> .....	<b>29</b>	<b>X</b>
<b>30</b> Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? <i>If "Yes," complete Schedule M</i> .....	<b>30</b>	<b>X</b>
<b>31</b> Did the organization liquidate, terminate, or dissolve and cease operations? <i>If "Yes," complete Schedule N, Part I</i> .....	<b>31</b>	<b>X</b>
<b>32</b> Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? <i>If "Yes," complete Schedule N, Part II</i> .....	<b>32</b>	<b>X</b>
<b>33</b> Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? <i>If "Yes," complete Schedule R, Part I</i> .....	<b>33</b>	<b>X</b>
<b>34</b> Was the organization related to any tax-exempt or taxable entity? <i>If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1</i> .....	<b>34</b>	<b>X</b>
<b>35a</b> Did the organization have a controlled entity within the meaning of section 512(b)(13)? .....	<b>35a</b>	<b>X</b>
<b>b</b> If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....	<b>35b</b>	
<b>36</b> <b>Section 501(c)(3) organizations.</b> Did the organization make any transfers to an exempt non-charitable related organization? <i>If "Yes," complete Schedule R, Part V, line 2</i> .....	<b>36</b>	<b>X</b>
<b>37</b> Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? <i>If "Yes," complete Schedule R, Part VI</i> .....	<b>37</b>	<b>X</b>
<b>38</b> Did the organization complete Schedule O and provide explanations in Schedule O for Part VI, lines 11b and 19? .....	<b>38</b>	<b>X</b>

**Note:** All Form 990 filers are required to complete Schedule O

**Part V Statements Regarding Other IRS Filings and Tax Compliance**

Check if Schedule O contains a response or note to any line in this Part V ☐

	Yes	No
<b>1a</b> Enter the number reported in Box 3 of Form 1096. Enter -0- if not applicable .....	<b>1a</b>	45
<b>b</b> Enter the number of Forms W-2G included in line 1a. Enter -0- if not applicable .....	<b>1b</b>	0
<b>c</b> Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners? .....	<b>1c</b>	<b>X</b>

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**Part V** **Statements Regarding Other IRS Filings and Tax Compliance** (continued)

	Yes	No
<b>2a</b> Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return <span style="float:right">2a 140</span>		
<b>b</b> If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	<b>X</b>	
<b>Note:</b> If the sum of lines 1a and 2a is greater than 250, you may be required to e-file (see instructions)		
<b>3a</b> Did the organization have unrelated business gross income of \$1,000 or more during the year?		<b>X</b>
<b>b</b> If "Yes," has it filed a Form 990-T for this year? If "No" to line 3b, provide an explanation on Schedule O		
<b>4a</b> At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?		<b>X</b>
<b>b</b> If "Yes," enter the name of the foreign country <span style="float:right">See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).</span>		
<b>5a</b> Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?		<b>X</b>
<b>b</b> Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?		<b>X</b>
<b>c</b> If "Yes" to line 5a or 5b, did the organization file Form 8886-T?		
<b>6a</b> Does the organization have annual gross receipts that are normally greater than \$100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?		<b>X</b>
<b>b</b> If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?		
<b>7 Organizations that may receive deductible contributions under section 170(c).</b>		
<b>a</b> Did the organization receive a payment in excess of \$75 made partly as a contribution and partly for goods and services provided to the payor?		<b>X</b>
<b>b</b> If "Yes," did the organization notify the donor of the value of the goods or services provided?		
<b>c</b> Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?		<b>X</b>
<b>d</b> If "Yes," indicate the number of Forms 8282 filed during the year <span style="float:right">7d</span>		
<b>e</b> Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?		<b>X</b>
<b>f</b> Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?		<b>X</b>
<b>g</b> If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?		
<b>h</b> If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?		
<b>8 Sponsoring organizations maintaining donor advised funds.</b> Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?		
<b>9 Sponsoring organizations maintaining donor advised funds.</b>		
<b>a</b> Did the sponsoring organization make any taxable distributions under section 4966?		
<b>b</b> Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?		
<b>10 Section 501(c)(7) organizations.</b> Enter:		
<b>a</b> Initiation fees and capital contributions included on Part VIII, line 12 <span style="float:right">10a</span>		
<b>b</b> Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities <span style="float:right">10b</span>		
<b>11 Section 501(c)(12) organizations.</b> Enter:		
<b>a</b> Gross income from members or shareholders <span style="float:right">11a</span>		
<b>b</b> Gross income from other sources (Do not net amounts due or paid to other sources against amounts due or received from them.) <span style="float:right">11b</span>		
<b>12a Section 4947(a)(1) non-exempt charitable trusts.</b> Is the organization filing Form 990 in lieu of Form 1041?		
<b>b</b> If "Yes," enter the amount of tax-exempt interest received or accrued during the year <span style="float:right">12b</span>		
<b>13 Section 501(c)(29) qualified nonprofit health insurance issuers.</b>		
<b>a</b> Is the organization licensed to issue qualified health plans in more than one state?		
<b>Note:</b> See the instructions for additional information the organization must report on Schedule O.		
<b>b</b> Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans <span style="float:right">13b</span>		
<b>c</b> Enter the amount of reserves on hand <span style="float:right">13c</span>		
<b>14a</b> Did the organization receive any payments for indoor tanning services during the tax year?		<b>X</b>
<b>b</b> If "Yes," has it filed a Form 720 to report these payments? If "No," provide an explanation on Schedule O		
<b>15</b> Is the organization subject to the section 4960 tax on payment(s) of more than \$1,000,000 in remuneration or excess parachute payment(s) during the year?		<b>X</b>
If "Yes," see instructions and file Form 4720, Schedule N.		
<b>16</b> Is the organization an educational institution subject to the section 4968 excise tax on net investment income?		<b>X</b>
If "Yes," complete Form 4720, Schedule O.		

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**Part VI Governance, Management, and Disclosure** For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.

Check if Schedule O contains a response or note to any line in this Part VI ☒ **X**

**Section A. Governing Body and Management**

		Yes	No
<b>1a</b> Enter the number of voting members of the governing body at the end of the tax year ..... If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	<b>1a</b>	6	
<b>b</b> Enter the number of voting members included on line 1a, above, who are independent .....	<b>1b</b>	6	
<b>2</b> Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee? .....	<b>2</b>		<b>X</b>
<b>3</b> Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person? .....	<b>3</b>		<b>X</b>
<b>4</b> Did the organization make any significant changes to its governing documents since the prior Form 990 was filed? .....	<b>4</b>		<b>X</b>
<b>5</b> Did the organization become aware during the year of a significant diversion of the organization's assets? .....	<b>5</b>		<b>X</b>
<b>6</b> Did the organization have members or stockholders? .....	<b>6</b>		<b>X</b>
<b>7a</b> Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body? .....	<b>7a</b>		<b>X</b>
<b>b</b> Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body? .....	<b>7b</b>		<b>X</b>
<b>8</b> Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
<b>a</b> The governing body? .....	<b>8a</b>	<b>X</b>	
<b>b</b> Each committee with authority to act on behalf of the governing body? .....	<b>8b</b>	<b>X</b>	
<b>9</b> Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? If "Yes," provide the names and addresses on Schedule O .....	<b>9</b>		<b>X</b>

**Section B. Policies** (This Section B requests information about policies not required by the Internal Revenue Code.)

		Yes	No
<b>10a</b> Did the organization have local chapters, branches, or affiliates? .....	<b>10a</b>		<b>X</b>
<b>b</b> If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes? .....	<b>10b</b>		
<b>11a</b> Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form? .....	<b>11a</b>	<b>X</b>	
<b>b</b> Describe in Schedule O the process, if any, used by the organization to review this Form 990. ....			
<b>12a</b> Did the organization have a written conflict of interest policy? If "No," go to line 13 .....	<b>12a</b>	<b>X</b>	
<b>b</b> Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts? .....	<b>12b</b>	<b>X</b>	
<b>c</b> Did the organization regularly and consistently monitor and enforce compliance with the policy? If "Yes," describe in Schedule O how this was done .....	<b>12c</b>	<b>X</b>	
<b>13</b> Did the organization have a written whistleblower policy? .....	<b>13</b>	<b>X</b>	
<b>14</b> Did the organization have a written document retention and destruction policy? .....	<b>14</b>	<b>X</b>	
<b>15</b> Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
<b>a</b> The organization's CEO, Executive Director, or top management official .....	<b>15a</b>	<b>X</b>	
<b>b</b> Other officers or key employees of the organization .....	<b>15b</b>	<b>X</b>	
If "Yes" to line 15a or 15b, describe the process in Schedule O (see instructions). ....			
<b>16a</b> Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year? .....	<b>16a</b>		<b>X</b>
<b>b</b> If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements? .....	<b>16b</b>		

**Section C. Disclosure**

**17** List the states with which a copy of this Form 990 is required to be filed ► **NONE**

**18** Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (Section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.  
☐ Own website    ☐ Another's website    ☒ Upon request    ☐ Other (explain on Schedule O)

**19** Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

**20** State the name, address, and telephone number of the person who possesses the organization's books and records ►  
**KELLY O'BRIEN - 661-705-4820**  
**28060 HASLEY CANYON DRIVE, CASTAIC, CA 91384**

Check if Schedule O contains a response or note to any line in this Part VII

See instructions for the order in which to list the persons above.

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**Part VII** Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees (continued)

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
<b>1b Subtotal</b>								106,512.	0.	17,332.
<b>c Total from continuation sheets to Part VII, Section A</b>								0.	0.	0.
<b>d Total (add lines 1b and 1c)</b>								106,512.	0.	17,332.

**2** Total number of individuals (including but not limited to those listed above) who received more than \$100,000 of reportable compensation from the organization 0

	Yes	No
<b>3</b> Did the organization list any <b>former</b> officer, director, trustee, key employee, or highest compensated employee on line 1a? <i>If "Yes," complete Schedule J for such individual</i>		<b>X</b>
<b>4</b> For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than \$150,000? <i>If "Yes," complete Schedule J for such individual</i>		<b>X</b>
<b>5</b> Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? <i>If "Yes," complete Schedule J for such person</i>		<b>X</b>

**Section B. Independent Contractors**

**1** Complete this table for your five highest compensated independent contractors that received more than \$100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
NONE		

**2** Total number of independent contractors (including but not limited to those listed above) who received more than \$100,000 of compensation from the organization 0

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**Part VIII Statement of Revenue**

Check if Schedule O contains a response or note to any line in this Part VIII ☒ X

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
<b>Contributions, Gifts, Grants and Other Similar Amounts</b>	<b>1 a</b>	Federated campaigns .....	<b>1a</b>				
	<b>b</b>	Membership dues .....	<b>1b</b>				
	<b>c</b>	Fundraising events .....	<b>1c</b>				
	<b>d</b>	Related organizations .....	<b>1d</b>				
	<b>e</b>	Government grants (contributions) .....	<b>1e</b>	11,057,011.			
	<b>f</b>	All other contributions, gifts, grants, and similar amounts not included above ...	<b>1f</b>	33,196.			
	<b>g</b>	Noncash contributions included in lines 1a-1f	<b>1g</b>	\$			
	<b>h</b>	<b>Total.</b> Add lines 1a-1f .....		11,090,207.			
<b>Program Service Revenue</b>				<b>Business Code</b>			
	<b>2 a</b>						
	<b>b</b>						
	<b>c</b>						
	<b>d</b>						
	<b>e</b>						
	<b>f</b>	All other program service revenue .....					
	<b>g</b>	<b>Total.</b> Add lines 2a-2f .....					
<b>Other Revenue</b>	<b>3</b>	Investment income (including dividends, interest, and other similar amounts) .....					
	<b>4</b>	Income from investment of tax-exempt bond proceeds .....					
	<b>5</b>	Royalties .....					
	<b>6 a</b>		(i) Real	(ii) Personal			
	<b>6 a</b>	Gross rents .....	<b>6a</b>				
	<b>b</b>	Less: rental expenses ...	<b>6b</b>				
	<b>c</b>	Rental income or (loss)	<b>6c</b>				
	<b>d</b>	Net rental income or (loss) .....					
	<b>7 a</b>		(i) Securities	(ii) Other			
	<b>7 a</b>	Gross amount from sales of assets other than inventory .....	<b>7a</b>				
	<b>b</b>	Less: cost or other basis and sales expenses .....	<b>7b</b>				
<b>c</b>	Gain or (loss) .....	<b>7c</b>					
<b>d</b>	Net gain or (loss) .....						
<b>8 a</b>							
<b>8 a</b>	Gross income from fundraising events (not including \$ _____ of contributions reported on line 1c). See Part IV, line 18 .....	<b>8a</b>					
<b>b</b>	Less: direct expenses .....	<b>8b</b>					
<b>c</b>	Net income or (loss) from fundraising events .....						
<b>9 a</b>							
<b>9 a</b>	Gross income from gaming activities. See Part IV, line 19 .....	<b>9a</b>					
<b>b</b>	Less: direct expenses .....	<b>9b</b>					
<b>c</b>	Net income or (loss) from gaming activities .....						
<b>10 a</b>							
<b>10 a</b>	Gross sales of inventory, less returns and allowances .....	<b>10a</b>					
<b>b</b>	Less: cost of goods sold .....	<b>10b</b>					
<b>c</b>	Net income or (loss) from sales of inventory .....						
<b>Miscellaneous Revenue</b>				<b>Business Code</b>			
	<b>11 a</b>	INTERCOMPANY RENTAL REIMBURSEMENT		531120	377,578.	377,578.	
	<b>b</b>	FACILITIES USE		611710	24,393.	24,393.	
	<b>c</b>	STUDENT ACTIVITIES		611710	12,475.	12,475.	
	<b>d</b>	All other revenue .....		722514	1,709.	1,709.	
	<b>e</b>	<b>Total.</b> Add lines 11a-11d .....			416,155.		
<b>12</b>	<b>Total revenue.</b> See instructions .....				11,506,362.	416,155.	0.

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**Part IX Statement of Functional Expenses**

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☒ **X**

Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
<b>1</b> Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21 ...				
<b>2</b> Grants and other assistance to domestic individuals. See Part IV, line 22 .....				
<b>3</b> Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16 .....				
<b>4</b> Benefits paid to or for members .....				
<b>5</b> Compensation of current officers, directors, trustees, and key employees .....	160,946.	160,946.		
<b>6</b> Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B) .....				
<b>7</b> Other salaries and wages .....	3,666,608.	3,456,834.	209,774.	
<b>8</b> Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions) .....	439,476.	437,784.	1,692.	
<b>9</b> Other employee benefits .....	387,973.	380,565.	7,408.	
<b>10</b> Payroll taxes .....	111,083.	107,169.	3,914.	
<b>11</b> Fees for services (nonemployees):				
<b>a</b> Management .....				
<b>b</b> Legal .....	91,169.		91,169.	
<b>c</b> Accounting .....	35,825.		35,825.	
<b>d</b> Lobbying .....				
<b>e</b> Professional fundraising services. See Part IV, line 17				
<b>f</b> Investment management fees .....				
<b>g</b> Other. (If line 11g amount exceeds 10% of line 25, column (A) amount, list line 11g expenses on Sch. O.)	2,674,474.	863,614.	1,810,860.	
<b>12</b> Advertising and promotion .....	32,374.		32,374.	
<b>13</b> Office expenses .....	5,083.	5,083.		
<b>14</b> Information technology .....	233,007.	233,007.		
<b>15</b> Royalties .....				
<b>16</b> Occupancy .....	1,951,794.	1,951,794.		
<b>17</b> Travel .....	61.	61.		
<b>18</b> Payments of travel or entertainment expenses for any federal, state, or local public officials ...				
<b>19</b> Conferences, conventions, and meetings .....	22,115.	22,115.		
<b>20</b> Interest .....	6,703.		6,703.	
<b>21</b> Payments to affiliates .....				
<b>22</b> Depreciation, depletion, and amortization .....	114,955.	114,955.		
<b>23</b> Insurance .....	78,670.		78,670.	
<b>24</b> Other expenses. Itemize expenses not covered above (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A) amount, list line 24e expenses on Schedule O.)				
<b>a</b> <u>INSTRUCTIONAL MATERIALS</u> .....	520,899.	520,899.		
<b>b</b> <u>VENDED FOOD SERVICE</u> .....	241,944.	241,944.		
<b>c</b> <u>PROFESSIONAL DUES AND S</u> .....	48,645.	48,645.		
<b>d</b> <u>FACILITY SUPPLIES</u> .....	44,735.	44,735.		
<b>e</b> All other expenses .....	94,992.	84,743.	10,249.	
<b>25</b> <b>Total functional expenses.</b> Add lines 1 through 24e	10,963,531.	8,674,893.	2,288,638.	0.
<b>26</b> <b>Joint costs.</b> Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation.				

Check here ☐ if following SOP 98-2 (ASC 958-720)



**SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

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**Part X Balance Sheet**

Check if Schedule O contains a response or note to any line in this Part X ☒ **X**

		(A) Beginning of year		(B) End of year	
<b>Assets</b>	<b>1</b> Cash - non-interest-bearing .....	583,825.	<b>1</b>	749,227.	
	<b>2</b> Savings and temporary cash investments .....		<b>2</b>		
	<b>3</b> Pledges and grants receivable, net .....	1,608,046.	<b>3</b>	3,493,506.	
	<b>4</b> Accounts receivable, net .....		<b>4</b>		
	<b>5</b> Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>5</b>		
	<b>6</b> Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B) .....		<b>6</b>		
	<b>7</b> Notes and loans receivable, net .....		<b>7</b>		
	<b>8</b> Inventories for sale or use .....		<b>8</b>		
	<b>9</b> Prepaid expenses and deferred charges .....	29,622.	<b>9</b>	60,480.	
	<b>10a</b> Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D .....	1,705,981.			
	<b>b</b> Less: accumulated depreciation .....	1,036,068.	<b>10c</b>	669,913.	
	<b>11</b> Investments - publicly traded securities .....		<b>11</b>		
	<b>12</b> Investments - other securities. See Part IV, line 11 .....		<b>12</b>		
	<b>13</b> Investments - program-related. See Part IV, line 11 .....		<b>13</b>		
	<b>14</b> Intangible assets .....		<b>14</b>		
	<b>15</b> Other assets. See Part IV, line 11 .....		<b>15</b>		
<b>16 Total assets.</b> Add lines 1 through 15 (must equal line 33) .....	3,006,361.	<b>16</b>	4,973,126.		
<b>Liabilities</b>	<b>17</b> Accounts payable and accrued expenses .....	805,599.	<b>17</b>	2,447,920.	
	<b>18</b> Grants payable .....		<b>18</b>		
	<b>19</b> Deferred revenue .....		<b>19</b>	461,915.	
	<b>20</b> Tax-exempt bond liabilities .....		<b>20</b>		
	<b>21</b> Escrow or custodial account liability. Complete Part IV of Schedule D .....		<b>21</b>		
	<b>22</b> Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons .....		<b>22</b>		
	<b>23</b> Secured mortgages and notes payable to unrelated third parties .....		<b>23</b>		
	<b>24</b> Unsecured notes and loans payable to unrelated third parties .....	1,738,311.	<b>24</b>	1,058,009.	
	<b>25</b> Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D .....		<b>25</b>		
	<b>26 Total liabilities.</b> Add lines 17 through 25 .....	2,543,910.	<b>26</b>	3,967,844.	
<b>Net Assets or Fund Balances</b>	<b>Organizations that follow FASB ASC 958, check here</b> <input checked="" type="checkbox"/> <b>X</b> <b>and complete lines 27, 28, 32, and 33.</b>				
	<b>27</b> Net assets without donor restrictions .....	462,451.	<b>27</b>	1,005,282.	
	<b>28</b> Net assets with donor restrictions .....		<b>28</b>		
	<b>Organizations that do not follow FASB ASC 958, check here</b> <input type="checkbox"/> <b>and complete lines 29 through 33.</b>				
	<b>29</b> Capital stock or trust principal, or current funds .....		<b>29</b>		
	<b>30</b> Paid-in or capital surplus, or land, building, or equipment fund .....		<b>30</b>		
	<b>31</b> Retained earnings, endowment, accumulated income, or other funds .....		<b>31</b>		
	<b>32</b> Total net assets or fund balances .....	462,451.	<b>32</b>	1,005,282.	
	<b>33</b> Total liabilities and net assets/fund balances .....	3,006,361.	<b>33</b>	4,973,126.	

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**Part XI Reconciliation of Net Assets**Check if Schedule O contains a response or note to any line in this Part XI ☒

<b>1</b>	Total revenue (must equal Part VIII, column (A), line 12)	<b>1</b>	11,506,362.
<b>2</b>	Total expenses (must equal Part IX, column (A), line 25)	<b>2</b>	10,963,531.
<b>3</b>	Revenue less expenses. Subtract line 2 from line 1	<b>3</b>	542,831.
<b>4</b>	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	<b>4</b>	462,451.
<b>5</b>	Net unrealized gains (losses) on investments	<b>5</b>	
<b>6</b>	Donated services and use of facilities	<b>6</b>	
<b>7</b>	Investment expenses	<b>7</b>	
<b>8</b>	Prior period adjustments	<b>8</b>	
<b>9</b>	Other changes in net assets or fund balances (explain on Schedule O)	<b>9</b>	0.
<b>10</b>	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	<b>10</b>	1,005,282.

**Part XII Financial Statements and Reporting**Check if Schedule O contains a response or note to any line in this Part XII ☒

	Yes	No
<b>1</b> Accounting method used to prepare the Form 990: <input type="checkbox"/> Cash <input checked="" type="checkbox"/> Accrual <input type="checkbox"/> Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain in Schedule O.		
<b>2a</b> Were the organization's financial statements compiled or reviewed by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input type="checkbox"/> Both consolidated and separate basis	<b>2a</b>	<input checked="" type="checkbox"/>
<b>b</b> Were the organization's financial statements audited by an independent accountant? _____ If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: <input type="checkbox"/> Separate basis <input type="checkbox"/> Consolidated basis <input checked="" type="checkbox"/> Both consolidated and separate basis	<b>2b</b>	<input checked="" type="checkbox"/>
<b>c</b> If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? _____ If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	<b>2c</b>	<input checked="" type="checkbox"/>
<b>3a</b> As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Single Audit Act and OMB Circular A-133? _____	<b>3a</b>	<input checked="" type="checkbox"/>
<b>b</b> If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits _____	<b>3b</b>	

Form 990 (2020)



**Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)**

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>3</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>4 Total.</b> Add lines 1 through 3 .....						
<b>5</b> The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f) .....						
<b>6 Public support.</b> Subtract line 5 from line 4.						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>7</b> Amounts from line 4 .....						
<b>8</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>9</b> Net income from unrelated business activities, whether or not the business is regularly carried on .....						
<b>10</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>11 Total support.</b> Add lines 7 through 10						
<b>12</b> Gross receipts from related activities, etc. (see instructions) .....					12	
<b>13 First 5 years.</b> If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and <b>stop here</b> .....						<input type="checkbox"/>

**Section C. Computation of Public Support Percentage**

<b>14</b> Public support percentage for 2020 (line 6, column (f), divided by line 11, column (f)) .....	14	%
<b>15</b> Public support percentage from 2019 Schedule A, Part II, line 14 .....	15	%
<b>16a 33 1/3% support test - 2020.</b> If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>b 33 1/3% support test - 2019.</b> If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and <b>stop here.</b> The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>17a 10% -facts-and-circumstances test - 2020.</b> If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>b 10% -facts-and-circumstances test - 2019.</b> If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and <b>stop here.</b> Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization .....		
<input type="checkbox"/>		
<b>18 Private foundation.</b> If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions .....		
<input type="checkbox"/>		

Schedule A (Form 990 or 990-EZ) 2020

**Part III Support Schedule for Organizations Described in Section 509(a)(2)**

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

**Section A. Public Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>1</b> Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.") .....						
<b>2</b> Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose .....						
<b>3</b> Gross receipts from activities that are not an unrelated trade or business under section 513 .....						
<b>4</b> Tax revenues levied for the organization's benefit and either paid to or expended on its behalf .....						
<b>5</b> The value of services or facilities furnished by a governmental unit to the organization without charge .....						
<b>6 Total.</b> Add lines 1 through 5 .....						
<b>7a</b> Amounts included on lines 1, 2, and 3 received from disqualified persons .....						
<b>b</b> Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of \$5,000 or 1% of the amount on line 13 for the year .....						
<b>c</b> Add lines 7a and 7b .....						
<b>8 Public support.</b> (Subtract line 7c from line 6.)						

**Section B. Total Support**

Calendar year (or fiscal year beginning in) ►	(a) 2016	(b) 2017	(c) 2018	(d) 2019	(e) 2020	(f) Total
<b>9</b> Amounts from line 6 .....						
<b>10a</b> Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources .....						
<b>b</b> Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975 .....						
<b>c</b> Add lines 10a and 10b .....						
<b>11</b> Net income from unrelated business activities not included in line 10b, whether or not the business is regularly carried on .....						
<b>12</b> Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.) .....						
<b>13 Total support.</b> (Add lines 9, 10c, 11, and 12.)						

**14 First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ..... ☐

**Section C. Computation of Public Support Percentage**

<b>15</b> Public support percentage for 2020 (line 8, column (f), divided by line 13, column (f)) .....	<b>15</b>	%
<b>16</b> Public support percentage from 2019 Schedule A, Part III, line 15 .....	<b>16</b>	%

**Section D. Computation of Investment Income Percentage**

<b>17</b> Investment income percentage for 2020 (line 10c, column (f), divided by line 13, column (f)) .....	<b>17</b>	%
<b>18</b> Investment income percentage from 2019 Schedule A, Part III, line 17 .....	<b>18</b>	%

**19a 33 1/3% support tests - 2020.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ..... ☐

**b 33 1/3% support tests - 2019.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here**. The organization qualifies as a publicly supported organization ..... ☐

**20 Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ..... ☐

**Part IV Supporting Organizations**

(Complete only if you checked a box in line 12 on Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

**Section A. All Supporting Organizations**

	Yes	No
<b>1</b> Are all of the organization's supported organizations listed by name in the organization's governing documents? <i>If "No," describe in Part VI how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.</i>		
<b>2</b> Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? <i>If "Yes," explain in Part VI how the organization determined that the supported organization was described in section 509(a)(1) or (2).</i>		
<b>3a</b> Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? <i>If "Yes," answer lines 3b and 3c below.</i>		
<b>b</b> Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? <i>If "Yes," describe in Part VI when and how the organization made the determination.</i>		
<b>c</b> Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? <i>If "Yes," explain in Part VI what controls the organization put in place to ensure such use.</i>		
<b>4a</b> Was any supported organization not organized in the United States ("foreign supported organization")? <i>If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.</i>		
<b>b</b> Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? <i>If "Yes," describe in Part VI how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.</i>		
<b>c</b> Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? <i>If "Yes," explain in Part VI what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.</i>		
<b>5a</b> Did the organization add, substitute, or remove any supported organizations during the tax year? <i>If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in Part VI, including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).</i>		
<b>b</b> <b>Type I or Type II only.</b> Was any added or substituted supported organization part of a class already designated in the organization's organizing document?		
<b>c</b> <b>Substitutions only.</b> Was the substitution the result of an event beyond the organization's control?		
<b>6</b> Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? <i>If "Yes," provide detail in Part VI.</i>		
<b>7</b> Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>8</b> Did the organization make a loan to a disqualified person (as defined in section 4958) not described in line 7? <i>If "Yes," complete Part I of Schedule L (Form 990 or 990-EZ).</i>		
<b>9a</b> Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? <i>If "Yes," provide detail in Part VI.</i>		
<b>b</b> Did one or more disqualified persons (as defined in line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>c</b> Did a disqualified person (as defined in line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? <i>If "Yes," provide detail in Part VI.</i>		
<b>10a</b> Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? <i>If "Yes," answer line 10b below.</i>		
<b>b</b> Did the organization have any excess business holdings in the tax year? <i>(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)</i>		

**Part IV Supporting Organizations** (continued)

	Yes	No
<b>11</b> Has the organization accepted a gift or contribution from any of the following persons?		
<b>a</b> A person who directly or indirectly controls, either alone or together with persons described in lines 11b and 11c below, the governing body of a supported organization?		
<b>11a</b>		
<b>b</b> A family member of a person described in line 11a above?		
<b>11b</b>		
<b>c</b> A 35% controlled entity of a person described in line 11a or 11b above? If "Yes" to line 11a, 11b, or 11c, provide detail in <b>Part VI</b> .		
<b>11c</b>		

**Section B. Type I Supporting Organizations**

	Yes	No
<b>1</b> Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? If "No," describe in <b>Part VI</b> how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.		
<b>1</b>		
<b>2</b> Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? If "Yes," explain in <b>Part VI</b> how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.		
<b>2</b>		

**Section C. Type II Supporting Organizations**

	Yes	No
<b>1</b> Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? If "No," describe in <b>Part VI</b> how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).		
<b>1</b>		

**Section D. All Type III Supporting Organizations**

	Yes	No
<b>1</b> Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?		
<b>1</b>		
<b>2</b> Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? If "No," explain in <b>Part VI</b> how the organization maintained a close and continuous working relationship with the supported organization(s).		
<b>2</b>		
<b>3</b> By reason of the relationship described in line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? If "Yes," describe in <b>Part VI</b> the role the organization's supported organizations played in this regard.		
<b>3</b>		

**Section E. Type III Functionally Integrated Supporting Organizations**

<b>1</b> Check the box next to the method that the organization used to satisfy the Integral Part Test during the year (see instructions).			
<b>a</b> <input type="checkbox"/> The organization satisfied the Activities Test. Complete line 2 below.			
<b>b</b> <input type="checkbox"/> The organization is the parent of each of its supported organizations. Complete line 3 below.			
<b>c</b> <input type="checkbox"/> The organization supported a governmental entity. Describe in <b>Part VI</b> how you supported a governmental entity (see instructions).			
<b>2</b> Activities Test. Answer lines 2a and 2b below.			
<b>a</b> Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? If "Yes," then in <b>Part VI</b> identify those supported organizations and explain how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.			
<b>2a</b>			
<b>b</b> Did the activities described in line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? If "Yes," explain in <b>Part VI</b> the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.			
<b>2b</b>			
<b>3</b> Parent of Supported Organizations. Answer lines 3a and 3b below.			
<b>a</b> Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? If "Yes" or "No" provide details in <b>Part VI</b> .			
<b>3a</b>			
<b>b</b> Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? If "Yes," describe in <b>Part VI</b> the role played by the organization in this regard.			
<b>3b</b>			

**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations**

- 1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 ( *explain in Part VI*). See instructions.  
All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1	Net short-term capital gain	1	
2	Recoveries of prior-year distributions	2	
3	Other gross income (see instructions)	3	
4	Add lines 1 through 3.	4	
5	Depreciation and depletion	5	
6	Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6	
7	Other expenses (see instructions)	7	
8	<b>Adjusted Net Income</b> (subtract lines 5, 6, and 7 from line 4)	8	

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1	Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):		
a	Average monthly value of securities	1a	
b	Average monthly cash balances	1b	
c	Fair market value of other non-exempt-use assets	1c	
d	<b>Total</b> (add lines 1a, 1b, and 1c)	1d	
e	<b>Discount</b> claimed for blockage or other factors ( <i>explain in detail in Part VI</i> ):		
2	Acquisition indebtedness applicable to non-exempt-use assets	2	
3	Subtract line 2 from line 1d.	3	
4	Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4	
5	Net value of non-exempt-use assets (subtract line 4 from line 3)	5	
6	Multiply line 5 by 0.035.	6	
7	Recoveries of prior-year distributions	7	
8	<b>Minimum Asset Amount</b> (add line 7 to line 6)	8	

Section C - Distributable Amount			Current Year
1	Adjusted net income for prior year (from Section A, line 8, column A)	1	
2	Enter 0.85 of line 1.	2	
3	Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4	Enter greater of line 2 or line 3.	4	
5	Income tax imposed in prior year	5	
6	<b>Distributable Amount.</b> Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	
7	<input type="checkbox"/> Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).		

Schedule A (Form 990 or 990-EZ) 2020



**Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations** (continued)**Section D - Distributions**

		Current Year
<b>1</b>	Amounts paid to supported organizations to accomplish exempt purposes	<b>1</b>
<b>2</b>	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	<b>2</b>
<b>3</b>	Administrative expenses paid to accomplish exempt purposes of supported organizations	<b>3</b>
<b>4</b>	Amounts paid to acquire exempt-use assets	<b>4</b>
<b>5</b>	Qualified set-aside amounts (prior IRS approval required - <i>provide details in Part VI</i> )	<b>5</b>
<b>6</b>	Other distributions ( <i>describe in Part VI</i> ). See instructions.	<b>6</b>
<b>7</b>	<b>Total annual distributions.</b> Add lines 1 through 6.	<b>7</b>
<b>8</b>	Distributions to attentive supported organizations to which the organization is responsive ( <i>provide details in Part VI</i> ). See instructions.	<b>8</b>
<b>9</b>	Distributable amount for 2020 from Section C, line 6	<b>9</b>
<b>10</b>	Line 8 amount divided by line 9 amount	<b>10</b>

Section E - Distribution Allocations (see instructions)	(i) Excess Distributions	(ii) Underdistributions Pre-2020	(iii) Distributable Amount for 2020
<b>1</b> Distributable amount for 2020 from Section C, line 6			
<b>2</b> Underdistributions, if any, for years prior to 2020 (reasonable cause required - <i>explain in Part VI</i> ). See instructions.			
<b>3</b> Excess distributions carryover, if any, to 2020			
<b>a</b> From 2015			
<b>b</b> From 2016			
<b>c</b> From 2017			
<b>d</b> From 2018			
<b>e</b> From 2019			
<b>f</b> <b>Total</b> of lines 3a through 3e			
<b>g</b> Applied to underdistributions of prior years			
<b>h</b> Applied to 2020 distributable amount			
<b>i</b> Carryover from 2015 not applied (see instructions)			
<b>j</b> Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
<b>4</b> Distributions for 2020 from Section D, line 7: \$			
<b>a</b> Applied to underdistributions of prior years			
<b>b</b> Applied to 2020 distributable amount			
<b>c</b> Remainder. Subtract lines 4a and 4b from line 4.			
<b>5</b> Remaining underdistributions for years prior to 2020, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
<b>6</b> Remaining underdistributions for 2020. Subtract lines 3h and 4b from line 1. For result greater than zero, <i>explain in Part VI</i> . See instructions.			
<b>7</b> <b>Excess distributions carryover to 2021.</b> Add lines 3j and 4c.			
<b>8</b> Breakdown of line 7:			
<b>a</b> Excess from 2016			
<b>b</b> Excess from 2017			
<b>c</b> Excess from 2018			
<b>d</b> Excess from 2019			
<b>e</b> Excess from 2020			

Schedule A (Form 990 or 990-EZ) 2020

**Part VI**

**Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information.  
(See instructions.)

DRAFT

**SCHEDULE D**  
**(Form 990)**Department of the Treasury  
Internal Revenue Service**Supplemental Financial Statements**▶ **Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.**  
▶ **Attach to Form 990.**▶ **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.**

OMB No. 1545-0047

**2020****Open to Public Inspection****Name of the organization** SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**Employer identification number**  
26-0534711**Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts.** Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

	(a) Donor advised funds	(b) Funds and other accounts
1 Total number at end of year .....		
2 Aggregate value of contributions to (during year) .....		
3 Aggregate value of grants from (during year) .....		
4 Aggregate value at end of year .....		
5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? .....	<input type="checkbox"/> Yes	<input type="checkbox"/> No

**Part II Conservation Easements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).  
☐ Preservation of land for public use (for example, recreation or education) ☐ Preservation of a historically important land area  
☐ Protection of natural habitat ☐ Preservation of a certified historic structure  
☐ Preservation of open space

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

	Held at the End of the Tax Year
a Total number of conservation easements .....	2a
b Total acreage restricted by conservation easements .....	2b
c Number of conservation easements on a certified historic structure included in (a) .....	2c
d Number of conservation easements included in (c) acquired after 7/25/06, and not on a historic structure listed in the National Register .....	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year ▶ .....

4 Number of states where property subject to conservation easement is located ▶ .....

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? .....

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ .....

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year ▶ \$ .....

8 Does each conservation easement reported on line 2(d) above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? .....

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items:

(i) Revenue included on Form 990, Part VIII, line 1 .....

(ii) Assets included in Form 990, Part X .....

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 .....

b Assets included in Form 990, Part X .....

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule D (Form 990) 2020

**Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets** (continued)

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply):

- a ☐ Public exhibition d ☐ Loan or exchange program  
 b ☐ Scholarly research e ☐ Other \_\_\_\_\_  
 c ☐ Preservation for future generations

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

**Part IV Escrow and Custodial Arrangements.** Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

	Amount
c Beginning balance	1c
d Additions during the year	1d
e Distributions during the year	1e
f Ending balance	1f

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided on Part XIII ☐

**Part V Endowment Funds.** Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

- a Board designated or quasi-endowment ☐ %  
 b Permanent endowment ☐ %  
 c Term endowment ☐ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

- (i) Unrelated organizations  
 (ii) Related organizations

	Yes	No
3a(i)		
3a(ii)		
3b		

b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R? ☐

4 Describe in Part XIII the intended uses of the organization's endowment funds.

**Part VI Land, Buildings, and Equipment.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land				
b Buildings		983,330.	392,144.	591,186.
c Leasehold improvements		61,590.	11,805.	49,785.
d Equipment		661,061.	632,119.	28,942.
e Other				
<b>Total.</b> Add lines 1a through 1e. (Column (d) must equal Form 990, Part X, column (B), line 10c.)				669,913.

Schedule D (Form 990) 2020

**Part VII Investments - Other Securities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives .....		
(2) Closely held equity interests .....		
(3) Other .....		
(A) .....		
(B) .....		
(C) .....		
(D) .....		
(E) .....		
(F) .....		
(G) .....		
(H) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 12.) ▶		

**Part VIII Investments - Program Related.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) .....		
(2) .....		
(3) .....		
(4) .....		
(5) .....		
(6) .....		
(7) .....		
(8) .....		
(9) .....		
<b>Total.</b> (Col. (b) must equal Form 990, Part X, col. (B) line 13.) ▶		

**Part IX Other Assets.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1) .....	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 15.) ▶	

**Part X Other Liabilities.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes .....	
(2) .....	
(3) .....	
(4) .....	
(5) .....	
(6) .....	
(7) .....	
(8) .....	
(9) .....	
<b>Total.</b> (Column (b) must equal Form 990, Part X, col. (B) line 25.) ▶	

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... ☒

**Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total revenue, gains, and other support per audited financial statements .....	<b>1</b>	11,506,362.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part VIII, line 12:		
<b>a</b>	Net unrealized gains (losses) on investments .....	<b>2a</b>	
<b>b</b>	Donated services and use of facilities .....	<b>2b</b>	
<b>c</b>	Recoveries of prior year grants .....	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.) .....	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	11,506,362.
<b>4</b>	Amounts included on Form 990, Part VIII, line 12, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b .....	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> .....	<b>4c</b>	0.
<b>5</b>	Total revenue. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 12.) .....	<b>5</b>	11,506,362.

**Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return.**

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

<b>1</b>	Total expenses and losses per audited financial statements .....	<b>1</b>	10,963,531.
<b>2</b>	Amounts included on line 1 but not on Form 990, Part IX, line 25:		
<b>a</b>	Donated services and use of facilities .....	<b>2a</b>	
<b>b</b>	Prior year adjustments .....	<b>2b</b>	
<b>c</b>	Other losses .....	<b>2c</b>	
<b>d</b>	Other (Describe in Part XIII.) .....	<b>2d</b>	
<b>e</b>	Add lines <b>2a</b> through <b>2d</b> .....	<b>2e</b>	0.
<b>3</b>	Subtract line <b>2e</b> from line <b>1</b> .....	<b>3</b>	10,963,531.
<b>4</b>	Amounts included on Form 990, Part IX, line 25, but not on line 1:		
<b>a</b>	Investment expenses not included on Form 990, Part VIII, line 7b .....	<b>4a</b>	
<b>b</b>	Other (Describe in Part XIII.) .....	<b>4b</b>	
<b>c</b>	Add lines <b>4a</b> and <b>4b</b> .....	<b>4c</b>	0.
<b>5</b>	Total expenses. Add lines <b>3</b> and <b>4c</b> . (This must equal Form 990, Part I, line 18.) .....	<b>5</b>	10,963,531.

**Part XIII Supplemental Information.**

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

**PART X, LINE 2:**

THE SCHOOL CORPORATION IS A NONPROFIT ENTITY EXEMPT FROM THE PAYMENT OF INCOME TAXES UNDER INTERNAL REVENUE CODE SECTION 501(C)(3) AND CALIFORNIA REVENUE AND TAXATION CODE SECTION 23701D. ACCORDINGLY, NO PROVISION HAS BEEN MADE FOR INCOME TAXES. MANAGEMENT HAS DETERMINED THAT ALL INCOME TAX POSITIONS ARE MORE LIKELY THAN NOT OF BEING SUSTAINED UPON POTENTIAL AUDIT OR EXAMINATION; THEREFORE, NO DISCLOSURES OF UNCERTAIN INCOME TAX POSITIONS ARE REQUIRED. THE SCHOOL IS SUBJECT TO INCOME TAX ON NET INCOME THAT IS DERIVED FROM BUSINESS ACTIVITIES THAT ARE UNRELATED TO THE EXEMPT PURPOSES. THE SCHOOL FILES AN EXEMPT SCHOOL RETURN AND APPLICABLE UNRELATED BUSINESS INCOME TAX RETURN IN THE U.S. FEDERAL JURISDICTION AND WITH THE CALIFORNIA FRANCHISE TAX BOARD.

**Part XIII** Supplemental Information *(continued)*

Blank lined area for supplemental information.

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**SCHEDULE E**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Schools**

► **Complete if the organization answered "Yes" on Form 990,  
Part IV, line 13, or Form 990-EZ, Part VI, line 48.**

► **Attach to Form 990 or Form 990-EZ.**

► **Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.**

OMB No. 1545-0047

**2020**

**Open to Public  
Inspection**

Name of the organization **SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Employer identification number  
**26-0534711**

**Part I**

- 1** Does the organization have a racially nondiscriminatory policy toward students by statement in its charter, bylaws, other governing instrument, or in a resolution of its governing body? .....
- 2** Does the organization include a statement of its racially nondiscriminatory policy toward students in all its brochures, catalogues, and other written communications with the public dealing with student admissions, programs, and scholarships? .....
- 3** Has the organization publicized its racially nondiscriminatory policy on its primary publicly accessible Internet homepage at all times during its taxable year in a manner reasonably expected to be noticed by visitors to the homepage, or through newspaper or broadcast media during the period of solicitation for students, or during the registration period if it has no solicitation program, in a way that makes the policy known to all parts of the general community it serves? If "Yes," please describe. If "No," please explain. If you need more space, use Part II .....
- ALL PUBLICITY DRIVES ARE DONE THROUGH THE WEBSITE, WHICH STATES THE POLICY.**

- 4** Does the organization maintain the following?
- a** Records indicating the racial composition of the student body, faculty, and administrative staff? .....
- b** Records documenting that scholarships and other financial assistance are awarded on a racially nondiscriminatory basis? .....
- c** Copies of all catalogues, brochures, announcements, and other written communications to the public dealing with student admissions, programs, and scholarships? .....
- d** Copies of all material used by the organization or on its behalf to solicit contributions? .....
- If you answered "No" to any of the above, please explain. If you need more space, use Part II.
- THE ORGANIZATION DOES NOT AWARD SCHOLARSHIPS NOR OTHER FINANCIAL ASSISTANCE AS IT IS A TUITION-FREE SCHOOL.**

- 5** Does the organization discriminate by race in any way with respect to:
- a** Students' rights or privileges? .....
- b** Admissions policies? .....
- c** Employment of faculty or administrative staff? .....
- d** Scholarships or other financial assistance? .....
- e** Educational policies? .....
- f** Use of facilities? .....
- g** Athletic programs? .....
- h** Other extracurricular activities? .....
- If you answered "Yes" to any of the above, please explain. If you need more space, use Part II.

- 6a** Does the organization receive any financial aid or assistance from a governmental agency? .....
- b** Has the organization's right to such aid ever been revoked or suspended? .....
- If you answered "Yes" on either line 6a or line 6b, explain on Part II.
- 7** Does the organization certify that it has complied with the applicable requirements of sections 4.01 through 4.05 of Rev. Proc. 75-50, 1975-2 C.B. 587, covering racial nondiscrimination? If "No," explain on Part II .....

	YES	NO
<b>1</b>	<b>X</b>	
<b>2</b>	<b>X</b>	
<b>3</b>	<b>X</b>	
<b>4a</b>	<b>X</b>	
<b>4b</b>		<b>X</b>
<b>4c</b>	<b>X</b>	
<b>4d</b>	<b>X</b>	
<b>5a</b>		<b>X</b>
<b>5b</b>		<b>X</b>
<b>5c</b>		<b>X</b>
<b>5d</b>		<b>X</b>
<b>5e</b>		<b>X</b>
<b>5f</b>		<b>X</b>
<b>5g</b>		<b>X</b>
<b>5h</b>		<b>X</b>
<b>6a</b>	<b>X</b>	
<b>6b</b>		<b>X</b>
<b>7</b>	<b>X</b>	

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or Form 990-EZ.

Schedule E (Form 990 or 990-EZ) 2020



**Part II** **Supplemental Information.** Provide the explanations required by Part I, lines 3, 4d, 5h, 6b, and 7, as applicable. Also provide any other additional information.

**LINE 6 - EXPLANATION OF GOVERNMENT FINANCIAL AID:**

SANTA CLARITA VALLEY INTERNATIONAL SCHOOL IS A TUITION-FREE CALIFORNIA PUBLIC SCHOOL AND IS FUNDED BY VARIOUS FEDERAL, STATE, AND LOCAL GOVERNMENT GRANTS AND APPORTIONMENTS. DURING THE YEAR ENDED JUNE 30, 2021, THE SCHOOL RECEIVED PPP LOAN FORGIVENESS FROM THE US SMALL BUSINESS ADMINISTRATION.

**SCHEDULE O**  
**(Form 990 or 990-EZ)**

Department of the Treasury  
Internal Revenue Service

**Supplemental Information to Form 990 or 990-EZ**

Complete to provide information for responses to specific questions on  
Form 990 or 990-EZ or to provide any additional information.

▶ Attach to Form 990 or 990-EZ.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for the latest information.

OMB No. 1545-0047

**2020**

Open to Public  
Inspection

Name of the organization

SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL

Employer identification number  
26-0534711

**FORM 990, PART I, SUMMARY**

THE ORIGINAL RETURN WAS SUBMITTED TO THE INTERNAL REVENUE SERVICE PRIOR  
TO COMPLETION OF THE ORGANIZATIONS FINANCIAL STATEMENT AUDIT. THE AUDIT  
RESULTED IN VARIOUS FINANCIAL CHANGES FOR PERIOD END OF JUNE 30, 2021  
CAUSING CHANGES IN REVENUE AND EXPENSES REPORTED ON FORM 990.

**FORM 990, PART III, STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS**

STATEMENT OF PROGRAM SERVICE ACCOMPLISHMENTS, LINE 4A EXPENSES AND  
REVENUE ARE BEING AMENDED TO ACCOUNT FOR THE FINANCIAL CHANGES MADE TO  
PARTS VIII, IX, AND X. THE FINANCIAL CHANGES WERE DONE TO ENSURE THAT  
THE AMOUNTS ON THE RETURN TIE TO THE AMOUNTS REPORTED ON THE  
ORGANIZATIONS AUDITED FINANCIAL STATEMENT FOR THE PERIOD END OF JUNE  
30, 2021.

**FORM 990, PART IV, CHECKLIST OF REQUIRED SCHEDULES**

THE CHECKLIST OF REQUIRED SCHEDULES, LINE 11F AND 34 ARE BEING AMENDED  
TO ACKNOWLEDGE THE ACTIVITIES THAT TOOK PLACE ONCE THE DETAILED AUDIT  
FOR THE PERIOD END OF JUNE 30, 2021 WAS COMPLETE.

**FORM 990, PART VI, SECTION B, LINE 11B:**

THE FORM 990 IS PREPARED BY THE ORGANIZATION'S OUTSIDE PUBLIC ACCOUNTING  
FIRM BASED ON INFORMATION PROVIDED BY MANAGEMENT. ONCE A DRAFT OF THE  
RETURN IS AVAILABLE, IT IS REVIEWED BY MANAGEMENT WITH ANY CHANGES OR

LHA For Paperwork Reduction Act Notice, see the Instructions for Form 990 or 990-EZ.

Schedule O (Form 990 or 990-EZ) 2020

Name of the organization **SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Employer identification number  
**26-0534711**

REVISIONS INCORPORATED INTO THE FILING. THE REVISED RETURN IS THEN  
SUBMITTED TO THE BOARD OF DIRECTORS FOR THEIR REVIEW AND APPROVAL PRIOR TO  
SUBMITTING TO THE IRS.

FORM 990, PART VI, SECTION B, LINE 12C:

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 DIRECTORS  
AND MEMBERS OF COMMITTEES CONSIDERING THE PROPOSED TRANSACTION OR  
ARRANGEMENT. AFTER DISCLOSURE OF THE FINANCIAL INTEREST AND ALL MATERIAL  
FACTS, AND AFTER ANY DISCUSSION WITH THE INTERESTED PERSON, HE/SHE SHALL  
LEAVE THE BOARD OF DIRECTORS MEETING WHILE THE DETERMINATION OF A CONFLICT  
OF INTEREST IS DISCUSSED AND VOTED UPON. THE REMAINING BOARD MEMBERS SHALL  
DECIDE IF A CONFLICT OF INTEREST EXISTS.

FORM 990, PART VI, SECTION B, LINE 15:

THE PROCESS FOR DETERMINING COMPENSATION OF THE ORGANIZATIONS TOP  
MANAGEMENT OFFICIAL, OFFICERS, AND KEY EMPLOYEES INCLUDES ALL OF THESE  
ELEMENTS: (1) REVIEW AND APPROVAL BY THE BOARD OF DIRECTORS, OR EXECUTIVE  
DIRECT (2) USE OF DATA AS TO COMPARABLE COMPENSATION; AND (3)  
CONTEMPORANEOUS DOCUMENTATION AND RECORDKEEPING.

FORM 990, PART VI, SECTION C, LINE 18:

THE SCHOOL PROVIDES A COPY OF THE 990 TO THE PUBLIC UPON REQUEST.

FORM 990, PART VI, SECTION C, LINE 19:

THE SCHOOL PROVIDES ITS GOVERNING DOCUMENTS, CONFLICT OF INTEREST POLICY  
AND FINANCIAL STATEMENTS TO THE PUBLIC UPON REQUEST.

Name of the organization **SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Employer identification number  
**26-0534711**

**FORM 990, PART VIII, STATEMENT OF REVENUE**

THE PREVIOUSLY FILED STATEMENT OF REVENUE IS BEING AMENDED TO ENSURE THAT THE FINANCIAL DATA BEING REPORTED ON THE TAX RETURN TIES TO THE ORGANIZATIONS AUDITED FINANCIAL STATEMENT FOR THE PERIOD END OF JUNE 30, 2021.

**FORM 990, PART IX, LINE 11G, OTHER FEES:**

**OTHER FEES FOR SERVICES:**

PROGRAM SERVICE EXPENSES	863,614.
MANAGEMENT AND GENERAL EXPENSES	1,810,860.
FUNDRAISING EXPENSES	0.
TOTAL EXPENSES	2,674,474.
TOTAL OTHER FEES ON FORM 990, PART IX, LINE 11G, COL A	2,674,474.

**FORM 990, PART IX, STATEMENT OF FUNCTIONAL EXPENSES**

THE PREVIOUSLY FILED STATEMENT OF FUNCTIONAL EXPENSES IS BEING AMENDED TO ENSURE THAT THE FINANCIAL DATA BEING REPORTED ON THE TAX RETURN TIES TO THE ORGANIZATIONS AUDITED FINANCIAL STATEMENT FOR THE PERIOD END OF JUNE 30, 2021.

**FORM 990, PART X, BALANCE SHEET**

THE PREVIOUSLY FILED BALANCE SHEET IS BEING AMENDED TO ENSURE THAT THE FINANCIAL DATA BEING REPORTED ON THE TAX RETURN TIES TO THE ORGANIZATIONS AUDITED FINANCIAL STATEMENT FOR THE PERIOD END OF JUNE 30, 2021.

Name of the organization **SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

Employer identification number  
**26-0534711**

FORM 990, PART XI, RECONCILIATION OF NET ASSETS

THE RETURNS RECONCILIATION OF NET ASSETS IS BEING AMENDED TO ACCOUNT FOR THE FINANCIAL CHANGES THAT OCCURED TO PARTS VIII, IX AND X. THE FINANCIAL UPDATES WERE MADE TO TIE THE ORGANIZATIONS RETURN TO ITS AUDITED FINANCIAL STATEMENT FOR PERIOD END OF JUNE 30, 2021. THIS RESULTED IN A CHANGE TO THE AMOUNTS BEING REPORTED ON LINES 1,2,3, AND 10 OF PART XI.

FORM 990, PART XII, LINE 2C

THE PROCESS HAS NOT CHANGED FROM PRIOR YEAR.

FORM 990, PART XII, FINANCIAL STATEMENTS AND REPORTING

THE ORIGINAL RETURN WAS SUBMITTED TO THE INTERNAL REVENUE SERVICE'S PRIOR TO COMPLETION OF THE ORGANIZATIONS FINANCIAL STATEMENT AUDIT. PART XII FINANCIAL STATEMENTS AND REPORTING, LINES 2B AND 2C ARE BEING AMENDED TO REPORT THAT THE FINANCIAL STATEMENT AUDIT WAS DONE BY AN INDEPENDENT ACCOUNTANT ON BOTH A CONSOLIDATED AND SEPARATE BASIS FOR THE PERIOD END OF JUNE 30, 2021.

**SCHEDULE R  
(Form 990)**

Department of the Treasury  
Internal Revenue Service

**Related Organizations and Unrelated Partnerships**

▶ Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

▶ Attach to Form 990.

▶ Go to [www.irs.gov/Form990](http://www.irs.gov/Form990) for instructions and the latest information.

OMB No. 1545-0047

**2020**

**Open to Public  
Inspection**

Name of the organization **SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL** Employer identification number  
**26-0534711**

**Part I Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

**Part II Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity?	
						Yes	No
MAKER LEARNING NETWORK - 46-2125742 3720 SIERRA HIGHWAY, UNIT A ACTON, CA 93510	CHARTER MANAGEMENT ORGANIZATION	CALIFORNIA	501(C)(3)	LINE 12C, III-FI	N/A		X

For Paperwork Reduction Act Notice, see the Instructions for Form 990.

Schedule R (Form 990) 2020

**SANTA CLARITA VALLEY  
INTERNATIONAL SCHOOL**

**Part III Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations?		(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner?		(k) Percentage ownership
							Yes	No		Yes	No	

**Part IV Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity?	
								Yes	No

**Part V Transactions With Related Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.**Note:** Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.

	Yes	No
<b>1</b> During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?		
<b>a</b> Receipt of (i) interest, (ii) annuities, (iii) royalties, or (iv) rent from a controlled entity .....	<b>1a</b>	X
<b>b</b> Gift, grant, or capital contribution to related organization(s) .....	<b>1b</b>	X
<b>c</b> Gift, grant, or capital contribution from related organization(s) .....	<b>1c</b>	X
<b>d</b> Loans or loan guarantees to or for related organization(s) .....	<b>1d</b>	X
<b>e</b> Loans or loan guarantees by related organization(s) .....	<b>1e</b>	X
<b>f</b> Dividends from related organization(s) .....	<b>1f</b>	X
<b>g</b> Sale of assets to related organization(s) .....	<b>1g</b>	X
<b>h</b> Purchase of assets from related organization(s) .....	<b>1h</b>	X
<b>i</b> Exchange of assets with related organization(s) .....	<b>1i</b>	X
<b>j</b> Lease of facilities, equipment, or other assets to related organization(s) .....	<b>1j</b>	X
<b>k</b> Lease of facilities, equipment, or other assets from related organization(s) .....	<b>1k</b>	X
<b>l</b> Performance of services or membership or fundraising solicitations for related organization(s) .....	<b>1l</b>	X
<b>m</b> Performance of services or membership or fundraising solicitations by related organization(s) .....	<b>1m</b>	X
<b>n</b> Sharing of facilities, equipment, mailing lists, or other assets with related organization(s) .....	<b>1n</b>	X
<b>o</b> Sharing of paid employees with related organization(s) .....	<b>1o</b>	X
<b>p</b> Reimbursement paid to related organization(s) for expenses .....	<b>1p</b>	X
<b>q</b> Reimbursement paid by related organization(s) for expenses .....	<b>1q</b>	X
<b>r</b> Other transfer of cash or property to related organization(s) .....	<b>1r</b>	X
<b>s</b> Other transfer of cash or property from related organization(s) .....	<b>1s</b>	X
<b>2</b> If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.		

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1)			
(2)			
(3)			
(4)			
(5)			
(6)			



**Part VI** **Unrelated Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

[illegible]

**Part VII** Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

Lined area for supplemental information.

2020

# California Exempt Organization Annual Information Return

199

Calendar Year 2020 or fiscal year beginning (mm/dd/yyyy) <b>07/01/2020</b> , and ending (mm/dd/yyyy) <b>06/30/2021</b>	
Corporation/Organization name <b>SANTA CLARITA VALLEY INTERNATIONAL SCHOOL</b>	California corporation number <b>2922480</b>
Additional information. See instructions.	FEIN <b>26-0534711</b>
Street address (suite or room) <b>28060 HASLEY CANYON DRIVE</b>	PMB no.
City <b>CASTAIC</b>	State <b>CA</b> ZIP code <b>91384</b>
Foreign country name	Foreign province/state/county Foreign postal code

<b>A</b> First return <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>B</b> Amended return <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <b>C</b> IRC Section 4947(a)(1) trust <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>D</b> Final information return? <input type="checkbox"/> Dissolved <input type="checkbox"/> Surrendered (Withdrawn) <input type="checkbox"/> Merged/Reorganized Enter date: (mm/dd/yyyy) _____ <b>E</b> Check accounting method: (1) <input type="checkbox"/> Cash (2) <input checked="" type="checkbox"/> Accrual (3) <input type="checkbox"/> Other <b>F</b> Federal return filed? (1) <input type="checkbox"/> 990T (2) <input type="checkbox"/> 990PF (3) <input type="checkbox"/> Sch H (990) (4) <input checked="" type="checkbox"/> Other 990 series <b>G</b> Is this a group filing? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>H</b> Is this organization in a group exemption <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," what is the parent's name? _____	<b>I</b> Did the organization have any changes to its guidelines not reported to the FTB? See instructions <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>J</b> If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>K</b> Is the organization exempt under R&TC Section 23701g? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes," enter the gross receipts from nonmember sources \$ _____ <b>L</b> Is the organization a limited liability company? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>M</b> Did the organization file Form 100 or Form 109 to report taxable income? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>N</b> Is the organization under audit by the IRS or has the IRS audited in a prior year? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <b>O</b> Is federal Form 1023/1024 pending? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Date filed with IRS _____
---	--

**Part I Complete Part I unless not required to file this form. See General Information B and C.**

<b>Receipts and Revenues</b>	1 Gross sales or receipts from other sources. From Side 2, Part II, line 8	1	416,155	00
	2 Gross dues and assessments from members and affiliates	2		00
	3 Gross contributions, gifts, grants, and similar amounts received	3	11,090,207	00
	4 Total gross receipts for filing requirement test. Add line 1 through line 3. <b>This line must be completed. If the result is less than \$50,000, see General Information B</b>	4	11,506,362	00
	5 Cost of goods sold	5		00
	6 Cost or other basis, and sales expenses of assets sold	6		00
	7 Total costs. Add line 5 and line 6	7		00
	8 Total gross income. Subtract line 7 from line 4	8	11,506,362	00
<b>Expenses</b>	9 Total expenses and disbursements. From Side 2, Part II, line 18	9	10,963,531	00
	10 Excess of receipts over expenses and disbursements. Subtract line 9 from line 8	10	542,831	00
<b>Filing Fee</b>	11 Total payments	11		00
	12 Use tax. See General Information K	12		00
	13 Payments balance. If line 11 is more than line 12, subtract line 12 from line 11	13		00
	14 Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12	14		00
	15 Penalties and Interest. See General Information J	15		00
	16 <b>Balance due.</b> Add line 12 and line 15. Then subtract line 11 from the result	16		00
<b>Sign Here</b>	Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.			
	Signature of officer	Title <b>PRESIDENT</b>	Date	• Telephone <b>661-705-4820</b>
<b>Paid Preparer's Use Only</b>	Preparer's signature	<b>WADE MCMULLEN, CPA</b>	Date <b>12/20/22</b>	Check if self-employed <input type="checkbox"/> • PTIN <b>P00541671</b>
	Firm's name (or yours, if self-employed) and address	<b>CLIFTONLARSONALLEN LLP 2210 EAST ROUTE 66 GLEN DORA, CA 91740</b>		• Firm's FEIN <b>41-0746749</b>
				• Telephone <b>(626) 857-7300</b>
	May the FTB discuss this return with the preparer shown above? See instructions <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No			

**Part II** Organizations with gross receipts of more than \$50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

028951 12-22-20

Receipts from Other Sources	1	Gross sales or receipts from all business activities. See instructions	•	1		00
	2	Interest	•	2		00
	3	Dividends	•	3		00
	4	Gross rents	•	4		00
	5	Gross royalties	•	5		00
	6	Gross amount received from sale of assets (See Instructions)	•	6		00
	7	Other income	•	7	416,155	00
	8	<b>Total</b> gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	•	8	416,155	00
	9	Contributions, gifts, grants, and similar amounts paid	•	9		00
	10	Disbursements to or for members	•	10		00
	11	Compensation of officers, directors, and trustees	•	11	160,946	00
	12	Other salaries and wages	•	12	3,666,608	00
	13	Interest	•	13	6,703	00
	14	Taxes	•	14	111,083	00
	15	Rents	•	15	1,951,794	00
	16	Depreciation and depletion (See instructions)	•	16	114,955	00
	17	Other expenses and disbursements	•	17	4,951,442	00
	18	<b>Total</b> expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	•	18	10,963,531	00

**Schedule L Balance Sheet**

Beginning of taxable year

End of taxable year

Assets	(a)	(b)	(c)	(d)
1 Cash		583,825		• 749,227
2 Net accounts receivable				•
3 Net notes receivable				•
4 Inventories				•
5 Federal and state government obligations				•
6 Investments in other bonds				•
7 Investments in stock				•
8 Mortgage loans				•
9 Other investments				•
10 a Depreciable assets	1,705,981		1,705,981	
b Less accumulated depreciation	( 921,113 )	784,868	( 1,036,068 )	669,913
11 Land				•
12 Other assets	STMT 5	1,637,668		• 3,553,986
13 <b>Total assets</b>		3,006,361		4,973,126
<b>Liabilities and net worth</b>				
14 Accounts payable		805,599		• 2,447,920
15 Contributions, gifts, or grants payable				•
16 Bonds and notes payable				•
17 Mortgages payable				•
18 Other liabilities	STMT 6	1,738,311		1,519,924
19 Capital stock or principal fund				•
20 Paid-in or capital surplus. Attach reconciliation				•
21 Retained earnings or income fund		462,451		• 1,005,282
22 <b>Total liabilities and net worth</b>		3,006,361		4,973,126

**Schedule M-1 Reconciliation of income per books with income per return**

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than \$50,000.

1 Net income per books	• 542,831	7 Income recorded on books this year not included in this return	•
2 Federal income tax	•	8 Deductions in this return not charged against book income this year	•
3 Excess of capital losses over capital gains	•	9 Total. Add line 7 and line 8	
4 Income not recorded on books this year	•	10 Net income per return.	
5 Expenses recorded on books this year not deducted in this return	•	Subtract line 9 from line 6	542,831
6 Total. Add line 1 through line 5	542,831		

CA 199

AMENDED RETURN INFORMATION

STATEMENT 1

## DESCRIPTION

## AMOUNT

ORIGINAL BALANCE DUE  
AMENDED BALANCE DUE  
NO PAYMENT REQUIRED

0  
0  
0

CA 199

OTHER INCOME

STATEMENT 2

## DESCRIPTION

## AMOUNT

INTERCOMPANY RENTAL REIMBURSEMENT  
FACILITIES USE  
STUDENT ACTIVITIES  
FOOD SERVICE SALES

377,578.  
24,393.  
12,475.  
1,709.

TOTAL TO FORM 199, PART II, LINE 7

416,155.

DRAFT

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CA 199                      COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES                      STATEMENT 3

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<u>NAME AND ADDRESS</u>	<u>TITLE AND AVERAGE HRS WORKED/WK</u>	<u>COMPENSATION</u>
NESSA ROFFREDO 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	SCHOOL DIRECTOR 40.00	91,844.
NICOLE PADOVICH 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	SCHOOL DIRECTOR 40.00	69,102.
NICOLE MILLER 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	PRESIDENT 5.00	0.
(TERESA) TRACY SWEETLAND-HILD 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	TREASURER 5.00	0.
SHARON LORD GREENSPAN 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	SECRETARY 5.00	0.
GREG KIMURA 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	MEMBER 5.00	0.
WENDY EMETERIO 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	MEMBER 5.00	0.
MICHELE BERRY (SHELY) 28060 HASLEY CANYON DRIVE CASTAIC, CA 91384	MEMBER 5.00	0.
TOTAL TO FORM 199, PART II, LINE 11		<u>160,946.</u>

CA 199	OTHER EXPENSES	STATEMENT 4
DESCRIPTION		AMOUNT
INSTRUCTIONAL MATERIALS		520,899.
VENDED FOOD SERVICE		241,944.
PROFESSIONAL DUES AND S		48,645.
FACILITY SUPPLIES		44,735.
PENSION PLAN CONTRIBUTIONS		439,476.
OTHER EMPLOYEE BENEFITS		387,973.
LEGAL FEES		91,169.
ACCOUNTING FEES		35,825.
OTHER PROFESSIONAL FEES		2,674,474.
ADVERTISING AND PROMOTION		32,374.
OFFICE EXPENSES		5,083.
INFORMATION TECHNOLOGY		233,007.
TRAVEL		61.
CONFERENCES AND CONVENTIONS		22,115.
INSURANCE		78,670.
ALL OTHER EXPENSES		94,992.
TOTAL TO FORM 199, PART II, LINE 17		4,951,442.

CA 199	OTHER ASSETS	STATEMENT 5
DESCRIPTION	BEG. OF YEAR	END OF YEAR
PLEDGES AND GRANTS RECEIVABLE	1,608,046.	3,493,506.
PREPAID EXPENSES AND DEFERRED CHARGES	29,622.	60,480.
TOTAL TO FORM 199, SCHEDULE L, LINE 12	1,637,668.	3,553,986.

CA 199	OTHER LIABILITIES	STATEMENT 6
DESCRIPTION	BEG. OF YEAR	END OF YEAR
DEFERRED REVENUE	0.	461,915.
UNSECURED NOTES AND LOANS PAYABLE	1,738,311.	1,058,009.
TOTAL TO FORM 199, SCHEDULE L, LINE 18	1,738,311.	1,519,924.

CA 199

FUND BALANCES

STATEMENT 7

DESCRIPTION

BEG. OF YEAR

END OF YEAR

NET ASSETS WITHOUT DONOR RESTRICTIONS

462,451.

1,005,282.

TOTAL TO FORM 199, SCHEDULE L, LINE 21

462,451.

1,005,282.

DRAFT



TAXABLE YEAR  
**2020****California e-file Return Authorization for  
Exempt Organizations**FORM  
**8453-EO**

Exempt Organization name	Identifying number
<b>SANTA CLARITA VALLEY INTERNATIONAL SCHOOL</b>	<b>26-0534711</b>

**Part I Electronic Return Information** (whole dollars only)

<b>1</b>	Total gross receipts (Form 199, line 4)	<b>1</b>	<b>11,506,362</b>
<b>2</b>	Total gross income (Form 199, line 8)	<b>2</b>	<b>11,506,362</b>
<b>3</b>	Total expenses and disbursements (Form 199, line 9)	<b>3</b>	<b>10,963,531</b>

**Part II Settle Your Account Electronically for Taxable Year 2020**

**4** ☐ Electronic funds withdrawal **4a** Amount **4b** Withdrawal date (mm/dd/yyyy)

**Part III Banking Information** (Have you verified the exempt organization's banking information?)

**5** Routing number \_\_\_\_\_  
**6** Account number \_\_\_\_\_ **7** Type of account: ☐ Checking ☐ Savings

**Part IV Declaration of Officer**

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, Box 4, I authorize an electronic funds withdrawal for the amount listed on line 4a.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2020 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's fee liability, the exempt organization will remain liable for the fee liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay.**

**Sign  
Here**

Signature of officer

Date

**PRESIDENT**  
Title**Part V Declaration of Electronic Return Originator (ERO) and Paid Preparer.**

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB; I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2020 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>ERO</b> <b>Must Sign</b>	ERO's signature WADE MCMULLEN, CPA	Date	Check if also paid preparer <input checked="" type="checkbox"/>	Check if self-employed <input type="checkbox"/>	ERO's PTIN P00541671
	Firm's name (or yours if self-employed) and address CLIFTONLARSONALLEN LLP 2210 EAST ROUTE 66 GLENORA, CA				Firm's FEIN 41-0746749 ZIP code 91740

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

<b>Paid Preparer</b> <b>Must Sign</b>	Paid preparer's signature	Date	Check if self-employed <input type="checkbox"/>	Paid preparer's PTIN
	Firm's name (or yours if self-employed) and address			Firm's FEIN ZIP code

SCVi  
School Director's Report - Chad Powell and Martha Spansel-Pellico  
2/15/23

**Presentations of Learning/Curriculum Moment**

- Dream-Up to Space - Kara Chan and Rayleigh Newton for Team Bok Choy
- Sarah Mracek - IB Service Project

**Professional Learning/Staff Support**

- Reports of Progress - Training
- Narcan Training - Middle and Upper School
- Tuesdays with TED
- Fundraiser Training - Lower School

**School Celebrations/Events**

- 4 - 8 Players - Alice in Wonderland
- Family Trivia Night - March 3rd
- Fun Run Fundraiser
- Math Night

**Enrollment (as of 2/6/23)**

Budgeted Enrollment - # 815

Current Enrollment - # 742

Total Learners on Wait List - # 31 (Explorations)

- Tours Continue
- Open House - March 9th
- Family Surveys

**Other**

School Goal Spotlight:

- Increase Schoolwide Optimism
  - Building Community
  - Measured on Panorama Surveys



December 8<sup>th</sup>, 2022

Dear Crossroads Owner

Re: **2023 Home Owners' Association Operating Budget**

Law requires homeowner associations to release to their members the budget for the next fiscal year, along with required documentation. Enclosed is the Board approved 2023 fiscal year operating budget, the association's current insurance policy, and various other legal disclosures.

The Board has evaluated and determined the operating budget based on the following, which encompasses their fiduciary and fiscal responsibilities:

1. Actual and projected expenses.
2. Adequate funding of the Reserve Account. This account covers 1) both anticipated and unanticipated capital expenses to maintain the complex properly and 2) to protect, preserve and maintain a healthy fiscal profile.
3. Recommendations by professional consultants such as Management and Reserve Analysis Companies.

**YOU ARE RESPECTFULLY NOTIFIED OF THE FOLLOWING:**

**Your HOA costs and future budgetary requirements have resulted in the decision to raise monthly owner dues reflected below:**

Unit	Owner	New Dues
28050	InSite EFS,	\$ 1,216
28060	SCVi,	\$ 5,027
28090	The Box # 5389, Jack	\$ 1,088

**Please remember to update the Automatic Payments you may have set up through your bank or in Condo Café.**



Corporate License # 01116622



Please be advised that while it is the intention of the Board not to implement a Special Assessment during fiscal year 2023, this in no way serves as a guarantee, as unexpected circumstances could arise that would require the Board to do so.

Respectfully submitted,

Kaiti Zemet

Account Manager

**By request of the Board of Directors**

# CROSSROADS COA

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## Annual Disclosure for Year Ending December 31<sup>st</sup>, 2022

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## CROSSROADS COA

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### Financial Position at July 31<sup>st</sup> 2022

ACCOUNT	YTD Actual	2021 Intertex Budget
<b>INCOME</b>		
CAM Fee	59,449	83,779
Returned Item Fee	50	
<b>TOTAL INCOME</b>	<b>59,499</b>	<b>83,779</b>
<b>EXPENSE</b>		
<b>ADMINISTRATIVE</b>		
Bank Charges	20	200
Val Commerce Ctr Assoc Dues		4,295
Legal Fees/Court Costs	1,551	
Management Fees	12,250	29,282
Reserve Study		2,000
Postage	16	
Printing	6	
<b>TOTAL ADMINISTRATIVE</b>	<b>13,843</b>	<b>35,777</b>
<b>REPAIRS &amp; MAINTENANCE</b>		
Repairs & Maintenance		5,000
Gardening	12,033	16,068
Gardening Irrigation Repairs	3,294	1,000
Pest Control	749	1,284
Plumbing	75	
Safety and Security	2,982	4,400
<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>19,133</b>	<b>27,752</b>
<b>INSURANCE &amp; FEES</b>		
Insurance		10,000
Taxes, Licenses and Fees		2,350
<b>TOTAL INSURANCE AND FEES</b>	<b>-</b>	<b>12,350</b>

## CROSSROADS COA

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UTILITIES		
Electric		4,500
Water	1,802	3,400
TOTAL UTILITIES	1,802	7,900
<b>TOTAL EXPENSES</b>	<b>34,778</b>	<b>83,779</b>
<b>NET INCOME</b>	<b>24,721</b>	<b>-</b>

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## CROSSROADS COA

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### Balance Sheet

CROSSROADS OWNERS

Month = Jul 2022

Book = Cash

ACCOUNT	CURRENT BALANCE
<b>ASSETS</b>	
Cash in Bank	
Operating Acct Pacific Western Bank	74,413.88
Total Cash in Bank	74,413.88
<b>TOTAL ASSETS</b>	<b>74,413.88</b>
<b>LIABILITIES &amp; CAPITAL</b>	
Capital	
Beginning Balance	42,404.06
Current Year Earnings	32,009.82
Total Capital	74,413.88
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>74,413.88</b>



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## CROSSROADS COA

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### Operating Budget 2023

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#### INCOME

CAM Fee	87,972
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<b>TOTAL INCOME</b>	<b>87,972</b>
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#### EXPENSE

##### ADMINISTRATIVE

Management Fees	21,000
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Reserve Study	2,000
---------------	-------

<b>TOTAL ADMINISTRATIVE</b>	<b>23,000</b>
-----------------------------	---------------

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Repairs & Maintenance	5,000
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Gardening	20,888
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Gardening Irrigation Repairs	5,647
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Pest Control	1,284
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Plumbing	129
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Safety and Security	5,076
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<b>TOTAL REPAIRS &amp; MAINTENANCE</b>	<b>38,024</b>
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##### INSURANCE & FEES

Insurance	10,000
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Taxes, Licenses and Fees	3,089
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<b>TOTAL INSURANCE AND FEES</b>	<b>13,089</b>
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##### UTILITIES

Electric	
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Water	3,089
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<b>TOTAL UTILITIES</b>	<b>3,089</b>
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<b>TOTAL EXPENSES</b>	<b>77,202</b>
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<b>NET INCOME</b>	<b>10,770</b>
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## CROSSROADS COA

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### Assessment & Reserve Funding Disclosure Summary Civil Code §5565

Crossroads does not currently have a Reserve Study.

All associations, regardless of size, are required to prepare a reserve study (**Civ. Code §5550**), unless the total replacement costs are less than 50% of the gross budget of the association, excluding the association's reserve account for that period.

**Purpose.** The purpose of a reserve fund is to repair, replace, restore, or maintain the major common area components. (**Civ. Code §5510(b); §5565(b)(1).**) The reserve study process can be simplified as follows:

1. A reserve company retained by the board identifies all major common area components, the cost to repair/replace them, and their remaining life span.
2. The reserve company calculates how much money is needed and when.
3. The board decides how to **fund the reserves**--whether through increased assessment contributions, special assessments or a combination of the two.
4. The **funding plan** is **annually disclosed** to the membership in the **year-end budgeting** process.

# CROSSROADS COA

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## Collection Policy

1. Homeowner Association Assessment fees are due and payable on the first (1st) day of each month.
2. Assessments are considered delinquent if not received by the fifteenth (15) day of each month.
3. A late charge of 10% will be assessed on all unpaid balances not received in the Jenkins Properties office by the fifteenth (15) day of the month, which ends the grace period.
4. Assessments not paid within thirty (30) days after the due date shall accrue interest at the rate of twelve percent (12%) per annum calculated from the due date to, and including, the date full payment is made. As per Section Civ. Code §5650(b)(2).
5. The account shall be submitted for collection and a Notice of Intent to File a Lien will be sent for fees not received by the thirtieth (30th) of the following month.
  - a. A lien will be filed as per Civ. Code §5720(b)-(c)
6. Foreclosure proceedings will begin after the lien is recorded in accordance with Civil Code §5705
7. Checks returned due to non-sufficient funds are subject to a \$25.00 processing fee.
8. Prior to release of any lien, all assessments, late charges, interest and legal fees must be paid in full to the Association or the collection agency.
9. It is further understood that all costs incurred as a result of the aforementioned actions will be at the expense of the unit owner.

## **New Brown Act Changes**

### **January 1, 2023**

New changes to the Ralph M. Brown Act ("Brown Act") are right around the corner for school and local agency governing bodies.

These changes include the following:

1. California's current State of Emergency is scheduled to end on February 28, 2023, which will also end the current flexibility to hold fully remote meetings under Assembly Bill 361.
2. Beginning January 1, 2023, individual board members may be able to use new remote participation rules enacted by Assembly Bill 2449 in "emergency circumstances," such as physical or family medical emergencies, or when there is "just cause," including childcare needs, contagious illness, or agency travel. These new rules come with numerous procedural steps, and we expect many agencies may instead continue to use the traditional, pre-pandemic teleconference rules under the Brown Act to participate in meetings remotely.
  - a. Traditional Teleconferencing Rules (Pre-Pandemic)
    - i. Notice in agenda
    - ii. Agenda must identify teleconference location and
    - iii. location must be accessible to public;
    - iv. Agenda must be posted at teleconference location
    - v. Roll call vote must be taken for all votes
    - vi. Quorum must be within jurisdiction
3. As of January 1, 2023, boards may remove disruptive individuals from board meetings after a warning is given, pursuant to Senate Bill 1100. This provision is in addition to the existing rights of boards to clear the room when meeting order cannot be restored, and to adopt reasonable regulations on disruptive conduct.
4. Starting January 1, 2023, Assembly Bill 2647 makes small changes to the requirements for distributing public meeting materials to board members in the 72-hour timeframe ahead of a meeting. Currently, the law requires such materials to be available for public inspection at a public office or agendized location at the same time they are distributed to a majority of the board, which can raise practical issues when documents are emailed and/or agencies are working remotely. AB 2647 gives agencies flexibility to instead post such materials online, so long as other requirements are met.



## **AB 361 Emergency Legislation Regarding Brown Act Meeting Requirements Board Approved:**

Whereas, the Governor signed an Executive Order Suspending the Brown Act until October 1, 2021,

Whereas, the Governor signed Emergency Legislation AB 361 in September 2021,

Whereas, according to AB 361, the public charter school Board may take advantage of additional flexibility in teleconference meetings so long as the school complies with the following:

- The public has access via internet and/or telephone to the Board meeting and can provide public comment in some electronic form,
- The charter school uses its sound discretion and makes reasonable efforts to adhere, as closely as possible, to the other provisions of the Brown Act in order to maximize transparency and provide public access.

Whereas, AB 361 states that:

- If there is a state of emergency proclaimed by the Governor, the same suspension of teleconferencing rules apply, if either state or local officials have imposed or recommended measures to promote social distancing or, by Board vote a finding imminent risk to health or safety of attendees.

Whereas, SB 361 requires:

- The Board must provide means of how public comment will be available (internet/by phone);
- If a technical disruption occurs, no action can be taken; and
- No early requirement for public comment will be set into place and the Board shall allow for “real time” comments during full public comment period; and
- The Board makes a finding every 30 days to continue teleconferencing.

Therefore, based on the Board’s 30-day reconsideration of the current circumstances of the State of Emergency and situations of the State of Emergency continues to directly impact the ability of members to meet safely in person, and/or the State or local officials continue to impose or recommend measures to promote social distancing;

The Board has determined that it will hold its next meeting in a hybrid mode allowing Board Members and the public to attend the meetings in person using social distancing requirements or virtually given individual needs and choice of the attendee.

## INTELLECTUAL PROPERTY ASSIGNMENT AND GOVERNANCE AGREEMENT

This Intellectual Property Assignment and Governance Agreement (this "**IP Governance Agreement**") is effective as of December 1, 2022 (the "**Effective Date**") and is by and among iLEAD California Charters 1, a California non-profit corporation as described in Section 501(c)(3) of the IRS Code, also known as iLEAD California ("**iCA**"), on one hand, and Empower Generations ("**Empower Generations**"), iLEAD Agua Dulce ("**Agua Dulce**"), iLEAD Online Charter School ("**Online**"), iLEAD Lancaster ("**Lancaster**"), and Santa Clarita Valley International School ("**SCVi**"), all California non-profit public benefit corporations as described in Section 501(c)(3) of the IRS Code operating California public charter schools (each a "**School**" and collectively, the "**Schools**"), on the other hand.

### RECITALS

WHEREAS, iCA and Maker Learning Network, a California non-profit corporation as described in Section 501(c)(3) of the IRS Code and formerly iLEAD Schools Development ("**MLN**") are parties to that Intellectual Property Agreement, dated November 30, 2022 ("**IP Agreement**"), pursuant to which MLN assigned and licensed certain intellectual property to iCA;

WHEREAS, [iCA and](#) the Schools, on one hand, and MLN, on the other hand, are parties to that Termination Agreement, dated November 30, 2022 ("**Termination Agreement**");

WHEREAS, in consideration for the payments made under the Termination Agreement, iCA desires to assign to the Schools all rights, title, and interest in and to certain intellectual property, and the Schools desire to obtain from iCA all rights, title, and interest in and to such intellectual property pursuant to the terms and conditions of this IP Governance Agreement;

WHEREAS, in consideration for the payments made under the Termination Agreement, iCA desires to grant to the Schools and the Schools desire to obtain from iCA a non-exclusive license to certain intellectual property pursuant to the terms and conditions of this IP Governance Agreement; and

WHEREAS, [iCA and](#) the Schools desire to set up a certain committee to oversee the management, maintenance, and use of certain shared intellectual property.

NOW, THEREFORE, in exchange for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows.

#### 1. Assignment

- a. Subject to the terms of this IP Governance Agreement, iCA hereby irrevocably conveys, transfers, and assigns all of its right, title, and interest in and to the following ("**Assigned IP**"):
  - i. to Empower Generation, the intellectual property listed in Schedule 1;
  - ii. to Agua Dulce, the intellectual property listed in Schedule 2;
  - iii. to Online, the intellectual property listed in Schedule 3;
  - iv. to Lancaster, to the intellectual property listed in Schedule 4; and
  - v. to SCVi, the intellectual property listed in Schedule 5.

For clarity, the foregoing assignment includes all of iCA's (1) intellectual property or proprietary rights of any kind whatsoever accruing under any of the Assigned IP provided by applicable law of any jurisdiction, by international treaties and conventions, and otherwise throughout the world; and (2) rights in any and all claims and causes of action with respect to any of the Assigned IP, whether accruing before, on, or after the date hereof, including all rights to and claims for damages, restitution, and injunctive and other legal and equitable relief for past, present, and future infringement, dilution, misappropriation, violation, misuse, breach, or default, with the right but no obligation to sue for such legal and equitable relief and to collect, or otherwise recover, any such damages.

- b. With respect to any trademarks included in the Assigned IP, whether registered or unregistered, iCA hereby assigns to the applicable assignee identified above in subpart (a) all related content, programs, ~~websites~~, and social media accounts, together with any goodwill connected with the use of, and symbolized by, such trademarks.
- c. With respect to any domain names included in the Assigned IP, iCA hereby assigns to the applicable assignee identified above in subpart (a) any artwork, media files, information, and content hosted or made available on the applicable websites.
- d. For clarity, all right, title and interest in and to the intellectual property listed in Schedule 7 will remain with iCA.

## 2. License

Subject to the terms and conditions of this IP Governance Agreement, including Section 6(b)(iii), iCA hereby grants to each of the Schools a non-exclusive, royalty-free, sublicensable license to reproduce, prepare derivative works of, distribute, display publicly, and use the intellectual property set forth in Schedule 6 ("**Shared IP**").

## 3. Transfer

- a. iCA will promptly:

- i. complete and submit to the United States Patent and Trademark Office ("**USPTO**") and the registrar for each of the domain names included in the Assigned IP, as applicable, any and all instructions and documentation necessary to transfer ownership of the registered trademark and domain names to the applicable School;
- ii. transfer all USPTO prosecution history and files, including all attorney work-product related to trademark "EMPOWER GENERATION" (Registration Number 6173686) to Empower Generation; and
- iii. grant the Schools complete and full access to all websites, social media accounts, and other digital assets included in the Assigned IP, including by providing the Schools with the relevant GoDaddy and other registrar account names and passwords.

- b. All reasonable costs and expenses that iCA incurs under this section related to Assigned IP will be at the applicable School's expense or as otherwise set forth in the Shared Resource Agreement entered into between iCA and the Schools ("**Shared Resource Agreement**").

All costs and expenses that iCA incurs under this section related to Shared IP will be paid for by the SC Budget (defined below) or as otherwise set forth in the Shared Resource Agreement.

#### 4. Waiver of Moral Rights

As against any School, iCA hereby irrevocably waives (and to the fullest extent permitted by law, causes all employees and contractors to waive) all of its rights under all laws now existing or hereafter permitted, with respect to any and all purposes for which the Assigned IP and Shared IP and any derivative works thereof may be used, including without limitation: (a) all rights under the United States Copyright Act, or any other country's copyright law, including but not limited to, any rights provided in 17 U.S.C. §§ 106 and 106A; and (b) any rights of attribution and integrity or any other "moral rights of authors" existing under applicable law.

#### 5. Further Assurances

Following the Effective Date, upon a School's request, iCA will, at such School's expense, take such steps and actions, and provide such cooperation and assistance to such School, including the execution and delivery of any affidavits, declarations, oaths, exhibits, assignments, powers of attorney, or other documents, as may be necessary to effect, evidence, or perfect the assignment of the Assigned IP to the applicable School.

#### 6. Governance

- a. **Members.** The Board of Directors of each party will appoint five members ( "**SC Members**") to form the Steering Committee ("**SC**"). Each party will identify the SC Members to the other parties in writing as soon as reasonably practicable following the Effective Date. A party may replace any of its SC Members as needed. Any replacement will be upon notice to the other parties.
- b. **Responsibilities.** The SC will be responsible for:
  - i. Nominating and voting for a chair of the SC ("**Chair**") who will govern on a two-year period;
  - ii. Making decisions regarding the Shared IP, including improving and making derivative works of, maintaining, licensing, and selling the Shared IP;
  - iii. Making decisions regarding the "iLEAD" network ("**Network**"), including deciding what iCA and Schools must do or not do to be considered a part of the Network and voting to remove a School or iCA from the Network. Once a party is voted to be removed from the Network ("**Former Member**"), the Former Member may only reproduce, prepare derivative works of, distribute, perform publicly, display publicly, and use the Shared IP as they exist as of the day that the Former Member is removed from the Network; provided that, this provision does not grant any Former Member any rights to use the "iLEAD" trademark;
  - iv. Setting a budget ("**SC Budget**") to be used solely to perform the obligations set forth in Section 3(b) and this Section 6, which will be: (1) at least \$15,000 USD per year in total; (2) paid for by each party proportional to the number of students enrolled at the school operated by such party; and (3) managed by iCA unless otherwise set forth by the SC. Any budget that is not used in the applicable one-year period will be rolled over to the following year; and
  - v. Resolve any disputes amongst the parties.



- c. **Meeting.** The SC will meet at least once a year in person or virtual, during which the majority of the SC must be present with at least five of the parties to this IP Governance Agreement represented (“*Quorum*”). The Chair will be responsible for setting up such meeting, providing at least 30 days prior notice to the SC, and rescheduling if the Quorum is not met. Any SC Member may request a meeting by providing written request to each other SC Member, but there must be a Quorum for such meeting to be held.
- d. **Voting.** Each SC Member will get a vote, which may be cast through proxy voting. All decisions made by the SC must be made by at least two-thirds vote.

## 7. Extending Benefits under IP Agreement

iCA will use best efforts to extend to the Schools the benefits of any representations, warranties and indemnities for the Assigned IP or Shared IP that MLN has provided under the IP Agreement.

## 8. Limitation of Liability

NO PARTY WILL BE LIABLE TO ANOTHER PARTY FOR ANY INDIRECT, SPECIAL, INCIDENTAL, CONSEQUENTIAL OR PUNITIVE DAMAGES, WHETHER BASED ON CONTRACT OR TORT AND WHETHER OR NOT ADVISED OF THE POSSIBILITY OF SUCH DAMAGES.

## 9. General

- a. **Governing Law.** This IP Governance Agreement will be governed by and construed under the laws of the State of California without regard to the conflict of laws principles thereof.
- b. **Entire Agreement.** This IP Governance Agreement and Termination Agreement constitute the entire agreement among the parties with respect to its subject matter, and supersede all other prior representations, understandings, and agreements, whether written or oral, with respect to such subject matter. Any modification or amendment to this IP Governance Agreement will be effective only if in a written agreement signed by all parties.
- c. **Severability.** In the event any provision of this IP Governance Agreement is determined to be invalid or unenforceable by ruling of an arbitrator or court of competent jurisdiction, the remainder of this IP Governance Agreement (and each of the remaining terms and conditions contained herein) will remain in full force and effect.
- d. **Construction.** This IP Governance Agreement is the result of negotiations between and has been reviewed by each of the parties hereto and their respective counsel, if any; accordingly, this IP Governance Agreement will be deemed to be the product of all of the parties hereto, and no ambiguity will be construed in favor of or against any one of the parties hereto.
- e. **Bankruptcy.** All rights and licenses granted by one party to any other party under this IP Governance Agreement are and will be deemed to be rights and licenses to “intellectual property” as such term is used in and interpreted under, Section 365(n) of the United States Bankruptcy Code.

- f. **Notices.** Any notice given under this IP Governance Agreement will be given in writing and in the English language. All notices given under this IP Governance Agreement can be made: (i) to the email address set forth below, which will be deemed to have been given on the date of transmission; (ii) by overnight courier, which will have been deemed to be given one business day after they are sent; or (iii) registered or certified mail, which will have been deemed to be given three business days after they are sent.

**Notice to iCA.** [legal@ileadcalifornia.org](mailto:legal@ileadcalifornia.org)

**Notice to Empower Generation.** [info@empowergenerations.org](mailto:info@empowergenerations.org)

**Notice to Agua Dulce.** [info@ileadaguadulce.org](mailto:info@ileadaguadulce.org)

**Notice to Online.** [info@ileadonline.org](mailto:info@ileadonline.org)

**Notice to Lancaster.** [info@ileadlancaster.org](mailto:info@ileadlancaster.org)

**Notice to SCVi.** [info@scvi.org](mailto:info@scvi.org)

- g. **Assignment.** This IP Governance Agreement may not be assigned in whole or in part by any party without the prior written consent of all other parties, except that each party may assign its rights or delegate its obligations without consent to an entity that acquires by merger, reorganization, acquisition, sale, or otherwise all or substantially all of the business or assets of that party to which this IP Governance Agreement pertains, whether by merger, reorganization, acquisition, sale, or otherwise. Any assignment or transfer in violation of this Section 9(g) will be void. Subject to the foregoing, this IP Governance Agreement will be binding upon, and inure to the benefit of the parties and their respective successors and permitted assigns.
- h. **Specific Performance.** Each party understands and agrees that monetary damages would not adequately compensate each other party for the breach of this IP Governance Agreement by a party, that this IP Governance Agreement will be specifically enforceable, and that any breach or threatened breach of this IP Governance Agreement will be the proper subject of a temporary or permanent injunction or restraining order without the request to prove damages or post bond. Further, each party hereto waives any claim or defense that there is an adequate remedy at law for such breach or threatened breach.
- i. **Construction.** The section headings used in this IP Governance Agreement are intended to be for reference purposes only and will not enter into the interpretation or construction of this IP Governance Agreement or be construed to modify or restrict any of the terms or provisions of this IP Governance Agreement. Unless the context otherwise requires, words importing the singular include the plural and vice-versa, and words importing gender include both genders. This IP Governance Agreement will be construed without regard to any presumption or rule requiring construction or interpretation against the Party drafting an instrument or causing any instrument to be drafted. As used in the IP Governance Agreement, the terms “include” and “including” are non-exhaustive and will be deemed to mean “include without limitation” and “including without limitation.”

- j. **Execution; Counterparts.** This IP Governance Agreement may be signed in multiple counterparts, all of which taken together will constitute one single agreement between the parties hereto. Electronic signatures will be binding for all purposes.

*[Signature page follows]*

The parties have executed this IP Governance Agreement as of the date first set forth above.

**iCA:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

**Empower Generations:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

**Agua Dulce:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

**Online:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

**Lancaster:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_

**SCVi:**

By: \_\_\_\_\_  
Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Address: \_\_\_\_\_


*[Signature Page to IP Governance Agreement]*

## Schedule 1 – Empower Generation IP

### Trademark

- Empower Generations
- ~~Meraki Mind~~

### Trademark Registration

Trademark	Filed Mark	Serial # and Filing Date	Registration # and Date
EMPOWER GENERATIONS		88834192 03/13/2020	6173686 10/13/2020

### Domain Names

- empowergen.org
- empowergenerations.org
- merakimind.org

### Educational Software Models

Meraki Mind (a competency-based educational platform embedded into the MerakiMind.org website including the name, rubrics, contents, and programming.

## **Schedule 2 – Agua Dulce IP**

### Trademark

- iLEAD Agua Dulce

### Domain Names

- ileadaguadulce.com
- ileadaguadulce.org
- ileadthroughplay.com
- ileadthroughplay.org

### **Schedule 3 – Online IP**

#### Trademark

- iLEAD Online

#### Domain Names

- ileadonline.org
- ileadschoolsonline.org

## **Schedule 4 – Lancaster IP**

### Trademark

- iLEAD Lancaster

### Domain Names

- ilead-k12.com
- ilead-k12.org
- ileadlancaster.com
- ileadlancaster.org
- reviewlancaster.com



## **Schedule 5 – SCVi IP**

### Trademarks

- Santa Clarita Valley International
- iLEAD Santa Clarita Valley

### Domain Names

- ileadcastaic.org
- ileadsantaclarita.com
- ileadsantaclarita.org
- ileadscv.com
- ileadscv.org
- santaclaritacharterschool.com
- scvi-k12.com
- scvi-k12.org
- scvi.biz
- scvievents.com
- scvifacility.com
- scvipprogram.org
- scvireviews.com
- scvisantaclarita.com
- scvisantaclarita.org
- scvitech.com
- scvcharterschool.com
- scvcharterschool.org
- scvicharterschool.com
- scvicharterschool.org

## Schedule 6 – Shared IP

### Trademarks

- iLEAD
- iLEAD Schools
- iLEAD Exploration
- iLEAD Antelope Valley
- iLEAD Exploration
- iLEAD Student AeroSpace Projects
- Dream Up to Space

### Trademark Applications and Registrations

Trademark	Filed Mark	Serial # and Filing Date	Registration # and Date
<b>iLEAD</b>		86519421 01/30/2015	4858060 11/24/2015
<b>FREE TO THINK. INSPIRED TO LEAD. ILEADSCHOOLS.ORG SERVING GRADES K-12 (Orange Circle)</b> (With Color claims, including red-orange circular ring)		86519453 01/30/2015	4858061 11/24/2015
<b>FREE TO THINK. INSPIRED TO LEAD. ILEADSCHOOLS.ORG SERVING GRADES K-12 iLEAD (Blue Circle)</b> (With Color claims, including blue circular ring)		88902088 05/05/2020	
<b>iLEAD Exploration</b>		88806467 02/21/2020	
<b>iLEAD Student AeroSpace Projects</b>		88806531 02/21/2020	

### Domain Names

- ilead.education

- [ileadacton.com](http://ileadacton.com)
- [ileadacton.org](http://ileadacton.org)
- [ileadaerospace.com](http://ileadaerospace.com)
- [ileadaerospace.org](http://ileadaerospace.org)
- [ileadaerospaceacademy.com](http://ileadaerospaceacademy.com)
- [ileadaerospaceacademy.org](http://ileadaerospaceacademy.org)
- [ileadboardretreat.org](http://ileadboardretreat.org)
- [ileadcampmake.org](http://ileadcampmake.org)
- [ileadcommons.org](http://ileadcommons.org)
- [ileadcompass.com](http://ileadcompass.com)
- [ileadcompass.org](http://ileadcompass.org)
- [ileadeducation.com](http://ileadeducation.com)
- [ileadeducation.org](http://ileadeducation.org)
- [ileadencino.com](http://ileadencino.com)
- [ileadencino.org](http://ileadencino.org)
- [ileadhomestudy.com](http://ileadhomestudy.com)
- [ileadhomestudy.org](http://ileadhomestudy.org)
- [ileadinnovationstudios.org](http://ileadinnovationstudios.org)
- [ileadnoho.com](http://ileadnoho.com)
- [ileadnoho.org](http://ileadnoho.org)
- [ileadnorthhollywood.org](http://ileadnorthhollywood.org)
- [ileadontrack.com](http://ileadontrack.com)
- [ileadontrack.org](http://ileadontrack.org)
- [ileadpacoima.com](http://ileadpacoima.com)
- [ileadpacoima.org](http://ileadpacoima.org)
- [ileadretreat.com](http://ileadretreat.com)
- [ileadretreat.org](http://ileadretreat.org)
- [ileadsanfernando.com](http://ileadsanfernando.com)
- [ileadsanfernando.org](http://ileadsanfernando.org)
- [ileadschool.org](http://ileadschool.org)
- [ileadschools.com](http://ileadschools.com)
- [ileadschools.org](http://ileadschools.org)
- [ileadschoolsontrack.org](http://ileadschoolsontrack.org)
- [ileadsfv.org](http://ileadsfv.org)
- [ileadsimivalley.com](http://ileadsimivalley.com)
- [ileadsimivalley.org](http://ileadsimivalley.org)
- [ileadspirit.com](http://ileadspirit.com)
- [ileadspirit.org](http://ileadspirit.org)
- [ileadstaffretreat.org](http://ileadstaffretreat.org)
- [ileadstore.org](http://ileadstore.org)
- [ileadstudentsupport.org](http://ileadstudentsupport.org)
- [ileadsupport.org](http://ileadsupport.org)
- [ileadsynergy.com](http://ileadsynergy.com)
- [ileadsynergy.org](http://ileadsynergy.org)
- [ileadteams.org](http://ileadteams.org)
- [ileadtech.org](http://ileadtech.org)
- [ilead.dev](http://ilead.dev)

- [ileadclevelandeast.org](http://ileadclevelandeast.org)
- [ileadclevelandnorth.org](http://ileadclevelandnorth.org)
- [ileadclevelandsouth.org](http://ileadclevelandsouth.org)
- [ileadclevelandwest.org](http://ileadclevelandwest.org)
- [ileadcolumbus.com](http://ileadcolumbus.com)
- [ileadcolumbus.org](http://ileadcolumbus.org)
- [ileaddigest.com](http://ileaddigest.com)
- [ileaddigest.org](http://ileaddigest.org)
- [ileaddownriver.com](http://ileaddownriver.com)
- [ileaddownriver.org](http://ileaddownriver.org)
- [ileadersdigest.org](http://ileadersdigest.org)
- [ileadflorence.com](http://ileadflorence.com)
- [ileadflorence.org](http://ileadflorence.org)
- [ileadfoundation.com](http://ileadfoundation.com)
- [ileadfoundation.org](http://ileadfoundation.org)
- [ileadgivingtuesday.org](http://ileadgivingtuesday.org)
- [ileadharambee.com](http://ileadharambee.com)
- [ileadharambee.org](http://ileadharambee.org)
- [ileadhillsboro.com](http://ileadhillsboro.com)
- [ileadhillsboro.org](http://ileadhillsboro.org)
- [ileadindiana.com](http://ileadindiana.com)
- [ileadindiana.org](http://ileadindiana.org)
- [ileadmichigan.com](http://ileadmichigan.com)
- [ileadmichigan.org](http://ileadmichigan.org)
- [ileadohio.org](http://ileadohio.org)
- [ileadoutreach.org](http://ileadoutreach.org)
- [ileadpasco.com](http://ileadpasco.com)
- [ileadpasco.org](http://ileadpasco.org)
- [ileadreviews.com](http://ileadreviews.com)
- [ileadserver.com](http://ileadserver.com)
- [ileadserver.net](http://ileadserver.net)
- [ileadserver.org](http://ileadserver.org)
- [ileadsouthbend.com](http://ileadsouthbend.com)
- [ileadsouthbend.org](http://ileadsouthbend.org)
- [ileadspace.com](http://ileadspace.com)
- [ileadspace.org](http://ileadspace.org)
- [ileadspokane.org](http://ileadspokane.org)
- [ileadwayne.com](http://ileadwayne.com)
- [ileadwayne.org](http://ileadwayne.org)
- [ileadwayneacademy.com](http://ileadwayneacademy.com)
- [ileadwayneacademy.org](http://ileadwayneacademy.org)
- [ileadzanesville.com](http://ileadzanesville.com)
- [ileadzanesville.org](http://ileadzanesville.org)
- [ileadboost.com](http://ileadboost.com)
- [ileadboost.org](http://ileadboost.org)
- [ileadcharterschool.org](http://ileadcharterschool.org)
- [ileadcincinnati.com](http://ileadcincinnati.com)

- [ileadcincinnati.org](http://ileadcincinnati.org)
- [ileadnexusindy.org](http://ileadnexusindy.org)

#### Software

- Application programming interface (API) that integrates with Educational Funds Tracking Portal

#### Educational Models

- “Free to Think, Inspired to Lead”
- iLEAD Academic and SEL Reports of Progress
- iLEAD Board Retreat
- iLEAD Facility Design Documentation
- iLEAD Ed Talks
- iLEAD Education
- iLEAD Individual Learning Plan Process
- iLEAD iDEAL
- iLEAD Leadership Café
- iLEAD Star Search
- iLEAD Educational Model Learning Spaces
- iLEAD Related Vimeo Content
- iLEAD Learning Engine
- iLEAD New Director Onboarding
- iLEAD Parent University
- iLEAD Presentation of Learning Process
- iLEAD Showcase of Learning Process
- iLEAD Tuesdays with TED
- iLEAD Charter Petition Language, solely as they exist as of the Effective Date
- Online Courses, solely as they exist as of Effective Date
- iLEAD Project Design Guide
- iLEAD Welcome Boxes iLEAD
- Whybrary (and terms included)
- Whysayer, solely as they exist as of the Effective Date
- iSAP Website
- Dream Up to Space
- Free to Think. Inspired to Lead.

## **Schedule 7 – iCA IP**

### Trademarks

- iLEAD Hybrid
- iLEAD California Charter
- iLEAD California Charter 1

### Domain Names

- ileadhybrid.org
- ileadexploration.org
- ileadantelopevalley.org
- ileadav.org

Document comparison by Workshare 10.0 on Monday, December 12, 2022  
2:22:39 PM

Input:	
Document 1 ID	iManage://DMS/LEGAL/159112256/14
Description	#159112256v14<LEGAL> - iCA - Schools -- IP Assignment and Governance Agreement (PC)
Document 2 ID	iManage://DMS/LEGAL/159112256/15
Description	#159112256v15<LEGAL> - iCA - Schools -- IP Assignment and Governance Agreement (PC)
Rendering set	Standard

Legend:	
<u>Insertion</u>	
<del>Deletion</del>	
Moved from	
<u>Moved to</u>	
Style change	
Format change	
<del>Moved deletion</del>	
Inserted cell	
Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	11
Deletions	16
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	27





**Santa Clarita Valley International**  
**2021–22 School Accountability Report Card**  
**Reported Using Data from the 2021–22 School Year**  
**California Department of Education**

**Address:** 28060 Hasley Canyon Rd., Ste. 200  
Castaic, CA , 91384-4577

**Principal:** Chad Powell & Martha Spansel, School Directors

**Phone:** (661) 705-4820

**Grade Span:**

By February 1 of each year, every school in California is required by state law to publish a School Accountability Report Card (SARC). The SARC contains information about the condition and performance of each California public school. Under the Local Control Funding Formula (LCFF) all local educational agencies (LEAs) are required to prepare a Local Control and Accountability Plan (LCAP), which describes how they intend to meet annual school-specific goals for all pupils, with specific activities to address state and local priorities. Additionally, data reported in an LCAP is to be consistent with data reported in the SARC.

- For more information about SARC requirements and access to prior year reports, see the California Department of Education (CDE) SARC web page at <https://www.cde.ca.gov/ta/ac/sa/>.
- For more information about the LCFF or LCAP, see the CDE LCFF web page at <https://www.cde.ca.gov/fg/aa/lc/>.
- For additional information about the school, parents/guardians and community members should contact the school principal or the district office.

### DataQuest

DataQuest is an online data tool located on the CDE DataQuest web page at <https://dq.cde.ca.gov/dataquest/> that contains additional information about this school and comparisons of the school to the district and the county. Specifically, DataQuest is a dynamic system that provides reports for accountability (e.g., test data, enrollment, high school graduates, dropouts, course enrollments, staffing, and data regarding English learners).

### California School Dashboard

The California School Dashboard (Dashboard) <https://www.caschooldashboard.org/> reflects California's new accountability and continuous improvement system and provides information about how LEAs and schools are meeting the needs of California's diverse student population. The Dashboard contains reports that display the performance of LEAs, schools, and student groups on a set of state and local measures to assist in identifying strengths, challenges, and areas in need of improvement.

### Internet Access

Internet access is available at public libraries and other locations that are publicly accessible (e.g., the California State Library). Access to the Internet at libraries and public locations is generally provided on a first-come, first-served basis. Other use restrictions may include the hours of operation, the length of time that a workstation may be used (depending on availability), the types of software programs available on a workstation, and the ability to print documents.

About This School

Chad Powell & Martha Spansel, School Directors

Principal, Santa Clarita Valley International

About Our School



Welcome to Santa Clarita Valley International!

Santa Clarita Valley International (SCVi) is a tuition-free, public charter that educates learners in grades TK-12. Our school offers a learner-centered approach to education that focuses on project-based learning and social-emotional learning principles that adhere to the Common Core Standards. We offer a dual immersion program and Santa Clarita Valley's only International Baccalaureate program. Additionally, SCVi provides a rigorous arts and theater curriculum, hands-on aerospace opportunities, CIF athletic participation opportunities, CTE, and NCAA-approved coursework.

SCVi's Schoolwide Learner Outcomes were carefully selected to develop the whole child with a focus on academic and social-emotional learning. These include academic rigor, college and career readiness, critical thinking, curiosity, gratitude, grit, growth mindset, optimism, purpose, self-control, social intelligence, and zest. Social-emotional learning (SEL) is the process through which children and adults understand and manage emotions, set and achieve positive goals, feel and show empathy for others, establish and maintain positive relationships, and make responsible decisions.

Through thoughtfully-designed learning environments, it is our goal to build an engaging and rigorous educational experience with a focus on each learner's unique strengths and love of learning.

Martha Spansel-Pellico and Chad Powell, Directors

Contact

Santa Clarita Valley International  
28060 Hasley Canyon Rd., Ste. 200  
Castaic, CA 91384-4577

Phone: (661) 705-4820  
Email: [office@scvi-k12.org](mailto:office@scvi-k12.org)

Contact Information (School Year 2022–23)

District Contact Information (School Year 2022–23)

District Name	William S. Hart Union High
Phone Number	(661) 259-0033
Superintendent	Kuhlman, Mike
Email Address	<a href="mailto:mkuhlman@hartdistrict.org">mkuhlman@hartdistrict.org</a>
Website	<a href="https://www.hartdistrict.org/">https://www.hartdistrict.org/</a>

School Contact Information (School Year 2022–23)

School Name	Santa Clarita Valley International
Street	28060 Hasley Canyon Rd., Ste. 200
City, State, Zip	Castaic, CA , 91384-4577
Phone Number	(661) 705-4820
Principal	Chad Powell & Martha Spansel, School Directors
Email Address	<a href="mailto:director@scvi-k12.org">director@scvi-k12.org</a>
Website	<a href="http://ileadsantaclarita.org">http://ileadsantaclarita.org</a>
County-District-School (CDS) Code	19651360117234

Last updated: 1/31/23

School Description and Mission Statement (School Year 2022–23)

Santa Clarita Valley International (SCVi) prioritizes a positive, supportive, and inviting environment where our learners can focus on their development. In addition to academic excellence, we are committed to supporting learners’ development of emotional intelligence, life skills, and community engagement. Our teachers (facilitators) are devoted to providing learners with the best academic and emotional support by way of individualized attention.

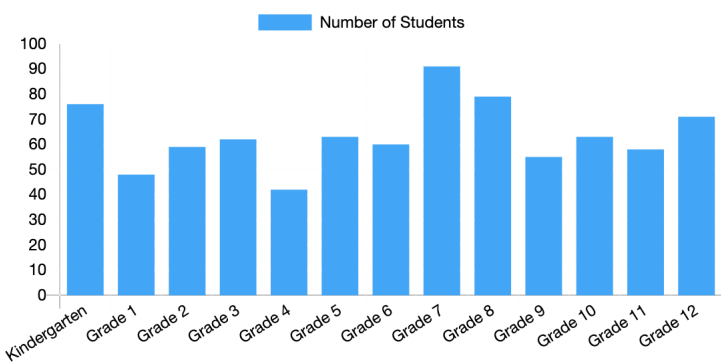
The **mission** of SCVi is to provide a rigorous, relevant, inquiry-based, self-directed, and collaborative learning environment for students in grades TK-12, inspiring them to become lifelong learners with the skills to lead in the 21st century.

The **vision** of SCVi is that all learners would become creative problem solvers, critical thinkers, compassionate leaders, conscientious collaborators, and responsible citizens who develop a lifelong love of learning. These are the qualities that develop our learners into leaders, today and in the future. Our learners achieve this through the iLEAD educational model.

Last updated: 1/31/23

Student Enrollment by Grade Level (School Year 2021–22)

Grade Level	Number of Students
Kindergarten	76
Grade 1	48
Grade 2	59
Grade 3	62
Grade 4	42
Grade 5	63
Grade 6	60
Grade 7	91
Grade 8	79
Grade 9	55
Grade 10	63
Grade 11	58
Grade 12	71
Total Enrollment	827



Minimum students was not met in the provided examples. Future development will include messages on the table to explain what the minimums are to display data.

Last updated: 1/31/23

Student Enrollment by Student Group (School Year 2021–22)

Student Group	Percent of Total Enrollment
Female	43.20%
Male	56.30%
Non-Binary	0.50%
American Indian or Alaska Native	1.10%
Asian	2.50%
Black or African American	5.20%
Filipino	1.60%
Hispanic or Latino	34.90%
Native Hawaiian or Pacific Islander	0.00%
Two or More Races	8.30%
White	43.00%

Student Group (Other)	Percent of Total Enrollment
English Learners	5.10%
Foster Youth	0.70%
Homeless	0.10%
Migrant	0.00%
Socioeconomically Disadvantaged	27.30%
Students with Disabilities	19.80%

## A. Conditions of Learning

### State Priority: Basic

The SARC provides the following information relevant to the State priority: Basic (Priority 1):

- Degree to which teachers are appropriately assigned and fully credentialed in the subject area and for the pupils they are teaching;
- Pupils have access to standards-aligned instructional materials; and
- School facilities are maintained in good repair

#### Teacher Preparation and Placement (School Year 2020–21)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)	25.20	49.98	821.30	81.53	228366.10	83.12
Intern Credential Holders Properly Assigned	6.00	11.88	14.50	1.44	4205.90	1.53
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)	9.80	19.43	20.70	2.06	11216.70	4.08
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)	7.10	14.18	72.40	7.19	12115.80	4.41
Unknown	2.20	4.51	78.30	7.77	18854.30	6.86
Total Teaching Positions	50.50	100.00	1007.30	100.00	274759.10	100.00

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/31/23

#### Teacher Preparation and Placement (School Year 2021–22)

Authorization/Assignment	School Number	School Percent	District Number	District Percent	State Number	State Percent
Fully (Preliminary or Clear) Credentialed for Subject and Student Placement (properly assigned)						
Intern Credential Holders Properly Assigned						
Teachers Without Credentials and Misassignments ("ineffective" under ESSA)						
Credentialed Teachers Assigned Out-of-Field ("out-of-field" under ESSA)						
Unknown						
Total Teaching Positions						

Note: The data in this table is based on Full Time Equivalent (FTE) status. One FTE equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time. Additionally, an assignment is defined as a position that an educator is assigned based on setting, subject, and grade level. An authorization is defined as the services that an educator is authorized to provide to students.

Last updated: 1/31/23

#### Teachers Without Credentials and Misassignments (considered "ineffective" under ESSA)

Authorization/Assignment	2020–21 Number	2021–22 Number
Permits and Waivers	2.00	
Misassignments	7.80	
Vacant Positions	0.00	
Total Teachers Without Credentials and Misassignments	9.80	



Credentialed Teachers Assigned Out-of-Field  
(considered "out-of-field" under ESSA)

Indicator	2020–21 Number	2021–22 Number
Credentialed Teachers Authorized on a Permit or Waiver	1.00	
Local Assignment Options	6.10	
Total Out-of-Field Teachers	7.10	

Last updated: 1/11/23

Class Assignments

Indicator	2020–21 Percent	2021–22 Percent
Misassignments for English Learners (a percentage of all the classes with English learners taught by teachers that are misassigned)	33.30	
No credential, permit or authorization to teach (a percentage of all the classes taught by teachers with no record of an authorization to teach)	10.10	

Note: For more information refer to the Updated Teacher Equity Definitions web page at <https://www.cde.ca.gov/pd/ee/teacherequitydefinitions.asp>.

Last updated: 1/11/23

School Facility Conditions and Planned Improvements

Santa Clarita Valley International takes great efforts to ensure that its facilities are clean, safe, and functional. To assist in this effort, Santa Clarita Valley International uses a facility survey instrument developed by the State of California OPSC. The results of this survey are available at the school office. Using the Facility Inspection Tool (FIT), the school's overall condition was rated as good in January 2023. The school's systems, interior, cleanliness, electrical, restrooms/fountains, safety, structural, and external systems were rated as good.

School improvements to increase safety on campus, new flooring, new HVAC, and new kitchen upgrades were completed in the 2022 calendar year.

Last updated: 1/31/23

School Facility Good Repair Status

Using the **most recently collected** Facility Inspection Tool (FIT) data (or equivalent), provide the following:

- Determination of repair status for systems listed
- Description of any needed maintenance to ensure good repair
- The year and month in which the data were collected
- The rate for each system inspected
- The overall rating

Year and month of the most recent FIT report: January 2023

System Inspected	Rating	Repair Needed and Action Taken or Planned
<b>Systems:</b> Gas Leaks, Mechanical/HVAC, Sewer	Good	2 HVAC units replaced
<b>Interior:</b> Interior Surfaces	Good	Flooring replaced in main building
<b>Cleanliness:</b> Overall Cleanliness, Pest/Vermin Infestation	Good	
<b>Electrical:</b> Electrical	Good	
<b>Restrooms/Fountains:</b> Restrooms, Sinks/Fountains	Good	
<b>Safety:</b> Fire Safety, Hazardous Materials	Good	
<b>Structural:</b> Structural Damage, Roofs	Good	
<b>External:</b> Playground/School Grounds, Windows/Doors/Gates/Fences	Good	

Overall Facility Rate

Year and month of the most recent FIT report: January 2023

Overall Rating	Good
----------------	------

Last updated: 1/31/23



## B. Pupil Outcomes

### State Priority: Pupil Achievement

The SARC provides the following information relevant to the State priority: Pupil Achievement (Priority 4):

- **Statewide assessments** (i.e., California Assessment of Student Performance and Progress [CAASPP] System includes the Smarter Balanced Summative Assessments for students in the general education population and the California Alternate Assessments [CAAs] for English language arts/literacy [ELA] and mathematics given in grades three through eight and grade eleven. Only eligible students may participate in the administration of the CAAs. CAAs items are aligned with alternate achievement standards, which are linked with the Common Core State Standards [CCSS] for students with the most significant cognitive disabilities).

The CAASPP System encompasses the following assessments and student participation requirements:

1. **Smarter Balanced Summative Assessments and CAAs for ELA** in grades three through eight and grade eleven.
  2. **Smarter Balanced Summative Assessments and CAAs for mathematics** in grades three through eight and grade eleven.
  3. **California Science Test (CAST) and CAAs for Science** in grades five, eight, and once in high school (i.e., grade ten, eleven, or twelve).
- **College and Career Ready:** The percentage of students who have successfully completed courses that satisfy the requirements for entrance to the University of California and the California State University, or career technical education sequences or programs of study.

#### CAASPP Test Results in ELA and Mathematics for All Students

##### Grades Three through Eight and Grade Eleven taking and completing a state-administered assessment

##### Percentage of Students Meeting or Exceeding the State Standard

Subject	School 2020–21	School 2021–22	District 2020–21	District 2021–22	State 2020–21	State 2021–22
English Language Arts / Literacy (grades 3–8 and 11)	N/A	47%	N/A	67%	N/A	47%
Mathematics (grades 3–8 and 11)	N/A	25%	N/A	40%	N/A	33%

Note: Where it was the most viable option, in 2020–21, LEAs were required to administer the statewide summative assessment in ELA and mathematics and where a statewide summative assessment was not the most viable option for the LEA, LEAs were permitted report results from a different assessment that meets the criteria established by the California State Board of Education on March 16, 2021. The 2020–21 data cells for the school, district, state have N/A values because these data are not comparable to 2021–22 data.

Note: Percentages are not calculated when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: ELA and Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3-Alternate) on the CAAs divided by the total number of students who participated in both assessments.

*Last updated: 2/1/23*

**CAASPP Test Results in ELA by Student Group for students taking and completing a state-administered assessment  
Grades Three through Eight and Grade Eleven  
(School Year 2021–22)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	457	424	92.78	7.22	47.28
Female	202	191	94.55	5.45	48.69
Male	253	231	91.30	8.70	45.65
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	21	20	95.24	4.76	42.11
Filipino	--	--	--	--	--
Hispanic or Latino	160	152	95.00	5.00	32.24
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	50	43	86.00	14.00	51.16
White	205	189	92.20	7.80	56.08
English Learners	15	15	100.00	0.00	13.33
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	132	123	93.18	6.82	35.77
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	96	81	84.38	15.62	18.75

Note: ELA test results include the Smarter Balanced Summative Assessment and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

*Last updated: 1/30/23*

**CAASPP Test Results in Mathematics by Student Group for students taking and completing a state-administered assessment  
Grades Three through Eight and Grade Eleven  
(School Year 2021–22)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	457	421	92.12	7.88	25.00
Female	202	189	93.56	6.44	21.16
Male	253	230	90.91	9.09	28.38
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	21	20	95.24	4.76	20.00
Filipino	--	--	--	--	--
Hispanic or Latino	160	150	93.75	6.25	13.42
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	50	43	86.00	14.00	30.23
White	205	188	91.71	8.29	30.32
English Learners	15	15	100.00	0.00	6.67
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	132	122	92.42	7.58	17.36
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	96	81	84.38	15.62	8.64

Note: Mathematics test results include the Smarter Balanced Summative Assessment and the CAA. The "Percent Met or Exceeded" is calculated by taking the total number of students who met or exceeded the standard on the Smarter Balanced Summative Assessment plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

*Last updated: 1/30/23*

**CAASPP Test Results in Science for All Students**  
**Grades Five, Eight and High School**  
**Percentage of Students Meeting or Exceeding the State Standard**

Subject	School 2020–21	School 2021–22	District 2020–21	District 2021–22	State 2020–21	State 2021–22
Science (grades 5, 8, and high school)	NT	30.10	NT	45.14	28.72	29.47

Note: Science test results include the CAST and the CAA. The “Percent Met or Exceeded” is calculated by taking the total number of students who met or exceeded the standard on the CAST plus the total number of students who met the standard (i.e., achieved Level 3–Alternate) on the CAAs divided by the total number of students who participated in both assessments.

Note: For any 2020–21 data cells with N/T values indicate that this school did not test students using the CAASPP for Science.

Note: The number of students tested includes all students who participated in the test whether they received a score or not; however, the number of students tested is not the number that was used to calculate the achievement level percentages. The achievement level percentages are calculated using only students who received scores.

*Last updated: 1/30/23*

**CAASPP Test Results in Science by Student Group**  
**Grades Five, Eight and High School (School Year 2021–22)**

Student Group	Total Enrollment	Number Tested	Percent Tested	Percent Not Tested	Percent Met or Exceeded
All Students	325	289	88.92	11.08	30.10
Female	147	136	92.52	7.48	27.21
Male	176	151	85.80	14.20	32.45
American Indian or Alaska Native	--	--	--	--	--
Asian	--	--	--	--	--
Black or African American	26	22	84.62	15.38	13.64
Filipino	--	--	--	--	--
Hispanic or Latino	114	106	92.98	7.02	15.09
Native Hawaiian or Pacific Islander	0	0	0	0	0
Two or More Races	21	19	90.48	9.52	47.37
White	148	127	85.81	14.19	41.73
English Learners	--	--	--	--	--
Foster Youth	--	--	--	--	--
Homeless	--	--	--	--	--
Military	--	--	--	--	--
Socioeconomically Disadvantaged	89	79	88.76	11.24	15.19
Students Receiving Migrant Education Services	0	0	0	0	0
Students with Disabilities	61	50	81.97	18.03	8.00

Note: Double dashes (--) appear in the table when the number of students is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

*Last updated: 1/30/23*

Career Technical Education (CTE) Programs (School Year 2021–22)

Santa Clarita Valley International (SCVi) offered two CTE pathways during the 2021-2022 school year.

1. Stage Production and Managerial Arts

2. Professional Theatre

All CTE courses are taught by credentialed CTE facilitators with relevant industry experience. CTE pathways meet the basic requirements of high-quality CTE programs as defined by CTEIG.

Last updated: 1/30/23

Career Technical Education (CTE) Participation (School Year 2021–22)

Measure	CTE Program Participation
Number of Pupils Participating in CTE	139
Percent of Pupils that Complete a CTE Program and Earn a High School Diploma	--
Percent of CTE Courses that are Sequenced or Articulated Between the School and Institutions of Postsecondary Education	--

Last updated: 1/30/23

Course Enrollment/Completion of University of California (UC) and/or California State University (CSU) Admission Requirements

UC/CSU Course Measure	Percent
2021–22 Pupils Enrolled in Courses Required for UC/CSU Admission	97.56%
2020–21 Graduates Who Completed All Courses Required for UC/CSU Admission	73.00%

Last updated: 1/30/23

State Priority: Other Pupil Outcomes

The SARC provides the following information relevant to the State priority: Other Pupil Outcomes (Priority 8):

- Pupil outcomes in the subject area of physical education

California Physical Fitness Test Results (School Year 2021–22)  
Percentage of Students Participating in each of the five Fitness Components

Grade	Component 1: Aerobic Capacity	Component 2: Abdominal Strength and Endurance	Component 3: Trunk Extensor and Strength and Flexibility	Component 4: Upper Body Strength and Endurance	Component 5: Flexibility
5	96.7%	96.7%	96.7%	96.7%	98.3%
7	93.1%	93.1%	93.1%	93.1%	93.1%
9	93.1%	93.1%	93.1%	93.1%	93.1%

Note: Due to changes to the 2021–22 PFT administration, only participation results are required for these five fitness areas.  
Note: Percentages are not calculated and double dashes (--) appear in the table when the number of students tested is ten or less, either because the number of students in this category is too small for statistical accuracy or to protect student privacy.

Last updated: 1/30/23

## C. Engagement

### State Priority: Parental Involvement

The SARC provides the following information relevant to the State priority: Parental Involvement (Priority 3):

- Efforts the school district makes to seek parent input in making decisions regarding the school district and at each school site

#### Opportunities for Parental Involvement (School Year 2022–23)

At Santa Clarita Valley International School (SCVi), parents/guardians serve many important roles in the day-to-day operations of the school, as well as the strategic planning and overall vision of the school community. As families enroll, it is important they understand the components of the program model. SCVi makes accommodations to meet the unique schedules of parents/guardians to ensure every opportunity for them to attend an orientation meeting where they can have questions answered and/or connect with other families who have learners already enrolled in the program.

Parents/guardians are regularly informed about school events, volunteering opportunities, special committees, parent meetings, and other pertinent information through the Monday Message, a weekly publication that is sent out to all families, as well as through Parent Square, a digital newsletter for families. Facilitators also communicate with their families on a regular basis through various forms of communication (emails, phone calls, etc.). SCVi offers a parent group organization called iSUPPORT which meets monthly to keep families connected and informed.

Families have the opportunity to be elected to the School Site Council, ELAC, join iSUPPORT, provide feedback on the annual LCAP, and attend public board meetings.

Parents/guardians are strongly encouraged to volunteer at SCVi. Completion of volunteer hours, however, is not a prerequisite for enrollment at SCVi. The school director maintains a comprehensive list of volunteer opportunities including, but not limited to: volunteering in the classroom/school (including at-home assistance), tutoring, attending parent-teacher conferences, attendance at board meetings or any applicable parent group functions, fundraising events, and/or assistance with schoolwide programs, events and activities.

For more information on how to be involved, please email [office@scvi-k12.org](mailto:office@scvi-k12.org).



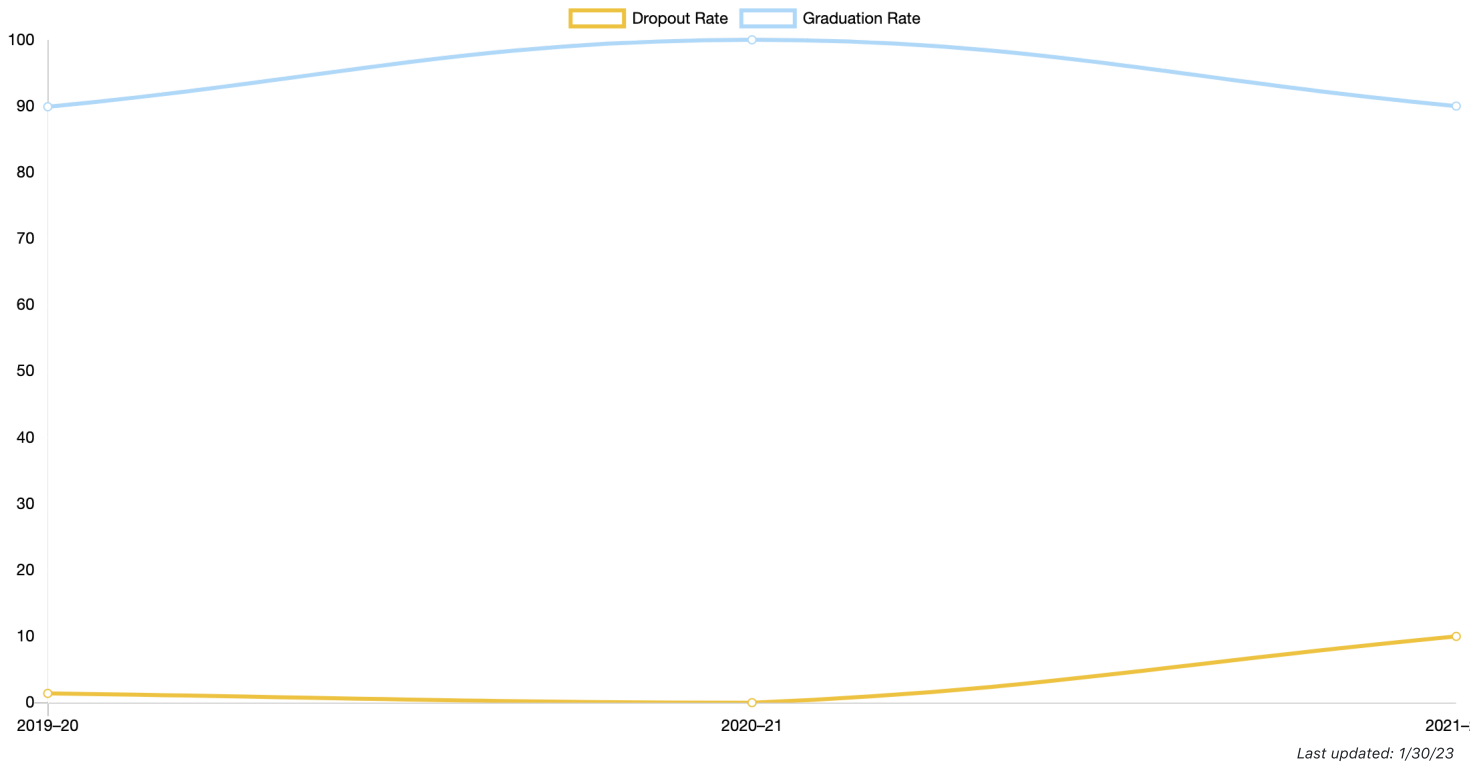
State Priority: Pupil Engagement

The SARC provides the following information relevant to the State priority: Pupil Engagement (Priority 5):

- High school dropout rates;
- High school graduation rates; and
- Chronic Absenteeism

Dropout Rate and Graduation Rate (Four-Year Cohort Rate)

Indicator	School 2019–20	School 2020–21	School 2021–22	District 2019–20	District 2020–21	District 2021–22	State 2019–20	State 2020–21	State 2021–22
Dropout Rate	1.4%	0.0%	10.0%	3.4%	3.2%	3.0%	8.9%	9.4%	7.8%
Graduation Rate	89.9%	100.0%	90.0%	88.7%	89.0%	93.0%	84.2%	83.6%	87.0%



**Graduation Rate by Student Group (Four-Year Cohort Rate)**  
**(School Year 2021–22)**

Student Group	Number of Students in Cohort	Number of Cohort Graduates	Cohort Graduation Rate
All Students	80	72	90.0
Female	33	28	84.8
Male	46	44	95.7
Non-Binary	--	--	--
American Indian or Alaska Native	0	0	0.00
Asian	--	--	--
Black or African American	--	--	--
Filipino	--	--	--
Hispanic or Latino	30	26	86.7
Native Hawaiian or Pacific Islander	0	0	0.00
Two or More Races	--	--	--
White	32	29	90.6
English Learners	--	--	--
Foster Youth	--	--	--
Homeless	--	--	--
Socioeconomically Disadvantaged	22	19	86.4
Students Receiving Migrant Education Services	0.0	0.0	0.0
Students with Disabilities	19	16	84.2

For information on the Four-Year Adjusted Cohort Graduation Rate (ACGR), visit the CDE Adjusted Cohort Graduation Rate web page at <https://www.cde.ca.gov/ds/ad/acgrinfo.asp>.

*Last updated: 1/30/23*

**Chronic Absenteeism by Student Group**  
**(School Year 2021–22)**

Student Group	Cumulative Enrollment	Chronic Absenteeism Eligible Enrollment	Chronic Absenteeism Count	Chronic Absenteeism Rate
All Students	929	891	326	36.6
Female	405	389	143	36.8
Male	520	498	181	36.3
American Indian or Alaska Native	6	6	6	100.0
Asian	23	23	6	26.1
Black or African American	60	57	27	47.4
Filipino	14	14	2	14.3
Hispanic or Latino	323	312	127	40.7
Native Hawaiian or Pacific Islander	0	0	0	0.0
Two or More Races	76	73	24	32.9
White	403	384	127	33.1
English Learners	46	44	14	31.8
Foster Youth	8	8	5	62.5
Homeless	5	5	5	100.0
Socioeconomically Disadvantaged	286	271	128	47.2
Students Receiving Migrant Education Services	0	0	0	0.0
Students with Disabilities	187	180	69	38.3

Last updated: 1/30/23

## State Priority: School Climate

The SARC provides the following information relevant to the State priority: School Climate (Priority 6):

- Pupil suspension rates;
- Pupil expulsion rates; and
- Other local measures on the sense of safety

### Suspensions and Expulsions for School Year 2019–20 Only

(data collected between July through February, partial school year due to the COVID-19 pandemic)

Rate	School 2019–20	District 2019–20	State 2019–20
Suspensions	0.96%	1.45%	2.45%
Expulsions	0.00%	0.00%	0.05%

Note: The 2019–20 suspensions and expulsions rate data are not comparable to other year data because the 2019–20 school year is a partial school year due to the COVID-19 crisis. As such, it would be inappropriate to make any comparisons in rates of suspensions and expulsions in the 2019–20 school year compared to other school years.

### Suspensions and Expulsions

(data collected between July through June, each full school year respectively)

Rate	School 2020–21	School 2021–22	District 2020–21	District 2021–22	State 2020–21	State 2021–22
Suspensions	0.00%	0.54%	0.02%	2.25%	0.20%	3.17%
Expulsions	0.00%	0.00%	0.00%	0.07%	0.00%	0.07%

Note: Data collected during the 2020–21 school year may not be comparable to earlier years of this collection due to differences in learning mode instruction in response to the COVID-19 pandemic.

Last updated: 1/30/23

### School Safety Plan (School Year 2022–23)

It is the vision of Santa Clarita Valley International to provide a safe learning environment for all of its learners, staff, and families. It is a place where learners feel welcomed and comfortable so learning is the central focus. A Comprehensive School Safety Plan helps to ensure a safe environment for each learner's academic and social-emotional learning to occur. Developing and maintaining the plan enables school staff to respond quickly and knowledgeably in the case of an incident or emergency. The plan identifies the roles of staff, faculty, learners, and other key stakeholders including their respective responsibilities before, during, and after an incident. The safety plan includes general policies and procedures for handling safety and specific emergency situations including earthquakes, fire, and active shooter scenarios. It also includes information on child abuse reporting, sexual harassment, and discipline. This plan provides parents and other community members with the assurance that Santa Clarita Valley International has developed and established guidelines and procedures to respond to an incident or a hazard in an organized, systematic method to prevent, prepare for, respond to, and recover from an incident. The Comprehensive School Safety Plan:

1. Protects the safety and welfare of learners and staff.
2. Provides for a safe and coordinated response to emergency situations.
3. Protects facilities and property, allowing the school to restore normal conditions with minimal confusion in the shortest amount of time possible.
4. Provides for coordination between the school and local emergency services when necessary.

The Comprehensive School Safety Plan was last reviewed and updated in November 2023 and is stored on campus.

Additionally, the school actively maintains and monitors its COVID-19 protocols for TK-12 schools through the guidelines that are routinely updated by the Los Angeles County Department of Public Health and/or the state of California. Empower Generations updates its COVID-19 Safety Plan and COVID-19 Prevention frequently as changes arise. This policy applies to all Empower Generations employees and contains general prevention best practices, as well as Empower Generations policies and procedures related to COVID-19 in the workplace. Both the Reopening Protocols for TK-12 Schools and the COVID-19 Safety Plan and Prevention Program documents are located on the homepage of the school's website. Lastly, the school's digital safety is equally important. The Learner/Family Guidebook outlines the school's technology policies. The school works to keep current with digital safety best practices and provides frequent education to learners, families, and staff in this area.

Last updated: 1/30/23

## D. Other SARC information

The information in this section is required to be in the SARC but is not included in the state priorities for LCFF.

### Average Class Size and Class Size Distribution (Elementary) School Year 2019–20

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	13.00	2		
1	0.00			
2	0.00			
3	0.00			
4	0.00			
5	0.00			
6	0.00			
Other**	25.00	12		

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

### Average Class Size and Class Size Distribution (Elementary) School Year 2020–21

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	18.00	2		
1	22.00	1		
2	0.00	0		
3	0.00	0		
4	15.00	4		
5	13.00	4		
6	0.00	0		
Other**	24.00	5		

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Elementary) School Year 2021–22**

Grade Level	Average Class Size	Number of Classes* 1-20	Number of Classes* 21-32	Number of Classes* 33+
K	19.00	3		
1	0.00			
2	0.00			
3	0.00			
4	12.00	3		
5	18.00	3	2	
6	25.00		2	
Other**	22.00	6	14	3

\* Number of classes indicates how many classes fall into each size category (a range of total students per class).

\*\* "Other" category is for multi-grade level classes.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2019–20)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	8.00	15	1	2
Mathematics	5.00	19		1
Science	5.00	16		1
Social Science	9.00	10		1

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2020–21)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	7.00	23	1	
Mathematics	4.00	28		
Science	5.00	16		1
Social Science	6.00	21	1	

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

**Average Class Size and Class Size Distribution (Secondary) (School Year 2021–22)**

Subject	Average Class Size	Number of Classes* 1-22	Number of Classes* 23-32	Number of Classes* 33+
English Language Arts	24.00	4	9	1
Mathematics	19.00	9	5	
Science	25.00	3	9	2
Social Science	25.00	2	9	1

\* Number of classes indicates how many classrooms fall into each size category (a range of total students per classroom). At the secondary school level, this information is reported by subject area rather than grade level.

Last updated: 1/30/23

**Ratio of Pupils to Academic Counselor (School Year 2021–22)**

Title	Ratio
Pupils to Academic Counselor*	165.40

\* One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

*Last updated: 1/30/23*

**Student Support Services Staff (School Year 2021–22)**

Title	Number of FTE* Assigned to School
Counselor (Academic, Social/Behavioral or Career Development)	5.00
Library Media Teacher (Librarian)	0.00
Library Media Services Staff (Paraprofessional)	0.00
Psychologist	2.00
Social Worker	0.00
Nurse	0.00
Speech/Language/Hearing Specialist	1.00
Resource Specialist (non-teaching)	0.00
Other	5.00

\* One full time equivalent (FTE) equals one staff member working full time; one FTE could also represent two staff members who each work 50 percent of full time.

*Last updated: 1/30/23*

**Expenditures Per Pupil and School Site Teacher Salaries (Fiscal Year 2020–21)**

Level	Total Expenditures Per Pupil	Expenditures Per Pupil (Restricted)	Expenditures Per Pupil (Unrestricted)	Average Teacher Salary
School Site	\$10555.58	\$889.42	\$9666.17	\$61663.20
District	N/A	N/A	--	\$81485.00
Percent Difference – School Site and District	N/A	N/A	--	--
State	N/A	N/A	\$6593.62	\$94126.00
Percent Difference – School Site and State	N/A	N/A	46.20%	-41.70%

Note: Cells with N/A values do not require data.

*Last updated: 2/1/23*

**Types of Services Funded (Fiscal Year 2021–22)**

Local Control Funding Formula (LCFF) base and supplemental funds are utilized as outlined in the Local Control Accountability Plan (LCAP) to ensure that all learners receive the basic, intervention/enrichment support, and services that are needed to help them become proficient in academic and social-emotional learning. The LCAP also details the actions associated with meeting the specific needs of English learners, foster and homeless youth, and low-income learners. State and federal categorical funding is used to support learners in special education with IEP needs and goals. Title I, II, and IV funding is used to provide targeted academic intervention, and staff training, and promote well-rounded learning. One-time funding sources are utilized to complement and add additional services to support at-risk learners, and interventions, and to prevent, prepare and/or respond to COVID-19 needs.

The school ensures all educational partners have the opportunity to provide input on the annual LCAP to ensure that spending aligns with school community needs.

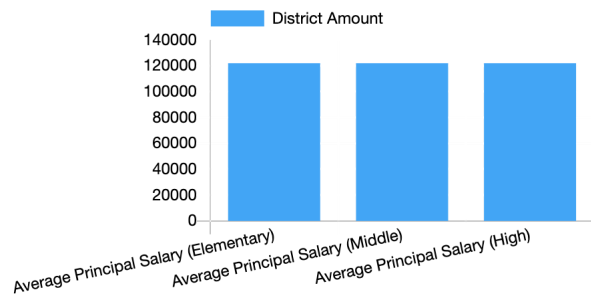
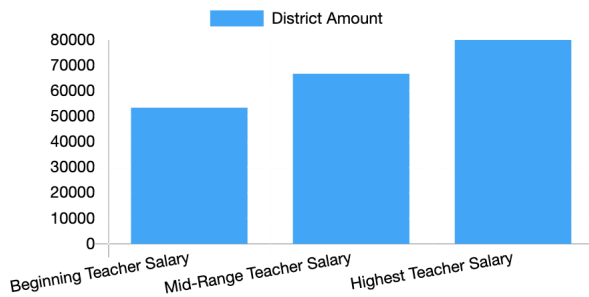
The school's LCAP can be found on its website.

*Last updated: 1/30/23*

**Teacher and Administrative Salaries (Fiscal Year 2020–21)**

Category	District Amount	State Average For Districts In Same Category
Beginning Teacher Salary	\$53386.74	\$55946.60
Mid-Range Teacher Salary	\$66693.37	\$90079.95
Highest Teacher Salary	\$80000.00	\$117121.49
Average Principal Salary (Elementary)	\$121916.74	\$0.00
Average Principal Salary (Middle)	\$121916.74	\$146364.14
Average Principal Salary (High)	\$121916.74	\$164632.57
Superintendent Salary	\$121916.74	\$261984.26
Percent of Budget for Teacher Salaries	30.80%	31.49%
Percent of Budget for Administrative Salaries	4.45%	4.57%

For detailed information on salaries, see the CDE Certificated Salaries & Benefits web page at <https://www.cde.ca.gov/ds/fd/cs/>.



*Last updated: 1/30/23*



Advanced Placement (AP) Courses (School Year 2021–22)

Percent of Students in AP Courses

Subject	Number of AP Courses Offered*
Computer Science	0
English	1
Fine and Performing Arts	0
Foreign Language	0
Mathematics	0
Science	1
Social Science	1
Total AP Courses Offered*	3.00%

\* Where there are student course enrollments of at least one student.

Last updated: 1/30/23

Professional Development

Measure	2020–21	2021–22	2022–23
Number of school days dedicated to Staff Development and Continuous Improvement	9	9	9

Last updated: 1/30/23



## **SANTA CLARITA VALLEY INTERNATIONAL ANTI-NEPOTISM POLICY**

The employment of relatives can cause various problems including but not limited to charges of favoritism, conflicts of interest and scheduling conflicts that may work to the disadvantage of both the agency and its employees.

For the purposes of this policy, the term “relative” shall include the following relationships: relationships established by blood, marriage or legal action. Examples include the employee’s: spouse, mother, father, son, daughter, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, stepparent, stepchild, aunt, uncle, nephew, niece, grandparent, grandson or cousin. The term also includes domestic partners (a person with whom the employee’s life is interdependent and who shares a common residence) and a daughter or son of an employee’s domestic partner.

It is the goal of Santa Clarita Valley International (the “School”) to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts or management disruptions exist. Unless approved by the School Director or, by the Board of Directors if it involves the School, the School will not employ individuals who are a relative of a current employee under the following circumstances:

- A direct supervisor/subordinate relationship will exist between employees who are related; or
- The relationship creates an actual or perceived conflict-of-interest.

Individuals are also not eligible for employment if a member of the individual’s immediate family (spouse, children, parents, grandparents, brothers, sisters, step family members, in-law family members) serves on the School’s Board of Directors or any committee which has authority to review or order personnel actions or wage and salary adjustments which could affect his/her job.

The School reserves the right to exercise appropriate managerial judgment to take such actions as may be necessary to achieve the intent of this policy. The School reserves the right to designate a neutral person who is appointed or employed by the organization to facilitate the informal resolution of concerns of the employees and supervisor as well as the right to vary from the guidelines outlined in this policy to address unusual circumstances on a case by case basis.

It is the responsibility of every employee to identify to Employee Services any potential or existing relationships covered by this policy. Employees who fail to disclose relationships covered by this policy will be subject to disciplinary action up to and including termination of employment.

2023

July 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

August 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

September 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31	1	2	3	4

November 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	1	2

December 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

Every Friday is a Minimum Day\*



Semester start & end dates



Holidays/Vacation Breaks



Individualized Learning Plans, Assessments, Learner Led Conferences, Showcases of Learning

2023 - 2024

SCVI

Track A - Site Based

August

15 - First Day of School

September

4 - Labor Day

14 - 15 - K-5 Assessments

28 - Minimum Day All Grades\*

28 - 29 - Individualized Learning Plans

October

6 - Individualized Learning Plans

9 - 13 - Mid-Fall Break, Staff Professional Learning

31 - Minimum Day All Grades\*

November

1 - Learner Free Day

10 - Veterans Day (Observed)

20 - 24 - Fall Break

December

15 - Fall Semester Ends

18 - Jan 8 - Winter Break

January

8 - Staff Professional Learning

9 - Spring Semester Begins

19 - Reports of Progress Sent Home

15 - Martin Luther King, Jr.

25 - Minimum Day All Grades\*

25 - 26 - Learner Led Conferences

February

2 - Learner Led Conferences

19 - Presidents' Day

March

April

1 - 8 - Spring Break

May

16 - 17 - K-5 Assessments

24 - Learner Free Day

27 - Memorial Day

28 - Jun 6 - Showcases of Learning

June

7 - Last Day of School

2024

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

February 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	1	2

March 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

April 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	1	2	3	4

May 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1

June 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
26	27	28	29	30	31	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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23	24	25	26	27	28	29
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\*Minimum day = Schools & Learning Studios close early

## 2023

July 2023						
SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
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6	7	8	9	10	11	12
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September 2023						
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October 2023						
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1	2	3	4	5	6	7
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Every Friday is a Minimum Day\***

<span style="background-color: #90EE90; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Semester start & end dates
<span style="background-color: #ADD8E6; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> Holidays/Vacation Breaks
<span style="background-color: #FFB6C1; border: 1px solid black; display: inline-block; width: 15px; height: 10px;"></span> End of Learning Period

## 2023 - 2024

### SCVI

Track A - Independent Study

### August

15 - First Day of School

### September

4 - Labor Day

14 - 15 - K-5 Assessments

28 - Minimum Day All Grades\*

28 - 29 - Individualized Learning Plans

### October

6 - Individualized Learning Plans

9 - 13 - Mid-Fall Break, Staff Professional Learning

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### April

1 - 8 - Spring Break

### May

16 - 17 - K-5 Assessments

24 - Learner Free Day

27 - Memorial Day

28 - Jun 6 - Showcases of Learning

### June

7 - Last Day of School

LP	LP Dates	Days
1	8/15/23 - 9/15/23	23
2	9/18/23 - 10/6/23	15
3	10/16/23 - 11/9/23	18
4	11/13/23 - 12/15/23	20
5	1/9/24 - 2/2/24	18
6	2/5/24 - 3/1/24	19
7	3/4/24 - 3/29/24	20
8	4/9/24 - 5/3/24	19
9	5/6/24 - 6/7/24	23

## 2024

January 2024						
SUN	MON	TUE	WED	THU	FRI	SAT
31	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31	1	2	3

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June 2024						
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\*Minimum day = Schools & Learning Studios close early



# Santa Clarita Valley International

## Employee Guidebook

*Board Approved ~~June 29, 2022~~*

*Updated January 1, 2023*

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## INTRODUCTION

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Welcome to Santa Clarita Valley International Charter School!

We recognize that our greatest asset is our team of employees. We value the many talents and abilities of our employees and strive for an environment of teamwork, open communication, mutual support, and professionalism.

We designed this Employee Guidebook to provide you with general information about our policies, procedures and guidelines. We always strive to improve, and we encourage your ideas or suggestions. Please take some time to review this Guidebook and if you have any questions, please contact an SCVi School Director or Employee Services.

The information contained in this Guidebook applies to all employees at Santa Clarita Valley International Charter School (“SCVi” or “School”). It is important that all employees read, understand and follow the provisions in this Guidebook. It is not intended to create any expectations of continued employment or as a contract between SCVi and any of its employees.

This Guidebook supersedes any previously issued Guidebooks, policies, benefit statements and/or memoranda, whether written or verbal. SCVi reserves the right to alter, modify, amend, delete and/or supplement any employment policy or practice with or without notice to you.

Once you have reviewed this Guidebook, please sign the two employee acknowledgement forms at the end of this Guidebook, keep one for your files and provide the other to the Administration. This signed acknowledgement demonstrates to SCVi that you have read, understand and agree to comply with the policies outlined in the Guidebook.

## HIRING POLICIES AND PROCEDURES

---

### AT WILL EMPLOYMENT

We hope to have a long and mutually beneficial relationship with you. Your employment with SCVi is at-will and is voluntary and may be terminated by you or SCVi at any time, with or without cause, and with or without notice. Similarly, your status (for example, position, duties, salary, promotions, demotions, etc.) may be changed at-will, with or without cause and with or without notice at any time. Nothing in this Guidebook or in any document or statement shall limit SCVi right to terminate your employment at-will or limit SCVi's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of your employment at its sole discretion. This Guidebook does not reflect a contract of employment, either express or implied, between you and SCVi.

No SCVi representative is authorized to modify this policy for any employee, unless in writing and approved in writing by the Board of Directors.

### OPEN DOOR POLICY

---

At some time or another, you may have a suggestion, complaint, or question about SCVi, your job, your working conditions, or the treatment you are receiving. We welcome your concerns, suggestions, complaints, and questions, and encourage you to bring them to our attention. For issues other than prohibited harassment, discrimination, or retaliation, we ask that you take your concerns first to your supervisor, who will attempt to provide a solution or explanation. If the problem is still not resolved, you may present it to an SCVi School Director, preferably in writing, who will address your concerns.

### WORKPLACE ANTI-VIOLENCE POLICY

---

#### Workplace Anti-Violence Policy

SCVi is committed to providing a workplace that is free from acts of violence or threats of violence. In keeping with this commitment, SCVi has established a strict policy that prohibits any employee from threatening or committing any act of violence in the workplace, while on duty, while on SCVi-related business, or while operating any vehicle or equipment owned or leased by SCVi. This policy applies to all employees.

Workplace violence includes, but is not limited to, threats of any kind; threatening, physically aggressive, or violent behavior, such as intimidation or attempts to instill fear in others; other behavior that suggests a propensity toward violence, including belligerent speech, excessive arguing or swearing, sabotage, threats of sabotage of SCVi property; defacing SCVi property or causing physical damage to the facilities; and bringing weapons or firearms of any kind on SCVi premises or while conducting SCVi business on or off SCVi property.

In order to achieve our goal of providing a workplace that is secure and free from violence, SCVi must enlist the support of all employees. Compliance with this policy and SCVi's commitment to a zero-tolerance policy with respect to workplace violence is every employee's responsibility.

Compliance with this anti-violence policy is a condition of employment. Due to the importance of this policy, employees who violate any of its terms, who engage in or contribute to violent behavior, or who threaten others with violence may be subject to disciplinary action, up to and including immediate termination.

If any employee observes or becomes aware of any of the above-listed actions or behavior by an employee, student, parent, visitor, or anyone else, he or she must immediately notify their supervisor or the Administration. If these individuals are not available, report the incident to any other supervisor as soon as possible. All reports will be investigated by SCVi and appropriate corrective action will be taken.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact law enforcement authorities by dialing 911. Immediately after contacting law enforcement authorities, the employee must report the incident to the Administration.

Employees should immediately inform their supervisor or the Administration about any workplace security hazards. If these individuals are not available, the employee should immediately inform any other supervisor so that appropriate action can be taken.

In certain circumstances, SCVi may seek a workplace violence restraining order on behalf of one or more employees in furtherance of its commitment to providing a workplace that is free from acts of violence or threats of violence. Furthermore, employees should notify the Administration if any restraining order is in effect or if a potentially violent non-work-related situation exists that could result in violence in the workplace.

Any person who violates this policy on SCVi property may be removed from the premises as quickly and safely as possible, at the SCVi's discretion, and may be required to remain off SCVi premises pending the outcome of an investigation of the incident.

All reports of workplace violence will be taken seriously. If SCVi determines that workplace violence has occurred, SCVi will take appropriate corrective action and may impose disciplinary action, up to and including termination.

There will be no retaliation against any employee who brings a complaint in good faith under the Workplace Anti-Violence Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

## IMMIGRATION COMPLIANCE

---

SCVi does not discriminate against any individual because of his or her national origin, citizenship or intent to become a U.S. citizen. It is, however, the policy of SCVi to only employ those individuals who are authorized to

work in the United States. Therefore, SCVi requires each prospective employee to provide documents verifying his or her identity and authorization to be legally employed in the United States.

As a condition of employment, each new employee must properly complete, sign and date the first section of the USCIS Form I-9, on or prior to the first day employment commences and present documentation establishing identity and employment eligibility within three business days after he or she begins work. If the employee cannot verify his/her right to work in the United States within three business days of employment, SCVi will be required to terminate his/her employment immediately.

## REASONABLE ACCOMMODATIONS, DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION, AND COMPLIANT PROCEDURES

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SCVi adopted the following policies pursuant to the California Fair Employment and Housing Act and related state and federal laws regarding discrimination, unlawful harassment, and retaliation.

SCVi is committed to providing a professional work environment free from discrimination, unlawful harassment, and retaliation. Accordingly, SCVi has adopted the following policies, which are designed to prevent unlawful conduct in the workplace, encourage professional and respectful behavior in the workplace, promote the reporting of potential violations, and foster taking corrective action where appropriate, even if the violation does not rise to the level of unlawful conduct.

All employees are expected to assume responsibility for maintaining a professional work environment in accordance with the following policies. As such, all employees who experience potential violations of the following policies are strongly encouraged to promptly report such violations so that SCVi may have an opportunity to address and resolve any concerns. All other employees (particularly supervisors) are required to immediately report any potential violations of the following policies. SCVi is committed to responding to alleged violations of this policy in a timely and fair manner and to taking appropriate action aimed at ending the prohibited conduct.

### REQUESTS FOR REASONABLE ACCOMMODATIONS: MEDICAL AND RELIGIOUS

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, SCVi will make a good faith effort to provide reasonable accommodations for the known physical or mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship would result to SCVi. An applicant or employee who believes he or she requires an accommodation in order to perform the essential functions of the job should contact Employee Services and request such an accommodation, specifying what accommodation he or she needs to perform the job. SCVi will analyze the situation, engage in an interactive process with the individual, and respond to the individual's request.

The individual is required to fully cooperate with SCVi in seeking and evaluating alternatives and accommodations. Supervisors that become aware of information that an employee may need a reasonable accommodation to perform the essential functions of his or her job must report it to Employee Services. SCVi will engage in the interactive

process in compliance with applicable law. SCVi may require medical verification of both the disability and the need for an accommodation. SCVi will not discriminate against any individual in regards to compensation or any term or condition of employment because of a conflict with an individual's religious beliefs or observance and any employment requirement. To the extent an employment requirement conflicts with an individual's religious beliefs or observance, SCVi will explore potential reasonable accommodations and will make a good faith effort to implement reasonable accommodations unless an undue hardship would result. An applicant or employee who believes he or she requires a religious accommodation in order to perform any job requirement should notify Employee Services and request an accommodation.

Pregnancy and lactation accommodations may also be requested. Please refer to the Lactation and Pregnancy Disability Leave policies set forth herein for further information.

### EQUAL EMPLOYMENT OPPORTUNITY (DISCRIMINATION)

Covered Individuals: This policy protects all employees of SCVi as well as interns, volunteers, and potential employees (applicants). All employees of SCVi are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

Discrimination: As used in this policy, "discrimination" means taking any adverse employment action against an employee or applicant in any aspect of employment, solely or in part based on the individual's protected category. Discrimination may include, but is not necessarily limited to, factoring an individual's protected category in hiring, promotion, compensation, or other terms and conditions of employment unless otherwise permitted by law.

Adverse Employment Action: As used in this policy, "adverse employment action" may include, but is not necessarily limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusal to promote or consider for promotion; denial of employment opportunities; change of an employee's work assignments; failure to provide a workplace accommodation when required (i.e., disability, pregnancy, religion, transgender); failure to provide a leave of absence when required (i.e., medical, pregnancy, workers' compensation, military, domestic violence); or any other unequal treatment based on the individual's protected category resulting in an adverse employment action.

Protected Categories: SCVi's policy prohibits discrimination based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, reproductive health decision making, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Scope of Policy: SCVi is an equal employment opportunity employer and is committed to complying with all applicable laws providing equal employment opportunities. As such, SCVi makes employment decisions, including, but not limited to, hiring, recruiting, firing, promotion, demotion, training, compensation, qualifications/job requirements, on the basis of merit and/or business necessity. Employment decisions are based on an individual's qualifications as they relate to the job under consideration pursuant to legitimate business purposes.

If you believe you have been subjected to, witnessed, or have knowledge about discrimination, please follow the complaint procedure outlined below

## UNLAWFUL HARASSMENT

Covered Individuals: This policy protects all employees of SCVi as well as interns, volunteers, and potential employees (applicants). All employees of SCVi are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers. In addition, this policy prohibits unlawful harassment by any third parties. SCVi will take all reasonable steps to prevent or eliminate unlawful harassment by non-employees, including parents, students, vendors, contractors, and suppliers, who have workplace contact with our employees.

Protected Categories: SCVi's policy prohibits harassment based on race (which includes historically associated traits, such as hair styles and protective hair styles, e.g., braids, locks, and twists), religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, reproductive health decision making military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status (which includes undocumented individuals and victims of human trafficking) or related protected activities, protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. These categories include a perception that the individual has any of these characteristics or is associated with a person who has (or is perceived to have) any of these characteristics.

Unlawful Harassment: Prohibited unlawful harassment may include, but is not necessarily limited to, the following behavior pertaining to *any of the above protected categories*:

- *Verbal conduct* such as unwanted sexual advances including flirting, sexually suggestive innuendos, conversations regarding sexual activities, and sexual invitations or comments, racial slurs or epithets, sexist or misogynistic comments, ethnic insults or jokes, religious aspersions or mockery, disability insults or ridicule, homophobic epithets or slurs, transphobic comments or derision, derogatory comments regarding gender, gender identity or gender expression, disparaging remarks regarding military or veteran status, threats of deportation against applicants and employees and family members of applicants and employees, derogatory comments about immigration status or mockery of an accent or language or its speakers, negative remarks regarding marital status, or any other belittling, negative or derogatory comments regarding any protected characteristic ("hostile work environment" harassment).
- Disrespectful or unprofessional conduct based on any of the protected categories listed above ("hostile work environment" harassment).

- Comments or conduct that consistently target one gender, even if the content is not sexual (“hostile work environment” harassment).
- *Visual conduct* such as derogatory and/or sexually oriented posters, photography, cartoons, objects, drawings, gestures, text messages, social media posts, instant messages, e-mails, letters, pictures, or gifts (“hostile work environment” harassment).
- *Physical conduct* such as assault, unwanted touching, blocking normal movement, or interfering with work because of any protected basis (“hostile work environment” harassment).
- Threats and demands to submit to sexual requests as a condition of continued employment or to avoid some other loss and offers of employment benefits in return for sexual favors (“quid pro quo” harassment).

Sexually harassing conduct does need not to be motivated by sexual desire and may include situations that began as reciprocal relationships but later ceased to be reciprocal.

Scope of Policy: SCVi is committed to providing a work environment free of unlawful harassment. This policy applies to all phases of employment, including, but not limited to, recruiting, testing, hiring, promotion, demotion, transfer, layoff, termination, rates of pay, benefits, and selection for training. In addition, this policy extends to conduct with a connection to an employee’s work, even when the conduct takes place away from SCVi’s premises, such as a school trip, school-related social function, or social media activity (depending on the circumstances).

If you believe you have been subjected to, witnessed, or have knowledge about unlawful harassment, please follow the complaint procedure outlined below

## RETALIATION

Covered Individuals: This policy protects all employees of SCVi as well as interns, volunteers, and potential employees (applicants). All employees of SCVi are required to abide by this policy, regardless of position or status, including supervisors, management, and co-workers.

Retaliation: As used in this policy, “retaliation” means taking any adverse employment action against an employee because he or she engaged in protected activity pursuant to this policy. Protected activity may include, but is not necessarily limited to, the following: opposing a practice or conduct the employee reasonably believes to be unlawful; reporting or assisting in reporting suspected violations of this policy; cooperating or participating in investigations or proceedings arising out of a violation of this policy; or engaging in any other activity protected by applicable law. Additionally, SCVi prohibits retaliation against an employee who refuses to report to, or leaves, the workplace place during an emergency condition (as defined by law) because the employee reasonably believes that the workplace or worksite is unsafe. An emergency condition means: (i) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or (ii) an order to evacuate a workplace, a worksite, a worker’s home, or the school of a worker’s child due to natural disaster or a criminal act.

Adverse Employment Action: As used in this policy, “adverse employment action” means conduct or an action that materially affects the terms and conditions of the employee’s employment status or is reasonably likely to deter the



employee from engaging in further protected activity. Adverse employment actions may include, but are not limited to, the following: demotion; suspension; reduction in pay; denial of a merit salary increase; failure to hire or consider for hire; refusing to promote or consider for promotion because of reporting a violation of this policy; harassing another employee for filing a complaint; denying employment opportunities because of making a complaint or for cooperating in an investigation; changing an employee's work assignments because of engagement in activities protected under this policy; treating an employee differently such as denying an accommodation; not talking to an employee (the "cold shoulder") when otherwise required by job duties; or otherwise excluding the employee from job-related activities because of engagement in activities protected under this policy.

Any retaliatory adverse action because of protected activity may be unlawful and will not be tolerated. If you believe you have been subjected to, witnessed, or have knowledge about retaliation, please follow the complaint procedure outlined below.

#### COMPLAINT PROCEDURE—DISCRIMINATION, UNLAWFUL HARASSMENT, RETALIATION

Duty to Report: At SCVi, we encourage all employees to be vigilant and aware of how we are treating others. Each Supervisor has the responsibility to maintain a work place and educational environment free from any form of sexual or other unlawful harassment. All employees who believe they have been subjected to discrimination, unlawful harassment, and/or retaliation are strongly encouraged to promptly report the alleged violation(s) in accordance with the procedures set forth below. All employees (particularly supervisors) who believe they have witnessed or have knowledge of discrimination, unlawful harassment, and/or retaliation are required to immediately report the alleged violation(s) in accordance with the procedures set forth below. Immediate reporting allows SCVi to quickly and fairly resolve any complaints in the workplace.

Title IX provides for separate processes and procedures for formal complaints of sexual harassment falling within the definitions provided in Title IX regulations. For those types of complaints, the School's grievance procedures can be found in its Title IX policy posted to the website. Please contact the School's Title IX Coordinator for further information.

In addition to reporting, any employee who experiences or witnesses conduct that the individual believes violates this policy is encouraged to tell the offending individual that the behavior is inappropriate and must be stopped, if the employee is comfortable doing so.

Where to Report Complaint to SCVi: Submit a complaint to the Administration, or your supervisor. If these individuals are not available, or in the event you believe that one of these individuals has engaged in inappropriate behavior in violation of these policies, submit a complaint to any other supervisor as soon as possible. There is no requirement to report your complaint to any designated supervisor within SCVi. Select the individual with whom you feel the most comfortable discussing your complaint. Do not report your complaint to any individual who has allegedly engaged in the inappropriate behavior that is the subject of your complaint. If you have a complaint that involves an SCVi School Director, submit the complaint directly to the Board of Directors.

Should a supervisor become aware of any conduct that may constitute unlawful harassment, discrimination, retaliation, or other prohibited behavior, the supervisor must report the conduct to the Administration immediately

so that action may be taken to address and remediate such conduct. Supervisors who fail to report alleged violations may be subject to disciplinary action, up to and including termination.

Contents of Complaint: A Harassment Complaint Form may be obtained from the Employee Services. However, reports may be provided verbally. Your report should be specific and should include the names of the individuals involved, the names of any witnesses, and any supporting documentation. Employees may choose to submit their complaints anonymously.

Response to Complaint (Investigation): Upon notice of conduct requiring an investigation, SCVi will look into the facts and circumstances of the alleged violation, as appropriate. SCVi will attempt to resolve the situation by promptly undertaking an effective, thorough, and objective investigation through the use of “qualified personnel” and using methods that provide all parties with “appropriate due process.” SCVi’s investigation methods will vary depending on the nature of the complaint, the allegations, the witnesses, and other factors. All complaints will be handled as confidentially as possible and information will be disclosed only as it is necessary to complete the investigation and resolve the matter.

SCVi may investigate conduct in the absence of a formal complaint if SCVi has reason to believe that an individual has engaged in conduct that violates SCVi policies or applicable law. Further, SCVi may continue its investigation even if the original complainant withdraws his or her complaint during the course of the investigation.

All employees are required to fully cooperate with SCVi’s investigation, which includes, but is not limited to, providing all pertinent information in a truthful manner, submitting pertinent documents in their possession, not interfering with the investigation in any manner, and maintaining an appropriate level of discretion regarding the investigation. Failure to do so may result in disciplinary action, up to and including termination.

During the investigation, SCVi will provide regular progress updates, as appropriate, to those directly involved. SCVi will strive to complete its investigation as efficiently as possible in light of the allegations and will reach any conclusions based on the evidence collected and credibility of the witnesses. At the completion of its investigation, SCVi will inform the complainant(s) and the accused of its findings and decisions to the extent permitted by applicable law.

Corrective Action: If SCVi determines that violations have occurred, SCVi will take appropriate corrective action in accordance with the circumstances involved, including appropriate action to deter future conduct. Examples of potential corrective action include, but are not limited to, written or verbal disciplinary action, suspension, reassignment, demotion, or termination, among others. In addition, the offending individual may be legally liable for his or her conduct, depending on the circumstances. Due to privacy protections, SCVi is not able to fully disclose its entire decision regarding corrective action to the complainant.

No Retaliation: There will be no retaliation against any employee who brings a complaint in good faith or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. Please refer to SCVi’s Retaliation Policy above for further information.

How to Report Complaint to Government Agencies: Employees who believe that they have experienced unlawful conduct under these policies may also file a complaint with the local office of the California Department of Fair

Employment and Housing (“DFEH”) or the U.S. Equal Employment Opportunity Commission (“EEOC”). The DFEH and the California Fair Employment and Housing Council (“FEHC”) as well as the EEOC can also order an employer to hire, reinstate, or promote a victim of discrimination, unlawful harassment, and/or retaliation or make other changes in SCVi’s policies. The address and phone number of the local DFEH and EEOC offices can be found online or dialing 800-FREE-411.

## TRAINING REQUIREMENTS

SCVi requires all employees to abide by California’s training requirements, which includes training within six months of hire and retraining every two years thereafter. Employees who fail to complete this required training will be subject to disciplinary action, up to and including termination.

## ANTI-BULLYING POLICY

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In addition to SCVi’s commitment to providing an environment free from unlawful harassment, discrimination, and retaliation, SCVi prohibits workplace bullying.

Any employee who believes that he or she has been bullied, is being coerced to participate in bullying or who has information about bullying conduct by a coworker, supervisor, agent, parent, vendor or other third party not employed by SCVi should provide a written or verbal report to his or her supervisor, or any other member of Administration.

If the employee’s supervisor is the individual about whom the employee has a complaint, or concern, the employee should make a report to the Administration.

SCVi will look into any complaints of workplace bullying. SCVi will endeavor to protect the privacy and confidentiality of all parties involved to the extent possible. If a complaint of bullying is substantiated, appropriate disciplinary action, up to and including discharge, may be taken.

SCVi will not tolerate retaliation against any employee who makes a good faith complaint regarding workplace bullying.

## WHISTLEBLOWER POLICY

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In accordance with applicable law, SCVi prohibits retaliation against any employee because of the employee’s refusal to participate in an activity that would result in a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation, or for disclosing information to a government or law enforcement agency, where the employee has reasonable cause to believe that the information discloses a violation of a state or federal statute, or a violation or noncompliance with a state or federal rule or regulation. SCVi also

prohibits any retaliation against an applicant or employee, and does not discriminate against any applicant or employee, based on that applicant or employee's "whistle-blowing" activity against a former employer.

Employees who have concerns about practices that are believed to be illegal or violate SCVi's policies are encouraged to report them to their supervisor or the Administration. Employees who come forward with credible information on practices believed to be illegal or violations of SCVi policy will be protected from retaliation.

Any Employee who reasonably believes that he or she is a victim of retaliation may also call a State of California "whistle-blower hotline" to report the retaliation: (800) 952-5665.

## EMPLOYEE CLASSIFICATION

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SCVi's employees are classified in the following categories: Exempt or Non-Exempt, Full-Time or Part-Time, and Regular or Temporary/On Call. All employees are either exempt or non-exempt according to provisions of applicable wage and hour laws. An employee will not change from one status to any other status or classification simply because of the number of hours that the employee is scheduled to work or the length of time spent as an employee.

Because all employees are employed at-will and hired for an unspecified duration, these classifications do not guarantee employment for any specific length of time. Employment is at the mutual consent of the employee and SCVi. Accordingly, either the employee or SCVi can terminate the employment relationship at-will, at any time, with or without cause or advance notice.

**Exempt:** Exempt employees are those employees with job assignments that meet exemption tests under state and federal law making them exempt from overtime pay requirements. Exempt employees are compensated on a salary basis and are not entitled to overtime pay.

**Non-Exempt:** Non-exempt employees are those employees with job assignments that do not meet exemption tests under state or federal law. These employees are paid on an hourly basis and are entitled to overtime wages for overtime worked in accordance with the law. Non-exempt employees may have to work hours beyond their normal schedules as work demands require. Non-exempt employees are required to take meal and rest periods in the manner described in this Guidebook.

**Full-Time:** Full time employees are those employees who are regularly scheduled to work at least 30 hours in a week.

**Part-Time:** Part time employees are those employees who are regularly scheduled to work less than 30 hours in a week.

**Regular:** Regular employees are those who are hired to work on a regular schedule. Regular employees may be classified as full-time or part-time.

**Temporary/On Call:** These are positions that work schedules of no particular hours or duration. Employees who occupy these positions may also be expected to work an on- going but irregular schedule OR to work short-term temporary schedules OR to work on-call. The status of a temporary employee may change only if the employee is notified of the change in status, in writing, by the employee's supervisor.

Unless otherwise required by law, Part-Time and Temporary/On Call employees are not entitled to benefits provided by SCVi. If you have any questions about your classification, please consult with Employee Services.

## FAMILIAL AND RELATED CONFLICT OF INTEREST

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SCVi wants to preserve a working environment that has clear boundaries between personal and professional relationships. All employees must avoid situations involving actual or potential conflicts of interest.

Some situations such as the ones described below can create conflicts of interest requiring SCVi to take the employee's relationship with another employee, parent, student, vendor, or contractor into account.

An employee should not be in a supervisory role with another employee who is a relative (e.g., sibling, parent, spouse, domestic partner, etc.). Supervisors should avoid situations that result in actual or perceived conflicts of interest with supervised employees and situations of actual or perceived favoritism.

A supervisor should avoid forming special social relationships or dating employees under his or her direct supervision, or with other employees that would create actual or perceived conflicts of interest or situations of actual or perceived favoritism. If such a relationship arises, both employees should notify Employee Services so that appropriate measures can be taken to prevent conflicts of interest or favoritism.

If a staff member forms a special social relationship or begins dating a parent of an SCVi student, the staff member must immediately notify Employee Services so that appropriate measures may be taken to address the situation.

An employee involved in any relationships or situations that he or she believes may constitute a conflict of interest, should immediately and fully disclose the relevant circumstances to his or her immediate supervisor, or any other appropriate supervisor, for a determination about whether a potential or actual conflict exists. If an actual or potential conflict is determined, SCVi may take whatever corrective action appears appropriate according to the circumstances. Failure to disclose facts related to a potential or actual conflict of interest may constitute grounds for disciplinary action.

## FINANCIAL CONFLICT OF INTEREST

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While employed by SCVi, employees owe a duty of loyalty to SCVi and are required to avoid any situation that presents an actual or potential conflict of interest. An actual or potential conflict of interest occurs when an employee

is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of SCVi's business dealings.

Improper personal gain may result not only where an employee or relative has a significant ownership interest in a company with which SCVi does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving SCVi. The receipt of occasional flowers, candy or gifts worth less than \$250.00 from students, parents, or vendors fall outside the intent of this policy and acceptance of such items is permissible. However, employees must obtain written approval from Employee Services before accepting any item worth in excess of \$250.00 from students, parents, or vendors.

Failure to comply with this policy and the School's Conflicts of Interest Policy may result in disciplinary action, up to and including termination.

## CERTIFICATION AND LENSURE OF INSTRUCTIONAL STAFF

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Each of SCVi's core academic teachers is required to hold a Commission on Teacher Credentialing certificate, permit, or other document required for the teacher's certificated assignment in accordance with applicable state and federal law. If an instructional staff employee believes that he or she is assigned to teach in a subject in whom he or she does not have subject matter competence, the employee should immediately report the same to the Administration. A staff member who is required to meet State and federal certification, expertise, and related requirements must maintain such qualifications as a condition of employment at SCVi. Expenses incurred for updating and/or maintaining the required credentialing certificates, licenses or related permits are borne by the employee.

## TUBERCULOSIS TESTING

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No person shall be employed by the School unless he or she provides proof of having submitted to a tuberculosis (TB) risk assessment within the past 60 days and that no risk factors have been identified. If TB risk factors are identified, or as an alternative to the assessment, the applicant must submit proof that a qualified professional has determined he or she is free of infectious TB following testing and examination. The examination, if required, shall consist of an approved intra-dermal tuberculin test or any other test for tuberculosis infection that is recommended by the federal Centers for Disease Control and Prevention (CDC) and licensed by the federal Food and Drug Administration (FDA). If the test is positive, the test shall be followed by an X-ray of the lungs. Each employee shall cause to be on file with the School a certificate from a qualified professional showing the employee was assessed or examined and found free of risk factors or of infectious TB (as applicable). A person who transfers employment from another school can meet these requirements by providing: (a) a certificate from a qualified professional that shows he or she was found to be free of infectious TB within 60 days of initial hire or (b) a verification from the prior school employer that the person has a certificate on file showing the person is free from infectious TB.

An employee who has no identified risk factors or who tests negative for TB shall undergo the TB risk assessment and, if risk factors are identified, the examination, at least once every four years or more often if recommended by the local health officer.

The risk assessment, and examination if necessary, is a condition of initial employment, and the expense incident thereto shall be borne by the applicant. The School shall reimburse current employees for the cost, if any, of the tuberculosis risk assessment and the examination.

The County Health Department may provide skin testing to employees at regular intervals at no cost to the employee. The availability of this testing may be announced by SCVi.

## CRIMINAL BACKGROUND CHECKS

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As a condition of employment, SCVi requires all applicants for employment to complete fingerprinting and background checks consistent with legal requirements. SCVi will not employ any applicant until the Department of Justice completes its check of the state criminal history file as provided by law. SCVi shall also request subsequent arrest notification from the Department of Justice and take all necessary action based upon such further notification to the extent permitted by law.

Employee Services and/or the Administration shall, on a case-by-case basis, determine whether a volunteer will have more than limited contact with pupils or consider other factors requiring a criminal background check for such a volunteer.

## EMPLOYEE-STUDENT RELATIONS POLICY

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### BOUNDARIES DEFINED

For the purposes of this policy, the term “Boundaries” is defined as acceptable professional behavior by employees while interacting with a student. Trespassing beyond the Boundaries in interactions with students is deemed an abuse of power and a betrayal of public trust.

### UNACCEPTABLE AND ACCEPTABLE BEHAVIOR

Some activities may seem innocent from an employee’s perspective, but some of these can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of acceptable and unacceptable behaviors is not to restrain innocent, positive relationships between employees and students but to prevent relationships that could lead to, or may be perceived as inappropriate, sexual misconduct, or “grooming.” Grooming is defined as an act or series of acts by a sexual predator to gain physical and/or emotional control by gaining trust (of staff and/or family and a minor) and desensitizing the minor to various forms of touching and other intimate interaction.

Employees must understand their own responsibilities for ensuring that they do not cross the Boundaries as written in this policy. If a student specifically requests that he or she not be touched, then that request must be honored. Violations could subject the staff member to discipline up to and including termination. Disagreeing with the wording or intent of the established Boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities. Although sincere, professional interaction with students fosters SCVi's mission of academic excellence, employee-student interaction has Boundaries regarding the activities, locations, and intentions.

The following is an illustrative list of unacceptable behavior, which includes, but is not limited to:

- Giving gifts to an individual student that are of a personal and intimate nature (including photographs); or items such as money, food, outings, electronics, etc. without the written pre-approval of an SCVi School Director. It is recommended that any such gifts be filtered through an SCVi School Director along with the rationale therefor.
- Kissing of ANY kind
- Massage (Note: Prohibited in athletics unless provided by massage therapist or other certified professional in an open public location. Coaches may not perform massage or rub-down. Permitted in special education only as instructed under an IEP or 504 plan.)
- Full frontal or rear hugs and lengthy embraces
- Sitting students on one's lap (grades 3 and above)
- Touching buttocks, thighs, chest or genital area
- Wrestling with students or other staff member except in the context of a formal wrestling program
- Tickling or piggyback rides
- Any form of sexual contact
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from SCVi
- Furnishing alcohol, tobacco products, or drugs to a student or failing to report knowledge of such items
- "Dating" or "going out with" a student
- Remarks about physical attributes or physiological development of anyone. This includes comments such as "Looking fine!" or "Check out that [body part]."
- Taking photographs or videos of students for personal use or posting online
- Undressing in front of a student



- Leaving campus alone with a student
- Sharing a bed, mat, or sleeping bag with a student
- Making, or participating in, sexually inappropriate comments
- Sexual jokes or jokes/comments with sexual double entendre
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator or caretaker
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from SCVi or school activities without the express, advance written permission of an SCVi School Director and the student's parent or legal guardian
- Being alone in a room with a student with the door closed
- Allowing students in your home without signed parent permission for a preplanned and precommunicated educational activity that must include the presence of another educator, parent, or other designated school volunteer
- Excessive attention toward a particular student
- Sending e-mails, text messages, instant messages, social media messages, or letters to students if the content is not about SCVi activities and not in accordance with applicable SCVi policies or in violation of SCVi's Social Media Policy
- Being "friends" with a student on any personal or non- SCVi social media website
- Communicating with students or parents/guardians in violation of SCVi's Social Media Policy
- Engaging in inappropriate and/or unprofessional communications with students on SCVi's social media
- Using profanity with or to a student
- Involving students in non-educational or non-school related issues, including, but not limited to, the employee's employment issues

The following is an illustrative list of acceptable and recommended behavior, which includes, but is not limited to:

- Pats on the shoulder or back
- Side hugs

- Handshakes
- “High-fives” and hand slapping
- When age appropriate, touching face to check temperature, wipe away a tear, remove hair from face, or other similar types of contact
- Placing TK through second grade students on one’s lap for purposes of comforting the child for a short duration only
- Holding hands while walking with small children or children with significant disabilities
- Assisting with toileting of small or disabled children in view of another staff member
- Touch required under an IEP or 504 Plan
- Reasonable restraint of a violent person to protect self, others, or property
- Obtaining parents’ written consent for any after- school activity on or off campus (exclusive of tutorials)
- Obtaining formal approval (SCVi and parental) to take students off SCVi’s property for activities such as field trips or competitions including parent’s written permission and waiver form for any sponsored after-school activity whether on or off campus
- E-mails, text messages, phone conversations, and other communications to and with students must be professional and pertain to SCVi activities or classes, and communication should be initiated via SCVi-based technology and equipment
- Keeping the door wide open when alone with a student
- Keeping reasonable and appropriate space between you and students
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Asking for advice from senior staff or administrators (such as Employee Services) if you find yourself in a difficult situation related to Boundaries
- Involving your supervisor if conflict arises with a student
- Informing Employee Services about situations that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student’s fixation on an adult)
- Making detailed notes about an incident that could evolve into a more serious situation later

- Recognizing the responsibility to stop unacceptable behavior of students and/or coworkers
- Asking another employee to be present if you will be alone with any student who may have severe social or emotional challenges
- Asking another employee to be present, or within close supervisory distance, when you must be alone with a student
- Giving students praise and recognition without touching them in questionable areas
- Keeping your professional conduct a high priority during all moments of student contact
- Asking yourself if any of your actions that go contrary to these provisions are worth sacrificing your job, your career, and the reputation of SCVi

This policy does not prevent: 1) touching a student for the purpose of guiding them along a physical path; 2) helping them up after a fall; or 3) engaging in a rescue or the application of Cardio Pulmonary Resuscitation (“CPR”) or other emergency first-aid. Nor does it prohibit the use of reasonable force and touching in self-defense or in the defense of another. Restraining a child who is trying to engage in violent or inappropriate behavior is also allowed. Only such force as necessary to defend one’s self, another person, or the child or to protect property is legally permitted. Excessive force is prohibited.

#### REPORTING VIOLATIONS

When any employee, parent, or student becomes aware of an employee having crossed the Boundaries specified in this policy, he or she must promptly report the suspicion to Employee Services. All reports shall be kept as confidential as possible. Prompt reporting is essential to protect students, the suspected employee, any witnesses, and SCVi as a whole. Employees must also report to the Administration any awareness of, or concern about, student behavior that crosses Boundaries or any situation in which a student appears to be at risk for sexual abuse.

#### INVESTIGATING

Employee Services will promptly investigate any allegation of a violation of the Employee-Student Relations Policy, using such support staff or outside assistance as deemed necessary and appropriate under the circumstances, unless the allegation also constitutes a reportable allegation under California Penal Code section 11166. In the event the allegation also constitutes a reportable allegation under California Penal Code section 11666, Employee Services shall comply with the legal requirements of immediately reporting the allegation to a child protective agency and shall follow up such report with a written report with thirty-six (36) hours.

If the allegation is only a violation of the Employee-Student Relations Policy, but not a violation of California Penal Code section 11166, Employee Services or other appropriate administrator shall conduct an investigation as set forth above. Throughout this fact-finding process, the investigating administrator, and all others privy to the investigation, will protect the privacy interests of any affected student(s) and/or employee(s), including any potential witnesses, to the fullest extent possible.

## VIOLATIONS

Violations of this policy may result in disciplinary action, up to and including termination. When appropriate, violations of this policy may also be reported to authorities for potential legal action.

## CHILD ABUSE OR NEGLECT REPORTING

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If, within your professional capacity or within the scope of your employment, you observe or gain possession of knowledge that a child has been a victim of child abuse or sexual abuse or neglect, or you reasonably suspect it, California Penal Code section 11166 requires you to immediately report this information or suspicion to a child protective agency or the police. An employee who knows or reasonably suspects a child has been the victim of child abuse or neglect shall report the instance to the Los Angeles County Department of Children and Family Services (800) 540-4000 <http://dcfs.co.la.ca.us/contactus/childabuse.html>. If the circumstance falls under a different county, please call (800) 540-4000 and request contact information for the appropriate county. The phone call is to be followed by a written report prepared by the employee within thirty-six (36) hours, which may be sent by fax or electronically. The reporter should not contact the child's parents. SCVi employees are required to report instances of child abuse or neglect when the employee has a "reasonable suspicion" that child abuse or neglect has occurred. Reasonable suspicion means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on the person's training and experience, to suspect child abuse or neglect. It does not require certainty that child abuse or neglect has occurred nor does it require a specific medical indication of child abuse or neglect.

Reporting the information regarding a case of possible child abuse or neglect to your supervisor, a SCVi School Director, an SCVi counselor, coworker or other person shall not be a substitute for making a mandated report to **The Los Angeles County Department of Children and Family Services**. In addition, employees must also complete annual training as required by law. Employees who have any questions about these reporting requirements should contact Employee Services.

## DRUG AND ALCOHOL FREE WORKPLACE

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Our employees are our most valuable resource, and we are committed to providing a safe working environment to protect our employees and others, and to minimize the risk of accidents and injuries. It is SCVi's policy to maintain a drug and alcohol free workplace. No employee may use, possess, offer for sale or be under the influence of any illegal drugs or alcohol during working hours, including lunch and break periods, in the presence of pupils, at an SCVi-related event or function, or on SCVi property at any time. It is expected that all employees will assist in maintaining a work environment free from the effects of alcohol, illegal drugs or other intoxicating substances.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, and prescription drugs (if they are not prescribed for the

person using them and/or not being used as prescribed). “Marijuana” means and includes medical marijuana, marijuana vaping or other recreational marijuana use. “Drug paraphernalia” means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. “Under the influence” means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, marijuana and/or illegal drugs in any detectable manner.

SCVi prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, marijuana, drug paraphernalia, or alcohol while attending a School function or event;
- Storing alcohol (if unauthorized), illegal drugs, marijuana or drug paraphernalia in a locker, desk, automobile, or other repository on the School’s premises;
- Refusing to submit to an inspection or testing when requested by the School;
- Being under the influence of illegal drugs, marijuana, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School’s premises and/or attending a School function or event;
- Conviction under any criminal drug statute for a violation occurring in the workplace; or
- Failure to keep all prescribed medicine in its original container.

Engaging in any of the activities above shall be considered a violation of SCVi’s policy and the violator will be subject to discipline, up to and including termination. SCVi complies with all federal and state laws and regulations regarding drug use while on the job.

This policy will not be construed to prohibit the use of alcohol at social or business functions sponsored by SCVi where alcohol is served or while entertaining donors and prospective donors of SCVi. However, employees must remember their obligation to conduct themselves appropriately at all times while at SCVi-sponsored functions or while representing SCVi.

Any employee who is convicted of a violation of any criminal drug statute for a violation occurring in the workplace shall notify SCVi no later than five days after such conviction.

## **PRESCRIPTION DRUGS**

The proper use of medication prescribed by your physician is not prohibited; however, we do prohibit the misuse of prescribed medication. Employees’ prescription drug use or nonprescription medication may affect their job performance, such as by causing dizziness or drowsiness. It is the employee’s responsibility to determine from

his/her physician whether a prescribed drug may impair safe job performance and to notify a supervisor of any job restrictions that should be observed as a result. An employee is not required to reveal the name of the medication or the underlying medical condition. If you are required to take any kind of prescription or nonprescription medication that will affect your ability to perform your job, you are required to report this to Employee Services. Employee Services will determine if it is necessary to temporarily place you on another assignment or take other action as appropriate to protect your safety and the safety of other employees and students.

## DRUG TESTING

SCVi may require a test by intoxilator, blood test, urinalysis, medical examination, or other drug/alcohol screening of those persons whom SCVi reasonably suspects of using, possessing, or being under the influence of an illegal drug or alcohol. Such testing will be conducted if two or more employees observe an employee acting in such a manner to raise suspicion that the employee is under the influence of an illegal drug, marijuana or alcohol or is acting in such manner that they may harm themselves or another employee or students.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. SCVi shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee or other employees were jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

## COUNSELING AND REHABILITATION

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Drug and Alcohol Abuse Policy is a condition of employment at SCVi. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, SCVi may report such illegal drug activities to an appropriate law enforcement agency.

## HEALTH, SAFETY AND SECURITY POLICIES

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SCVi is committed to providing and maintaining a healthy and safe work environment for all employees. Accordingly, SCVi has instituted an Injury and Illness Prevention Program designed to protect the health and safety

of all personnel. The Injury and Illness Prevention Program is kept by the Administration and is available for your review.

All employees are expected to know and comply with SCVi's general safety rules and to follow safe and healthy work practices at all times. Please immediately report to your supervisor any potential health or safety hazards and all injuries or accidents.

In compliance with Proposition 65, SCVi will inform all employees of any known exposure to a chemical known to cause cancer or reproductive toxicity.

SCVi has also developed guidelines to help maintain a secure workplace. It is important for all employees to be aware of unknown persons loitering in parking areas, walkways, entrances, exits and service areas. Report any suspicious persons or activities to security personnel or to your supervisor. Secure your desk or office at the end of the day. When called away from your work area for an extended length of time, do not leave valuable or personal articles around your workstation that may be accessible. You should immediately notify your supervisor when keys are missing or if security access codes, identification materials, or passes have been breached. The security of the facilities, as well as the welfare of our employees and our students, depends upon the alertness and sensitivity of every individual.

Employees shall not be prohibited from accessing their mobile device or other communication device for seeking emergency assistance, assessing the safety of the situation, or communicating with a person to confirm their safety during an emergency condition. An emergency condition means: (i) conditions of disaster or extreme peril to the safety of persons or property at the workplace or worksite caused by natural forces or a criminal act; or (ii) an order to evacuate a workplace, a worksite, a worker's home, or the school of a worker's child due to natural disaster or a criminal act.

#### EMPLOYEES WHO ARE REQUIRED TO DRIVE

Employees who are required to drive their own vehicle on approved SCVi business will be required to show proof of a current, valid license and proof of current, effective insurance coverage. To the extent permitted by law, SCVi retains the right to transfer to an alternative position, suspend, or terminate an employee whose license is revoked or who fails to maintain personal automobile insurance coverage. Employees who drive their own vehicles on approved SCVi business will be reimbursed at the per mile rate established by the Internal Revenue Service. As a condition of employment, employees who drive their own vehicle on approved SCVi business are required to use good judgment.

Pursuant to applicable law and safety standards, employees whose job responsibilities include regular or occasional driving and who are issued a cell phone for business use must refrain from using their phone while driving unless they are using a hands-free device. Safety must come before all other concerns. Thus, unless an employee is using a hands-free device in a safe-manner, he or she must safely pull off to the side of the road and safely stop the vehicle before placing, accepting, or continuing a call. Sending or reviewing text messages while driving is also prohibited.

Employees whose job responsibilities do not specifically include driving as an essential function, but who use a cell phone for business purposes, whether issued by SCVi or not, are also expected to abide by the provisions above.

Under no circumstances are employees allowed to place themselves, students, or others at risk to fulfill business needs.

Any employee who fails to comply with this policy will be deemed to have engaged in grossly negligent conduct beyond the course and scope of his or her employment. As a result, any employee who is charged with a traffic violation or incurs any other form of liability resulting from a violation of this policy will, to the extent allowed by applicable law, be solely responsible for any such liability.

Violations of this policy will be subject to disciplinary action, up to and including termination.

## SMOKING

All School buildings and facilities are non-smoking facilities. Smoking is prohibited on the School's premises or within twenty (20) feet of a School building and within twenty-five (25) feet of a school playground, whichever is farther. This includes, but is not limited to, nicotine and non-nicotine cigarettes including herbal cigarettes and marijuana, cigars, pipes as well as e-cigarettes and vaping. Employees who wish to smoke must limit their smoking to tobacco products during meal and rest periods off premises.

## HOUSEKEEPING

SCVi strives for a clean, safe and sanitary environment. All employees are expected to keep the premises orderly and to clean up after themselves, which includes leaving their work areas, common areas, the kitchen and the refrigerator neat and clean. Employees who work in open areas should not eat at their desks.

## PARKING

Employees may use SCVi parking facilities as may be available and as directed by SCVi. SCVi is not responsible for any loss or damage to employee vehicles or contents while parked on School property.

# SCVi PROPERTY & INSPECTIONS

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SCVi is committed to providing a work environment that is safe and free of illegal drugs, alcohol, firearms, explosives and other improper materials. Additionally, SCVi provides property and facilities to its employees to carry out business on behalf of SCVi. Desks, files, copiers, storage areas, work stations, file cabinets, lockers, and supplies, both office and household, are SCVi property and must be maintained according to SCVi rules and regulations. They must be kept clean and are to be used only for work-related purposes. Accordingly, employees do not have a reasonable expectation of privacy when using any SCVi property or facilities. In accordance with these policies, all SCVi facilities and property may be inspected by SCVi at any time, with or without prior notice to the employee. SCVi reserves the right to deny entry to any person who refuses to cooperate with any inspections by SCVi. Any employee who fails to cooperate with inspections may be subject to disciplinary action, up to and including dismissal.



Prior authorization must be obtained before any SCVi property may be removed from any SCVi premises. All SCVi property must be immediately returned upon request, when employee is on an extended leave of absence and/or upon termination of the employment relationship.

For security reasons, employees should not leave personal belongings of value in the workplace. Employees are responsible for the security of their personal belongings. SCVi is not responsible for any lost or stolen personal items at work, on SCVi premises, or during SCVi related functions.

Terminated employees should remove any personal items at the time they leave the SCVi. Personal items left in the workplace by previous employees are subject to disposal if not claimed at the time of the employee's termination, unless the parties have arranged otherwise.

## SOLICITING/CONDUCTING PERSONAL BUSINESS WHILE ON DUTY

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In order to maintain and promote efficient operations, discipline, and security, SCVi maintains rules applicable to all employees that govern solicitation, distribution of written material, and entry onto the premises and work areas. All employees are expected to comply with these rules, which will be strictly enforced. Any employee who is in doubt concerning the application of these rules should immediately consult with his or her supervisor. These rules are:

1. No employee shall sell merchandise or solicit or promote support for any cause or organization during his or her working time or during the working time of the employee(s) at whom such activity is directed. As used in these rules, working time excludes meal and break periods.
2. No employee shall distribute or circulate any written or printed material, other than those approved by management for business purposes, in work areas at any time or during his or her working time or during the working time of the employee(s) at whom such activity is directed.
3. No employee shall enter or remain in SCVi work areas for any purpose except to report for, be present during, and conclude a work period. Non-exempt employees must not begin work and clock in at his or her working area more than 10 minutes before they are scheduled to begin and must stop work and clock out from his or her work area no later than 10 minutes after their work scheduled for the day is completed. Work area does not include SCVi parking lots, gates, or other similar outside areas unless an employee is assigned to work in such areas.
4. Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on SCVi property.
5. Non-employees must sign in at the front office before entering SCVi property.

Violations of this policy may result in disciplinary action, up to and including termination.

## USE OF SCVi COMMUNICATION EQUIPMENT AND TECHNOLOGY

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SCVi has a commitment to protect our employees and our students. One of the ways to protect our employees and students is to monitor and limit technology use within safe boundaries.

SCVi's electronic communications systems ("Communications Systems") includes, but is not limited to, computers, laptops, e-mail, telephones, cellular phones, tablets, PDAs, text messaging, instant messaging, video conferencing, voice mail, facsimiles, and connections to the Internet and other internal or external networks. All SCVi-owned Communications Systems remain the property of SCVi and are provided to the employee to carry out business on behalf of SCVi, unless previously authorized for non-business use. Employees have no expectation of privacy in any communications made using SCVi owned equipment and technology. Communications (including any attached message or data) made using SCVi owned communications equipment and technology are subject to review, inspection and monitoring at any time by SCVi. All communications and information transmitted by, received from, or stored in these systems are SCVi records and the property of SCVi.

Electronic communications are a means of business communication. SCVi requires all users to conduct themselves in a professional manner. Users should conduct all electronic communications with the same care, judgment, and responsibility that they would use when sending letters or memoranda written on SCVi letterhead. Special care must be taken when posting any information on the Internet because of the potentially broad distribution of and access to such information.

Protecting our students and the children at SCVi is one of our top priorities. In order to do so, SCVi uses technology protection measures that protect against Internet access (by both minors and adults) to visual depictions that are obscene, child pornography and/or with respect to use by minors, images harmful to minors. These measures may include, but are not limited to, installing a blocking system to block specific internet sites, setting Internet browsers to block access to adult sites, using a filtering system that will filter all Internet traffic and report potential instances of misuse and using a spam filter.

Employees are required to safeguard their passwords to limit unauthorized use of computers by minors in accordance with the Student Internet Use Policy and Agreement. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by SCVi for any number of reasons. As a result, employees do not have an expectation of privacy in this regard. Employees who do not safeguard their passwords from unauthorized student use, or that allow a student to access computers in violation of the Student Internet Use Policy and Agreement, will be subject to discipline, up to and including termination.

### PROHIBITED USE

The Communications Systems is provided solely for the purpose of conducting SCVi business. Incidental and occasional personal use of the Communications Systems is permitted, but such communications must not disrupt SCVi business, and users do not have any expectation of personal privacy in any matters stored in, created, received, or sent over the Communications Systems. Users must respect all copyrights and licenses to software and other online information, and may not upload, download, or copy software or other material through the Communications

Systems without the appropriate prior written authorization. Employees are not permitted to use SCVi's Communications Systems to view visual images that are obscene, child pornography and/or images harmful to minors.

The e-mail system and Internet access is not to be used in any way that may be disruptive, harassing or offensive to others, illegal or harmful to morale. Users of the Communications Systems are strictly prohibited from using the Communications Systems to deliver a message that is harassing or offensive on the basis of a protected category as defined in the Discrimination, Unlawful Harassment, Retaliation and Complaint Procedures policy herein or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations. SCVi has policies against discrimination, harassment, and retaliation, and those policies apply to the use of the Communications Systems. Users are also prohibited from using the Communications Systems for transmitting or making accessible annoying, offensive, defamatory, or harassing material or intentionally damaging or violating the privacy of information of others.

The e-mail system and Internet access is not to be used in any manner that is against the policies of SCVi, contrary to the best interest of SCVi or for personal gain or profit of the employee against the interests of SCVi. Employees must not use SCVi's communications equipment and technology for the unauthorized disclosure, use and dissemination of personal information regarding students.

Users must not alter, copy, transmit, or remove SCVi information, proprietary software, or other files without proper authorization from SCVi.

Employees should not attempt to gain access to another employee's e-mail files or voicemail messages without the latter employee's express permission. Each employee is responsible for the content of the messages sent out using SCVi's Communications Systems. It is strictly prohibited to use any Communications Systems assigned to another employee to send messages to create the appearance that they are from that employee, unless the latter employee expressly authorizes such use. Anyone who receives an electronic communication for which he or she is not the intended recipient must immediately inform the sender that the message was sent improperly and must delete the message from their e-mail and voice mail mailboxes.

## CONFIDENTIALITY AND PRIVILEGES

Information stored on the Communications Systems is intended to be kept confidential within SCVi. SCVi has taken all reasonable steps to assure confidentiality and security. Like other means of communication, however, it is not possible to guarantee complete security of electronic communications either within or outside SCVi, and care should be exercised when sending or receiving sensitive, privileged, or confidential information electronically. For example, information sent through the Internet can be monitored by external systems en route to its final destination. All users must keep this in mind when forwarding sensitive, confidential, and/or privileged information. Where appropriate, this fact should be disclosed to outside contacts.

## ACCESS AND DISCLOSURE

SCVi, as owner of the Communications Systems, to protect the integrity of its systems from unauthorized or improper use, reserves the right, upon authorization of the Administration, to monitor, access, retrieve, download,

copy, listen to, or delete anything stored in, created, received, or sent over its Communications Systems without the permission of or prior notice to any user.

Although SCVi entrusts you with the use of voice mail, e-mail, computer files, software, or similar SCVi property, you should keep in mind that these items have been installed and maintained at great expense to SCVi and are only intended for business purposes. At all times, they remain SCVi property. Likewise, all records, files, software, and electronic communications contained in these systems also are SCVi property. You are advised that electronic files, records, and communications on SCVi computer systems, electronic communication systems, or through the use of SCVi telecommunications equipment are not private. Although they are a confidential part of SCVi property, you should not use this equipment or these systems for confidential messages. The use of passwords to limit access to these systems is only intended to prevent unauthorized access to voice mail, e-mail, and computer systems, files, and records. Additionally, these systems are subject to inspection, search, and/or monitoring by SCVi for any number of reasons. As a result, employees do not have an expectation of privacy in this regard. Accordingly, these systems and equipment should not be used to transmit personal messages, except in necessary situations or when exceptions are specifically sanctioned by management. Voice mail messages and e-mail messages should be routinely deleted when no longer needed. SCVi is not responsible for costs incurred when employees use SCVi telephones or e-mail systems for personal matters.

You should be advised to use voice mail and e-mail as cautiously as you would use any more permanent communication medium such as a memorandum or letter. You should realize that e-mail messages:

- May be saved and read by third parties.
- May be retrieved even after “deletion.”
- May be accessed by authorized service personnel.
- May be examined by management without notice.

There will be times when SCVi, in order to conduct business, will utilize its ability to access your e-mail, voice mail, computer files, software, or other SCVi property. SCVi also may inspect the contents of your voice mail, e-mail, computers, computer files, or software to monitor job performance, for training or quality control purposes, or when SCVi suspects that SCVi property is being used in an unauthorized manner.

SCVi reserves the right to use and disclose any electronic communication on its Communications Systems without the permission of or any prior notice to any user, including disclosure to law enforcement officials.

#### **DISCIPLINE FOR VIOLATIONS OF POLICY**

Any person who discovers misuse of the Internet access or any of SCVi's Communications Systems should immediately contact Employee Services. Any user who violates any part of this policy will be subject to discipline, up to and including immediate termination.

## POLICY MAY BE AMENDED AT ANY TIME

The pace of technological change and growth in electronic communications is rapid. This policy applies to all present and future electronic communications systems and devices and to improvements and innovations to existing systems and devices and to completely new technologies, devices, and systems. SCVi reserves the right to amend this policy at any time.

## EMPLOYEE BLOGS AND SOCIAL NETWORKING

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### SCOPE

In light of the explosive growth and popularity of social media technology in today's society, SCVi has developed the following policy to establish rules and guidelines regarding the appropriate use of social media by employees. This policy applies to situations when you: (1) make a post to a social media platform that is related to SCVi; (2) engage in social media activities during working hours; (3) use SCVi equipment or resources while engaging in social media activities; (4) use your SCVi e-mail address to make a post to a social media platform; (5) post in a manner that reveals your affiliation with SCVi; or (6) interact with SCVi students or parents/guardians of SCVi students on the Internet and on social media sites.

For the purposes of this policy, the phrase "social media" refers to the use of a website or other electronic application to connect with other people, including, but not limited to, Facebook, Twitter, Pinterest, LinkedIn, YouTube, Instagram, and Snap Chat, as well as related web-based media, such as blogs, wikis, and any other form of user-generated media or web-based discussion forums. Social media may be accessed through a variety of electronic devices, including computers, cell phones, smart phones, PDAs, tablets, and other similar devices.

This policy is intended to supplement, not replace, SCVi's other policies, rules, and standards of conduct. For example, SCVi policies on confidentiality, use of SCVi equipment, professionalism, employee references and background checks, workplace violence, unlawful harassment, and other rules of conduct are not affected by this policy.

You are required to comply with all SCVi policies whenever your social media activities may involve or implicate SCVi in any way, including, but not limited to, the policies contained in this Guidebook.

### STANDARDS OF CONDUCT

You are required to comply with the following rules and guidelines when participating in social media activities that are governed by this policy:

- Comply with the law at all times. Do not post any information or engage in any social media activity that may violate applicable local, state, or federal laws or regulations.
- Do not engage in any discriminatory, harassing, or retaliatory behavior in violation of SCVi policy.

- Respect copyright, fair use, and financial disclosure rules and regulations. Identify all copyrighted or borrowed material with proper citations and/or links.
- Maintain the confidentiality of SCVi's trade secrets and private or confidential information. Trade secrets may include information regarding the development of systems, processes, products, know-how, and technology. Do not post internal reports, policies, procedures, or other internal School-related confidential communications. This prohibition applies both during and after your employment with SCVi.
- Do not post confidential information (as defined in this Guidebook) about SCVi, its employees, or its students. Remember that most student information is protected by the Family Educational Rights and Privacy Act, including any and all information that might identify the student. Publicizing student work and accomplishments is permitted only if appropriate consents are obtained.
- While it is acceptable to engage in limited and incidental social media activities at work, such social media activities may not interfere with your job duties or responsibilities. Do not use your SCVi-authorized e-mail address to register on social media websites, blogs, or other online tools utilized for personal use.
- Be knowledgeable about and comply with SCVi's background check procedures. Do not "research" job candidates on the Internet or social media websites without prior approval from Employee Services.
- Be knowledgeable about and comply with SCVi's reference policy. Do not provide employment references for current or former employees, regardless of the substance of such comments, without prior approval from Employee Services.
- We encourage you to be fair and courteous to fellow employees, students, parents, vendors, suppliers, or other people who work on behalf of the School. We also encourage you to avoid posting statements, photographs, video, or audio that could be reasonably viewed as malicious, obscene, threatening, or intimidating, that disparage employees, students, parents, vendors, suppliers, or other people or organizations who are affiliated with or work on behalf of the School, or that might constitute harassment or bullying.
- Make sure you always try to be honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Please do not post any information or rumors that you know to be false about the School, fellow employees, students, parents, vendors, suppliers, people or organizations who are affiliated with or working on behalf of the School, or competitors.
- Never represent yourself as a spokesperson for the School unless authorized to do so. If you publish social media content that may be related to your work or subjects associated with the School, make it clear that you are not speaking on behalf of the School and that your views do not represent those of the School, fellow employees, students, parents, vendors, suppliers, or other people or organizations who are affiliating with or working on behalf of the School. It is best to use a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the School."

- Never be false or misleading with respect to your professional credentials.

## CREATING AND USING SCVi SOCIAL MEDIA

Employees are only permitted to communicate and connect with students on social media that is owned and operated by SCVi. Employees are only permitted to communicate and connect with students' parents or guardians regarding SCVi-related matters on social media that is owned and operated by SCVi. All communications with parents or guardians regarding SCVi-related matters on non-SCVi or personal social media may result in disciplinary action, up to and including termination. Any communication whatsoever with students on non-SCVi or personal social media may result in disciplinary action, up to and including termination.

The IT Department, in addition to Employee Services and members of the Administration, are responsible for approving requests for SCVi social media, monitoring SCVi social media for inappropriate and unprofessional content, and maintaining the social media account information (including, but not limited to, username and password). SCVi has final approval over all content and reserves the right to close the social media account at any time, with or without notice. Any inappropriate or unprofessional communications may result in disciplinary action, up to and including termination.

To set up a social media account that is owned and operated by SCVi in compliance with this policy, employees must adhere to the following procedures:

- Request and obtain permission to create a SCVi social media account from your supervisor.
- Contact the IT Department to set up the social media account. Provide the IT Department with the username and password that you would like assigned to the account. If you change the username and/or password, you must immediately update this information with the IT Department. Failure to do so may result in disciplinary action, up to and including termination.

Any social media created and/or used in violation of this policy may result in disciplinary action, up to and including termination.

## ACCESS

Employees are reminded that SCVi's various electronic communications systems, including, but not limited to, its electronic devices, computers, telephones, e-mail accounts, video conferencing, voice mail, facsimiles, internal and external networks, computers, cell phones, smart phones, PDAs, tablets, and other similar devices, are the property of SCVi. All communications and information transmitted by, received from, or stored in these systems are SCVi records.

As a result, SCVi may, and does, monitor its employees' use of these electronic communication systems, including for social media activities, from time to time. SCVi may monitor such activities randomly, periodically, and/or in situations when there is reason to believe that someone associated with SCVi has engaged in a violation of this, or any other, SCVi policy. As a result, employees do not have a reasonable expectation of privacy in their use of or access to SCVi's various electronic communications systems.

## DISCIPLINE

Any violation of this Social Media Policy may result in disciplinary action, up to and including immediate termination.

## RETALIATION IS PROHIBITED

SCVi prohibits retaliation against any employee for reporting a possible violation of this policy or for cooperating in an investigation of a potential violation of this policy. Any employee who retaliates against another employee for reporting a possible violation of this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

## QUESTIONS

In the event you have any questions about whether a particular social media activity may involve or implicate SCVi, or may violate this policy, please contact Employee Services.

Social media is in a state of constant evolution, and SCVi recognizes that there will likely be events or issues that are not addressed in these guidelines. Thus, each SCVi employee is responsible for using good judgment and seeking guidance, clarification, or authorization before engaging in social media activities that may implicate this policy.

## PARTICIPATION IN RECREATIONAL OR SOCIAL ACTIVITIES

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To encourage teamwork at SCVi, we encourage participation in recreation and social activities sponsored or supported by SCVi. Please note that employee participation is strictly voluntary and employees have no obligation to participate in recreational or social activities and no employee has work-related duties requiring such participation. An employee's participation in social and recreational activities is at the employee's own risk and SCVi disclaims any and all liability arising out of the employee's participation in these activities.

## PERSONNEL FILES AND RECORD KEEPING PROTOCOLS

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At the time of your employment, a personnel file is established for you. SCVi strives to keep accurate and up to date personnel records. Please keep the Administration advised of changes that should be reflected in your personnel file. Such changes include: change in name, home address, email address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable SCVi to contact you should the change affect your other records.

You have the right to inspect certain documents in your personnel file, as provided by law, in the presence of an SCVi representative, at a mutually convenient time. A request for information contained in the personnel file must be in writing and directed to the Administration.



Current and former employees, or employee representatives, may also request inspection through the use of an SCVi-provided request form. Please contact the Administration to schedule a convenient time. You may request copies from your file of all documents. SCVi may charge the requesting employee or employee representative for the actual cost of reproduction of personnel file documents. If you desire, you may add a written statement to your file explaining any disputed item.

Access to information in personnel files is restricted. Only authorized managers and management personnel will have access to your personnel file. However, SCVi will cooperate with—and provide access to your personnel file to—law enforcement officials or local, state or federal agencies or as otherwise required in accordance with applicable law.

## HOURS OF WORK, OVERTIME AND ATTENDANCE

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### WORK HOURS AND SCHEDULES

SCVi's normal working hours are from **8:00 a.m. – 4:30 p.m.**, Monday through Friday. The work schedule for full-time non-exempt employees is normally 40 hours per week. Your supervisor will assign your work schedule. Employees are expected to be punctual and ready to start work at their scheduled time.

### OVERTIME

All non-exempt employees are required to obtain approval from their supervisor prior to working overtime. Failure to obtain such approval may subject an employee to discipline, up to and including termination. Overtime compensation will be paid in accordance with all state and federal laws. Exempt employees are not entitled to overtime pay.

For purposes of calculating overtime, SCVi's standard workweek begins on Saturday at 12:00 a.m. (midnight) and ends on Friday at 11:59 p.m. SCVi's standard workday is 12:00 a.m. (midnight) to 11:59 p.m. each day.

Only those hours that are actually worked are counted to determine an employee's overtime pay. Compensated holidays, for example, are not hours worked. Any overtime must be preauthorized in writing by the Administration.

### MEAL AND REST PERIODS

Meal Periods: All non-exempt employees must take an uninterrupted meal period of at least 30 minutes for each work period in excess of 5 hours in accordance with this policy. Further, all non-exempt employees must take a second uninterrupted meal period of at least 30 minutes for each work period in excess of 10 hours in accordance with this policy.

Employees must begin their first meal period within five hours of starting work. For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her meal period no later than 12:00 p.m. (noon). Further, employees must begin their second meal period (if applicable) within ten hours of starting work.

For example, if the employee begins working at 7:00 a.m., then the employee must clock out to begin his or her second meal period no later than 5:00 p.m.

An employee whose work period is 5 to 6 hours may waive, in writing, his or her right to a first meal period. Further, an employee may waive his or her right to a second meal period for a work period as long as the employee does not work more than 12 hours and did not waive his or her first meal period for that work period. SCVi offers written Meal Period Waiver Agreements that govern an employee's entire employment, which are voluntary and may be revoked at any time, to document the employee's waiver of first and second meal periods.

Employees are eligible for the following number of meal periods:

<b>Length of Workday in Hours</b>	<b># of Meal Periods</b>	<b>Explanation</b>
0 to $\leq$ 5	0	An employee who works 5 hours or less in a workday is not entitled to a meal period.
> 5 to $\leq$ 10	1	An employee who works more than 5 hours in a workday, but who does not work more than ten hours in a workday, must take a 30-minute uninterrupted meal period, unless the employee works six or fewer hours and voluntarily waives his or her first meal period.
> 10	2	An employee who works more than ten hours in a workday must take a second uninterrupted 30-minute meal period, unless the employee works 12 or fewer hours, did not waive the first meal period, and voluntarily waives his or her second meal period.

Employees must take their meal periods according to the following schedule:

<b>Which Meal Period</b>	<b>When</b>
First Meal Period	An employee's first meal period must begin within 5 hours of starting work (in other words, by the end of the fifth hour of work or 5 hours and 0 minutes on the clock). By way of example, if an employee clocks in 8:30 a.m., then the employee must clock out and start his or her meal period no later than 1:30 p.m.
Second Meal Period	An employee's second meal period must begin within ten hours of starting work (in other words, by the end of the tenth hour of work or 10 hours and 0 minutes on the clock). By way of example, if an employee clocks in 8:30 a.m., then the employee must clock out and start his or her second meal period no later than 6:30 p.m.

During meal periods, employees are absolutely prohibited from performing work of any kind or any amount. Employees are excused from all duties and are free to leave the premises. Non-exempt employees must record the exact start and stop times of each meal period through SCVi's timekeeping system so that SCVi may monitor time records for compliance. Employees may not join together required meal periods to take a longer break.

**Rest Periods:** All non-exempt employees are authorized, permitted, and strongly encouraged to take a 10-minute rest period every 4 hours worked or major fraction thereof. Ordinarily, this amounts to two 10-minute rest periods per 8-hour workday. The first rest period should be taken roughly in the middle of the 4-hour work period prior to lunch, and the second rest period should be taken roughly in the middle of the 4-hour work period following lunch. You do not need to record the times of these rest periods. You will be paid for the time spent on your rest periods.

Employees are eligible for the following number of rest periods:

<b>Length of Work Period in Hours</b>	<b># of Rest Periods</b>	<b>Explanation</b>
0 to < 3.5	0	An employee whose work period is less than 3.5 hours is not entitled to a rest period.
$\geq 3.5$ to $\leq 6$	1	An employee whose work period is 3.5 hours up to and including 6 hours is eligible to take one rest period.
$> 6$ to $\leq 10$	2	A non-exempt employee whose work period is more than 6 hours up to and including 10 hours is eligible to take two rest periods.
$> 10$ to $\leq 14$	3	A non-exempt employee whose work period is more than 10 hours up to and including 14 hours is eligible to take three rest periods.

During your rest periods, employees are absolutely prohibited from performing work of any kind or any amount. You are excused from all duties. In addition, please understand that you may not join together required rest periods in order to take a longer break. Also, you may not miss a required meal or rest period in order to start work later or leave work earlier.

Any employee who misses a meal or rest period or who experiences a late, short, or interrupted meal period—for any reason—must immediately report this issue to his or her supervisor and complete a Daily Meal Period and Rest Period Reporting Form. The employee must fill out all fields on the form, including providing a thorough explanation for the non-compliant meal or rest period. The employee must complete and turn in this form to his or her supervisor on the same workday that he or she experienced the non-compliant meal or rest period.

If an employee voluntarily chooses to miss a meal or rest period or take a late, short, or interrupted meal period (e.g., I chose to take my lunch later in the day or I chose to refuse an “authorized” meal period at the time provided by SCVi), the employee is not entitled to premium pay (one additional hour of pay). If an employee involuntarily experiences a missed meal or rest period or a late, short, or interrupted meal period (e.g., my supervisor asked me to handle a parent call or meeting that caused me to miss or take a late meal period), the employee is entitled to premium

pay. Employees must report the reason for the non-compliant meal or rest period on the Daily Meal Period and Rest Period Form.

Non-exempt employees are required to take their meal and rest periods in accordance with this policy. If you encounter any challenges with taking meal or rest periods in accordance with this policy, please immediately contact your supervisor or Employee Services.

Failure to comply with SCVi's policy regarding meal and/or rest periods can lead to discipline, up to and including termination.

## LACTATION ACCOMMODATION POLICY

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Employees have the right to reasonable time and access to a private area during the workday to express milk. In compliance with state and federal law, SCVi provides a supportive environment to enable nursing mothers to express breast milk during the work day.

If the lactation break time cannot run concurrently with rest and meal periods already provided or additional time is needed for the employee, the lactation break time will be unpaid. Where unpaid breaks or additional time are required, the employee should work with the Administration regarding scheduling and reporting the extra break time as unpaid.

Because exempt employees receive their full salary during weeks in which they work and they are not normally required to identify break and meal times, all exempt employees who need lactation accommodation breaks do not need to report any extra break time as "unpaid."

A private location to express breast milk will be provided in close proximity to the employee's work area. The employee's normal work area may be used if it allows the employee to express milk in private. In certain circumstances, a temporary location, multipurpose room, or shared space may be provided in accordance with applicable law. The location will also meet the following requirements: not be a bathroom; be free from intrusion; be shielded from view; be safe, clean, and free of hazardous materials; contain a surface to place a breast pump and personal items; contain a place to sit; and have access to electricity or alternative devices, including, but not limited to, extension cords or charging stations, needed to operate an electric or battery-powered breast pump. In addition, SCVi shall provide access to a sink with running water and a refrigerator suitable for storing milk in close proximity to the employee's work area. If a refrigerator cannot be provided, SCVi may provide another cooling device suitable for storing milk, such as an SCVi-provided cooler. Employees should discuss with Administration the location for storage of expressed milk. Employees may also provide their own portable small storage unit or cooler for keeping expressed breast milk cold.

To request the above, please contact the Administration or Employee Services. SCVi will respond accordingly, generally within two business days.

If any employee believes that they have experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with their supervisor and/or the Labor Commissioner's Office. For

more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on their website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## PAY DAYS

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Employees who are paid a predetermined salary will have paydays scheduled on the 15th and the last day of each month. All other employees (i.e., those on an hourly basis, etc.) will have paydays scheduled on ~~the 5<sup>th</sup> and 20<sup>th</sup>~~ a bi-weekly basis paid, every other Friday, of each month (see Administration for the schedule). SCVi reserves the right to modify its payroll practice as it deems necessary. Each paycheck will include earnings for all reported work performed through the end of the payroll period. In the event that a regularly scheduled payday falls on a weekend or holiday, employees will receive their pay on the day of work before the holiday. Employees are required to report any overpayment of wages to the Payroll Department. Any discrepancies or shortages in the calculation of wages should be reported as soon as possible after payday.

## ATTENDANCE POLICY

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SCVi strives for a healthy and positive work environment. Good attendance and punctuality are an important part of the day-to-day operations. Excessive absenteeism and/or tardiness might place a burden on fellow employees and SCVi.

Employees are expected to adhere to regular attendance and to be punctual. If you find it necessary to be absent or late, you are expected to arrange it in advance with the Administration to the extent possible. If it is not possible to arrange your absence or tardiness in advance, you must notify the Administration no later than one-half hour before the start of your workday or as soon as reasonably practicable, if you are absent or tardy in accordance with SCVi's sick leave policy. Because voice mail messages may go unheard for significant periods of time, leaving a voice mail message is not a sufficient method of notifying your supervisor—you must personally contact your supervisor in a timely manner. If you are required to leave work early, you must also personally contact your supervisor and obtain his or her permission.

If you are a teacher and need a substitute for any absence other than those taken under SCVi's sick leave policy, you are responsible for communicating with the designated contact for your specific site and submitting a request for the designee to arrange for a substitute. This request must be submitted in advance. If you are absent from work longer than one day, please communicate this with your supervisor or designated contact.

Excessive unexcused absenteeism and tardiness will not be tolerated and will lead to disciplinary action, up to and including termination. Except as otherwise provided by law, if you fail to report for work without any notification to your supervisor and your absence continues for a period of three consecutively scheduled workdays, SCVi will, in most cases, consider that you have abandoned your employment and have voluntarily resigned.

## TIME RECORDS

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To ensure compliance with all applicable laws, non-exempt employees must accurately record all hours worked. This means non-exempt employees must record their time whenever they begin, cease, or resume working during the course of a workday. While you need not record when you begin or end your rest periods, you must record when you begin and end your meal periods. Under no circumstances may one employee record time for another employee. Exempt employees may also be expected to record their time worked and report absences from work due to personal needs or illness as directed.

If instructed by your supervisor, you will be expected to record time worked on a timesheet for each pay period. Recording inaccurate time on your timesheet or recording time on another employee's time sheet is a violation of SCVi policy and may result in discipline, including immediate termination. Employees are strictly prohibited from working "off the clock" or failing to record all time worked. Falsification of any timecard may result in disciplinary action, up to and including termination.

## PROFESSIONAL DEVELOPMENT

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As a commitment to our team's professional growth, SCVi holds minimum days on Fridays to allow for professional development, collaboration opportunities and meetings. All full-time salaried staff, including teachers, are required to attend the meetings and/or work days that apply. If a staff member is unable to attend, they must submit an absence claim form to gain approval for their absence. Various professional development opportunities will be offered throughout the year. Teaching staff are required to attend all professional development opportunities prior to the start of the school year. Teaching staff are encouraged to visit other charter schools (as appropriate), attend applicable conferences, and conduct a research activity/presentation and other approved professional development activities.

## STANDARDS OF CONDUCT

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### PERSONAL APPEARANCE

SCVi encourages all employees to maintain professionalism in appearance and in behavior. Employees are expected to wear clothes that are neat, clean and professional while on duty. Employees are expected to appear well groomed and appear within professionally accepted standards suitable for the employee's position, and must at all time wear shoes. Your supervisor will inform you of any specific dress requirements for your position.

### PROHIBITED CONDUCT

SCVi expects that all employees will conduct themselves in a professional and courteous manner while on duty. Employees engaging in misconduct will be subject to disciplinary action up to and including termination of

employment. The following is a list of conduct that is prohibited by SCVi. This list is not exhaustive and is intended only to provide you with examples of the type of conduct that will not be tolerated by SCVi.

- Unexcused absence and/or lack of punctuality
- Release of confidential information without authorization
- Violation of SCVi's Drug and Alcohol Free Workplace policy
- Theft or embezzlement
- Willful destruction of property
- Falsification, fraud or omission of pertinent information when applying for a position
- Any willful act that endangers the safety, health or wellbeing of another individual
- Horseplay
- Any act of sufficient magnitude to cause disruption of work or gross discredit to SCVi
- Misuse of SCVi property or funds
- Possession of firearms, or any other dangerous weapon, while acting within the course and scope of your employment with SCVi
- Acts of discrimination or unlawful harassment based on gender, ethnicity or any other basis protected by applicable law or policies
- Failure to comply with SCVi's safety procedures
- Insubordination such as a failure to follow a supervisor's legitimate and legal direction.
- Failure to follow any known policy or procedure of SCVi or gross negligence that results in a loss to SCVi
- Violations of federal, state or local laws affecting the organization or your employment with the organization
- Unacceptable job performance
- Dishonesty
- Failure to keep a required license, certification or permit current and in good standing
- Recording the work time of any other employee, or allowing any other employee to record time on your time record or falsifying any time record
- Poor attendance, including, but not limited to, habitual tardiness and/or absenteeism, leaving early without permission, absence from work without permission, and abuse of time during work hours, to the extent permitted by law.
- Unauthorized use of SCVi equipment, materials, time or property
- Working unauthorized overtime or refusing to work assigned overtime
- Failure to take meal and/or work breaks
- Intentionally supplying false information in order to obtain a leave of absence or other benefits from SCVi.
- Sleeping or malingering on the job
- Unfit for service, including the inability to appropriately instruct or associate with students.
- Performing unauthorized work on SCVi time.
- Unauthorized use of cameras or other recording devices on SCVi's premises.
- Making false or malicious statements about any employee or SCVi.
- Using abusive, profane, threatening, indecent, or foul language and/or having inappropriate physical contact with students, parents, or other employees at any time on SCVi's premises or while performing duties on behalf of SCVi.
- Violation of the Employee-Student Relations policy
- Violation of any safety, health, security, or other SCVi policies, rules, or procedures.

Although employment may be terminated at will by either the employee or SCVi at any time, without following any formal system of discipline or warning, SCVi may exercise discretion to utilize forms of discipline that are less severe than termination. Examples of less severe forms of discipline include verbal warnings, written warnings, demotions and suspensions. While one or more of these forms of discipline may be taken, no formal order or procedures are necessary.

This statement of prohibited conduct does not alter or limit the policy of employment at will. Either you or SCVi may terminate the employment relationship at any time for any reason, with or without cause, and with or without notice.

## CONFIDENTIAL INFORMATION

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It is important to SCVi to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, all parent and student information, parent and student lists, lesson plans, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law. Personal, private information about other employees and personnel matters are also confidential, if learned as a part of the employee's job performance. This policy also encompasses any and all identifying or confidential information of all former and current students which is protected under the Family Educational Rights and Privacy Act.

SCVi devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. As an employee of SCVi you will, during the course of your employment, have access to and become familiar with various trade secrets and confidential information that are owned by SCVi. An employee shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of SCVi, either during the term of your employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to SCVi during extended leaves of absence or upon termination of employment.

During your employment with SCVi, you will not be permitted nor required to breach any obligation to keep in confidence, proprietary information, knowledge, or data acquired during your former employment. You must not disclose to SCVi any confidential or proprietary information or material belonging to former employers or others.

Employees must refer any person seeking school records or information to Employee Services for handling.

SCVi prohibits audio or video recordings in the workplace, during working hours, without authorization of SCVi due to privacy and confidentiality concerns and protections.

Failure to comply with this policy may result in disciplinary action, up to and including termination.



## OUTSIDE EMPLOYMENT

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Employees are required to inform SCVi, before accepting any employment or consulting relationship with another person or entity while employed by SCVi. While SCVi does not uniformly prohibit outside employment, employees will not be permitted to accept outside work that is competitive with SCVi, that creates a conflict of interest that interferes with the employee's work for SCVi or that reflects negatively on either the employee or SCVi. Employee will not render services in person or by electronic means, paid or otherwise, for any other persons or entity during work hours with SCVi. Employee understands that violating this rule may result in a report to the Commission on Teacher Credentialing, as well as disciplinary action up to and including termination.

## EXPENSE REIMBURSEMENTS

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SCVi will reimburse employees for reasonably necessary expenses incurred in the furtherance of SCVi's business. In order to be eligible for reimbursement, employees must follow the protocol set forth in SCVi's policy regarding expenditures. In general, all expenses must have been previously approved by supervisor. Reimbursement forms may be obtained and completed through the Business Office. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted on a timely basis in accordance with SCVi's expenditure policy to the Business Office for payment process.

## EMPLOYEE BENEFITS AND LEAVES OF ABSENCE

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SCVi is happy to provide eligible employees with a wide range of benefits. The description of Benefits that follows is only a brief summary for your general information. For details and exact information, please contact Employee Services.

### PAID SICK LEAVE

SCVi enacted this policy in accordance with the California Healthy Workplaces, Healthy Families Act to provide paid sick leave ("PSL") to eligible employees.

### ELIGIBLE EMPLOYEES

All employees (including full-time, part-time and temporary employees) who work more than 30 days within a year in California are eligible to accrue PSL beginning on the first day of employment under the accrual rate and caps set forth in this policy.

## PERMITTED USE

Eligible employees may use their accrued PSL to take paid time off for the diagnosis, care, or treatment of an existing health condition of (or preventative care for) the employee or the employee's family member.

For purposes of this policy, "family member" means a child, parent, spouse, registered domestic partner, grandparent, grandchild, or sibling of the employee as well as any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship or a designated person. "Child" means a biological child, a foster child, an adopted child, a step-child, a child of a registered domestic partner, a legal ward, or a child of a person standing in loco parentis. "Parent" means a biological, foster, or adoptive parent, a step-parent, or a legal guardian of the employee or the employee's spouse or registered domestic partner. "Spouse" means a legal spouse, as defined by California law. "Designated person" means a person identified by the employee at the time the employee requests paid sick days. Only one individual may be a "designated person" per 12-month period.

Employees may also use their PSL to take time off from work for reasons related to domestic violence, stalking, or sexual assault.

## ACCRUAL RATE, MAXIMUM, AND CARRYOVER

Accrual for non-exempt employees will be calculated based on actual hours worked. Accrual of PSL for eligible exempt employees will be calculated based on a 40-hour workweek or the employee's normal workweek if the employee normally works less than 40 hours. PSL accrues on an as-worked basis and does not accrue during any non-working time or unpaid leave of absence. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap as described below.

**All Regular Full-Time Exempt Employees:** SCVi provides exempt employees with up to 12 days (or 96 hours) of PSL each school year at an accrual rate of 1 day (or 8 hours) per month beginning immediately upon hire or upon the beginning of the school year, whichever occurs first.

- **Certificated regular full-time exempt employees:** The accrual of PSL is capped at a maximum of 18 days (or 144 hours). Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap of 144 hours.
- **Non-certificated regular full-time exempt employees:** The accrual of PSL is capped at a maximum of 12 days (or 96 hours). Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to a maximum carry over cap of 96 hours.

**All Other Employees:** Eligible employees will accrue one hour of PSL for every 30 hours worked beginning immediately upon hire or upon the beginning of the school year, whichever occurs first.

There is a cap on PSL accrual. Employees may accrue up to a maximum accrual of 72 hours of PSL. Once the employee's PSL reaches the maximum, further accrual of PSL is suspended until the employee has reduced the PSL balance below this limit. In such a case, no PSL will be earned for the period in which the employee's PSL was at the maximum. Accrued but unused PSL will carry over from year to year, subject to this maximum accrual.

*For STRS eligible employees:* To the extent permitted by applicable law, unused sick leave may be counted as additional service credit upon retirement with the California State Teachers Retirement System ("STRS") for those employees who are eligible to participate in such benefits in the year in which they earn the sick leave. Employees who are not eligible for STRS when they earn sick leave may not apply unused sick leave toward any future STRS benefits if those employees later become eligible.

Unused sick leave will be transferred to any subsequent California public school when requested in writing by the former employee and/or employing district/school to the extent permitted by applicable law. Moreover, incoming employees may transfer unused sick leave from any prior California public school when requested in writing by the incoming employee and verified by the former California public school employer to the extent permitted by applicable law. Such transferred sick leave is only available for credit to STRS and is not credited to the employee's sick leave balance at SCVi.

#### LIMITS ON USE

Eligible employees may use accrued PSL beginning on the 90th day of employment in accordance with the maximum amounts listed below:

##### **All Regular Full-Time Exempt Employees:**

- Certificated regular full-time exempt employees: Each school year, employees may only use a maximum of 18 days (or 144 hours) of their accrued PSL for qualifying reasons.
- Non-certificated regular full-time exempt employees: Each school year, employees may only use a maximum of 12 days (or 96 hours) of their accrued PSL for qualifying reasons.

**All Other Employees:** Each school year, employees may only use a maximum of 48 hours of their accrued PSL.

PSL may be taken in minimum increments of two hours. If an exempt employee absents himself or herself from work for part or all of a workday for a reason covered by this policy, he or she will be required to use accrued PSL to make up for the absence.

#### NOTIFICATION

The employee must provide reasonable advance notification, orally or in writing, of the need to use PSL, if foreseeable. If the need to use PSL is not foreseeable, the employee must provide notice as soon as practicable.

## TERMINATION

Employees will not receive pay in lieu of accrued but unused PSL. Accrued but unused PSL will not be paid out upon termination.

## NO DISCRIMINATION OR RETALIATION

SCVi prohibits discrimination or retaliation against employees for using their PSL.

# INSURANCE BENEFITS

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## INSURANCE

Full-time employees are entitled to insurance benefits offered by SCVi. These benefits will include medical, dental, vision and AFLAC. SCVi will have a defined contribution towards the employee's insurance premiums that are SCVi sponsored insurance plans. This amount will be determined on an annual basis. The employee's portion of monthly premiums will be deducted from the employee's paycheck on a pre-tax basis.

Full-time employees may also be covered under an insurance policy that includes Life, Short-Term Disability, and Long-Term Disability at no cost to the full time employee. Additional voluntary insurance plans will be offered through SCVi, which will be the employee's responsibility to pay all premiums.

If medical insurance premium rates increase, employees may be required to contribute to the cost of increased premiums to retain coverage. Failure to timely request and pay for such coverage will result in the loss of coverage.

## DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance ("SDI"), which is a partial wage- replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries. Employees may also be eligible for SDI for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate. Specific rules and regulations relating to SDI eligibility are available from the Administration.

## FAMILY LEAVE INSURANCE (WAGE SUPPLEMENT)

Eligible employees are covered by California's Paid Family Leave ("PFL") benefit. Paid Family Leave does not provide employees with a protected leave of absence. Rather, Paid Family Leave provides only partial wage replacement benefits when an employee has been approved for a leave of absence. In order to obtain approval for leave of absence for the reasons set forth below, the employee must contact Administration. Leave to care for certain family members may be covered by applicable law for certain eligible employees. Leave that is not covered by applicable law may or may not be approved by SCVi, in SCVi's sole discretion. Nothing in this policy guarantees that SCVi will provide additional leaves of absence other than those already required by applicable law.

The PFL fund is administered by the California Employment Development Department (“EDD”), not SCVi, which means that employees must apply to the EDD to receive this benefit. Through the PFL fund, the EDD will provide eligible employees with a wage supplement for a maximum of six weeks within a 12-month period. PFL benefits may be available from the EDD for a leave of absence for the following:

- For the birth or placement of a child, as defined by the PFL law, for adoption or foster care within one year of the birth or placement of the child; or
- To care for an immediate family member (spouse, registered domestic partner, child or parent, grandparent, grandchild, sibling and parent-in-law, as defined by the PFL law) who is seriously ill and requires care.
- To participate in a qualifying event because of a family member’s (i.e. a spouse, registered domestic partner, parent or child) military deployment to a foreign country

PFL benefits will be coordinated with an otherwise authorized leave of absence. In such circumstances, the use of PFL benefits and/or paid time off during the leave period will not extend the length of the leave beyond what is required by applicable law and/or SCVi policy.

#### WORKERS’ COMPENSATION INSURANCE

Eligible employees are entitled to Workers’ Compensation Insurance benefits when suffering from an occupational illness or injury. This benefit is provided at no cost to the employee. See below for a further description of making a claim for Workers’ Compensation Insurance benefits.

#### UNEMPLOYMENT COMPENSATION

SCVi contributes a significant amount of money each year to the California Unemployment Insurance Fund on behalf of its employees. Under certain circumstances, you may be eligible for unemployment insurance benefits.

## LEAVES OF ABSENCE

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At SCVi, we understand employees may experience personal or medical matters during their time of employment here. If an employee has a need for a Leave of Absence, please notify your supervisor and follow the guidelines outlined below.

Under certain circumstances, SCVi may grant leaves of absence to employees. Employees must submit requests for leaves of absence in writing to Employee Services as far in advance as possible. To open the lines of communication, while on leave, we ask employees to keep in contact with Employee Services and notify Employee Services if the date to return to work changes. If an employee’s leave expires and the employee fails to return to work without contacting Employee Services, it will be presumed that the employee abandoned his/her position with SCVi and employment may be terminated. If an employee is unable or unwilling to return to work at the expiration of his/her leave of absence, his/her employment may be terminated as permitted by law.

This Guidebook summarizes leave that may be available to employees. Most leave policies have differing requirements for eligibility, duration, benefits, etc. Therefore, employees should contact Employee Services to request specific information relating to a particular leave policy. Employee benefits, including, but not limited to, paid sick leave, do not accrue during a leave of absence unless otherwise required by law or by applicable SCVi policies.

While out on a leave of absence, employees may not accept employment with another school employer or person unless agreed to in advance in writing by Employee Services. Acceptance of employment in violation of this policy will be considered an abandonment of the employee's position with SCVi, and employment may be terminated.

## FAMILY AND MEDICAL LEAVE ACT (FMLA) / CALIFORNIA FAMILY RIGHTS ACT (CFRA)

Under the Family and Medical Leave Act ("FMLA") and California Family Rights Act ("CFRA"), eligible employees may request a family and medical leave of absence under the circumstances described below. Eligible employees are those who have been employed by SCVi for at least 12 months (not necessarily consecutive) and have worked at least 1250 hours during the 12 months immediately prior to the family and medical leave of absence for purposes of FMLA leave, an eligible employee must also be employed at a worksite where there are 50 or more employees of SCVi within a 75 miles.

Ordinarily, you must request a planned family and medical leave at least 30 days before the leave begins. If the need for the leave is not foreseeable, you must request the leave as soon as practicable. You should use SCVi's request form, which is available upon request from Employee Services. Failure to comply with this requirement may result in a delay of the start of the leave.

A family and medical leave may be taken for the following reasons:

1. the ~~birth care~~ of an employee's newborn child (i.e., baby bonding) or ~~the placement of~~ a child placed with the employee for foster care or adoption, ~~so long as the leave is.~~ Leaves for these reasons must be completed within 12 months of the birth or placement of the child;
2. the care of the employee's spouse, child or parent<sup>1</sup> with a "serious health condition" and for purposes of CFRA only, the care of the employee's grandparent, grandchild, sibling, ~~or~~ registered domestic partner, or designated person<sup>2</sup> with a "serious health condition";
3. the "serious health condition" of the employee (including serious health condition resulting from an on-the job illness or injury) that makes the employee unable to perform any one or more of the essential functions of their job. For FMLA leave only, a serious health condition also includes a disability caused by pregnancy, childbirth, or related medical conditions, which runs concurrently with the Company's separate pregnancy disability policy;

<sup>1</sup> For purposes of FMLA only, the term "parent" does not extend to parents-in-law. Further, for purposes of FMLA only, a child does not refer to a child who is over 18 years of age (unless they are incapable of self-care because of a medical or physical disability) nor does it include the child of a registered domestic partner unless the employee stands in loco parentis to the child.

<sup>2</sup> Designated person means any individual related by blood or whose association with the employee is the equivalent of a family relationship. Only one individual may be a "designated person" per 12-month period.

4. (FMLA ONLY) the care of the employee's spouse, child, parent, or next of kin who is a member of the Armed Forces, including a member of the National Guard or Reserves, and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
5. any qualifying exigency as defined by the applicable regulations arising out of the fact that the employee's spouse, child, registered domestic partner (CFRA only) or parent is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

A "serious health condition" is one that requires inpatient care in a hospital or other medical care facility or continuing treatment or supervision by a health care provider. You may take a leave under paragraph (2) above only if due to a serious health condition, your spouse, child, parent, parent-in-law, grandparent, grandchild, sibling, ~~or~~ registered domestic partner, or designated person (as may be applicable for FMLA/CFRA purposes) requires your care or assistance as certified in writing by the family member's health care provider. If you are seeking a leave under paragraph (3) above, you must provide SCVi with a medical certification from your health care provider establishing eligibility for the leave, and you must provide SCVi with a release to return to work from the health care provider before returning to work. You must provide the required medical certification to SCVi in a timely manner to avoid a delay or denial of leave. You may obtain the appropriate forms from Employee Services.

FMLA/CFRA leave is unpaid and may be taken for up to 12 workweeks during the designated 12-month period (with the exception of FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury, which may be taken for up to a total of 26 workweeks of leave during a single 12-month period). The 12-month period will be defined as a "rolling twelve months" looking backward over the preceding 12 months to calculate how much family and medical leave time has been taken and therefore determine the amount of leave that is available. FMLA qualifying leaves to care for a member of the Armed Services who has a serious illness or injury will be calculated on the 12-month period looking forward. All time off that qualifies as family and medical leave will be counted against your state and federal family and medical leave entitlements to the fullest extent permitted by law.

You will be required to use any accrued PSL during unpaid family and medical leave that is due to your own serious health condition. If mutually agreed upon between SCVi and the employee, PSL may be used for the care of a qualifying family member or designated person or in connection with the birth, adoption or foster care of a child. However, if an employee is receiving benefit payments pursuant to a disability insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program) or workers' compensation insurance plan, the employee and SCVi may mutually agree to supplement such benefit payments with available PSL.

Benefit accrual, such as PSL and holiday benefits, will be suspended during the approved leave period and will resume upon return to active employment. During FMLA/CFRA leave, group health benefits will be maintained as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

If you do not return to work on the first workday following the expiration of an approved FMLA/CFRA leave, you will be deemed to have resigned from your employment. Upon returning from such a leave, you will normally be

reinstated to your original or a comparable position and will receive pay and benefits equivalent to those you received prior to the leave, as may be required by law. In certain circumstances under FMLA leave, “key” employees may not be eligible for reinstatement following a family and medical leave. SCVi will provide written notice to any “key” employee who is not eligible for reinstatement.

#### PROCEDURES FOR REQUESTING AND SCHEDULING FMLA/CFRA LEAVE

An employee should request FMLA/CFRA leave by completing a Request for Leave form (available from Employee Services) and submitting it to supervisor and Employee Services. An employee asking for a Request for Leave form will receive a copy of SCVi’s then-current FMLA/CFRA leave policy.

As mentioned above, employees should provide not less than 30 days’ notice of their intent to take FMLA/CFRA leave or if such notice is not possible, employees should provide notice as soon as is practicable, for foreseeable childbirth, placement or any planned medical treatment for the employee or his/her qualifying family member.

If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he/she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee’s regular position.

If an FMLA/CFRA leave request is granted, SCVi will notify the employee in writing that the leave will be counted against the employee’s FMLA/CFRA leave entitlement. This notice will explain the employee’s obligations and the consequences of failing to satisfy them.

#### PREGNANCY DISABILITY LEAVE

SCVi provides pregnancy disability leaves of absence without pay to eligible employees who are temporarily unable to work due to a disability related to pregnancy, childbirth, or related medical conditions. Employees should make requests for pregnancy disability leave to their supervisor at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events. A health care provider’s statement must be submitted, verifying the need for such leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to SCVi. Employees returning from pregnancy disability leave must submit a health care provider’s verification of their fitness to return to work.

SCVi will make a good faith effort to provide reasonable accommodations and/or transfer requests when such a request is medically advisable based on the certification of a health care provider. When an employee’s health care provider finds it is medically advisable for an employee to take intermittent leave or leave on a reduced work schedule and such leave is foreseeable based on planned medical treatment because of pregnancy, SCVi may require the employee to transfer temporarily to an available alternative position. This alternative position will have equivalent rate of pay and benefits and must better accommodate recurring periods of leave than the employee’s regular job.

Eligible employees are normally granted unpaid leave for the period of disability, up to a maximum of four months (or 17 1/3 weeks or 693 hours) per pregnancy. Employees will be required to use any accrued sick time during any unpaid portion of pregnancy disability leave. If an employee is receiving benefit payments pursuant to a disability



insurance plan (such as California's State Disability Insurance plan or Paid Family Leave program), the employee and SCVi may mutually agree to supplement such benefit payments with available sick leave.

Benefit accrual, such as sick leave and holiday benefits, will be suspended during the approved pregnancy disability leave period and will resume upon return to active employment. Group health benefits will be maintained during the approved pregnancy disability leave as if you were continuously employed. However, you must continue to pay your share of applicable premiums (for yourself and any dependents) during the leave.

So that an employee's return to work can be properly scheduled, an employee on pregnancy disability leave is requested to provide SCVi with at least one week's advance notice of the date she intends to return to work.

When an approved pregnancy disability leave ends, the employee will be reinstated to the same position, unless the job ceased to exist because of legitimate business reasons. An employee has no greater right to reinstatement to the same position or to other benefits and conditions of employment than if she had been continuously employed in this position during the pregnancy disability leave or transfer. If the same position is not available, the employee will be offered a comparable position in terms of such issues as pay, location, job content, and promotional opportunities, if one exists. An employee has no greater right to reinstatement to a comparable position or to other benefits or conditions of employment than an employee who has been continuously employed in another position that is being eliminated.

If you have any questions regarding pregnancy disability leave, please contact Employee Services.

#### UNPAID LEAVE OF ABSENCE (MEDICAL)

In an effort to comply with its duty to accommodate employees with qualifying disabilities, SCVi may provide leaves of absence without pay when an employee is temporarily unable to work due to a mental or physical disability, certified in writing by his or her health care provider, unless such leave would cause an undue hardship to SCVi. Approved absences of less than two weeks are not treated as medical leaves of absences but rather as excused absences without pay. Employees granted unpaid medical leave have no right to guaranteed reinstatement.

Employees will be required to use any accrued PSL during any unpaid portion of this leave. Benefit accrual, such as paid sick leave, and holiday benefits, will be suspended during an unpaid medical leave period and will resume upon return to active employment. Unless otherwise required by law, SCVi does not continue to pay premiums for health insurance coverage for employees on unpaid medical leave. However, if eligible, you may self-pay the premiums under the provisions of COBRA.

#### DISCRETIONARY UNPAID LEAVE OF ABSENCE (NON-MEDICAL)

Under emergency circumstances for personal or other reasons, you may need to be temporarily released from the duties of your job with SCVi. It is the policy of SCVi to allow its eligible employees to apply for and be considered for certain specific leaves of absence not otherwise set forth in this Guidebook.

Failure to return to work as scheduled from an approved leave of absence, or failure to inform Employee Services of an acceptable reason for not returning as scheduled, will be considered to have abandoned his/her employment.

All requests for leaves of absence shall be submitted in writing to Employee Services. Each request shall provide sufficient detail, including the reason for the leave, the expected duration of the leave, and the relationship of family members, if applicable.

Regular full time employees who have completed one year of service are eligible for an unpaid personal leave of absence of thirty (30) calendar days. During that time, you may remain covered under SCVi's medical plans subject to plan eligibility and requirements and must continue to pay their portion of the applicable premiums.

A request for a personal leave will be evaluated on a number of factors, including anticipated operational and staffing requirements during the proposed time of absence. In the case where the initial 30 calendar days are insufficient, consideration may be given for an extension of 30 more days if your manager is informed in writing.

If you are on leave for more than 30 days, you must pay the full costs of your insurance benefits. SCVi will resume payments when you return to active employment.

Employees do not continue to accrue sick leave or holiday benefits while they are on unpaid discretionary leaves of absence. Further, employees have no guaranteed reinstatement of employment following the expiration of any leave of absence granted under this policy.

#### FUNERAL/BEREAVEMENT LEAVE

SCVi employees who have worked with SCVi for at least 30 days may be eligible ~~will be allowed for~~ up to 5 ~~consecutive~~ working days off ~~to arrange and attend the funeral of an immediate family member (3 days in-state or 5 days out of state)~~ upon the death of a family member. Regular exempt full-time employees will receive this time with pay. For all other employees, the time off will be unpaid. Bereavement leave must be completed within three months of the date of the death of the family member, but need not be consecutive.

Upon request, employees must provide documentation of the death of the family member within 30 days of the first day of the leave. "Documentation" may include, but is not limited to, a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution, or governmental agency.

For purposes of this policy, an employee's ~~immediate~~ family member includes ~~a current spouse, parent, legal guardian, sibling, child, parent-in-law, sister-in-law, brother-in-law, grandparent, grandchild, or domestic partner~~ a spouse, child, parent, sibling, grandparent, grandchild, domestic partner, or parent-in-law. "Child" means a biological, adopted, or foster child, a stepchild, a legal ward, a child of a domestic partner, or a person to whom the employee stands in loco parentis. "Parent" means a biological, foster, or adoptive parent, a parent-in-law, a stepparent, a legal guardian, or other person who stood in loco parentis to the employee when the employee was a child. "Sibling" means a person related to another person by blood, adoption, or affinity through a common legal or biological parent. "Grandchild" means a child of the employee's child. "Grandparent" means a parent of the employee's parent.

In certain circumstances, SCVi may offer up to two weeks of additional paid bereavement leave. Such leave will be allowed only at the discretion and approval of Employee Services.

Bereavement leave as stated above must be approved by the employee's supervisor. Employees may use accrued vacation(if applicable) or paid sick leave for unpaid portion of their leave. If the employee does not have accrued vacation or paid sick leave, the absence will be without pay.

## MILITARY LEAVE OF ABSENCE

All employees who leave SCVi for active military service or military reserve duty will be placed on an unpaid military leave of absence. Employees are entitled to reinstatement upon completion of such military service or duty, provided an application for reinstatement is made within 90 days of discharge, or as otherwise provided by law.

Time spent on military leave counts for purposes of determining "length of service." However, you will not accrue sick leave or receive holiday pay during military leave.

## FAMILY MILITARY LEAVE

Qualified employees are eligible for up to 10 days of unpaid leave when their spouse or registered domestic partner is on leave from military deployment. A qualified employee is one who regularly works more than 20 hours per week and whose spouse or registered domestic partner is a member of the Armed Forces, National Guard, or Reserves and is on leave from deployment during a period of military conflict.

If you are eligible for such leave, please submit a written request for leave to Employee Services within two business days of receiving official notice that your spouse or registered domestic partner will be on leave from deployment. You will also be required to provide written documentation certifying that your spouse or registered domestic partner will be on leave from deployment.

The employee may take this time off without pay unless otherwise required by applicable law. However, employees who need time off to participate in a qualifying event resulting from a family member's deployment to a foreign country may be eligible for Paid Family Leave benefits through the California Employment Development Department.

## DRUG AND ALCOHOL REHABILITATION LEAVE

SCVi will reasonably accommodate an employee who voluntarily enters and participates in an alcohol or drug rehabilitation program, including potentially providing unpaid leave to participate in the program, provided that the accommodation does not impose an undue hardship on SCVi. SCVi will not pay for the costs incurred in attending a rehabilitation program. An employee who wishes to identify him or herself as an individual in need of the assistance of an alcohol or drug rehabilitation program may contact the Administration. SCVi will take all reasonable steps necessary to maintain the employee's privacy in this situation. The employee may use paid sick leave, if any, during requested leave.

Nothing in this policy shall prohibit SCVi from refusing to hire or from discharging an employee who, because of his or her current use of alcohol or drugs, is unable to perform his/her duties or cannot perform the duties in a manner that would not endanger his/her health or safety or the health or safety of others. This policy in no way restricts

SCVi's right to discipline an employee, up to and including termination of employment, for violation of SCVi's Drug and Alcohol Abuse Policy.

#### TIME OFF TO ATTEND CHILD'S SCHOOL DISCIPLINE

Any employee who is a parent or legal guardian of a child that has received written notice from the child's school requesting his or her attendance at a disciplinary conference is entitled to take unpaid leave to attend the conference. Please contact the Administration to determine eligibility and scheduling before taking any leave to attend a disciplinary conference.

To be eligible for time off to attend a child's school, the employee must present the school's letter, which requests the employee's appearance at the school, to his or her supervisor at least two days before the requested time off (if advanced notice is provided). This type of leave will be unpaid.

#### TIME OFF TO ATTEND CHILD'S SCHOOL ACTIVITIES

If you are the parent or guardian of a child who is in school up to grade 12, or who attends a licensed day care facility, you may take up to 40 hours of unpaid leave per year to participate in the activities of the school or day care facility, to find, enroll or reenroll your child in a school or with a licensed child care provider and/or to address a child care provider or school emergency. You may take no more than eight hours off for this purpose in any one calendar month. Unless it is to address an emergency, you should schedule this time off with your supervisor in advance.

You may be asked to provide documentation from the school or day care facility that you participated in the activity to confirm your attendance at its facility for reasons covered under this policy on the specific date and time that you took the leave. This time off is unpaid.

#### TIME OFF FOR JURY AND WITNESS DUTY

SCVi encourages employees to serve on jury or witness duty when called. An employee must notify their supervisor of the need for time off for jury or witness duty as soon as a notice or summons from the court or a subpoena is received. Any jury pay or mileage may be kept by the employee. Non-exempt employees who are called for jury/witness duty will be provided time off without pay. Exempt employees will receive their regular salary unless they do not work any hours during the course of a workweek.

Verification from the court clerk of having served may be required and you will be expected to report or return to work for the remainder of your work schedule on any day you are dismissed from jury or witness duty.

In the event that the employee must serve as a witness within the course and scope of his or her employment with SCVi, SCVi will provide time off with pay.

#### RIGHTS FOR VICTIMS OF CRIME OR ABUSE

##### Right to Time Off:

If you are the victim of stalking, domestic violence, sexual assault, or a crime that caused physical injury or that caused mental injury and a threat of physical injury, or if your immediate family member is deceased because of a

crime, you are permitted to be absent from work to seek relief related to the crime or abuse. Relief includes, but is not limited to, obtaining a temporary restraining order, a restraining order, or other injunctive relief to help ensure the health, safety, or welfare of you or your child. You are permitted to take leave for this purpose whether or not any person is arrested for, prosecuted for, or convicted of committing the crime. All employees can also take time off from work to get medical attention or services from a domestic violence shelter, program, or rape crisis center, or receive psychological counseling or safety planning related to domestic violence, sexual assault, or stalking.

Employees may use available accrued PSL. Otherwise, the time off is unpaid. In general, employees are not required to provide documentation for time off under this policy. However, employees shall provide reasonable advance notice of their intent to take time off, unless advance notice is not feasible. If employees are unable to provide advance notice for time off under this policy, they can provide certification of their absence (such as a police report, court order, or health care provider certification, or other documentation that reasonably verifies that the crime or abuse occurred and your absence was for an authorized purpose) within a reasonable time period thereafter.

If employees provide reasonable advance notice or provide documentation within a reasonable time period thereafter for an unscheduled absence, they will not be subject to any disciplinary action for time off under this policy.

Right to Reasonable Accommodation for Victims of Domestic Violence, Sexual Assault or Stalking:

Employees have the right to ask SCVi for help or changes in their workplace to make sure they are safe at work. SCVi will work with its employees to see what changes can be made. Changes in the workplace may include putting in locks, changing shifts or phone numbers, transferring or reassigning the employee, or help with keeping a record of what happened to the employee. SCVi may ask the affected employee for a signed statement certifying that this request is for a proper purpose and may also request proof showing the need for an accommodation. SCVi will maintain confidentiality regarding any requests for accommodations under this policy.

Prohibition on Retaliation and Discrimination: SCVi is committed to ensuring employees are not treated differently or retaliated against because of any of the following:

- The employee is a victim of a crime or abuse.
- The employee asked for time off to get help
- The employee asked SCVi for help or changes in the workplace to ensure safety at work.

Right to File a Complaint: If any employee believes that he or she has experienced retaliation or discrimination as a result of conduct protected by this policy, the employee may file a complaint with his or her supervisor and/or the Labor Commissioner's Office.

For more information, contact the Labor Commissioner's Office by phone at 213-897-6595 or visit a local office by finding the nearest one on its website: [www.dir.ca.gov/dlse/DistrictOffices.htm](http://www.dir.ca.gov/dlse/DistrictOffices.htm). The Labor Commissioner's Office provides an interpreter at no cost to the employee, if needed.

## TIME OFF FOR VICTIMS OF CRIME

If you are the victim—or an immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child of a registered domestic partner) of the victim—of a violent felony, serious felony (as defined by the California Penal Code), or felonies related to theft or embezzlement, you are permitted to be absent from work to attend judicial proceedings related to the crime.

You must provide your supervisor with written notification for each scheduled proceeding, unless advance notice is not possible. This time off is unpaid.

The types of verification SCVi may require for an unscheduled judicial processing include: documentation evidencing the judicial proceeding from any of the following entities: the court or government agency setting the hearing; the district attorney or prosecuting attorney's office; or the victim/witness office that is advocating on behalf of the victim.

## TIME OFF FOR EMERGENCY DUTY/TRAINING FOR VOLUNTEER FIREFIGHTERS, RESERVE PEACE OFFICERS OR EMERGENCY RESCUE PERSONNEL

If you are a registered volunteer firefighter, reserve peace officer, or emergency rescue personnel (including an officer, employee or member of a disaster medical response entity sponsored or requested by the state) who intends to perform emergency duty/training during work hours, please alert your supervisor so SCVi is aware of the fact that you may have to take time off to perform emergency duty/training. In the event any employee needs to take time off for this type of emergency duty/training, a supervisor must be notified before leaving work. All time off for these purposes is unpaid.

Registered volunteer firefighters, reserve peace officers or emergency rescue personnel are eligible to take temporary unpaid leaves of absence for fire or law enforcement training not to exceed 14 days per calendar year. In the event you need to take time off for this type of emergency duty/training, you must notify your supervisor and Employee Services in advance.

If you feel you have been treated unfairly as a result of taking or requesting emergency duty/training, you should contact your supervisor or any other manager, as appropriate.

## CIVIL AIR PATROL LEAVE

SCVi will not discriminate against an employee for membership in the Civil Air Patrol. Additionally, SCVi will not retaliate against an employee for requesting or taking Civil Air Patrol leave, which is unpaid.

SCVi will provide not less than 10 days per year of leave but no more than 3 days for a single emergency operational mission unless the emergency is extended by the entity in charge of the operation and SCVi approves the leave. Employees must have been employed by SCVi for at least 90 days immediately preceding the commencement of leave, and must be duly directed and authorized by a political entity that has the authority to authorize an emergency operational mission of the California Wing of the Civil Air Patrol.

Employees must request leave with as much notice as possible in order to respond to an emergency operational mission of the California Wing of the Civil Air Patrol.

Leave under this policy is unpaid. Following leave under this policy, an employee must return to work as soon as practicable and must provide evidence of the satisfactory completion of civil air patrol service. If the employee complies with these requirements, the employee will be restored to their prior position or to a position with equivalent seniority status, pay, and other benefits, unless the employee is not restored because of conditions unrelated to the exercise of the leave rights by the employee.

#### TIME OFF TO VOTE

SCVi encourages all employees to fulfill their civic responsibilities and to vote in all public elections. Most employees' schedules provide sufficient time to vote either before or after working hours.

Because polls are generally open from 7:00 a.m. until 8:00 p.m., employees generally are able to find time to vote either before or after their regular work schedule. If you do not have sufficient time outside of working hours to vote and have not requested an absentee ballot, you may receive up to two hours of paid time off to vote. Any additional time off will be without pay.

Employees must request time off from their supervisor at least two working days before election day so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to normal work schedules.

If approved for time off, you will not incur any attendance infractions for missing work to vote. Employees must submit a voter's receipt on the first working day following the election to qualify for paid time off.

#### WORKERS' COMPENSATION LEAVE

SCVi will grant you a workers' compensation disability leave in accordance with state law if you incur an occupational illness or injury. As an alternative, SCVi may offer you modified work. Leave taken under the workers' compensation disability policy runs concurrently with family and medical leave under both federal and state law (if eligible) and is unpaid (although certain wage replacement benefits may be available).

An employee who sustains a work-related injury or illness should inform his or her supervisor and Employee Services immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage.

#### LEAVE FOR BONE MARROW AND ORGAN DONORS

Pursuant to California law, SCVi will provide up to five business days of paid leave within a one-year period to an employee who donates bone marrow to another person. In addition, SCVi will also provide up to 30 business days of paid leave within a one-year period and up to 30 business days of *unpaid* leave within a one-year period to an employee who donates an organ to another person. This one-year period is measured from the date the employee's leave begins and shall consist of 12 consecutive months.

SCVi requires that bone marrow donors use up to five days of available accrued sick time during the course of the leave. Organ donors must use up to ten days of available accrued PSL time during the course of the leave.

To qualify for this leave, an employee must have been employed for at least 90 days prior to the commencement of the leave and must provide SCVi with written verification of his or her status as an organ or bone marrow donor and the medical necessity for the donation. During such leave, SCVi will continue coverage under its group medical insurance plan, if applicable. However, employees must continue to pay their portion of the applicable premiums. Employees should give SCVi as much notice as possible of the intended dates upon which the leave would begin and end.

#### ADULT LITERACY LEAVE

Pursuant to California law, SCVi will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on SCVi. SCVi does not provide paid time off for participation in an adult literacy education.

## EMPLOYMENT EVALUATION AND SEPARATION

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#### EMPLOYEE REVIEWS AND EVALUATIONS

To encourage open communication with employees and supervisors, SCVi supports the Performance Review also known as Reflective Supervision process. SCVi strives to conduct employee performance reviews annually. The frequency of performance evaluations may vary depending upon length of service, job position, past performance, changes in job duties or recurring performance problems.

There are several advantages to work planning:

- It helps you and your supervisor establish priorities among different work activities. It sets standards or goals that can help you increase your own productivity by providing a focus on your efforts in relation to goals.
- It provides an opportunity for you to share your ideas on doing your job better.
- It establishes expectations in advance, together with the results that will be used to determine success, which will help to ensure that your performance is judged fairly.

The performance evaluations are intended to make you aware of your progress, areas for improvement and objectives or goals for future work performance. Favorable performance evaluations do not guarantee increases in salary or promotions or retention of your job. Salary increases and promotions are solely within the discretion of SCVi and depend upon many factors in addition to performance. After the review, you will be required to sign the evaluation report simply to acknowledge that it has been presented to you, that you have discussed it with the Administration, and that you are aware of its contents. The evaluation system in no way alters the employment at-will relationship. Failure by SCVi to conduct a performance review will not prevent SCVi from terminating your employment.



## DISCIPLINE AND INVOLUNTARY TERMINATION

Violation of SCVi's policies and rules may warrant disciplinary action, which may take multiple forms, including verbal warnings, written warnings, suspensions or termination. SCVi's disciplinary system is informal and SCVi may, in its sole discretion, utilize any form of discipline it deems appropriate under the circumstances, up to and including termination of employment upon the first offense.

## VOLUNTARY TERMINATION

Either the employee or SCVi may terminate the employment relationship at any time, with or without notice and with or without cause. We hope that you will enjoy your employment with SCVi. However, if you decide to resign, while it is not required, SCVi requests that you give as much advance notice as possible (preferably two weeks) to allow SCVi to plan for your departure.

SCVi values its employees and is committed to providing a positive, rewarding and productive work environment. As a result, we appreciate your honest feedback during your exit interview. An exit interview may be scheduled on the last day of work with the Administration. The purposes of the exit interview are to review eligibility for benefit conversion, to ensure that all necessary forms are completed, to collect any SCVi property (including keys, equipment, documents and records) that may be in the employee's possession, to review the employee's obligations regarding confidential information, and to provide the employee with the opportunity to make any constructive comments and suggestions on improving the working environment at SCVi. Final pay will be provided in accordance with state law.

## RETURN OF PROPERTY

Employees are required to return SCVi property that is in their possession or control in the event of termination of employment, resignation, or layoff, or immediately upon request. We may also take all action deemed appropriate to recover or protect SCVi property.

## REFERENCES

All requests for references and employment verifications must be promptly directed to the Administration. When contacted for a reference or employment verification, SCVi will only provide information concerning dates of employment and the title of the last position held. Other employees may not provide any employment verification.

## ACKNOWLEDGEMENT OF GUIDEBOOK AND AT WILL EMPLOYMENT

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I acknowledge that I have received the Employee Guidebook. I have read the Guidebook and understand the contents of the Guidebook. I agree to abide by all of SCVi's policies.

I understand and agree to my at-will employment status as described in the Guidebook, summarized as follows:

- This Guidebook does not in any way reflect a contract of employment, either express or implied between SCVi and me.
- SCVi is an at-will employer. I am free to terminate the employment relationship with SCVi at any time; SCVi, in its sole discretion, also reserves the right to modify or terminate the employment relationship with me for any or no reason at any time. Specifically, SCVi may modify all terms of employment including any policy or practice and/or my hours, wages, working conditions, job assignments, position title, compensation rates and benefits in its sole discretion.
- Nothing in this Guidebook creates, or is intended to create, a promise or representation of continued employment or guaranteed terms and conditions of employment for me. Further, there is no agreement, express or implied, written or verbal, between me and SCVi for any specific period of employment, for continuing or long-term employment, or for guaranteed terms and conditions of employment.

I understand that no supervisor or representative of SCVi has the authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will. I understand that only the Board of Directors has the authority to make any such agreement and then only in writing signed by the Board of Directors.

Employee's Name: \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

[TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE]