

RONALD REAGAN CHARTER SCHOOL ALLIANCE

Sycamore Academy of Science and Cultural Arts

Regular Board Meeting Agenda

Renaissance Plaza

32326 Clinton Keith Road, Suite 202

Wildomar, CA 92595

Phone: (951) 678-5217

TUESDAY, SEPTEMBER 17, 2013 @ 6:00 p.m.

Board Members

William Sampson, President

Roland Skumawitz, Secretary/Treasurer

Ingrid Flores

Craig Richter

Vacant seat

1.0 CALL TO ORDER

Introduction of Guests

The meeting was called to order by the Board Chair at _____.

2.0 OPEN GENERAL SESSION

ROLL CALL

Present

Absent

Mr. William Sampson

Mr. Roland Skumawitz

Dr. Ingrid Flores

Mr. Craig Richter

Other guests present:

- 3.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:** Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

4.0 CLOSED SESSION:

Adjourn to closed session at _____ (time).

The Governing Board will meet in Closed Session to consider matters of student discipline, personnel matters, labor negotiations, litigation and facilities and/or land acquisition.

Pursuant to Cal. Govt. Code section 54956.8, the Governing Board will meet in closed session on the following matters:

4.1 RECEIVE UPDATE ON REAL PROPERTY NEGOTIATIONS

Properties:

STREET ADDRESS/PARCEL # PROPERTY ONE : 23175 Palomar St, Wildomar 92562 /
380-170-023

STREET ADDRESS/PARCEL # PROPERTY THREE: 23151 Palomar St Wildomar 92562/

380-170-020

STREET ADDRESS # PROPERTY FOUR: 32294 Clinton Keith Rd, Suite F-102 Wildomar
92595

Negotiating parties:

PROPERTY ONE: Lee Patrick Wilson

PROPERTY THREE: Mario Ybarra

PROPERTY FOUR: Janet Kramer

Under negotiation: The Board will instruct the negotiators as to matters concerning the price
of the property and the terms of payment.

5.0 RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at _____ (time).

6.0 PLEDGE OF ALLEGIANCE

7.0 APPROVAL OF THE AGENDA

Motion: _____ Second: _____ Vote: _____

8.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

- 9.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:** Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

10.0 INFORMATION SESSION:

10.1 Ed Tec Financial Update Report (Attachment 10.1)

Presentation of the status of our school's finances

Presented by: Jennie Bartkowiak, Ed Tec, client manager

10.2 Director Report/Special Education Report

Report on school business and Special Education.

Presented by: Barbara Hale, Director/Principal and SASCA's Special Education Liaison

10.3 Charter Oversight Calendar (Attachment 10.3)

Presentation of the Charter Oversight Calendar monitoring compliance with the Sycamore

Academy of Science and Cultural Arts charter.

Presented by: Barbara Hale, Director/Principal

11.0 PUBLIC HEARING:

re: Disbursement of Common Core Funds

As a condition of receiving Common Core funds, RRCSA must develop and adopt a plan delineating how funds shall be spent. The plan will be shared during this public hearing.

Presented by: Barbara Hale, Director/Principal

12.0 ACTION ITEMS:

12.1 Election of Governing board member

The board will select a trustee from a slate of qualified candidates or absent such a slate, through a process of the board's design.

Current slate: Mr. William Sampson (eligible for his 3rd term)

Motion: _____ Second: _____ Vote: _____

12.2 InSite addendum #1 agreement (Attachment 12.2)

Ratify addendum #1 agreement for InSite Charter School Services.

Motion: _____ Second: _____ Vote: _____

12.3 Approve 12 -13 Unaudited Actuals (Attachment 12.3)

Presented by: Jennie Bartkowiak, Ed Tec, client manager.

Motion: _____ Second: _____ Vote: _____

13.0 CONSENT CALENDAR

13.1 Approval of the Minutes: August 20, 2013

13.2 Approval of the Minutes: August 17, 2013

13.3 Approval of the Check Register for August 2013

Motion: _____ Second: _____ Vote: _____

14.0 BOARD COMMENTS

Governing Board comments and introduction of issues that may be addressed at future meetings.

15.0 ADJOURNMENT

Motion: _____ Second: _____ Vote: _____

The meeting was adjourned at _____.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the right to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the Bagley-Keene Open Meeting Act, special presentations not mentioned in the agenda may be made at this meeting. However, any such presentation will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

Pursuant to the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting Sycamore Academy of Science and Cultural Arts.

FOR MORE INFORMATION

For more information concerning this agenda, please contact Sycamore Academy of Science and Cultural Arts

Telephone, (951) 678-5217.



Business and Development
Specialists for Charter Schools

Sycamore Academy of Science & Cultural Arts

Financial Update

September 17, 2013



edtec.com

Agenda

- 2013-14 Current Revenue Forecast
- 2013-14 Current Expense Forecast
- 2013-14 Cash Flow Forecast
- Exhibits
 - Cash Flow
 - August 2013 YTD Financials

Current Revenue Forecast: Aug YTD Update

Revenues have increased since the July update, due to increased enrollment and Common Core funds.

- **Increases to revenue forecast = \$88K**
 - \$30K due to increased enrollment
 - Enrollment is currently at 331; conservatively forecasting based on 320, which is 5 more than previous forecast
 - \$58K due to addition of Common Core funds
- **Decreases to revenue forecast = \$0**

Current Revenue Forecast

- + \$340K more than board approved budget (May)
- + \$88K more than last month's forecast

Current Expense Forecast: Aug YTD Update

Expenses have increased since last month's update, due to addition of the Common Core budget as well as other needs.

■ Increases to expense forecast = \$104K

- \$7.5K Certificated Salaries; \$31.3K Classified Salaries; \$6K Taxes and Benefits
- \$12K Core Curriculum Materials, due to Common Core needs
- \$3K Instruction Materials & Supplies for teacher budgets
- \$1K Office Supplies per anticipated needs from school leadership
- \$13.5K Computers to include 12-13 reserve funds for technology
 - Total computer forecast is now equal to \$35,175, which is the amount reserved in 12-13
- \$2.5K for SKEWL costs (will eventually be reimbursed via conference fees)
- \$1K Other Food for meetings
- \$2K Travel & Conferences per anticipated needs from school leadership
- \$1.5K Building Repairs & Maintenance per anticipated needs from school leadership
- \$8K Professional Development, due to Common Core needs
- \$8.5K Special Ed Encroachment, due to enrollment increase and increase in encroachment cost (\$20/student increase per 12-13 final invoice)
- \$6.5K revenue dependent costs

Current Expense Forecast

- + \$108K more than board approved budget (May)
- + \$104K more than last month's forecast

2013 – 14 Current Forecast: Aug YTD Update

	Approved Budget	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)
SUMMARY				
Revenue				
General Block Grant	1,586,863	1,856,000	29,138	269,136
Federal Revenue	-	-	-	-
Other State Revenues	234,733	110,678	59,611	(124,055)
Local Revenues	11,221	206,221	-	195,000
Fundraising and Grants	26,189	26,189	-	-
Total Revenue	1,859,007	2,199,088	88,748	340,082
Expenses				
Compensation and Benefits	950,529	995,459	(44,890)	(44,930)
Books and Supplies	66,301	98,970	(32,669)	(32,669)
Services and Other Operating Expenditures	754,818	785,706	(26,839)	(30,888)
Capital Outlay	-	-	-	-
Total Expenses	1,771,648	1,880,135	(104,398)	(108,487)
Operating Income (excluding Depreciation)	87,358	318,953	(15,649)	231,595
<i>Operating Income (including Depreciation)</i>	39,639	276,277	(15,649)	236,637
Fund Balance				
Beginning Balance (Unaudited)	641,660	641,660		
Operating Income (including Depreciation)	39,639	276,277		
Ending Fund Balance (including Depreciation)	681,299	917,936		
CDE Recommendation (5% of Operating Expenses)	88,582	94,007		

2013 – 14 YTD Actuals

Sycamore is tracking approximately **\$16.5K ahead** of the board approved budget (ahead = more positive).

- **Revenues: On track with board approved budget**
 - Note: Sycamore has not received the first property tax payment from the district, but State revenues are ahead of board-approved budget due to LCFF
- **Expenses: \$16.5K slower than board approved budget**
 - Health & Welfare Benefits – slower billing schedule than anticipated
 - District Oversight – not yet billed by district
 - Other Services & Operating Expenses – conservatively planned some expenses such as SIS & SAS for July and August; only partial expenses were incurred in July & August

YTD Actuals

+ \$16.5K ahead of board approved budget

[Only impacts timing, not overall forecast]

2013 – 14 YTD Actuals

	Actual YTD	Budget YTD	Variance (YTD less Budget)
SUMMARY			
Revenue			
General Block Grant	56,992	50,514	6,478
Federal Revenue	-	-	-
Other State Revenues	844	6,777	(5,933)
Local Revenues	1,950	2,591	(641)
Fundraising and Grants	99	-	99
Total Revenue	59,885	59,882	3
Expenses			
Compensation and Benefits	100,937	110,746	9,809
Books and Supplies	20,106	20,885	779
Services and Other Operating Expenditures	147,186	153,076	5,890
Capital Outlay	-	-	-
Total Expenses	268,229	284,707	16,478
Operating Income (excluding Depreciation)	(208,344)	(224,825)	16,481
<i>Operating Income (including Depreciation)</i>	<i>(208,344)</i>	<i>(224,825)</i>	<i>16,481</i>

Cash Flow Forecast

Based on current assumptions, Sycamore Academy will have a positive cash balance in all months this school year.

- Under current assumptions, SASCA will not have a cash need in 13-14
- Cash flow forecast will be monitored with any budget changes, including those related to the current facilities discussions
- Currently, the average ending cash balance in Sept – June is about \$600K
- \$195K is expected from LEUSD in June for the in-lieu agreement
- Note that there is some uncertainty around how the State will calculate P1 apportionments (March-June) this year; our forecast is conservative and we do not expect Sycamore to incur a cash need

- Cash Flow
- August 2013 YTD Financials
- August Check Register

EXHIBITS

Sycamore Academy
Monthly Cash Forecast
As of most recent monthly close

	2019/14											
	Actual & Projected											
	Jul Actual	Aug Actual	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected
Beginning Cash	\$216,813	609,672	673,756	537,905	613,911	663,458	663,536	636,609	619,498	650,110	747,106	695,418
Revenue												
General Block Grant	-	56,992	106,764	201,787	124,883	124,883	201,787	124,883	174,176	239,677	60,113	23,894
Federal Income	-	-	-	-	-	-	-	-	-	-	-	-
Other State Income	-	844	(844)	29,400	-	-	29,400	11,889	2,162	-	11,889	-
Local Revenues	-	1,950	927	927	927	927	927	927	927	927	927	195,927
Fundraising and Grants	15	85	2,520	2,619	2,619	2,619	2,619	2,619	2,619	2,619	2,619	2,619
Total Revenue	15	69,871	109,967	234,733	128,428	128,428	234,733	140,517	179,895	243,223	84,548	222,440
Expenses												
Compensation & Benefits	15,472	85,465	105,671	89,284	86,908	88,908	91,917	89,284	89,284	87,255	87,255	76,755
Books & Supplies	8,127	11,979	37,023	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649	4,649
Services & Other Operating Expenses	93,812	53,374	69,863	52,930	52,890	52,850	52,810	52,789	52,884	52,642	52,601	140,890
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	117,410	150,819	212,557	146,863	146,447	146,407	149,376	146,703	146,817	144,547	144,505	228,085
Operating Cash Inflow (Outflow)	(117,396)	(80,949)	(102,600)	87,870	(18,019)	(17,979)	85,357	(6,286)	33,298	98,676	(60,957)	(5,644)
Revenues - Prior Year Accruals	556,598	146,593	-	-	9,469	-	-	-	-	-	-	-
Expenses - Prior Year Accruals	(10,082)	(3,725)	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(46,822)	13,530	(21,036)	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(37,525)	3,340	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300	3,300
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	(4,628)	(4,706)	(15,125)	(15,164)	(15,204)	(15,244)	(15,284)	(15,324)	(4,948)	(4,990)	(5,031)	(5,073)
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	53,814	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	\$200,672	673,756	637,905	613,911	663,458	663,536	636,609	619,498	650,110	747,106	685,418	678,000

Sycamore Academy

Budget vs. Actuals
As of most recent monthly close

	Actual		Budget vs. Actual				Budget			
			Variance		Variance		Variance		Variance	
	Aug	Actual YTD	Budget YTD	(YTD less Budget)	Approved Budget	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining
SUMMARY										
Revenue										
General Block Grant	56,992	56,992	50,514	6,478	1,586,863	1,856,000	29,138	269,136	1,529,871	1,799,008
Federal Revenue	-	-	-	-	-	-	-	-	-	-
Other State Revenues	844	844	6,777	(5,933)	234,733	110,678	59,611	(124,055)	233,889	109,834
Local Revenues	1,950	1,950	2,591	(641)	11,221	206,221	-	195,000	9,271	204,271
Fundraising and Grants	85	99	-	99	26,189	26,189	-	-	26,090	26,090
Total Revenue	59,871	59,885	59,882	3	1,859,007	2,199,088	88,748	340,082	1,799,121	2,139,203
Expenses										
Compensation and Benefits	85,465	100,937	110,746	9,809	950,529	995,459	(44,890)	(44,930)	849,592	894,522
Books and Supplies	11,979	20,106	20,885	779	66,301	98,970	(32,669)	(32,669)	46,195	78,864
Services and Other Operating Expenditures	53,374	147,186	153,076	5,890	754,818	785,706	(26,839)	(30,886)	607,632	638,520
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Total Expenses	150,819	268,229	284,707	16,478	1,771,648	1,880,135	(104,398)	(108,487)	1,503,419	1,611,906
Operating Income (excluding Depreciation)	(90,948)	(208,344)	(224,825)	16,481	87,358	318,953	(15,649)	231,595	295,702	527,297
<i>Operating Income (including Depreciation)</i>	<i>(90,948)</i>	<i>(208,344)</i>	<i>(224,825)</i>	<i>16,481</i>	<i>39,639</i>	<i>276,277</i>	<i>(15,649)</i>	<i>236,637</i>	<i>247,983</i>	<i>484,621</i>
Fund Balance										
Beginning Balance (Unaudited)	524,264	641,660	641,660	-	641,660	641,660	-	-	-	-
Operating Income (including Depreciation)	(90,948)	(208,344)	(224,825)	-	39,639	276,277	-	-	-	-
Ending Fund Balance (including Depreciation)	433,316	433,316	416,834		681,299	917,936				
CDE Recommendation (5% of Operating Expenses)					88,582	94,007				

Budget vs. Actuals
As of most recent monthly close

9/12/2013

Budget vs. Actuals
As of most recent monthly close

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Sycamore Academy

Budget vs. Actuals
As of most recent monthly close

	Actual		Budget vs. Actual				Budget				Budget Remaining	Forecast Remaining	
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Variance		Budget Remaining				
							(Previous vs. Current Forecast)	(Budget vs. Current Forecast)					
EXPENSES													
Compensation & Benefits													
1000	Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-
1100	Teachers Salaries	46,059	46,059	46,897	838	515,867	515,867	-	-	-	469,808	469,808	
1103	Teacher - Substitute Pay	390	390	1,455	1,065	16,000	16,000	15,610	-	-	15,610	15,610	
1300	Certificated Supervisor & Administrator Salaries	8,273	8,273	7,903	(370)	86,930	94,500	(7,570)	(7,570)	(7,570)	78,657	86,227	
	SUBTOTAL - Certificated Employees	54,721	54,721	56,254	1,533	618,797	626,367	(7,570)	(7,570)	(7,570)	564,075	571,645	
Classified Salaries													
2000	Classified Instructional Aide Salaries	2,484	2,484	5,249	2,765	57,737	72,000	(14,263)	(14,263)	(14,263)	55,253	69,516	
2100	Classified Clerical & Office Salaries	3,182	3,182	2,902	(279)	31,926	68,000	(36,074)	(36,074)	(36,074)	28,744	64,818	
2400	Classified Other Salaries	2,062	2,062	1,730	(331)	19,034	-	19,034	19,034	19,034	16,973	(2,062)	
	SUBTOTAL - Classified Employees	7,727	7,727	9,882	2,154	108,697	140,000	(31,303)	(31,303)	(31,303)	100,970	132,272	
Employee Benefits													
3000	STRS	4,515	4,515	4,641	126	49,731	51,675	(625)	(1,945)	(1,945)	45,216	47,161	
3100	PERS	600	600	528	(71)	5,818	6,279	(461)	(461)	(461)	5,218	5,679	
3200	OASDI-Medicare-Alternative	1,331	1,331	1,588	257	18,455	19,988	(2,525)	(1,533)	(1,533)	17,124	18,658	
3300	Health & Welfare Benefits	15,103	22,405	31,500	9,095	126,000	126,000	-	-	-	103,595	103,595	
3400	Unemployment Insurance	31	31	601	571	6,289	7,524	(1,512)	(1,224)	(1,224)	6,289	7,493	
3500	Workers Comp Insurance	1,438	9,608	5,752	(3,856)	16,732	17,626	(894)	(894)	(894)	7,125	8,019	
	SUBTOTAL - Employee Benefits	23,017	38,489	44,610	6,121	223,035	229,093	(6,017)	(6,017)	(6,017)	184,547	190,604	

Sycamore Academy

Budget vs. Actuals
As of most recent monthly close

	Actual		Budget vs. Actual			Budget				
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Variance		Budget Remaining	Forecast Remaining
							(Previous vs. Current Forecast)	(Budget vs. Current Forecast)		
4000 Books & Supplies										
4100 Approved Textbooks & Core Curricula Materials	1,597	1,597	1,224	(373)	3,060	15,060	(12,000)	(12,000)	1,463	13,463
4105 Approved Textbooks & Core Curricula Materials - Custom	-	-	-	-	-	-	-	-	-	-
4200 Books & Other Reference Materials	-	-	408	408	1,020	1,020	-	-	1,020	1,020
4315 Custodial Supplies	642	785	757	(28)	4,544	4,544	-	-	3,759	3,759
4320 Educational Software	-	2,529	967	(1,562)	2,418	2,529	(111)	(111)	(111)	(0)
4325 Instructional Materials & Supplies	779	1,131	-	(1,131)	9,193	12,193	(3,000)	(3,000)	8,062	11,062
4330 Office Supplies	919	2,045	1,987	(48)	11,983	12,733	(750)	(750)	9,938	10,688
4335 PE Supplies	1,436	1,585	612	(973)	1,530	1,585	(55)	(55)	3,330	(0)
4345 Non Instructional Student Materials & Supplies	1,503	1,503	1,933	431	4,833	4,833	-	-	3,350	2,500
4352 SKEWL Conference Expenses	-	-	-	-	-	2,500	(2,500)	(2,500)	515	515
4410 Classroom Furniture, Equipment & Supplies	3,055	3,055	1,428	(1,627)	3,570	3,570	-	-	16,314	29,817
4420 Computers (individual items less than \$5k)	1,626	5,358	11,558	6,200	21,672	35,175	(13,503)	(13,503)	49	49
4430 Non Classroom Related Furniture, Equipment & Supplies	-	-	-	-	49	49	-	-	1,913	2,663
4720 Other Food	422	516	-	(516)	2,429	3,179	(750)	(750)	-	-
SUBTOTAL - Books and Supplies	11,979	20,106	20,885	779	66,301	98,970	(32,669)	(32,669)	46,195	78,864
5000 Services & Other Operating Expenses										
5210 Conference Fees	-	-	-	-	638	638	-	-	638	638
5215 Travel - Mileage, Parking, Tolls	-	125	-	(125)	1,547	2,347	(800)	(800)	1,422	2,222
5220 Travel and Lodging	-	164	-	(164)	5,000	4,836	(800)	(800)	5,636	5,636
5225 Travel - Meals & Entertainment	63	63	-	(63)	2,039	2,439	(400)	(400)	1,976	2,376
5305 Dues & Membership - Professional	550	550	-	(550)	5,611	5,611	-	-	5,061	5,061
5310 Subscriptions	130	130	-	(130)	306	306	-	-	176	176
5450 Insurance - Other	-	12,381	13,849	1,468	17,311	17,311	-	-	4,930	4,930
5510 Utilities - Gas and Electric	3,312	3,312	4,000	688	24,000	24,000	-	-	20,688	20,688
5515 Janitorial, Gardening Services & Supplies	123	236	2,101	1,866	12,607	12,607	-	-	12,372	12,372
5520 Security	313	578	304	(274)	1,824	1,824	-	-	1,246	1,246
5605 Equipment Leases	412	1,006	947	(60)	5,679	5,679	-	-	4,673	4,673
5610 Rent	25,671	77,013	76,153	(861)	304,610	304,610	-	-	227,597	227,597
5615 Repairs and Maintenance - Building	1,203	1,203	874	(330)	9,611	11,111	(1,500)	(1,500)	8,408	9,908
5617 Repairs and Maintenance - Other Equipment	-	-	-	-	1,502	1,502	-	-	1,502	1,502
5699 Other Rentals, Leases and Repairs	-	-	-	-	420	420	-	-	420	420
5903 Accounting Fees	-	-	-	-	7,650	7,650	-	-	7,650	7,650

Sycamore Academy
 Budget vs. Actuals
 As of most recent monthly close

	Actual		Budget vs. Actual				Budget			
	Aug	Actual YTD	Budget YTD	Variance (YTD less Budget)		Approved Budget	Current Forecast	Variance (Previous vs. Current Forecast)		
5809 Banking Fees	-	-	-	-	216	216	-	-	216	
5812 Business Services	9,772	19,573	19,693	120	118,160	127,860	(6,493)	(9,720)	98,587	
5824 District Oversight Fees	-	-	2,886	2,886	17,318	18,560	(291)	(1,242)	17,318	
5830 Field Trips Expenses	-	-	-	-	3,534	3,534	-	-	3,534	
5833 Fines and Penalties	-	110	-	(110)	3,000	3,000	-	-	2,890	
5836 Fundraising Expenses	135	135	-	(135)	153	153	-	-	18	
5839 Interest - Loans Less than 1 Year	171	171	2,002	(1,711)	13,137	13,137	-	-	12,967	
5843 Legal Fees	943	2,883	2,002	(943)	11,070	9,897	-	1,173	8,087	
5845 Licenses and Other Fees	908	1,830	1,391	(439)	15,300	15,300	-	-	13,470	
5848 Marketing and Student Recruiting	-	-	-	-	4,307	4,307	-	-	4,307	
5851 Consultants - Other 1	1,060	1,060	-	(1,060)	2,630	2,630	-	-	1,570	
5854 Payroll Fees	2,500	2,500	-	(2,500)	7,546	7,546	-	-	5,046	
5857 Printing and Reproduction	179	329	-	(329)	4,015	4,015	-	-	3,685	
5860 Professional Development	-	-	-	-	1,051	1,051	-	-	1,051	
5872 Special Education Encroachment	4,554	8,890	5,333	(3,557)	10,000	18,000	(8,000)	(8,000)	1,110	
5875 Staff Recruiting	-	-	-	-	110,951	119,506	(8,555)	(8,555)	110,951	
5878 Student Assessment	-	-	-	-	953	953	-	-	953	
5881 Student Information System	279	977	3,362	2,385	4,202	4,202	-	-	3,226	
5887 Technology Services	-	6,643	15,234	8,591	15,234	15,234	-	-	8,591	
5895 Internet/Website consulting	-	179	180	12	1,141	1,141	-	-	962	
5899 Miscellaneous Operating Expenses	-	3,600	3,600	-	3,600	3,600	-	-	-	
5910 Communications - Internet / Website Fees	537	537	-	(537)	-	-	-	-	(537)	
5915 Postage and Delivery	186	-	44	44	263	263	-	-	263	
5920 Communications - Telephone & Fax	186	186	316	130	1,897	1,897	-	-	1,711	
	374	722	797	75	4,784	5,828	-	(1,044)	4,062	
SUBTOTAL - Services & Other Operating Exp.	53,374	147,186	133,076	5,890	754,818	785,706	(26,839)	(30,889)	607,632	
TOTAL EXPENSES	150,819	268,229	284,707	16,478	1,771,648	1,880,135	(104,398)	(108,487)	1,503,419	
6900 Total Depreciation (Includes Prior Years)	-	-	-	-	47,719	42,677	-	5,042	47,719	
TOTAL EXPENSES Including Depreciation	150,819	268,229	284,707	16,478	1,819,367	1,922,812	(104,398)	(103,444)	1,551,138	

Check Register

Sycamore Academy of Science and Cultural Arts

August



Grand Total 73,894.44

Vendor	Check Number	Date	Description	Check Amount
Johnson's Carpet Cleaning	2115	8/5/2013	Carpet Cleaning - Whole School	1,000.00
The Favored Party LLC	2116	8/5/2013	Professional Development Supplies	390.95
Barney & Barney LLC	2117	8/8/2013	Policy: BBWWK00105961; Cust: 18485; Workers Comp Installments: 7/1/13 - 7/1/14	1,438.00
Guardian	2118	8/8/2013	Group ID: 00488212; Premium: Aug 2013 + Adjustments	524.66
Prudential Overall Supply	2119	8/8/2013	Janitorial/Restroom Supplies	143.22
Angela Putulowski	2120	8/8/2013	Reimb: Yearbooks, Luggage, Flowers	2,265.23
Staples Advantage	2121	8/8/2013	Acc#100831; Office Supplies	728.44
Verizon California	2122	8/8/2013	Acc: 01 2571 1196681580 10;Internet & Phn Svc 07/13 -	347.67
Dionna E Fitch	2123	8/15/2013	Facilitator gifts	21.49
Laura Girard	2124	8/15/2013	Reimb: Paper plates writing supplies	11.23
Claudia Marcial	2125	8/15/2013	Reimb: Classroom Supplies	156.01
Julie Miranda	2126	8/15/2013	Reimb: Classroom Supplies	48.22
Mireya Spitsnaugle	2127	8/15/2013	Reimb: Classroom Supplies	114.49
Michelle Watters	2128	8/15/2013	Reimb: Classroom Supplies	52.50
JD Promotions	2129	8/19/2013	Screen print logos	1,059.65
Sonya Guida	2130	8/21/2013	Reimb: Student classroom supplies	161.00
The Favored Party LLC	2131	8/21/2013	Professional Development Supplies	43.45
Accrediting Commission for Schools	2132	8/26/2013	Acc:3375176204, Annual Installment- Accrediting Costs	550.00
Charter School Development Ctr	2133	8/26/2013	2013-2014	
EdTec Inc	2134	8/26/2013	2013 Leadership Update Conference Registration	1,120.00
The Law Offices of Richard J. Hansberger	2135	8/26/2013	Aug 2013 Svc	9,836.72
Jireh Info Systems	2137	8/26/2013	Cust: RRCSA; Legal Svcs Fee	907.50
Kaiser	2138	8/26/2013	Past Balance Due	250.00
Lakeshore Learning Materials	2139	8/26/2013	Cust ID: 000336803-0000; Billing Period: 06/26/13 - 07/25/13	16,365.00
Pacific Alarm Service	2140	8/26/2013	Order #5001; Materials	38.17
Prudential Overall Supply	2141	8/26/2013	Acct: SYCA; Alarm Equip Rent/Svc/Monitor & CCTV Svc:	136.50
Angela Putulowski	2142	8/26/2013	Janitorial/Restroom Supplies	264.28
Southern California Edison	2143	8/26/2013	Reimb: Supplies	1,667.51
Staples Business Advantage	2144	8/26/2013	Cust Acc: 2-31-916-7565; Gas & Elect Svc Past Due: 06/18 - 07/18/13 + Late Fee	1,571.78
			LA 1054289; Office Supplies	10.14

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Vendor	Check Number	Date	Description	Check Amount
US Healthworks Medical Group PC	2145	8/26/2013	Acct#: 174158; DS-Urine & TB Test - Williams, Morgan	90.00
Xerox Corporation	2146	8/26/2013	Acct: 718368558; Base Charge: July 2013	412.22
Inland Valley Mechanical, Inc.	2147	8/26/2013	Labor & Materials to check the system operation & Replace Run Capacitor & Re-start Unit	112.01
Mary Bedley	2148	8/27/2013	Reimb: Classroom/student supplies	53.96
Nona Jones	2149	8/27/2013	Reimb: Classroom Supplies	537.04
Denise Stearns	2150	8/27/2013	Reimb: Student classroom supplies	93.24
Morgan Williams	2151	8/27/2013	Reimb: Class supplies	52.57
Wildomar Renaissance Plaza Inc.	2152	8/29/2013	Sept 2013- Tenant Improvement Loan	31,319.59

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

SASCA Oversight Calendar

ACADEMIC PERFORMANCE MONITORING

			J	A	S	O	N	D	J	F	M	A	M	J
1 Review assessment system and academic policies Review, organize, analyze, and summarize all assessment data from the 2012-13 school year.	Director/Principal		X	X										
2 Conduct local assessments: Letter/Sound ID, Running Records, Reading Samples, Writing Samples.	Director/Principal	8/28/2013		X										
3 Conduct benchmark assessments	Teachers, TOSA			X				X			X			X
4 Benchmark Assessment Report to SASCA Governing Board & District	Teachers			X			X				X		X	
5 Review assessment data- State-Mandated & School-level assessments	Director/Principal Teachers, TOSA, Director/Principal							X				X		X
6 Review and approve Action Plan	Director/Principal			X	X	X	X	X	X	X	X	X	X	X
7 Review Charter Update Report	Director/Principal					R						A		
8 Provide School Accountability Report Card (SARC) online and in hard copy	Teachers, TOSA	2/1/2014							X					
9 Administer State Mandated Testing	Director/Principal												X	
10 Conduct Writing Assessments	Teachers		X				X				X			X
11 Conduct parent survey	Director/Principal												X	
12 Conduct CELDT materials	Director/Principal		X		X									
13 Order CELDT initial assessments	Director/Principal													
14 Conduct CELDT annual assessments	TOSA	9/14/2014		X										
15 Conduct CELDT annual assessments	TOSA	10/30/2014				X								
16 Collect referrals from teachers for GATE	TOSA									X				
17 Order GATE testing materials	TOSA										X			
18 Conduct GATE testing	TOSA											X		
19 Learning Record Audits	Director/Principal				X		X		X		X			X
20 PFT Personal Best Assessment	PFT Coordinator				X		X				X			
21 Trimester integrated curriculum plan submission deadline	Teachers		X				X				X			
22 Submit student information upload to EADMS	Director/Principal		X			X			X			X		

SASCA Oversight Calendar

STAFFING AND PERSONNEL

[illegible]

SASCA Oversight Calendar

FACILITIES

1	Review facilities lease	Director/Principal		X						X
2	Develop and submit Prop 39 request to the District	Director/Principal n/a - 2016			X					
3	Provide response to District's review of Prop 39 attendance projections	Director/Principal n/a - 2016				X				
4	Review Safe School Plan	Secretary		X						
5	Conduct site safety inspections	Secretary	X	X	X	X	X	X	X	X
6	Review sub-lease agreement with tenant	Director/Principal	X							X

SASCA Oversight Calendar

PARENTS AND COMMUNITY		J	A	S	O	N	D	J	F	M	A	M	J
1	Conduct PTC meeting			X	X	X		X	X	X	X	X	
2	Parent Information Evening		X	X	X	X	X	X	X	X	X	X	
3	Showcase Learning Events		X	X	X	X	X	X	X	X	X	X	
4	Provide online resources for parents to augment the curriculum		X	X	X	X	X	X	X	X	X	X	
5	Prepare and organize Student/Parent Questionnaire								X				
6	Conduct Open Enrollment								X				
7	Provide parent portal informatin to parents		X										
8	Administer Student and Parent survey										X		
9	Set up Trimesters in Gradebook for Parent Portal		X										
10	Arrange forum for public office candidates	2014			X								
11	Schedule, plan and organize Fall Festival with the City		X	X									
12	Schedule, plan and organize Fitness Fair/End of Year Party									X	X	X	X

FINANCE AND BUDGET

[illegible]

J A S O N D J F M A M J

RRCSA Board

[illegible][illegible]

X

[illegible][illegible]

X

[illegible][illegible]

DA

X

Common Core Budget

Sycamore

Entitlement	58,800
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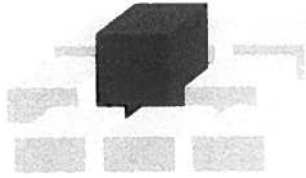
2013-14

Certificated Salaries	4,000
Textbooks & Curriculum Materials	12,000
Computers/Technology	20,000
Professional Development	8,000
Total 2013-14	44,000

2014-15

Certificated Salaries	-
Textbooks & Curriculum Materials	4,000
Computers/Technology	5,800
Professional Development	5,000
Total 2014-15	14,800

Total Expenses	58,800
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InSite

Charter School Services

September 4, 2013

Addendum #1

This is Addendum #1 ("**Addendum**") to that certain Services Agreement dated April 23, 2013, between InSite Charter School Services ("**InSiteCSS**"), and Sycamore Academy of Science and Cultural Arts, a California Public Charter School ("**Sycamore**"). The Services Agreement and this Addendum will collectively be referred to herein as the "**Contract**."

The following terms are hereby incorporated as part of the Contract (capitalized terms used in this Addendum and not defined in this Addendum shall have the meanings given to such terms in the Services Agreement):

1. Additional Services Provided by InSiteCSS: InSiteCSS will assist as act as Broker of Record for Sycamore in the representation and negotiations for additional lease space at 32278 & 32394 Clinton Keith Road, Wildomar, CA.

AGREED:

Benson P. Sainsbury

President
InSite Charter School Services
Date: 9/3/13

Accepted and Agreed,

Sycamore Academy of Science and Cultural Arts

By: Barbara Hale

Title: Director

Date: 9/4/13

CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM
July 1, 2012 to June 30, 2013

CHARTER SCHOOL CERTIFICATION

Charter School Name: Sycamore Academy of Science and Cultural Arts
CDS #: 33751760120204
Charter Approving Entity: Lake Elsinore Unified
County: Riverside
Charter #: 1118

NOTE: An Alternative Form submitted to the California Department of Education will not be considered a valid submission if the following information is missing:

For information regarding this report, please contact:

For Approving Entity:

Carol Cole
Name
Director, Fiscal Support Services
Title
(951) 253-7000
Telephone
Carol.Cole@leusd.k12.ca.us
E-mail address

For Charter School:

Jennie Bartkowiak
Name
Client Manager, EdTec
Title
(213) 622-5114
Telephone
jennie@edtec.com
E-mail address

To the entity that approved the charter school:

(X) 2012-13 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been approved, and is hereby filed by the charter school pursuant to *Education Code* Section 42100(b).

Signed: _____
Charter School Official
(Original signature required)

Date: _____

Printed
Name: Barbara Hale

Title: School Principal

To the County Superintendent of Schools:

(X) 2012-13 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report is hereby filed with the County Superintendent pursuant to *Education Code* Section 42100(a).

Signed: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

Date: _____

Printed
Name: _____

Title: _____

To the Superintendent of Public Instruction:

(X) 2012-13 CHARTER SCHOOL UNAUDITED ACTUALS FINANCIAL REPORT -- ALTERNATIVE FORM: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to *Education Code* Section 42100(a).

Signed: _____
County Superintendent/Designee
(Original signature required)

Date: _____

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2012 to June 30, 2013

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Charter Approving Entity: Lake Elsinore Unified

County: Riverside

Charter #: 1118

This charter school uses the following basis of accounting:

(Please enter an "X" in the applicable box below; check only one box)

☒ **Accrual Basis** (Applicable Capital Assets/Interest on Long-Term Debt/Long-Term Liabilities/Net Position objects are 6900, 7438, 9400-9499, 9660-9669, 9796, and 9797)

☐ **Modified Accrual Basis** (Applicable Capital Outlay/Debt Service/Fund Balance objects are 6100-6170, 6200-6500, 7438, 7439, and 9711-9789)

Description	Object Code	Unrestricted	Restricted	Total
A. REVENUES				
1. Revenue Limit Sources				
State Aid - Current Year	8011			0.00
Education Protection Account State Aid - Current Year	8012	307,618.00		307,618.00
Charter Schools General Purpose Entitlement - State Aid	8015	856,223.00		856,223.00
State Aid - Prior Years	8019	641.00		641.00
Tax Relief Subventions (for revenue limit funded schools)	8020-8039			0.00
County and District Taxes (for revenue limit funded schools)	8040-8079			0.00
Miscellaneous Funds (for revenue limit funded schools)	8080-8089			0.00
Revenue Limit Transfers (for revenue limit funded schools)				
PERS Reduction Transfer	8092			0.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	274,361.00		274,361.00
Other Revenue Limit Transfers	8091, 8097			0.00
Total, Revenue Limit Sources		1,438,843.00	0.00	1,438,843.00
2. Federal Revenues (see NOTE in Section J)				
No Child Left Behind	8290			0.00
Special Education - Federal	8181, 8182			0.00
Child Nutrition - Federal	8220			0.00
Other Federal Revenues	8110, 8260-8299			0.00
Total, Federal Revenues		0.00	0.00	0.00
3. Other State Revenues				
Special Education - State	StateRevSE			0.00
All Other State Revenues	StateRevAO	229,558.82	7,002.00	236,560.82
Total, Other State Revenues		229,558.82	7,002.00	236,560.82
4. Other Local Revenues				
All Other Local Revenues	LocalRevAO	240,454.20		240,454.20
Total, Local Revenues		240,454.20	0.00	240,454.20
5. TOTAL REVENUES		1,908,856.02	7,002.00	1,915,858.02
B. EXPENDITURES (see NOTE in Section J)				
1. Certificated Salaries				
Certificated Teachers' Salaries	1100	555,135.83		555,135.83
Certificated Pupil Support Salaries	1200			0.00
Certificated Supervisors' and Administrators' Salaries	1300	88,773.40		88,773.40
Other Certificated Salaries	1900			0.00
Total, Certificated Salaries		643,909.23	0.00	643,909.23
2. Noncertificated Salaries				
Noncertificated Instructional Salaries	2100	39,102.27		39,102.27
Noncertificated Support Salaries	2200			0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2012 to June 30, 2013

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Description	Object Code	Unrestricted	Restricted	Total
Noncertificated Supervisors' and Administrators' Salaries	2300	1,107.50		1,107.50
Clerical and Office Salaries	2400	33,946.02		33,946.02
Other Noncertificated Salaries	2900	35,020.18		35,020.18
Total, Noncertificated Salaries		109,175.97	0.00	109,175.97
3. Employee Benefits				
STRS	3101-3102	52,220.57		52,220.57
PERS	3201-3202	6,035.92		6,035.92
OASDI / Medicare / Alternative	3301-3302	17,266.53		17,266.53
Health and Welfare Benefits	3401-3402	92,997.18		92,997.18
Unemployment Insurance	3501-3502	9,265.78		9,265.78
Workers' Compensation Insurance	3601-3602	12,834.30		12,834.30
OPEB, Allocated	3701-3702			0.00
OPEB, Active Employees	3751-3752			0.00
PERS Reduction (for revenue limit funded schools)	3801-3802			0.00
Other Employee Benefits	3901-3902	480.00		480.00
Total, Employee Benefits		191,100.28	0.00	191,100.28
4. Books and Supplies				
Approved Textbooks and Core Curricula Materials	4100	163.35		163.35
Books and Other Reference Materials	4200	191.29		191.29
Materials and Supplies	4300	20,205.06	7,002.00	27,207.06
Noncapitalized Equipment	4400	24,216.55		24,216.55
Food	4700	3,962.32		3,962.32
Total, Books and Supplies		48,738.57	7,002.00	55,740.57
5. Services and Other Operating Expenditures				
Subagreements for Services	5100			0.00
Travel and Conferences	5200	15,974.06		15,974.06
Dues and Memberships	5300	3,201.00		3,201.00
Insurance	5400	15,348.63		15,348.63
Operations and Housekeeping Services	5500	40,524.86		40,524.86
Rentals, Leases, Repairs, and Noncap. Improvements	5600	320,648.62		320,648.62
Professional/Consulting Services and Operating Expend.	5800	349,156.59		349,156.59
Communications	5900	6,518.76		6,518.76
Total, Services and Other Operating Expenditures		751,372.52	0.00	751,372.52
6. Capital Outlay				
(Objects 6100-6170, 6200-6500 for modified accrual basis only)				
Land and Land Improvements	6100-6170			0.00
Buildings and Improvements of Buildings	6200			0.00
Books and Media for New School Libraries or Major Expansion of School Libraries	6300			0.00
Equipment	6400			0.00
Equipment Replacement	6500			0.00
Depreciation Expense (for accrual basis only)	6900	42,676.68		42,676.68
Total, Capital Outlay		42,676.68	0.00	42,676.68
7. Other Outgo				
Tuition to Other Schools	7110-7143			0.00
Transfers of Pass-Through Revenues to Other LEAs	7211-7213			0.00
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE			0.00
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO			0.00
All Other Transfers	7281-7299			0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2012 to June 30, 2013

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Description	Object Code	Unrestricted	Restricted	Total
Debt Service:				
Interest	7438	15,667.89		15,667.89
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		15,667.89	0.00	15,667.89
Total, Other Outgo		15,667.89	0.00	15,667.89
8. TOTAL EXPENDITURES		1,802,641.14	7,002.00	1,809,643.14
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		106,214.88	0.00	106,214.88
D. OTHER FINANCING SOURCES / USES				
1. Other Sources	8930-8979			0.00
2. Less: Other Uses	7630-7699			0.00
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999			0.00
4. TOTAL OTHER FINANCING SOURCES / USES		0.00	0.00	0.00
E. NET INCREASE (DECREASE) IN FUND BALANCE (C+D4)		106,214.88	0.00	106,214.88
F. FUND BALANCE, RESERVES				
1. Beginning Fund Balance				
a. As of July 1	9791	535,444.72		535,444.72
b. Adjustments/Restatements to Beginning Balance	9793, 9795			0.00
c. Adjusted Beginning Balance		535,444.72	0.00	535,444.72
2. Ending Fund Balance, June 30 (E+F1c)		641,659.60	0.00	641,659.60
Components of Ending Fund Balance (Modified Accrual Basis) (Optional)				
a. Nonspendable				
1. Revolving Cash (equals Object 9130)	9711			0.00
2. Stores (equals Object 9320)	9712			0.00
3. Prepaid Expenditures (equals Object 9330)	9713			0.00
4. All Others	9719			0.00
b. Restricted	9740			0.00
c. Committed				
1. Stabilization Arrangements	9750			0.00
2. Other Commitments	9760			0.00
d. Assigned	9780			0.00
e. Unassigned/Unappropriated				0.00
1. Reserve for Economic Uncertainties	9789			0.00
2. Unassigned/Unappropriated Amount	9790M			0.00
f. Components of Ending Net Position (Accrual Basis)				
1. Net Investment in Capital Assets	9796			0.00
2. Restricted Net Position	9797			0.00
3. Unrestricted Net Position	9790A	641,659.60	0.00	641,659.60
G. ASSETS				
1. Cash				
In County Treasury	9110			0.00
Fair Value Adjustment to Cash in County Treasury	9111			0.00
In Banks	9120	215,813.46		215,813.46
In Revolving Fund	9130			0.00
With Fiscal Agent/Trustee	9135			0.00

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2012 to June 30, 2013

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Description	Object Code	Unrestricted	Restricted	Total
Collections Awaiting Deposit	9140			0.00
2. Investments	9150			0.00
3. Accounts Receivable	9200	711,313.16		711,313.16
4. Due from Grantor Governments	9290			0.00
5. Stores	9320			0.00
6. Prepaid Expenditures (Expenses)	9330	53,814.23		53,814.23
7. Other Current Assets	9340	35,000.00		35,000.00
8. Capital Assets (for accrual basis only)	9400-9499	42,677.35		42,677.35
9. TOTAL ASSETS		1,058,618.20	0.00	1,058,618.20
H. LIABILITIES				
1. Accounts Payable	9500	236,678.27		236,678.27
2. Due to Grantor Governments	9590			0.00
3. Current Loans	9640			0.00
4. Deferred Revenue	9650			0.00
5. Long-Term Liabilities (for accrual basis only)	9660-9669	180,280.32		180,280.32
6. TOTAL LIABILITIES		416,958.59	0.00	416,958.59
I. FUND BALANCE				
Ending Fund Balance, June 30 (G9-H6) (must agree with Line F2)		641,659.61	0.00	641,659.61

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2012 to June 30, 2013

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

J. FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT

NOTE: IF YOUR CHARTER SCHOOL RECEIVED FEDERAL FUNDING, AS REPORTED IN SECTION A2, THE FOLLOWING ADDITIONAL INFORMATION MUST BE PROVIDED IN ORDER FOR THE CDE TO CALCULATE COMPLIANCE WITH THE FEDERAL NO CHILD LEFT BEHIND (NCLB) MAINTENANCE OF EFFORT REQUIREMENT:

1. Federal Revenue Used for Capital Outlay and Debt Service

Included in the Capital Outlay and Debt Service expenditures reported in sections B6 and B7 are the following amounts paid out of federal funds:

Federal Program Name (If no amounts, indicate "NONE")

- a. None
- b.
- c.
- d.
- e.
- f.
- g.
- h.
- i.
- j.

Capital Outlay	Debt Service	Total
\$ 0.00	0.00	0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
		0.00
0.00	0.00	0.00

TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE

2. Community Services Expenditures

Provide the amount of State and Local funds reported in Section B that were expended for Community Services Activities:

Objects of Expenditures

Amount
(Enter "0.00" if none)

- a. Certificated Salaries 1000-1999
- b. Noncertificated Salaries 2000-2999
- c. Employee Benefits (except 3801-3802) 3000-3999
- d. Books and Supplies 4000-4999
- e. Services and Other Operating Expenditures 5000-5999

0.00
0.00
0.00
0.00
0.00
0.00

TOTAL COMMUNITY SERVICES EXPENDITURES

**CHARTER SCHOOL UNAUDITED ACTUALS
FINANCIAL REPORT -- ALTERNATIVE FORM**

July 1, 2012 to June 30, 2013

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

3. State and Local Expenditures to be Used for Annual NCLB Maintenance of Effort Calculation:

Results of this calculation will be used for comparison with 2011-12 expenditures. Failure to maintain the required 90 percent expenditure level on either an aggregate or per capita expenditure basis will result in reduction to allocations for covered programs in 2014-15.

a. Total Expenditures (B8)	1,809,643.14
b. Less Federal Expenditures (Total A2) [Revenues are used as proxy for expenditures because most federal revenues are normally recognized in the period that qualifying expenditures are incurred]	0.00
c. Subtotal of State & Local Expenditures [a minus b]	1,809,643.14
d. Less Community Services [J2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less J1 Total]	58,344.57
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 1,751,298.57

RONALD REAGAN CHARTER SCHOOL ALLIANCE
Sycamore Academy of Science and Cultural Arts
SPECIAL Board Meeting Minutes

Renaissance Plaza
32326 Clinton Keith Road, Suite 202
Wildomar, CA 92595
Phone: (951) 678-5217

August 17, 2013, TIME @ 8:30 a.m. to 10:30 a.m.
Board Members Participating by Teleconference:
Craig Richter: 5205 Calle Morelia, Santa Barbara, California 93111
Prapanna Smith: 755 Casey Street, Angels Camp, California 95222

Board Members

William Sampson, President
Roland Skumawitz, Secretary/Treasurer
Ingrid Flores
Craig Richter
Prapanna Smith

1.0 CALL TO ORDER

Introduction of Guests

The meeting was called to order by the Board Chair at 8:31 a.m.

2.0 OPEN GENERAL SESSION

ROLL CALL	Present	Absent
Mr. William Sampson	<u> X </u>	<u> </u>
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> X </u>	<u> </u>
Mr. Craig Richter	<u> </u>	<u> X </u>
Dr. Prapanna Smith	<u> </u>	<u> X </u>

Other guests present: None.

3.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

None.

4.0 CLOSED SESSION:

Adjourn to Closed Session at 8:32 a.m.

Pursuant to Cal.Govt.Code section 54956.8, the Governing Board will meet in closed session on the following matters:

CONFERENCE WITH REAL PROPERTY NEGOTIATORS

Properties:

STREET ADDRESS/PARCEL # PROPERTY ONE: 23175 Palomar St, Wildomar 92562 /
380-170-023

STREET ADDRESS/PARCEL # PROPERTY TWO: 21457 Pecan St, Wildomar 92595 /
376-023-002

STREET ADDRESS/PARCEL # PROPERTY THREE: 23151 Palomar St Wildomar, CA /

380-170-020

Agency negotiators:

- Benson Sainsbury
- Barbara Hale
- Jennifer Bartkowiak
- Steve Campo

Negotiating parties:

PROPERTY ONE: Lee Patrick Wilson

PROPERTY TWO: Matthew Markham

PROPERTY THREE: Mario Ybarra

Under negotiation: The Board will instruct the negotiators as to matters concerning the price of the property and the terms of payment.

5.0 RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at 10:10 a.m.

ROLL CALL	Present	Absent
Mr. William Sampson	<u> X </u>	<u> </u>
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> X </u>	<u> </u>
Mr. Craig Richter	<u> </u>	<u> X </u>
Dr. Prapanna Smith	<u> </u>	<u> X </u>

Other guests present: None.

6.0 PLEDGE OF ALLEGIANCE

7.0 APPROVAL OF THE AGENDA

Motion: Dr. Flores Second: Mr. Skumawitz Vote: 3 - 0

ROLL CALL	Aye	Nay	Abstentions
Mr. William Sampson	<u> X </u>	<u> </u>	<u> </u>
Mr. Roland Skumawitz	<u> X </u>	<u> </u>	<u> </u>
Dr. Ingrid Flores	<u> X </u>	<u> </u>	<u> </u>
Mr. Craig Richter	<u> </u>	<u> </u>	<u> </u>
Dr. Prapanna Smith	<u> </u>	<u> </u>	<u> </u>

8.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

No report.

9.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

No comments.

10.0 INFORMATION SESSION:

10.1 Mr. Benson Sainsbury of InSite/CSS will present to and answer questions by the Board on the following topics:

- Architect Options and Timeline for Action
- Contractor Options and Timeline for Action
- Facilities Acquisition Process Review (Letters of Intent) and Timeline for Action
- Facilities Financing Options and Timeline for Action

11.0 BOARD COMMENTS

No comments.

12.0 ADJOURNMENT

Motion: Mr. Skumawitz Second: Dr. Flores Vote: 3 - 0

ROLL CALL	Aye	Nay	Abstentions
Mr. William Sampson	<u>X</u>	<u> </u>	<u> </u>
Mr. Roland Skumawitz	<u>X</u>	<u> </u>	<u> </u>
Dr. Ingrid Flores	<u>X</u>	<u> </u>	<u> </u>
Mr. Craig Richter	<u> </u>	<u> </u>	<u> </u>
Dr. Prapanna Smith	<u> </u>	<u> </u>	<u> </u>

The meeting was adjourned at 10:41 a.m.

RONALD REAGAN CHARTER SCHOOL ALLIANCE

Sycamore Academy of Science and Cultural Arts

Regular & Annual Board Meeting Minutes

Renaissance Plaza

32326 Clinton Keith Road, Suite 202

Wildomar, CA 92595

Phone: (951) 678-5217

TUESDAY, AUGUST 20, 2013 @ 6:00 p.m.

Board Members

William Sampson, President

Roland Skumawitz, Secretary/Treasurer

Ingrid Flores

Craig Richter

Prapanna Smith

1.0 CALL TO ORDER

Introduction of Guests

The meeting was called to order by the Board Chair at 6:03 p.m.

2.0 OPEN GENERAL SESSION

ROLL CALL

Mr. William Sampson

Present

 X

Absent

Mr. Roland Skumawitz

 X

Dr. Ingrid Flores

 X

Mr. Craig Richter

 X

Other guests present: None.

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Agenda approved with the deletion of 7.11.

Motion: Dr. Flores Second: Mr. Richter Vote: 4 - 0

5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

No comments.

6.0 INFORMATION SESSION:

6.1 Ed Tec Financial Update Report (Attachment 6.1)

Jennie Bartkowiak, Ed Tec, client manager, presented an update on the status of our school's finances

6.2 TOSA Professional development survey report

Dionna Fitch, TOSA, reported on the Professional development survey.

6.3 Scribes Music Grant Update

Nona Jones, K/I teacher, presented an update on the Scribes Music Grant.

6.4 Design conference project presentation

Dionna Fitch, Mary Bedley and Jeff Morabito, teachers, presented on a project from the design conference.

6.5 Director Report/Special Education Report

Barbara Hale, Director/Principal and SASCA's Special Education Liaison to the District, reported on school business and reported on Special Education.

6.6 Charter Oversight Calendar (Attachment 6.6)

Barbara Hale, Director/Principal presented a review of the Charter Oversight Calendar to monitor and demonstrate compliance with the Sycamore Academy of Science and Cultural Arts charter.

6.7 Enrollment Data and Attendance Report (Attachment 6.7)

Laura Girard, Office Clerk presented current enrollment data and data submission.

7.0 ACTION ITEMS:

7.1 Resignation of Governing board member

Accepted the resignation of Governing board member, Dr. Prapanna Smith.

Motion: Mr. Sampson Second: Mr. Richter Vote: 4 - 0

7.2 Election of Governing board member

Mr. Skumawitz elected for his 2nd term.

Motion: Mr. Sampson Second: Dr. Flores Vote: 3 - 1

7.3 Annual meeting

Annual meeting for the election of the board officers for the 2013/14 school year.

President: Mr. Sampson

Motion: Mr. Skumawitz Second: Mr. Richter Vote: 4 - 0

Secretary/Treasurer: Vacant – Mr. Skumawitz was asked by Mr. Sampson to continue as Secretary/Treasurer until a replacement can be found.

7.4 Certification of Assurances (Attachment 7.4)

Approved the Certification of Assurances.

Motion: Mr. Sampson Second: Dr. Flores Vote: 4 - 0

7.5 California Conference Contract (Attachment 7.5)

Reviewed and approved the contract between SASCA and the Institute for Learner Centered Education.

Motion: Mr. Sampson Second: Dr. Flores Vote: 4 - 0

7.6 Instructional minutes and bell schedule for the 2013/14 school year (Attachment 7.6)

Approve the Instructional minutes and bell schedule for the 2013/14 school year.

Motion: Mr. Sampson Second: Mr. Richter Vote: 4 - 0

7.7 Personnel Plan Personnel Order 0001/2013/2014 (Attachment 7.7)

Approved Personnel Order.

Motion: Mr. Skumawitz Second: Dr. Flores Vote: 4 - 0

7.8 Consolidated Application for 2013-14 Funding (Attachment 7.8)

Approved the Consolidated Application for 2013-14 Funding.

Motion: Mr. Sampson Second: Dr. Flores Vote: 4 - 0

7.9 Homeless student policy (Attachment 7.9)

Approved the Homeless student policy.

Motion: Mr. Sampson Second: Dr. Flores Vote: 4 - 0

7.10 Protected prayer policy (Attachment 7.10)

Approved the Protected prayer policy.

Motion: Dr. Flores Second: Mr. Richter Vote: 4 - 0

8.0 CONSENT CALENDAR

8.1 Approval of the Minutes: June 18, 2013

8.2 Approval of the Check Register for June and July 2013

Motion: Dr. Flores Second: Mr. Sampson Vote: 4 - 0

9.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

No comments.

10.0 CLOSED SESSION: Adjourn to closed session at 7:59 p.m.

The Governing Board met in Closed Session to consider matters of student discipline, personnel matters, labor negotiations, litigation and facilities and/or land acquisition.

10.1 Public Employee Performance Evaluation (Govt. Code 54957)

Title: Director/Principal

11.0 RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at 8:10 p.m.

12.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

No report.

13.0 BOARD COMMENTS

No comments.

14.0 ADJOURNMENT

Motion: Dr. Flores Second: Mr. Richter Vote: 4 - 0

The meeting was adjourned at 8:20 p.m.