

**RONALD REAGAN CHARTER SCHOOL ALLIANCE**  
**Sycamore Academy of Science and Cultural Arts**  
**Annual - Regular Board Meeting Agenda**  
Renaissance Plaza  
32326 Clinton Keith Road, Suite 202  
Wildomar, CA 92595  
Phone: (951) 678-5217  
**August 18, 2014 @6:00 p.m.**

**Board Members**

William Sampson, President  
Roland Skumawitz, Secretary/Treasurer  
Ingrid Flores  
Elizabeth Halikis  
Daniel Leavitt

**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	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____

Other guests present:

**3.0 PLEDGE OF ALLEGIANCE**

**4.0 APPROVAL OF THE AGENDA**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**ROLL CALL**

Aye      Nay      Abstentions

Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**5.0 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.

**6.0 INFORMATION SESSION:**

**6.1 Ed Tec Financial Update Report (Attachment 6.1)**

Presentation of the status of our school's finances and progress on next year's budget.

Presented by: Jennie Bartkowiak, Ed Tec, Client Manager

**6.2 School Report/Special Education Report**

Report on school business and Special Education.

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

**7.3 Facility and Construction Report**

Facility and construction update.

Presented by: Barbara Hale, Director/Principal

**7.4 Enrollment Data and Attendance Report (Attachment 7.4)**

Presentation of current enrollment data and data submission, comparison of previous years.

Presented by: Laura Girard, Secretary

**8.0 ACTION ITEMS:**

**8.1 Approve the 2013/14 Unaudited Actuals (Attachment 8.1)**

Approve the 2013/14 Unaudited Actuals.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**8.2 Review and approve the revised 2014/15 School Calendar (Attachment 8.2)**

Review and approve the revised 2014/15 School Calendar.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**8.3 Approve Personnel Order 0001/2014/2015 (Attachment 8.3)**

Approve Personnel Order 0001/2014/2015.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**8.4 Review and approve the Retainer Agreement Hansberger & Klein, LLP for Ronald Reagan Charter School Alliance (Attachment 8.4)**

Review and approve the Retainer Agreement Hansberger & Klein, LLP for Ronald Reagan Charter School Alliance.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**ROLL CALL**

Mr. William Sampson  
Mr. Roland Skumawitz  
Dr. Ingrid Flores  
Mrs. Elizabeth Halikis  
Mr. Daniel Leavitt

**Aye**

**Nay**

**Abstentions**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8.5 Review and approve the Retainer Agreement Hansberger & Klein, LLP for 3151 Palomar Street, LLC (Attachment 8.5)**

Review and approve the Retainer Agreement for Hansberger & Klein, LLP for 23151 Palomar Street, LLC.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**ROLL CALL**

Mr. William Sampson  
Mr. Roland Skumawitz  
Dr. Ingrid Flores  
Mrs. Elizabeth Halikis  
Mr. Daniel Leavitt

**Aye**

**Nay**

**Abstentions**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8.6 Review and approve the Transgender and Gender Nonconforming Student Nondiscrimination Policy (Attachment 8.6)**

Review and approve the Transgender and Gender Nonconforming Student Nondiscrimination Policy.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**ROLL CALL**

Mr. William Sampson  
Mr. Roland Skumawitz  
Dr. Ingrid Flores  
Mrs. Elizabeth Halikis  
Mr. Daniel Leavitt

**Aye**

**Nay**

**Abstentions**

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**8.7 Review and approve the Employee Handbook (Attachment 8.7)**

Review and approve the Employee Handbook.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**ROLL CALL**

**Aye**

**Nay**

**Abstentions**

Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**8.8 Review and approve the Parent/Student Handbook (Attachment 8.8)**

Review and approve the Parent/Student Handbook.

Presented by: Barbara Hale, Director/Principal

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**8.9 ANNUAL MEETING**

Annual meeting for the election of the board officers for the 2014/15 school year.

President: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

Secretary/Treasurer: \_\_\_\_\_

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

**9.0 CONSENT CALENDAR**

**9.1 Approval of the Minutes: June 17, 2014 (Attachment 9.1)**

**9.2 Approval of the Minutes: July 23, 2014 (Attachment 9.2)**

**9.3 Approval of the Check Register for June/July 2014 (Attachment 9.3)**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
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Mr. William Sampson  
Mr. Roland Skumawitz  
Dr. Ingrid Flores  
Mrs. Elizabeth Halikis  
Mr. Daniel Leavitt

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

#### 10.0 ADJOURNMENT

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

##### ROLL CALL

	Present	Absent
Mr. William Sampson	_____	_____
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____

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

Telephone, (951) 678-5217;

##### FOR MORE INFORMATION

For more information concerning this agenda, please contact Sycamore Academy of Science and Cultural Arts  
Telephone, (951) 678-5217.

# **Sycamore Academy of Science & Cultural Arts**

## **Financial Update**



Business and Development Specialists  
for Charter Schools

**August 18, 2014**

**Jennie Bartkowiak**

# Agenda

- **13-14 Estimated Actuals**
- **14-15 State Budget Update**
- **14-15 Financial Update as of July 31:**
  - Current Forecast
  - Cash Flow Forecast
- **Exhibits**
  - 2014-15 Cash Flow
  - 2014-15 YTD Financials
  - July Check Register



# 2013-14 Estimated Actuals





# 2013-14 Estimated Actuals

SASCA finished the year with approximately \$50k less operating income than expected, primarily due to 46% increase in per ADA Special Ed Encroachment charged by LEUSD.

	Actual YTD	Approved Budget (Oct.)	Previous Month's Forecast	Estimated Actuals	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Accrual
<b>SUMMARY</b>							
<b>Revenue</b>							
General Block Grant	1,497,317	1,856,000	1,941,824	1,947,507	5,683	91,507	450,190
Federal Revenue	-	-	22	-	(22)	-	-
Other State Revenues	103,298	110,678	129,119	129,798	679	19,120	26,501
Local Revenues	241,055	206,221	213,860	269,799	55,940	63,578	28,745
Fundraising and Grants	25,673	26,189	26,189	26,048	(141)	(141)	375
<b>Total Revenue</b>	<b>1,867,342</b>	<b>2,199,088</b>	<b>2,311,014</b>	<b>2,373,153</b>	<b>62,139</b>	<b>174,065</b>	<b>505,811</b>
<b>Expenses</b>							
Compensation and Benefits	1,061,101	1,067,282	1,068,954	1,061,101	7,853	6,181	-
Books and Supplies	120,896	102,970	106,984	120,896	(13,912)	(17,926)	-
Services and Other Operating Expenditures	741,684	785,733	811,807	943,075	(131,268)	(157,342)	201,391
Capital Outlay	-	-	200,000	-	200,000	-	-
<b>Total Expenses</b>	<b>1,923,681</b>	<b>1,955,985</b>	<b>2,187,745</b>	<b>2,125,072</b>	<b>62,673</b>	<b>(169,087)</b>	<b>201,391</b>
<b>Operating Income (excluding Depreciation)</b>	<b>(56,339)</b>	<b>243,104</b>	<b>123,269</b>	<b>248,081</b>	<b>124,812</b>	<b>4,977</b>	<b>304,420</b>
<i>Operating Income (including Depreciation)</i>	<i>(77,678)</i>	<i>200,427</i>	<i>280,592</i>	<i>226,743</i>	<i>(53,850)</i>	<i>26,316</i>	<i>304,420</i>
<b>Fund Balance</b>							
Beginning Balance (Audited)	658,425	658,425	658,425	658,425			
Operating Income (including Depreciation)	(77,678)	200,427	280,592	226,743			
<b>Ending Fund Balance (including Depreciation)</b>	<b>580,747</b>	<b>858,852</b>	<b>939,017</b>	<b>885,168</b>			
Ending Fund Balance as % of Operating Expenditures		44%	43%	42%			

# 2013-14 Estimated Actuals

SASCA finished the year with approximately \$50k less operating income than expected, primarily due to 46% increase in per ADA Special Ed Encroachment charged by LEUSD.

SUMMARY	Previous Month's Forecast	Estimated Actuals	Variance (Previous vs. Current Forecast)
<b>Revenue</b>			
General Block Grant (LCFF)	1,941,824	1,947,507	5,683
Federal Revenue	22	-	(22)
Other State Revenues	129,119	129,798	679
Local Revenues	213,860	269,799	55,940
Fundraising and Grants	26,189	26,048	(141)
<b>Total Revenue</b>	<b>2,311,014</b>	<b>2,373,153</b>	<b>62,139</b>
<b>Expenses</b>			
Compensation and Benefits	1,068,954	1,061,101	7,853
Books and Supplies	106,984	120,896	(13,912)
Services and Other Operating Expenditures	811,807	943,075	(131,268)
Capital Outlay	200,000	-	200,000
<b>Total Expenses</b>	<b>2,187,745</b>	<b>2,125,072</b>	<b>62,673</b>
<b>Operating Income (excluding Depreciation)</b>	<b>123,269</b>	<b>248,081</b>	<b>124,812</b>
Operating Income (including Depreciation)	280,592	226,743	(53,850)
<b>Fund Balance</b>			
Beginning Balance (Audited)	658,425	658,425	
Operating Income (including Depreciation)	280,592	226,743	
<b>Ending Fund Balance (including Depreciation)</b>	<b>939,017</b>	<b>885,168</b>	
Ending Fund Balance as % of Operating Expenditures	43%	42%	

## Revenues

- Slight upward adjustment to LCFF
- Increase to Local Revenues for ~\$50k insurance claim (offsets most of increased repair expense)

## Expenses

- Slightly under-budget on Comp & Ben
- Over-budget on computers by ~\$14k due to intentional year-end purchase
- Over-budget on building repairs by ~\$65k (offset by \$50k insurance claim)
- Over-budget on Special Ed Encroachment by \$60k

## Facility Note

- Pre-Construction expenses were rolled into "Work In Progress" at year-end, thereby having no impact on 13-14 financials. (Depreciation will begin when building is finished.)



# 2014-15 State Budget Update

# 2014-15 State Budget Update

State Legislature passed the 2014-15 budget on June 15<sup>th</sup>, and the Governor signed it on June 20<sup>th</sup>.

## Local Control Funding Formula (LCFF)

- May/Revised included \$4.5B for LCFF implementation in 14-15, which would allow elimination of 28% of the gap between current and target funding
- Adopted budget includes an additional \$250M to further accelerate LCFF implementation in 14-15
  - This equates to a 14-15 implementation rate of **29.56%**

## STRS

- The May/Revised proposed an increase in employer contributions from 8.25% to 9.5% in 14-15
- The adopted budget includes less of an increase, from 8.25% to **8.88%** in 14-15, 10.44% in 15-16, and 14% in 16-17

## Common Core Implementation

- Adopted budget includes **\$65** per 13-14 ADA for Common Core Implementation

## Mandated Block Grant

- This is included once again at **\$14** per 13-14 ADA (\$42 for grades 9-12)

## Deferrals

- May/Revised proposed no deferrals in 14-15
- Adopted budget includes \$1B in deferrals (**June** apportionment deferred to July)



# 2014-15 Financial Update



# Current Revenue Forecast: July YTD Update

The current revenue forecast has increased since the approved budget.

- **Increases to Revenue Forecast = \$63.5K**
  - +\$28K from LCFF adjustments
  - +\$4.5k from Mandated Block Grant (not in June budget)
  - +\$21k from Common Core (not in June budget)
  - +\$3K from State Lottery Revenue (rate increased to \$162/ADA in 14-15)
  - +\$7K from Other Local Revenues for SCEWL Conference revenues

- **Decreases to Revenue Forecast = \$0**

## Current Revenue Forecast

- + \$63.5k more than last month's forecast
- + \$63.5k more than board approved budget (June)



# Current Expense Forecast: July YTD Update

The current expense forecast has decreased since last month's update.

- **Increases to Expense Forecast: \$0**
- **Decreases to Expense Forecast: \$6K**
  - ▣ \$4.5K from Health Benefits - STRS. (final rate was approved at 8.88%)
  - ▣ \$1.5K from Business Services (edtec will be a flat fee this year at \$155k)
- **Risk:**
  - ▣ If Encroachment remains at \$565/ADA this year, we will need to increase our expense forecast by \$60k (we budgeted at \$395/ADA)

## Current Expense Forecast

- ▣ \$6K less than last month's forecast
- ▣ \$6K less than board approved budget (June)

# 2014-15 Current Forecast: July Update

The current forecast for operating income is \$359k after depreciation.

	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)
<b>SUMMARY</b>					
<b>Revenue</b>					
General Block Grant	2,432,649	2,432,649	2,460,667	28,018	28,018
Federal Revenue	-	-	-	-	-
Other State Revenues	57,257	57,257	85,826	28,570	28,570
Local Revenues	211,144	211,144	218,144	7,000	7,000
Fundraising and Grants	26,189	26,189	26,189	-	-
<b>Total Revenue</b>	<b>2,727,238</b>	<b>2,727,238</b>	<b>2,790,826</b>	<b>63,588</b>	<b>63,588</b>
<b>Expenses</b>					
Compensation and Benefits	1,272,802	1,272,802	1,268,221	4,581	4,581
Books and Supplies	77,115	77,115	77,115	-	-
Services and Other Operating Expenditures	986,639	986,639	985,136	1,502	1,502
Capital Outlay	-	-	-	-	-
<b>Total Expenses</b>	<b>2,336,556</b>	<b>2,336,556</b>	<b>2,330,473</b>	<b>6,083</b>	<b>6,083</b>
<b>Operating Income (excluding Depreciation)</b>	<b>390,683</b>	<b>390,683</b>	<b>460,353</b>	<b>69,671</b>	<b>69,671</b>
<i>Operating Income (including Depreciation)</i>	289,631	289,631	359,301	69,670	69,670
<b>Fund Balance</b>					
Beginning Balance (Unaudited)	885,168	946,291	885,168		
Audit Adjustment	-	-	-		
Beginning Balance (Audited)	885,168	946,291	885,168		
Operating Income (including Depreciation)	289,631	289,631	359,301		
<b>Ending Fund Balance (including Depreciation)</b>	<b>1,174,798</b>	<b>1,235,922</b>	<b>1,244,468</b>		
<b>Ending Fund Balance as % of Operating Expenditures</b>	<b>50%</b>	<b>53%</b>	<b>53%</b>		



# Cash Flow Forecast

Sycamore is expected to have a positive cash balance in all months of the 2014-15 school year.

- Cash flow has been updated with most recent state deferral expectations (only one deferral, in June)
- Under current assumptions, SASCA will not have a cash need in 13-14
  - ▣ This includes repayment of \$200k Community Bank loan in August
- District Transactions:
  - ▣ District Oversight will be paid monthly (or as often as LEUSD bills)
  - ▣ Encroachment will be paid after June 30
  - ▣ \$195k In-Lieu of Prop 39 payment is expected by June 30, but June cash does not depend on it
- Average ending balance in August through June is \$430k



# Exhibits

2014-15 Cash Flow

2014-15 YTD Financials

July Check Register

Sycamore Academy of Science & Cultural Arts  
Monthly Cash Forecast  
As of July 2014 Close

	2014/16											
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Actual	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected	Projected
Beginning Cash	\$713,300.06	900,277	436,529	351,386	369,309	333,326	285,094	323,382	290,664	378,243	618,119	698,967
Revenue												
General Block Grant	-	82,893	102,353	227,260	140,126	140,126	227,260	140,126	270,710	325,785	239,191	239,191
Federal Income	-	-	-	-	-	-	-	-	-	-	-	-
Other State Income	-	-	-	-	-	-	-	-	-	-	-	-
Local Revenues	4,647	353	1,614	1,614	1,614	1,614	1,614	1,614	1,614	1,614	1,614	1,614
Fundraising and Grants	-	-	2,619	2,619	2,619	2,619	2,619	2,619	2,619	2,619	2,619	2,619
Total Revenue	4,647	83,246	106,686	231,494	144,359	144,359	231,494	166,947	274,443	330,019	264,011	438,424
Expenses												
Compensation & Benefits	11,907	127,106	117,202	114,343	113,851	113,851	117,784	114,343	114,343	111,721	111,721	99,961
Books & Supplies	169	21,654	18,292	4,108	4,108	4,108	4,108	4,108	4,108	4,108	4,108	4,108
Services & Other Operating Expenses	43,085	123,250	72,433	72,386	72,346	72,302	68,339	68,394	68,349	68,303	68,257	40,808
Capital Outlay	11,000	(11,000)	-	-	-	-	-	-	-	-	-	-
Total Expenses	66,171	261,009	208,017	190,846	190,305	190,261	190,330	186,844	186,799	184,132	184,086	144,877
Operating Cash Inflow (Outflow)	(61,524)	(177,763)	(101,431)	40,648	(45,946)	(45,901)	41,163	(29,896)	87,644	145,887	71,928	293,747
Revenues - Prior Year Actuals	375,507	117,083	-	-	13,250	-	-	-	-	-	-	-
Expenses - Prior Year Actuals	(7,926)	(201,390)	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(95,949)	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(28,480)	2,501	2,501	2,501	2,501	2,501	2,501	2,501	2,501	2,501	2,501	2,501
Loans Payable (Current)	-	(200,000)	-	-	-	-	-	-	-	-	-	-
Community Bank Loan	-	(200,000)	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	(5,201)	(5,244)	(5,244)	(5,286)	(5,332)	(5,377)	(5,421)	(5,467)	(5,512)	(5,556)	(5,556)
TI Loan	-	(5,196)	(5,201)	(5,244)	(5,286)	(5,332)	(5,377)	(5,421)	(5,467)	(5,512)	(5,556)	(5,556)
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	5,351	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	900,277	436,529	351,386	369,309	333,326	285,094	323,382	290,664	378,243	618,119	698,967	877,678

**Sycamore Academy of Science & Cultural Arts**  
 Budget vs. Actuals  
 As of July 2014 Close

	Actual		Budget vs. Actual		Variance (YTD less Budget)	Budget			Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining
	JUL	Actual YTD	Budget YTD	Approved Budget (June)		Previous Month's Forecast	Current Forecast					
SUMMARY												
Revenue												
General Block Grant	-	-	-	-	-	2,432,649	2,432,649	2,460,667	28,018	28,018	2,432,649	2,460,667
Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	-	-	-	-	-	57,257	57,257	85,626	28,570	28,570	57,257	85,626
Local Revenues	4,647	4,647	-	4,647	4,647	211,144	211,144	218,144	7,000	7,000	206,497	213,497
Fundraising and Grants	-	-	-	-	-	26,189	26,189	26,189	-	-	26,189	26,189
Total Revenue	4,647	4,647	-	4,647	4,647	2,727,238	2,727,238	2,790,826	63,588	63,588	2,722,651	2,786,179
Expenses												
Compensation and Benefits	11,807	11,807	29,893	17,788	17,788	1,272,802	1,272,802	1,268,221	4,581	4,581	1,268,895	1,256,314
Books and Supplies	189	189	5,805	5,408	5,408	77,115	77,115	77,115	-	-	76,916	76,916
Services and Other Operating Expenditures	43,065	43,065	106,331	63,266	63,266	986,639	986,639	985,136	1,502	1,502	943,574	942,071
Capital Outlay	11,000	11,000	-	(11,000)	(11,000)	-	-	-	-	-	(11,000)	(11,000)
Total Expenses	66,171	66,171	141,629	75,458	75,458	2,356,556	2,356,556	2,330,473	6,083	6,083	2,270,365	2,264,302
Operating Income (excluding Depreciation)	(61,524)	(61,524)	(141,629)	80,105	80,105	390,683	390,683	460,353	69,670	69,671	452,267	521,878
Operating Income (including Depreciation)	(50,524)	(50,524)	(141,629)	91,105	91,105	289,631	289,631	359,301	69,670	69,670	340,155	409,825
Fund Balance												
Beginning Balance (Unaudited)	885,168	885,168	885,168	-	-	885,168	885,168	885,168	-	-	885,168	885,168
Audit Adjustment	-	-	-	-	-	-	-	-	-	-	-	-
Beginning Balance (Audited)	885,168	885,168	885,168	-	-	885,168	885,168	885,168	-	-	885,168	885,168
Operating Income (including Depreciation)	(50,524)	(50,524)	(141,629)	(141,629)	(141,629)	289,631	289,631	359,301	69,670	69,670	340,155	409,825
Ending Fund Balance (including Depreciation)	834,643	834,643	743,539	91,105	91,105	1,174,799	1,235,822	1,244,469	69,670	69,670	1,244,469	1,274,994
Ending Fund Balance as % of Operating Expenditures						50%	53%	53%				

**Sycamore Academy of Science & Cultural Arts**  
 Budget vs. Actuals  
 As of July 2014 Close

Detail	Actual			Budget vs. Actual			Budget			Variance			Forecast			Remainder		
	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Current Forecast	Variance (Current Forecast)	Forecast	Variance (Forecast)	Forecast	Forecast	Variance (Forecast)	Forecast	Forecast	Forecast	Forecast
<b>Enrollment Summary</b>																		
K-3	216	216	-	216	216	216	-	216	-	216	-	216	216	-	216	216	216	216
4-6	151	151	-	151	151	151	-	151	-	151	-	151	151	-	151	151	151	151
7-8	25	25	-	25	25	25	-	25	-	25	-	25	25	-	25	25	25	25
9-12	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Enrolled</b>	<b>392</b>	<b>392</b>	<b>-</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>-</b>	<b>392</b>	<b>-</b>	<b>392</b>	<b>-</b>	<b>392</b>	<b>392</b>	<b>-</b>	<b>392</b>	<b>392</b>	<b>392</b>	<b>392</b>
<b>ADA %</b>																		
K-3	95%	95%	-	95%	95%	95%	-	95%	-	95%	-	95%	95%	-	95%	95%	95%	95%
4-6	95%	95%	-	95%	95%	95%	-	95%	-	95%	-	95%	95%	-	95%	95%	95%	95%
7-8	95%	95%	-	95%	95%	95%	-	95%	-	95%	-	95%	95%	-	95%	95%	95%	95%
9-12	95%	95%	-	95%	95%	95%	-	95%	-	95%	-	95%	95%	-	95%	95%	95%	95%
<b>Average</b>	<b>95%</b>	<b>95%</b>	<b>-</b>	<b>95%</b>	<b>95%</b>	<b>95%</b>	<b>-</b>	<b>95%</b>	<b>-</b>	<b>95%</b>	<b>-</b>	<b>95%</b>	<b>95%</b>	<b>-</b>	<b>95%</b>	<b>95%</b>	<b>95%</b>	<b>95%</b>
<b>ADA</b>																		
K-3	205.2	205.2	-	205.2	205.2	205.2	-	205.2	-	205.2	-	205.2	205.2	-	205.2	205.2	205.2	205.2
4-6	143.5	143.5	-	143.5	143.5	143.5	-	143.5	-	143.5	-	143.5	143.5	-	143.5	143.5	143.5	143.5
7-8	23.8	23.8	-	23.8	23.8	23.8	-	23.8	-	23.8	-	23.8	23.8	-	23.8	23.8	23.8	23.8
9-12	0.0	0.0	-	0.0	0.0	0.0	-	0.0	-	0.0	-	0.0	0.0	-	0.0	0.0	0.0	0.0
<b>Total ADA</b>	<b>372.4</b>	<b>372.4</b>	<b>-</b>	<b>372.4</b>	<b>372.4</b>	<b>372.4</b>	<b>-</b>	<b>372.4</b>	<b>-</b>	<b>372.4</b>	<b>-</b>	<b>372.4</b>	<b>372.4</b>	<b>-</b>	<b>372.4</b>	<b>372.4</b>	<b>372.4</b>	<b>372.4</b>
<b>REVENUE</b>																		
<b>General Purpose Entitlement / Local Control</b>																		
8011 Charter Schools General Purpose Entitlement - State Aid	-	-	-	-	1,632,922	1,738,625	105,703	1,632,922	105,703	1,632,922	105,703	1,632,922	1,738,625	105,703	1,632,922	1,738,625	105,703	1,632,922
8012 Education Protection Account Entitlement	-	-	-	-	442,468	347,817	(94,681)	442,468	(94,681)	442,468	(94,681)	442,468	347,817	(94,681)	442,468	347,817	(94,681)	442,468
8098 Charter Schools in Lieu of Prop. Taxes (was 8780)	-	-	-	-	357,228	374,225	16,996	357,228	16,996	357,228	16,996	357,228	374,225	16,996	357,228	374,225	16,996	357,228
<b>8100 Federal Revenue</b>	-	-	-	-	2,432,649	2,460,667	28,018	2,432,649	28,018	2,432,649	28,018	2,432,649	2,460,667	28,018	2,432,649	2,460,667	28,018	2,432,649
<b>SUBTOTAL - Federal Income</b>	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Other State Revenues</b>																		
8550 Mandated Cost Reimbursements	-	-	-	-	-	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519	4,519
8560 State Lottery Revenue	-	-	-	-	57,257	60,329	3,072	57,257	3,072	57,257	3,072	57,257	60,329	3,072	57,257	60,329	3,072	57,257
8590 Common Core	-	-	-	-	-	20,979	20,979	20,979	20,979	20,979	20,979	20,979	20,979	20,979	20,979	20,979	20,979	20,979
<b>SUBTOTAL - Other State Income</b>	-	-	-	-	57,257	85,826	28,570	57,257	28,570	57,257	28,570	57,257	85,826	28,570	57,257	85,826	28,570	57,257
<b>Other Local Revenues</b>																		
8650 Leases and Rentals	-	-	-	-	9,000	9,000	-	9,000	-	9,000	-	9,000	9,000	-	9,000	9,000	-	9,000
8690 Other Local Revenue	-	-	-	-	-	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000
8693 Field Trips	-	-	-	-	7,144	7,144	-	7,144	-	7,144	-	7,144	7,144	-	7,144	7,144	-	7,144
8701 In Lieu of Prop. 39	-	-	-	-	195,000	195,000	-	195,000	-	195,000	-	195,000	195,000	-	195,000	195,000	-	195,000
<b>SUBTOTAL - Local Revenues</b>	-	-	-	-	211,144	216,144	5,000	211,144	5,000	211,144	5,000	211,144	216,144	5,000	211,144	216,144	5,000	211,144
<b>Donations/Fundraising</b>																		
8802 Donations - Private	-	-	-	-	6,198	6,198	-	6,198	-	6,198	-	6,198	6,198	-	6,198	6,198	-	6,198
8803 Fundraising	-	-	-	-	19,991	19,991	-	19,991	-	19,991	-	19,991	19,991	-	19,991	19,991	-	19,991
<b>SUBTOTAL - Fundraising and Grants</b>	-	-	-	-	26,189	26,189	-	26,189	-	26,189	-	26,189	26,189	-	26,189	26,189	-	26,189
<b>TOTAL REVENUE</b>	<b>4,847</b>	<b>4,847</b>	<b>-</b>	<b>4,847</b>	<b>2,727,238</b>	<b>2,727,238</b>	<b>-</b>	<b>2,727,238</b>	<b>-</b>	<b>2,727,238</b>	<b>-</b>	<b>2,727,238</b>	<b>2,727,238</b>	<b>-</b>	<b>2,727,238</b>	<b>2,727,238</b>	<b>-</b>	<b>2,727,238</b>

**Sycamore Academy of Science & Cultural Arts**  
 Budget vs. Actuals  
 As of July 2014 Close

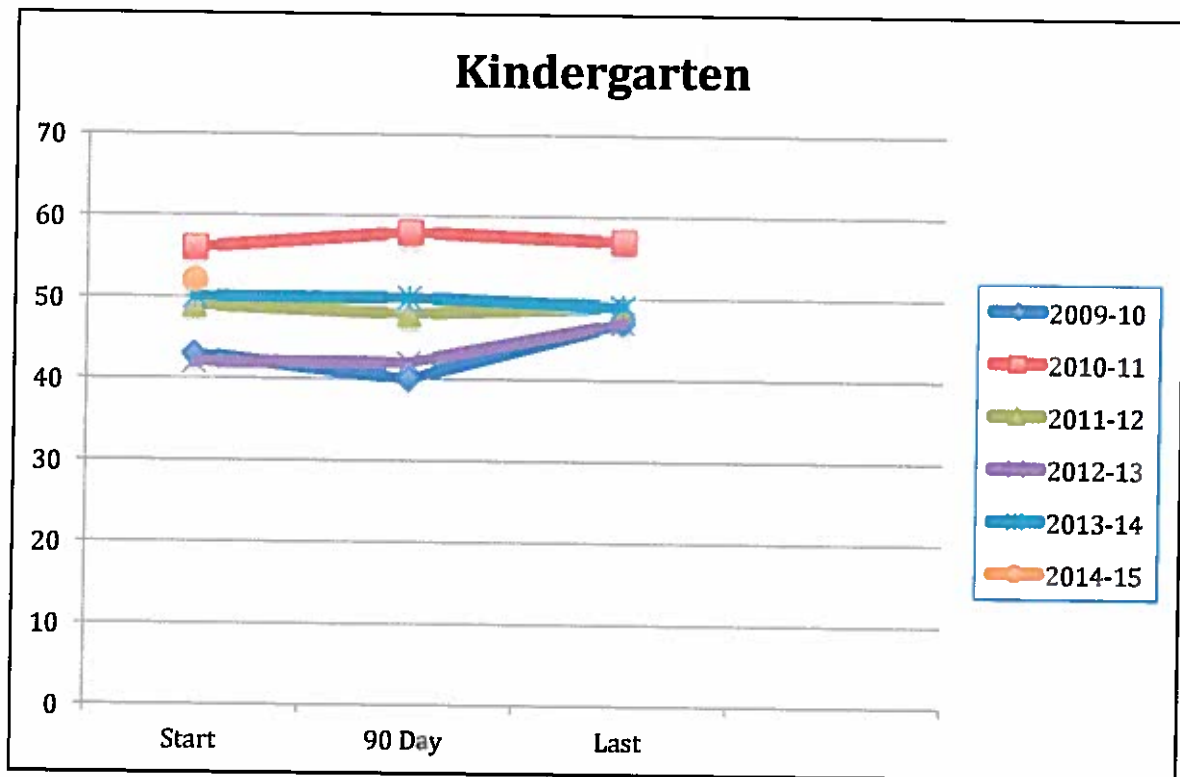
EXPENSES	Actual		Budget vs. Actual		Budget				Forecast	Remaining	Forecast	Remaining
	Jul	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)				
<b>Compensation &amp; Benefits</b>												
1000 <b>Certificated Salaries</b>												
1100 Teachers Salaries	-	-	-	-	598,228	598,228	598,228	-	598,228	598,228	598,228	598,228
1101 Teacher - Stipends	-	-	-	-	40,000	40,000	40,000	-	40,000	40,000	40,000	40,000
1103 Teacher - Substitute Pay	-	-	-	-	25,000	25,000	25,000	-	25,000	25,000	25,000	25,000
1300 Certificated Supervisor & Administrator Salaries	-	-	-	-	94,000	94,000	94,000	-	94,000	94,000	94,000	94,000
1400 Certificated Bonuses & Extra Pay	-	-	-	-	40,000	40,000	40,000	-	40,000	40,000	40,000	40,000
<b>SUBTOTAL - Certificated Employees</b>	-	-	-	-	797,228	797,228	797,228	-	797,228	797,228	797,228	797,228
2000 <b>Classified Salaries</b>												
2100 Classified Instructional Aide Salaries	-	-	-	-	107,820	107,820	107,820	-	107,820	107,820	107,820	107,820
2400 Classified Clerical & Office Salaries	-	-	-	-	64,000	64,000	64,000	-	64,000	64,000	64,000	64,000
2600 Classified Bonuses & Extra Pay	-	-	-	-	5,000	5,000	5,000	-	5,000	5,000	5,000	5,000
2800 Classified Other Salaries	-	-	-	-	11,000	11,000	11,000	-	11,000	11,000	11,000	11,000
2835 Other Classified - Substitute	-	-	-	-	3,000	3,000	3,000	-	3,000	3,000	3,000	3,000
<b>SUBTOTAL - Classified Employees</b>	-	-	-	-	190,820	190,820	190,820	-	190,820	190,820	190,820	190,820
3000 <b>Employee Benefits</b>												
3100 STRS	-	-	-	-	71,937	71,937	71,937	4,895	71,937	71,937	71,937	67,242
3200 PERS	-	-	-	-	10,061	10,061	10,373	(312)	10,061	10,061	10,373	10,373
3300 OASDI-Medicare-Alternative	-	-	-	-	28,882	28,882	28,882	-	28,882	28,882	28,882	28,882
3400 Health & Welfare Benefits	4,391	4,391	23,520	19,129	141,120	141,120	141,120	-	141,120	136,729	136,729	136,729
3500 Unemployment Insurance	-	-	492	492	10,029	10,029	8,832	1,197	10,029	10,029	9,832	9,832
3600 Workers Comp Insurance	7,516	7,516	5,681	(1,835)	22,725	22,725	22,725	0	22,725	15,209	15,209	15,209
<b>SUBTOTAL - Employee Benefits</b>	11,907	11,907	29,693	17,786	284,764	284,764	280,174	4,590	272,847	268,267	268,267	268,267
4000 <b>Books &amp; Supplies</b>												
4100 Approved Textbooks & Core Curricula Materials	-	-	-	-	5,000	5,000	5,000	-	5,000	5,000	5,000	5,000
4200 Books & Other Reference Materials	-	-	-	-	1,363	1,363	1,363	-	1,363	1,363	1,363	1,363
4320 Educational Software	-	-	-	-	2,960	2,960	2,960	-	2,960	2,960	2,960	2,960
4325 Instructional Materials & Supplies	-	-	-	-	15,373	15,373	15,373	-	15,373	15,373	15,373	15,373
4330 Office Supplies	-	-	1,079	1,079	12,943	12,943	12,943	-	12,943	12,943	12,943	12,943
4335 PE Supplies	199	199	509	310	1,907	1,907	1,907	-	1,907	1,708	1,708	1,708
4345 Non Instructional Student Materials & Supplies	-	-	-	-	7,284	7,284	7,284	-	7,284	7,284	7,284	7,284
4410 Classroom Furniture, Equipment & Supplies	-	-	-	-	10,000	10,000	10,000	-	10,000	10,000	10,000	10,000
4420 Computers (individual items less than \$5K)	-	-	4,000	4,000	15,000	15,000	15,000	-	15,000	15,000	15,000	15,000
4430 Non Classroom Related Furniture, Equipment & Supplies	-	-	18	18	215	215	215	-	215	215	215	215
4720 Other Food	-	-	-	-	5,070	5,070	5,070	-	5,070	5,070	5,070	5,070
<b>SUBTOTAL - Books and Supplies</b>	199	199	8,606	8,408	77,116	77,116	77,116	-	76,916	76,916	76,916	76,916

**Sycamore Academy of Science & Cultural Arts**  
 Budget vs. Actuals  
 As of July 2014 Close

Actual		Budget vs. Actual		Variance	Budget		Variance		Forecast	
Jd	Actual YTD	Budget YTD	(YTD less Budget)	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Budget Remaining	Variance (Budget vs. Current Forecast)	Forecast Remaining
Services & Other Operating Expenses	-	-	-	14,000	14,000	14,000	-	14,000	-	14,000
Travel & Conferences	-	-	-	6,040	6,040	6,040	-	6,040	-	6,040
Dues & Memberships	9,698	9,698	15,192	20,256	20,256	20,256	-	10,558	-	10,558
Insurance - Other	-	-	1,967	20,000	20,000	20,000	-	20,000	-	20,000
Janitorial, Gardening Services & Supplies	-	-	245	2,938	2,938	2,938	-	2,938	-	2,938
Security	-	-	40,885	40,885	40,885	40,885	-	40,885	-	40,885
Utilities - All Utilities	-	-	845	10,138	10,138	10,138	-	10,138	-	10,138
Equipment Leases	-	-	85,333	392,000	392,000	392,000	-	392,000	-	392,000
Rent	-	-	10,000	10,000	10,000	10,000	-	10,000	-	10,000
Repairs and Maintenance - Building	-	-	1,532	1,532	1,532	1,532	-	1,532	-	1,532
Repairs and Maintenance - Other Equipment	-	-	7,803	7,803	7,803	7,803	-	7,803	-	7,803
Accounting Fees	85	85	220	220	220	220	-	135	-	135
Banking Fees	12,917	12,917	1,969	156,783	156,783	155,000	1,783	143,866	1,783	142,083
Business Services	-	-	24,328	24,328	24,328	24,807	(281)	24,328	(281)	24,807
District Oversight Fees	-	-	4,135	4,135	4,135	4,135	-	4,135	-	4,135
Field Trips Expenses	-	-	3,060	3,060	3,060	3,060	-	3,060	-	3,060
Fines and Penalties	-	-	597	597	597	597	-	597	-	597
Fingerprinting	-	-	13,400	13,400	13,400	13,400	-	13,400	-	13,400
Fundraising Expenses	-	-	5,687	5,687	5,687	5,687	-	5,687	-	5,687
Internal - Loans Less than 1 Year	-	-	15,606	15,606	15,606	15,606	-	15,606	-	15,606
Legal Fees	-	-	4,393	4,393	4,393	4,393	-	4,393	-	4,393
Licenses and Other Fees	-	-	7,533	7,533	7,533	7,533	-	7,164	-	7,164
Marketing and Student Recruiting	369	369	628	7,533	7,533	8,830	-	8,830	-	8,830
Consultants - Other 1	-	-	202	4,095	4,095	4,095	-	3,956	-	3,956
Payroll Fees	139	139	341	1,072	1,072	1,072	-	1,072	-	1,072
Printing and Reproduction	-	-	25,000	25,000	25,000	25,000	-	11,175	-	11,175
Professional Development	13,825	13,825	2,083	147,001	147,001	147,001	-	147,001	-	147,001
Special Education Enrichment	-	-	972	972	972	972	-	972	-	972
Staff Recruiting	-	-	5,085	5,085	5,085	5,085	-	3,287	-	3,287
Student Assessment	1,708	1,708	848	17,828	17,828	17,828	-	17,797	-	17,797
Student Information System	29	29	2,971	490	490	490	-	490	-	490
Substitutes	-	-	5,000	5,000	5,000	5,000	-	5,000	-	5,000
Technology Services	-	-	417	-	-	-	-	(3,660)	-	(3,660)
Miscellaneous Operating Expenses	3,660	3,660	(3,660)	8,000	8,000	8,000	-	7,456	-	7,456
Communications	544	544	687	1,935	1,935	1,935	-	1,935	-	1,935
Postage and Delivery	-	-	161	-	-	-	-	-	-	-
SUBTOTAL - Services & Other Operating Exp.	43,046	43,046	106,331	386,639	386,639	386,136	1,502	343,874	1,502	342,871
Capital Outlay	-	-	-	-	-	-	-	-	-	-
Sites & Improvement of Sites	11,000	11,000	(11,000)	-	-	-	-	(11,000)	-	(11,000)
Buildings & Improvement of Buildings	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Capital Outlay	11,000	11,000	(11,000)	-	-	-	-	(11,000)	-	(11,000)
TOTAL EXPENSES	54,046	54,046	95,331	386,639	386,639	386,136	1,502	332,874	1,502	331,871
Total Depreciation (includes Prior Years)	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES including Depreciation	54,046	54,046	95,331	386,639	386,639	386,136	1,502	332,874	1,502	331,871

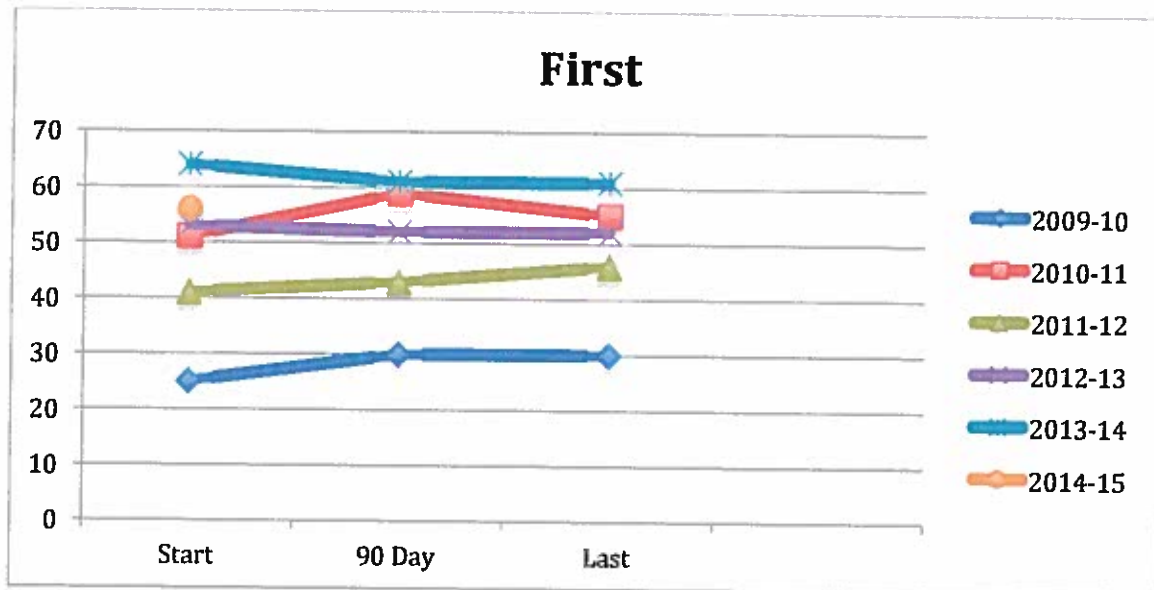
# August 15, 2014 Enrollment Comparison Report

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Start	43	56	49	42	50	52
90 Day	40	58	48	42	50	
Last	47	57	49	47	49	

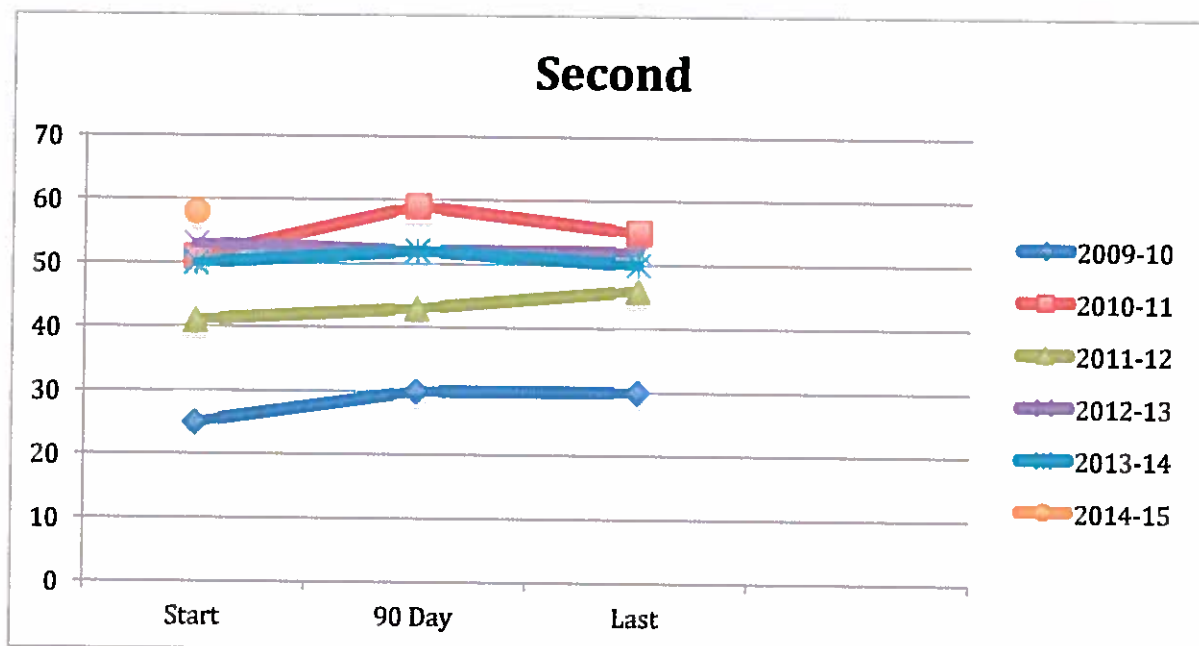




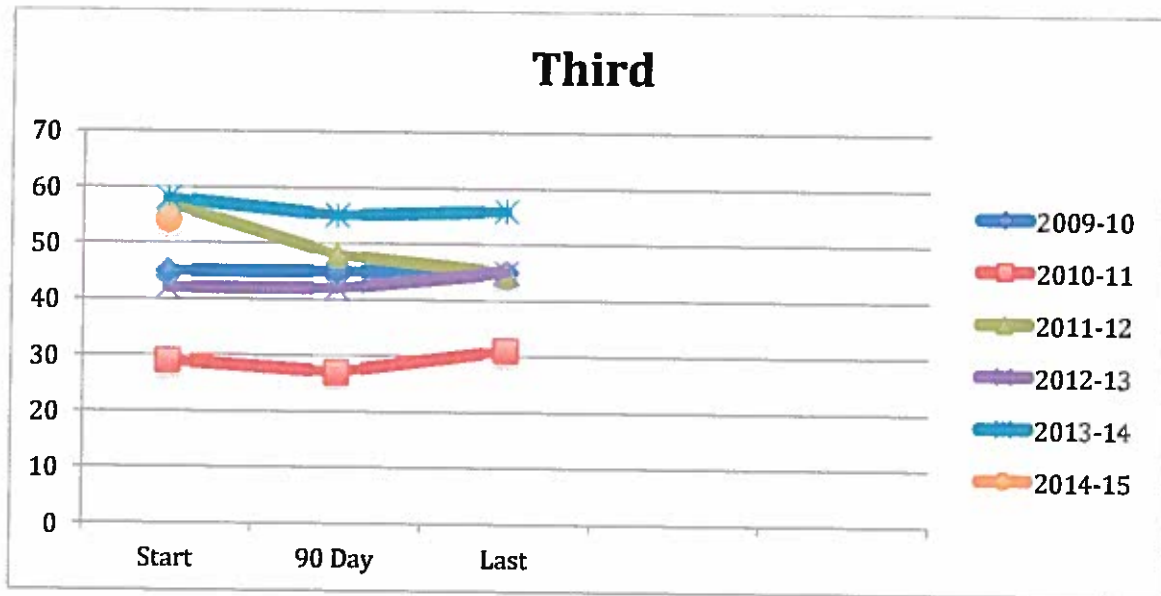
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Start	43	53	55	53	64	56
90 Day	48	52	54	52	61	
Last	52	52	54	53	61	



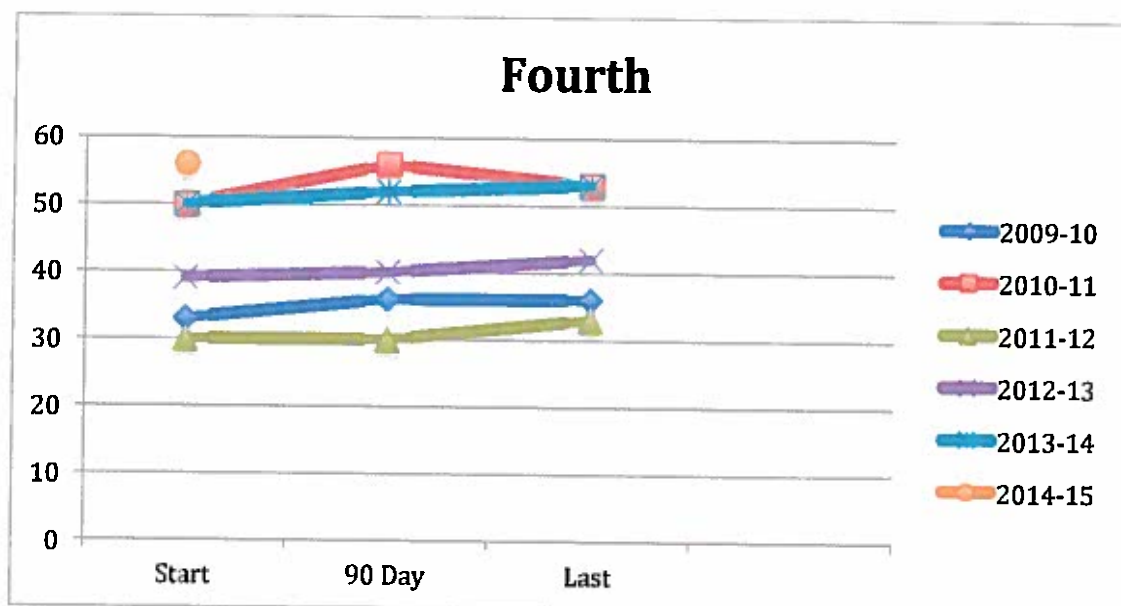
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Start	25	51	41	53	50	58
90 Day	30	59	43	52	52	
Last	30	55	46	52	50	



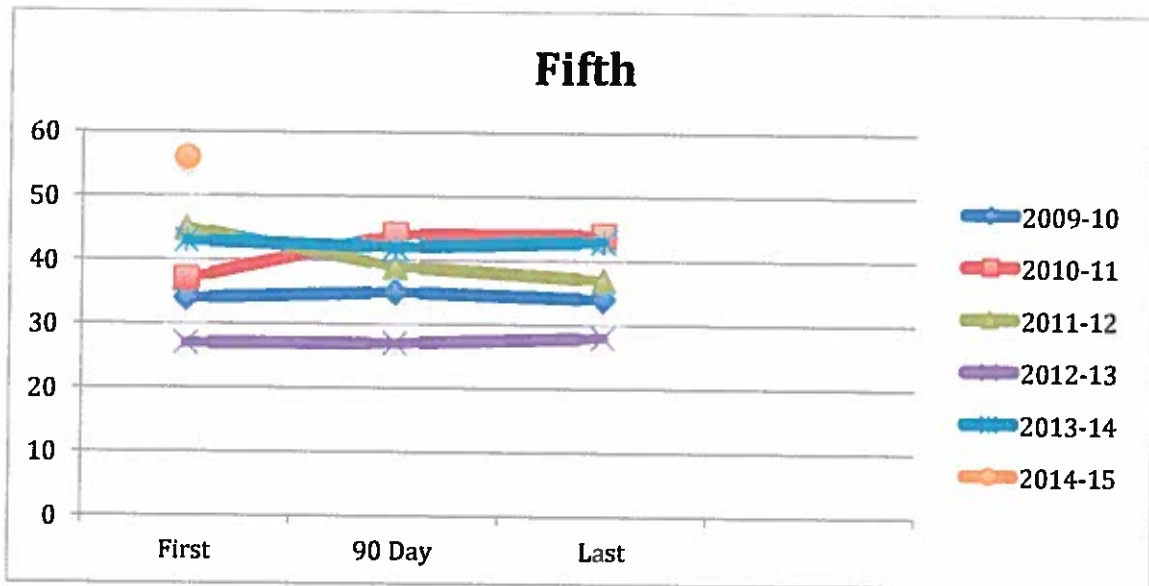
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Start	45	29	57	42	58	54
90 Day	45	27	48	42	55	
Last	45	31	45	45	56	



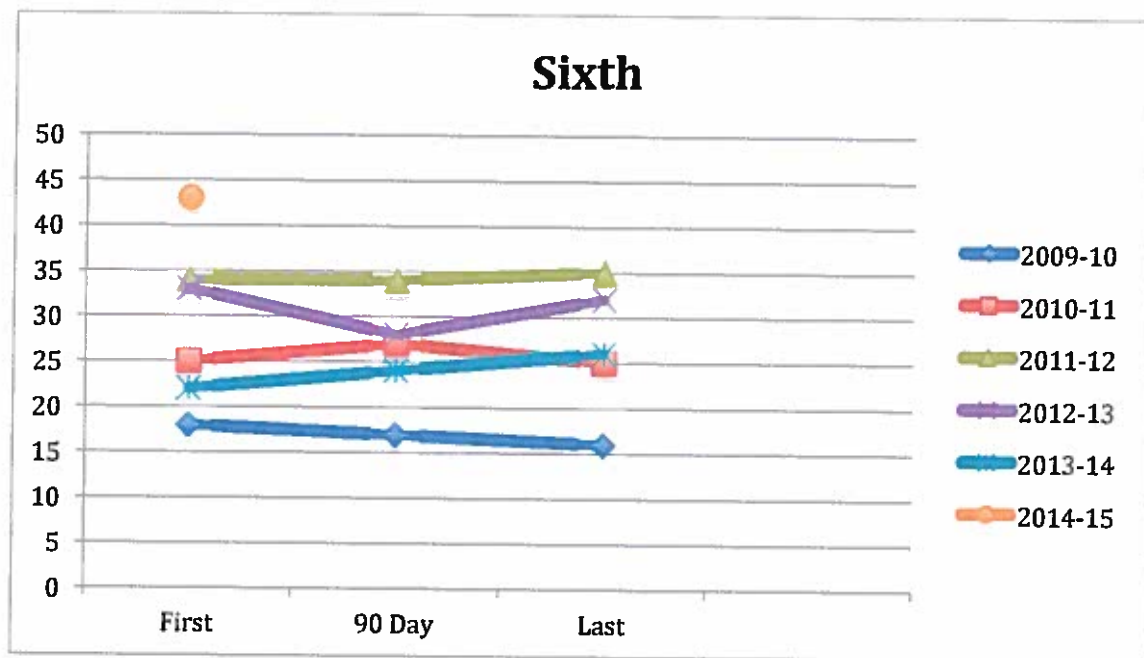
	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
Start	33	50	30	39	50	56
90 Day	36	56	30	40	52	
Last	36	53	33	42	53	



	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
First	34	37	45	27	43	56
90 Day	35	44	39	27	42	
Last	34	44	37	28	43	



	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
First	18	25	34	33	22	43
90 Day	17	27	34	28	24	
Last	16	25	35	32	26	

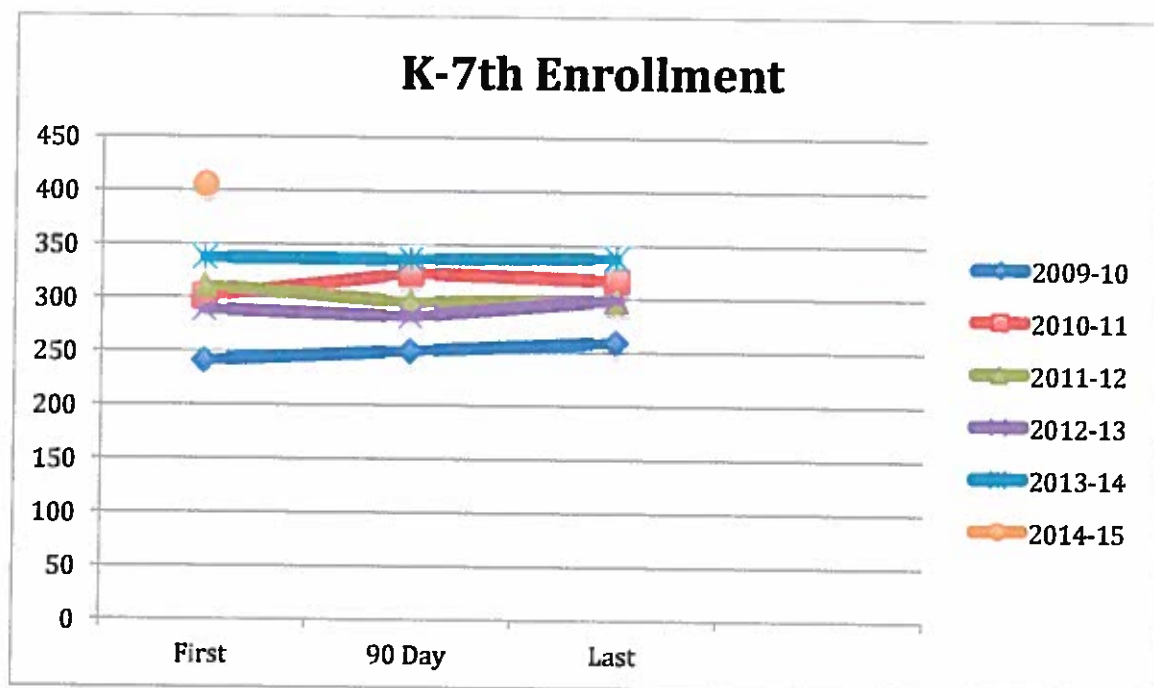


	2014-15
First	30
90 Day	
Last	

## 7<sup>th</sup> Grade

No chart comparison due to first year of offering 7<sup>th</sup> Grade.

	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15
First	241	301	311	289	337	405
90 Day	251	323	296	283	336	
Last	260	317	299	299	338	



**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM  
July 1, 2013 to June 30, 2014**

**CHARTER SCHOOL CERTIFICATION**

Charter School Name: Sycamore Academy of Science and Cultural Arts  
CDS #: 33751780120204  
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:

Ms. Barbara Hale  
Name  
  
Director/Principal  
Title  
  
951-678-5217  
Telephone  
  
b.hale@sycamoreacademycharter.org  
E-mail address

To the entity that approved the charter school:

( ☒ ) 2013-14 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Charter School Official  
(Original signature required)  
  
Printed Name: Ms. Barbara Hale Title: Director/Principal

To the County Superintendent of Schools:

( ☒ ) 2013-14 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: \_\_\_\_\_ Date: \_\_\_\_\_  
Authorized Representative of  
Charter Approving Entity  
(Original signature required)  
  
Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

To the Superintendent of Public Instruction:

( ☒ ) 2013-14 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: \_\_\_\_\_ Date: \_\_\_\_\_  
County Superintendent/Designee  
(Original signature required)

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

July 1, 2013 to June 30, 2014

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, 9400-9489, 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
<b>A. REVENUES</b>				
<b>1. LCFF Sources</b>				
State Aid - Current Year	8011	1,268,663.00		1,268,663.00
Education Protection Account State Aid - Current Year	8012	348,537.00		348,537.00
State Aid - Prior Years	8019	5,976.00		5,976.00
Transfers to Charter Schools in Lieu of Property Taxes	8096	324,331.00		324,331.00
Other LCFF Transfers	8091, 8097			0.00
Total, LCFF Sources		1,947,507.00	0.00	1,947,507.00
<b>2. Federal Revenues (see NOTE in Section L)</b>				
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
<b>3. Other State Revenues</b>				
Special Education - State	StateRevSE			0.00
All Other State Revenues	StateRevAO	70,714.79	59,083.00	129,797.79
Total, Other State Revenues		70,714.79	59,083.00	129,797.79
<b>4. Other Local Revenues</b>				
All Other Local Revenues	LocalRevAO	295,847.58		295,847.58
Total, Local Revenues		295,847.58	0.00	295,847.58
<b>5. TOTAL REVENUES</b>		2,314,069.37	59,083.00	2,373,152.37
<b>B. EXPENDITURES (see NOTE in Section L)</b>				
<b>1. Certificated Salaries</b>				
Certificated Teachers' Salaries	1100	564,908.38	14,061.98	578,970.36
Certificated Pupil Support Salaries	1200	0.00		0.00
Certificated Supervisors' and Administrators' Salaries	1300	104,589.93	740.10	105,330.03
Other Certificated Salaries	1900	12,250.00		12,250.00
Total, Certificated Salaries		681,748.31	14,802.08	696,550.39
<b>2. Noncertificated Salaries</b>				
Noncertificated Instructional Salaries	2100	77,060.73		77,060.73
Noncertificated Support Salaries	2200	0.00		0.00
Noncertificated Supervisors' and Administrators' Salaries	2300	0.00		0.00
Clerical and Office Salaries	2400	38,660.02		38,660.02
Other Noncertificated Salaries	2900	39,478.60		39,478.60
Total, Noncertificated Salaries		155,199.35	0.00	155,199.35



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

July 1, 2013 to June 30, 2014

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Description	Object Code	Unrestricted	Restricted	Total
<b>3. Employee Benefits</b>				
STRS	3101-3102	55,406.55		55,406.55
PERS	3201-3202	6,598.39		6,598.39
OASDI / Medicare / Alternative	3301-3302	22,124.71		22,124.71
Health and Welfare Benefits	3401-3402	105,802.07		105,802.07
Unemployment Insurance	3501-3502	560.51		560.51
Workers' Compensation Insurance	3601-3602	18,658.70		18,658.70
OPEB, Allocated	3701-3702	0.00		0.00
OPEB, Active Employees	3751-3752	0.00		0.00
Other Employee Benefits	3901-3902	200.00		200.00
Total, Employee Benefits		209,350.93	0.00	209,350.93
<b>4. Books and Supplies</b>				
Approved Textbooks and Core Curricula Materials	4100	0.00	9,233.40	9,233.40
Books and Other Reference Materials	4200	2,131.88		2,131.88
Materials and Supplies	4300	46,986.31	2,529.45	49,515.76
Noncapitalized Equipment	4400	4,396.94	32,518.07	36,915.01
Food	4700	5,244.38		5,244.38
Total, Books and Supplies		58,759.51	44,280.92	103,040.43
<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	0.00		0.00
Travel and Conferences	5200	5,084.31		5,084.31
Dues and Memberships	5300	1,654.60		1,654.60
Insurance	5400	16,157.96		16,157.96
Operations and Housekeeping Services	5500	39,711.37		39,711.37
Rentals, Leases, Repairs, and Noncap. Improvements	5600	394,635.88		394,635.88
Professional/Consulting Services and Operating Expend.	5800	486,926.33		486,926.33
Communications	5900	7,137.12		7,137.12
Total, Services and Other Operating Expenditures		951,307.57	0.00	951,307.57
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 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 (accrual basis only)	6900	21,338.34		21,338.34
Total, Capital Outlay		21,338.34	0.00	21,338.34
<b>7. Other Outgo</b>				
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
Debt Service:				
Interest	7438	9,623.14		9,623.14
Principal (for modified accrual basis only)	7439			0.00
Total Debt Service		9,623.14	0.00	9,623.14
Total, Other Outgo		9,623.14	0.00	9,623.14
<b>8. TOTAL EXPENDITURES</b>		2,087,327.15	59,083.00	2,146,410.15

**CHARTER SCHOOL UNAUDITED ACTUALS  
FINANCIAL REPORT -- ALTERNATIVE FORM**  
**July 1, 2013 to June 30, 2014**

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Description	Object Code	Unrestricted	Restricted	Total
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPENDITURES BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		226,742.22	0.00	226,742.22
<b>D. OTHER FINANCING SOURCES / USES</b>				
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
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE /NET POSITION (C+D4)</b>		226,742.22	0.00	226,742.22
<b>F. FUND BALANCE / NET POSITION</b>				
1. Beginning Fund Balance/Net Position				
a. As of July 1	9791	658,424.95		658,424.95
b. Adjustments/Restatements	9793, 9795			0.00
c. Adjusted Beginning Fund Balance /Net Position		658,424.95	0.00	658,424.95
2. Ending Fund Balance /Net Position, June 30 (E+F1c)		885,167.17	0.00	885,167.17
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
3. 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	885,167.17	0.00	885,167.17



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

July 1, 2013 to June 30, 2014

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

Description	Object Code	Unrestricted	Restricted	Total
<b>G. ASSETS</b>				
1. Cash				
In County Treasury	9110	0.00		0.00
Fair Value Adjustment to Cash in County Treasury	9111	0.00		0.00
In Banks	9120	713,308.05		713,308.05
In Revolving Fund	9130	0.00		0.00
With Fiscal Agent/Trustee	9135	0.00		0.00
Collections Awaiting Deposit	9140	0.00		0.00
2. Investments	9150	0.00		0.00
3. Accounts Receivable	9200	540,301.18		540,301.18
4. Due from Grantor Governments	9290	0.00		0.00
5. Stores	9320	0.00		0.00
6. Prepaid Expenditures (Expenses)	9330	5,350.67		5,350.67
7. Other Current Assets	9340	35,000.00		35,000.00
8. Capital Assets (accrual basis only)	9400-9489	199,688.01		199,688.01
9. TOTAL ASSETS		1,493,647.91	0.00	1,493,647.91
<b>H. DEFERRED OUTFLOWS OF RESOURCES</b>				
1. Deferred Outflows of Resources	9490			0.00
2. TOTAL DEFERRED OUTFLOWS		0.00	0.00	0.00
<b>I. LIABILITIES</b>				
1. Accounts Payable	9500	344,231.32		344,231.32
2. Due to Grantor Governments	9590	0.00		0.00
3. Current Loans	9640	200,000.00		200,000.00
4. Unearned Revenue	9650			0.00
5. Long-Term Liabilities (accrual basis only)	9660-9669	64,249.42		64,249.42
6. TOTAL LIABILITIES		608,480.74	0.00	608,480.74
<b>J. DEFERRED INFLOWS OF RESOURCES</b>				
1. Deferred Inflows of Resources	9690			0.00
2. TOTAL DEFERRED INFLOWS		0.00	0.00	0.00
<b>K. FUND BALANCE /NET POSITION</b>				
Ending Fund Balance /Net Position, June 30 (G9 + H2) - (I6 + J2) (must agree with Line F2)		885,167.17	0.00	885,167.17

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

July 1, 2013 to June 30, 2014

Charter School Name: Sycamore Academy of Science and Cultural Arts

CDS #: 33751760120204

**L. 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. \_\_\_\_\_
- b. \_\_\_\_\_
- c. \_\_\_\_\_
- d. \_\_\_\_\_
- e. \_\_\_\_\_
- f. \_\_\_\_\_
- g. \_\_\_\_\_
- h. \_\_\_\_\_
- i. \_\_\_\_\_
- j. \_\_\_\_\_

TOTAL FEDERAL REVENUES USED FOR CAPITAL OUTLAY AND DEBT SERVICE

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

**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 3000-3999 \_\_\_\_\_
- d. Books and Supplies 4000-4999 \_\_\_\_\_
- e. Services and Other Operating Expenditures 5000-5999 \_\_\_\_\_

TOTAL COMMUNITY SERVICES EXPENDITURES

0.00

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

**July 1, 2013 to June 30, 2014**

**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 2012-13 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 2015-16.

a. Total Expenditures (B8)	2,146,410.15
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]	2,146,410.15
d. Less Community Services [L2 Total]	0.00
e. Less Capital Outlay & Debt Service [Total B6 plus objects 7438 and 7439, less L1 Total]	30,961.48
TOTAL STATE & LOCAL EXPENDITURES SUBJECT TO MOE [c minus d minus e]	\$ 2,115,448.67

# Sycamore Academy 2014-2015

July 2014						
S	M	T	W	T	F	S
		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		

August 2014						
S	M	T	W	T	F	S
					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						

September 2014						
S	M	T	W	T	F	S
	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 2014						
S	M	T	W	T	F	S
			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	

November 2014						
S	M	T	W	T	F	S
						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						

December 2014						
S	M	T	W	T	F	S
	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			

January 2015						
S	M	T	W	T	F	S
				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

February 2015						
S	M	T	W	T	F	S
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

March 2015						
S	M	T	W	T	F	S
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				

April 2015						
S	M	T	W	T	F	S
			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		

May 2015						
S	M	T	W	T	F	S
					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						

June 2015						
S	M	T	W	T	F	S
	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				

**July 28 - 31**  
SCEWL Conference

**August 11** TWD

**September 1** Labor Day

**September 22**  
S.C.O.R.E. Conferences

**November 6 & 7** TWDs

**November 10**  
Veteran's Day

**November 24 - 28**  
Thanksgiving Holiday

**December 22 - January 9**  
Christmas Break

**January 16**  
Mid year Conferences

**January 19**  
Martin Luther King Jr. Bday

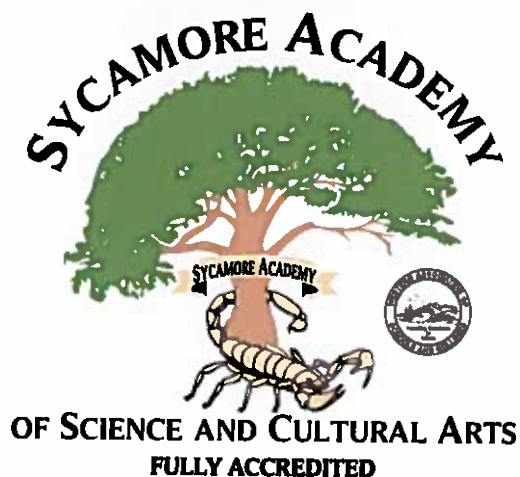
**March 5 & 6** - TWDs

**March 30 - April 6** Spring Break

**May 25** - Memorial Day

June 3 - last day of school

June 4-10 Moving Days!



Personnel Order 0001/2014/2015

**Certificated Staff:**

Ms. Nona Jones  
Ms. Michelle Watters  
Ms. Julie Budwine  
Mrs. Kristy Foley  
Ms. Mireya Spitsnaugle  
Ms. Amanda Avila  
Mrs. Stephanie Lucas  
Mrs. Nichole Amies  
Mrs. Julie Miranda  
Mrs. Tanya Meeks  
Mrs. Sadie Mata  
Mr. Jeffrey Morabito  
Mrs. Mary Bedley  
Mrs. Dionna Fitch  
Ms. Barbara Hale

**Classified Staff:**

Ms. Donna Allen  
Ms. Sumar Atallah  
Ms. Carie Daniels  
Ms. Aimee DeLaCruz  
Ms. Karen Trout  
Ms. Kera Daddario  
Ms. Guadalupe Gonzalez  
Ms. Adrienne Gutierrez  
Ms. Stephanie Duarte  
Ms. Brooklyn McCourt  
Ms. Gabrielle Crouch  
Ms. Tasia Lourenco  
Ms. Angela Putulowski  
Ms. Laura Girard  
Ms. Jane Boermans

August 1, 2014

**VIA EMAIL**

Barbara Hale  
Ronald Reagan Charter School Alliance  
32326 Clinton Keith, Suite 202  
Wildomar, CA 92595  
Email: b.hale@SycamoreAcademyCharter.org

**Re: Retainer Agreement**

Dear Ms. Hale:

Please allow this letter to set forth the terms under which Hansberger & Klein, LLP (hereinafter the "Firm") will act as attorneys for Ronald Reagan Charter School Alliance (collectively "You" or "client" or the "School") in the above-referenced action:

**1. Services To Be Provided By The Firm.** You have retained the Firm to advise and represent the School in connection with ongoing legal matters as requested by the Client and agreed to by us. These legal matters may require us to conduct legal research, review contracts and other legal documents, conduct factual investigations, prepare pleadings and other documents, conduct discovery and make appearances before courts or other administrative offices, and offer legal advice to the School, including the preparation of written legal opinions, as necessary. The School's responsibility is to cooperate with us by assisting in our discovery efforts, discussing the case with us, and making yourself reasonably available to us as necessary.

**2. Fee For Services Performed.** Compensation for the Firm's legal services shall be calculated on an hourly basis by multiplying the number of attorney hours spent working on the matter by the attorney's billing rate, which hours and billing rates will be itemized on the Firm's invoices to you. The billing rate is \$150 per hour.

The time and billing rates of such persons will be itemized on the Firm's invoices to you. Our time is charged in increments of 1/10 of an hour, with a minimum billable increment of 2/10 of an hour.



**3. Retainer.** The Firm is not requesting a retainer at this time. The School will be billed monthly for our fees and costs. If we do not hear any complaint from the School regarding the bill of any item identified on the bill within ten days from the date of our mailing of the bill, the total amount of the bill will be due and payable within 30 days of our mailing of the bill. A fee of 1% will be assessed for every thirty (30) days payment is overdue. Should the School fail to pay any amounts due and owing, the Firm shall be free to withdraw from further representation.

**4. Disbursements.** In addition to the fees described above, you will be billed for cost and disbursement items relating to the legal services performed under this agreement. Cost and disbursement items will be identified and itemized by category on the Firm's invoices.

Cost and disbursement items mean and include, but are not limited to, court filing fees, court and deposition reporter fees, travel and related meal expenses, parking, mileage, document creation charges, computer-related research and data management charges, secretarial overtime (where required), long distance telephone, photocopying, telecopying and fax charges, messenger and other delivery fees, postage, fees of expert consultants (unless billed to you directly by the expert consultants) and investigation expenses. We agree that, in lieu of setting forth the Firm's rates for cost and disbursement items here, you may request a statement of our standard cost charges at any time and we will promptly provide you with such a statement

**5. Termination of Services.** You shall have the right to terminate our services at any time by written notice to that effect. Upon receiving such notice, we shall immediately cease to render additional services. Such termination shall not, however, relieve you from your obligation to pay us at the agreed rates for all services rendered and to reimburse us for cost and disbursement items advanced or incurred prior to such termination.

In addition to all other rights and obligations the Firm may have to withdraw from your representation, you agree that the Firm may withdraw from representation in the event of non-payment of any invoice for legal services in a timely manner or the failure to replenish the requested retainer.

**6. Applicable Law.** This agreement is governed by California law without regard to conflicts of law principles.

**7. Result.** You acknowledge that no result has been or can be guaranteed to you in this matter. We do pledge, however, our best efforts.

**8. Entire Agreement.** This letter contains the entire agreement of the parties and may be modified only by a written amendment signed by both the Client and the Firm.

**9. Arbitration of Fee Disputes.** Except for a claim for the client's failure to pay fees for professional services and/or expenses, if any dispute arises out of, or relates to, a claimed breach of this agreement, the professional services rendered by the Firm or any other disagreement of any nature, type or description regardless of the facts or legal theories which may be involved, such dispute shall be resolved by binding arbitration before the Los Angeles Office of JAMS (or similar alternative dispute resolution firm should JAMS cease to operate), by a panel of three arbitrators. Discovery shall be permitted pursuant to the provisions of California Civil Procedure Code section 1283.05. Each side shall bear his/her own costs and attorney's fees.

Any dispute as to the client's failure to pay fees for professional services and/or expenses shall, subject to the provisions of California Business and Professions Code section 6200 et seq., be resolved in the appropriate State Court of California. The party prevailing in such action shall be entitled to recover from the other party the prevailing party's actual attorneys' fees and costs incurred, including expert witness fees, witness fees, and associated expenses, whether or not the action proceeds to judgment.



If you agree with the foregoing, please sign the enclosed copy of this letter and return to me. Throughout our relationship we want you to be satisfied with our fees as well as the professional services we perform on your behalf. Accordingly, we invite your inquiry if you have any questions concerning either.

Sincerely,  
HANSBERGER & KLEIN, LLP



Richard J. Hansberger

Ronald Reagan Charter School Alliance Board President: William J. Samps  
[Print Name]

Ronald Reagan Charter School Alliance Board President: [Signature]  
[Signature]

8/18/14  
[Date]



August 1, 2014

**VIA EMAIL**

Barbara Hale  
23151 Palomar Street, LLC  
32326 Clinton Keith, Suite 202  
Wildomar, CA 92595  
Email: b.hale@SycamoreAcademyCharter.org

**Re: Retainer Agreement**

Dear Ms. Hale:

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Sincerely,  
HANSBERGER & KLEIN, LLP



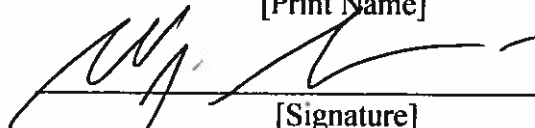
Richard J. Hansberger

23151 Palomar Street, LLC President:

William J. Sampson

[Print Name]

23151 Palomar Street, LLC President:



[Signature]

8/18/14

[Date]

## **TRANSGENDER AND GENDER NONCONFORMING STUDENT DISCRIMINATION POLICY**

Sycamore Academy of Science and Cultural Arts ("SASCA") is committed to providing a safe and supportive learning environment for all students and to ensuring that every student shall have access to the schools' educational programs and activities. Additionally, SASCA policy requires that all schools and all personnel promote acceptance and respect among students and staff.

This policy reflects the reality that transgender and gender nonconforming students are enrolled in the school. Its purpose is to advise school staff regarding issues relating to transgender students in order to create and maintain a safe learning environment for all students. The guidelines provided in this policy do not anticipate every situation that might occur with respect to transgender students.

The needs of each transgender student are unique. This policy should be interpreted consistent with the goals of reducing stigmatization and ensuring the integration of transgender students in educational programs and activities. California Education Code §210.7 states that 'gender means sex,' and includes a person's gender identity and gender related appearance and behavior whether or not stereotypically associated with the person's assigned sex at birth. California Education Code §220 and school policy require that all educational programs and activities should be conducted without discrimination based on actual or perceived sex, sexual orientation, or gender identity and expression. California Education Code §201 provides that public schools have an affirmative obligation to combat sexism and other forms of bias, and a responsibility to provide an equal educational opportunity to all students.

Title IX of the Education Amendments of 1972 states, "No person...shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance." This Policy provides guidelines to ensure protection, respectful treatment, and equal access to educational programs and activities for transgender students.

### **PURPOSE**

The purpose of this policy is:

- A. to foster an educational environment that is safe and free from discrimination for all students, regardless of sex, sexual orientation, gender identity, or gender expressions, and
- B. to facilitate compliance with local, state and federal laws concerning bullying, harassment and discrimination.

This policy should be interpreted consistent with the goals of reducing the stigmatization of and improving the educational integration of transgender and gender nonconforming students, maintaining privacy of all students, and fostering cultural competence and professional development for school staff. Furthermore, this policy will support healthy communication

between educators and parents/guardians to further the successful educational development and well-being of every student.

### **SCOPE**

This policy covers conduct that takes place in the school, on any SASCA campus property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops. This policy also pertains to usage of electronic technology and electronic communication that occurs in the school, on any SASCA campus property, at school-sponsored functions and activities, on school buses or vehicles and at bus stops, and on school computers, networks, forums, and mailing lists. This policy applies to the entire school community, including educators, school and school staff, students, parents, and volunteers.

### **DEFINITIONS**

The following definitions are provided not for the purpose of labeling students, but rather to assist in understanding this policy and the legal obligations of school staff. Students may or may not use these terms to describe themselves. These definitions are intended as functional descriptors.

Transgender and gender nonconforming youth use a number of words to describe their lives and gendered experiences. To list just a few examples, these students may refer to themselves as trans, transsexual, transgender, male-to-female (MTF), female-to-male (FTM), bi-gender, two-spirit, trans man, trans woman, and a variety of other terms. Terminology and language describing transgender individuals can differ based on region, language, race or ethnicity, age, culture, and many other factors. Generally speaking, school staff and educators should inquire which terms students may prefer and avoid terms that make these students uncomfortable; a good general guideline is to employ those terms which the students use to describe themselves.

A. Gender: a person's actual sex or perceived sex, and includes a person's perceived identity, appearance, or behavior, whether or not that identity, appearance or behavior is different from that traditionally associated with a person's sex at birth [Title 5, California Code of Regulations, §4910(k)].

B. Gender Identity: A person's deeply held sense or psychological knowledge of their own gender. One's gender identity can be the same or different than the gender assigned at birth. Most people have a gender identity that matches their assigned gender at birth. For some, however, their gender identity is different from their assigned gender. All people have a gender identity, not just transgender people. Gender identity is an innate, largely inflexible characteristic of each individual's personality that is generally established by age four, although the age at which individuals come to understand and express their gender identity may vary based on each person's social and familial social development. A person's internal, deeply rooted identification as female, male or a non-binary understanding of gender, regardless of one's assigned sex

at birth. The responsibility for determining an individual's gender identity rests with the individual.

C. Gender Expression: The manner in which a person represents or expresses their gender to others, often through appearance, behavior, clothing, hairstyles, activities, voice or mannerisms whether or not stereotypically associated with the person's assigned sex at birth. Students who adopt a presentation that varies from the stereotypic gender expectations sometimes may describe themselves as gender nonconforming, gender queer, or gender fluid.

D. Gender Nonconforming: Displaying a gender identity or expression that may differ from those typically associated with one's sex assigned at birth. A person's gender expression may differ from stereotypical expectations about how females and males are "supposed to" look or act, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous. This includes people who identify outside traditional gender categories or identify as both genders. Gender nonconforming is not synonymous with transgender; not all gender nonconforming students identify as transgender. Other terms that can have similar meanings include gender diverse or gender expansive.

E. Transgender: An adjective describing a person whose gender identity or expression is different from that traditionally associated with an assigned sex at birth and whose gender expression consistently varies from stereotypical expectations and norms. A transgender person desires to live persistently by a gender that differs from that which was assigned at birth. Other terms that can have similar meanings are transsexual and trans.

F. Transition: The process in which a person goes from living and identifying as one gender to living and identifying as another. Gender transition can occur at any age. It begins internally then expands to external expression. This can include social, medical and/or a legal transition.

G. LGBTQ: An acronym that stands for "lesbian, gay, bisexual, transgender, and queer/questioning." Questioning incorporates those who are uncertain or fluid about their sexual orientation and/or gender identity.

H. Sex: The biological condition or quality of being female or male.

I. Sexual Orientation: A person's emotional and sexual attraction to another person based on the gender of the other person. Common terms used to describe sexual orientation include, but are not limited to, heterosexual, lesbian, gay, and bisexual. Sexual orientation and gender identity are different.

J. Bullying: Bullying means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational



programs or activities by placing the student (or students) in reasonable fear of physical harm. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion [or any other distinguishing characteristics that may be included by the state or local educational agency]. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

H. Harassment: Harassment means written, verbal or physical conduct that adversely affects the ability of one or more students to participate in or benefit from the school's educational programs or activities because the conduct is so severe, persistent or pervasive. This includes conduct that is based on a student's actual or perceived race, color, national origin, sex, disability, sexual orientation, gender identity or expression, religion [or any other distinguishing characteristics that may be defined by the state or local educational agency]. This also includes conduct that targets a student because of a characteristic of a friend, family member, or other person or group with whom a student associates.

### **PARENTAL INVOLVEMENT**

The parents and guardians of transgender and gender nonconforming students can play a critical role in establishing a safe and accepting school environment for such youth. Transgender and gender nonconforming youth are both coming out in growing numbers and transitioning earlier. We encourage schools to work with supportive parents and guardians whenever possible to establish healthy communication and ensure the needs of the needs of these often vulnerable students are fully met.

### **FEDERAL PROTECTIONS**

It is important to note that federal law, specifically Title IX, prohibits sexual harassment and discrimination based on gender or sex stereotypes in every jurisdiction. While Title IX does not specifically use the terms "transgender" or "gender identity or expression," courts have held that harassment and other discrimination against transgender and gender nonconforming people constitutes sex discrimination.

### **GUIDELINES**

The school shall accept the gender identity that each student asserts. There is no medical or mental health diagnosis or treatment threshold that students must meet in order to have their gender identity recognized and respected. The assertion may be evidenced by an expressed desire to be consistently recognized by their gender identity. Students ready to socially transition may initiate a process to change their name, pronoun, attire, and access to preferred activities and facilities. Each student has a unique process for transitioning. The school shall customize support to optimize each student's integration.

#### **A. Privacy and Confidentiality**

1. All persons, including students, have a right to privacy. This includes keeping a student's actual or perceived gender identity and expression private. Such private information shall be shared only on a need to know basis. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential medical information. Disclosing this information to other students, their parents or other third parties may violate privacy laws, such as Federal Family Educational Rights and Privacy Act (FERPA). The School shall ensure that all medical information relating to transgender and gender nonconforming students shall be kept confidential in accordance with applicable state, local and federal privacy laws. School staff shall not disclose information that may reveal a student's transgender status to others, including parents and other school staff, unless legally required to do so or unless the student has authorized such disclosure

2. Students have the right to openly discuss and express their gender identity and expression, and to decide when, with whom, and how much information to share. The fact that a student chooses to disclose his or her transgender status to staff or other students does not authorize school staff to disclose other medical information about the student. When contacting the parent or guardian of a transgender student, school staff should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

3. School personnel may encounter situations where transgender students have not disclosed their transgender status. School personnel must be mindful of the confidentiality and privacy rights of students when communicating with others, so as to not reveal, imply, or refer to a student's gender identity or expression.

4. To ensure confidentiality when discussing a particular concern such as conduct, discipline, grades, attendance, or health, school personnel's focus should be specifically school-related and not on the student's gender identity or expression.

5. When communicating to the media or community about issues related to gender identity, the school or School shall have a single spokesperson to address the issue. Rather than directly commenting on the issue, other School and school staff shall direct parents and the media to the designated spokesperson. Protecting the privacy of transgender and gender nonconforming students must be a top priority for the spokesperson and all staff, and all medical information shall be kept strictly confidential. Violating confidentiality of this information is a violation of this policy and may be a violation of local, state or federal privacy laws.

#### **B. Official Records**

1. The School is required to maintain in perpetuity mandatory permanent pupil records ("official records") which include the legal name of the student and the student's gender as indicated on official government issued documents such as birth certificates,

passports and identification cards/permits. The official records may include but are not limited to progress and grade reports, transcripts, assessment data, health records, discipline records, Individualized Education Programs (IEP), Section 504 Plans and the cumulative card and file. However, to the extent that the school is not legally required to use a student's legal name and gender on other school records or documents, the school shall use the name and gender preferred by the student.

2. The School will change a student's name and gender on official records when the name of the student is changed by the appropriate court action, such as by a change of name proceedings. The new name is the official legal name of the student for all purposes, including school registration. Upon the submission of proper evidence of the court order, or through amendment of state or federally-issued identification, the student's official name and gender in all school records shall be changed to reflect the legal name change. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

#### C. Unofficial Records

1. The School shall permit a student to use a preferred name and gender on unofficial records. The unofficial records may include but are not limited to identification badges, classroom and homeroom rosters, certificates, programs, announcements, office summons and communications, team and academic rosters, diplomas, newspapers, newsletters, yearbooks and other site-generated unofficial records. The preferred name shall also appear on the student's cumulative folder (official record) as "Also Known As" (AKA).

2. The School shall input the student's preferred name and gender in the appropriate fields of the School's electronic data system to indicate how the student's name and gender will appear on unofficial records.

3. The School shall permit a student or parent/legal guardian to request a change of name and/or gender so that a student may be registered in school under a name and gender that corresponds with the student's gender identity without obtaining a court order or without changing the student's official records.

4. After the school receives and verifies the contents of the completed form, the school shall change the name and/or gender of the student in the School's electronic data system and enter the preferred name as AKA in the cumulative folder. In the cumulative folder and registration card, name and gender should be cross-referenced.

#### D. Names/Pronouns

1. Students shall be addressed by the name and pronoun that corresponds to their gender identity asserted at school without obtaining a court order, changing their official records or obtaining parent/legal guardian permission. It is recommended that teachers privately ask transgender or gender nonconforming students at the beginning of the school year how they want to be addressed in class, in correspondence to the home, or at conferences with the student's parent or guardian.
2. Students shall be known by their name and gender of identity. However, there may be situations (e.g., communications with the family, official state or federal records, and assessment data) where it may be necessary and recommended for staff to be informed of the student's legal name and gender. In these situations, staff should prioritize the safety, confidentiality, and respect of the student in a manner that affirms the law.
3. If school personnel are unsure how a student wants to be addressed in communications to the home or in conferences with parents/legal guardians, they may privately ask the student. For communications with a student's parent/legal guardian, school personnel should refer to this policy's prior section on "Privacy and Confidentiality."
4. Every effort should be made to use the preferred names and pronouns consistent with a student's gender identity. While inadvertent slips or honest mistakes may occur, the intentional and persistent refusal to respect a student's gender identity is a violation of School policy.

#### E. Restroom Accessibility

1. Schools may maintain separate restroom facilities for male and female students. Students shall have access to restrooms that correspond to their gender identity asserted at school.
2. If a student desires increased privacy, regardless of the underlying reason, the administrator shall make every effort to provide the student with reasonable access to an alternative restroom such as a single-stall restroom or the health office restroom. The use of a restroom should be determined by the student's choice; no student shall be compelled to use an alternative restroom.
3. Administrators may take steps to designate single stall "gender neutral" restrooms on their campus.

#### F. Locker Room Accessibility

1. Schools may maintain separate locker room facilities for male and female students. Students shall have access to the locker room facility that corresponds to their gender identity asserted at school.

2. If there is a request for increased privacy, any student shall be provided access to a reasonable accommodation such as:

- a. Assignment of a student locker in near proximity to the coaches' office or a supportive peer group.
- b. Use of a private area within the public area of the locker room facility (e.g. nearby restroom stall with a door or an area separated by a curtain).
- c. Use of a nearby private area (e.g. nearby restroom or a health office restroom).
- d. A separate changing schedule.

#### G. Sports, Athletics, and Physical Education

1. All students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity. Furthermore, unless precluded by state interscholastic association policies, all students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

2. When conducting physical education classes and fitness evaluations, the teacher will address and evaluate the student by their gender of identity. Performance on the state physical fitness test (Fitnessgram) is evaluated by the State of California in accordance with the sex reported on the student's initial enrollment, even when the student identifies as transgender. In these events, the physical education teacher shall make every effort to maintain confidentiality of student information.

3. Participation in competitive athletics, intramural sports, athletic teams, competitions, and contact sports shall be facilitated in a manner consistent with the student's gender identity asserted at school and in accordance with the California Interscholastic Federation bylaws.

#### H. School Activities and Programs

Students have the right to equitable access to activities and programs in their school. Students may not be excluded from participation in, be denied the benefits of, or be subjected to harassment or other forms of discrimination on the basis of gender identity in any program or activity. These activities and programs may include but are not limited to cheer class, homecoming, prom, spirit day, celebrations, assemblies, acknowledgments, after school activities/ programs and all extra-curricular activities.

#### I. Course Accessibility and Instruction

Students have the right to equitable learning opportunities in their school. Students shall not be required to take and/or be denied enrollment in a course on the basis of their gender identity in any educational and academic program.

J. Dress Codes/School Uniform Policies

1. School may enforce a dress code pursuant to School policy. Students have the right to dress in accordance with their gender identity, within the constraints of the dress codes adopted by the school. A school's dress code and school uniform policy shall be gender neutral. Schools cannot enforce specific attire based on gender.

2. Students have the right to dress in accordance with their gender identity within the parameters of the dress code, as it relates to the school uniform or safety issues (e.g., prohibiting attire that promotes drugs or violence, or is gang-affiliated).

K. Student Safety

1. School staff must ensure that students are provided with a safe school environment that is free of discrimination, harassment, bullying and/or intimidation.

2. School staff and families should work together to resolve complaints alleging discrimination, harassment, bullying and/or intimidation based on a student's actual or perceived gender identity or expression. Complaints of this nature are to be handled in the same manner as other complaints. Consideration should be given as to whether a Sexual Harassment investigation is warranted.

3. School staff shall take all reported incidents of bullying seriously and take appropriate measures to ensure that the bullying stops.

4. School administration shall respond immediately to incidents of discrimination, harassment, bullying and/or intimidation by taking actions that include, but are not limited to the following:

- a) intervening to stop the behavior;
- b) investigating and documenting the incident;
- c) determining and enforcing appropriate corrective actions; and
- d) monitoring to ensure that the behavior does not reoccur.

5. School staff should take all reasonable steps to ensure safety and access for transgender and gender nonconforming students at their school. School staff shall support students' rights to assert their gender identity and expression.

6. Students shall not be disciplined solely on the basis of their actual or perceived gender identity or expression.

7. Students shall be informed that they have the responsibility to report situations/incidents of discrimination, harassment, bullying and/or intimidation to the designated site administrator in cases where they may be a target or witness.

8. Students shall be informed of their role in ensuring a school environment that is free from discrimination, harassment, bullying and/or intimidation. Students should consider how others may perceive or be affected by their actions and words.

#### **L. Student Transitions**

In order to maintain privacy and confidentiality regarding their transition and gender identity, transgender students may wish — but are not required — to transition over a summer break or between grades. Regardless of the timing of a student's transition, the school shall act in accordance with the following age-appropriate policies.

When a student transitions during the school year, the school shall hold a meeting with the student (and parents if they are involved in the process) to ascertain their desires and concerns. The school should discuss a timeline for the transition in order to create the conditions supporting a safe and accepting environment at the school. Finally, the school shall train school administrators and any educators that interact directly with the student on the transition plan, timelines for transition, and any relevant legal requirements.

#### **Training and Professional Development**

The School shall conduct staff training for all staff members on their responsibilities under applicable laws and this policy, including teachers, administrators, counselors, social workers, and health staff. Information regarding this policy shall be incorporated into training for new school employees. To the extent funding is available, the School shall implement ongoing professional development to build the skills of all staff members to prevent, identify and respond to bullying, harassment and discrimination. The content of such professional development shall include, but not be limited to:

(a) terms, concepts, and current developmental understandings of gender identity, gender expression, and gender diversity in children and adolescents;

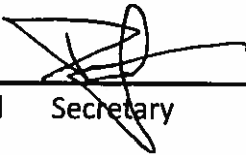
(b) developmentally appropriate strategies for communication with students and parents about issues related to gender identity and gender expression that protect student privacy;

(c) developmentally appropriate strategies for preventing and intervening in bullying incidents, including cyberbullying;

(d) school policies regarding bullying, discrimination, and gender identity and expression issues and responsibilities of staff



**Adopted:**

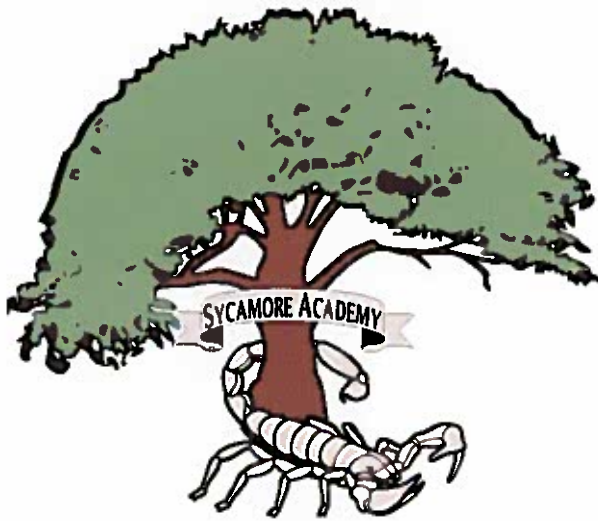
A handwritten signature in black ink, consisting of a large loop and several strokes, positioned over the line and the word 'Secretary'.

Board

Secretary

8-18-14

Date



**SYCAMORE ACADEMY**  
OF SCIENCE AND CULTURAL ARTS

***Employee Handbook***  
***2014-2015***

# *Employee Handbook*

## **Mission Statement**

The mission of the Sycamore Academy of Science and Cultural Arts is to prepare a diverse K-8 student population for secondary education, college, careers and global citizenship by providing each child with the knowledge, critical skills, and fundamental dispositions to become a self-motivated, competent, lifelong learner. To be fully educated and prepared for the 21st century every child must construct and communicate knowledge, display personal and social responsibility, work collaboratively with others, and reflect consistently on his or her growth as a learner.

## **Vision Statement**

The vision of our learning community is to provide a setting for learning based on constructivist principles. Students, teachers, staff, community members and parents will be active participants in a community of learners working in a collaborative and democratic manner. To accomplish this we will focus on

- How students learn best,
- How teachers guide and challenge students to think and construct meaning from their studies,
- How students develop memory and connect information, knowledge and understanding in such a way that they will demonstrate and defend their understandings,
- Connect and expand student learning through school and community base projects.

Sycamore Academy of Science and Cultural Arts will model life-long learning by promoting and encouraging a dynamic environment where all members of the staff demonstrate the knowledge, critical thinking skills and fundamental dispositions that are the core of our educational and organizational values. We will push the boundaries of learning beyond the classroom and into the school and local community. Through robust service learning we will make real world connections that will add value to our community.

## **BOARD OF DIRECTORS**

### **RONALD REAGAN CHARTER SCHOOL ALLIANCE**

William Sampson, President

Roland Skumawitz, Secretary/Treasurer

Ingrid Flores, Trustee

Elizabeth Halikis, Trustee

Daniel Leavitt, Trustee

### **SCHOOL ADMINISTRATION**

Barbara Hale, Director/Principal

## **WELCOME**

Welcome to Sycamore Academy! Through teamwork and a collective desire on the part of those employed at Sycamore Academy of Science and Cultural Arts (SASCA), we strive to be the educational leader in the Wildomar area. We expect SASCA to fulfill its mission and vision. You have been chosen for your position because we believe you have the innate desire to work hard to create a culture of learning for each student. We know that working together will produce a well-educated student body, as well as, employees that will find working here a rewarding and satisfying experience.

This handbook sets forth the general policies and guidelines that govern your employment at SASCA. These policies and guidelines are subject to change from time to time to answer changing conditions. In the event that SASCA changes any policy or guideline, the new written policies will prevail. Please read this handbook carefully and retain it for future reference. If you have any questions or suggestions, please discuss them with the Director/Principal.

## **EMPLOYEE CLASSIFICATIONS**

Federal and state law prohibit discrimination in hiring, promotions, pay, discharge and other employment actions where the decision is based on such prohibited reasons as the employee's race, gender, age, national origin, or religion. SASCA is committed to abiding by all local, state and federal laws in regard to discrimination in all respects.

### **Regular Full-Time Employees**

If an employee consistently works thirty hours per week or more and a minimum of 140 days per school year, the person is considered a regular full-time employee. S/he is eligible for all employee benefits provided by Sycamore Academy of Science and Cultural Arts.

### **Regular Part-Time Employees**

If an employee works a regular weekly shift of less than thirty hours per week, s/he is a part-time employee and SASCA will not provide health and/or other employee benefits.

### **At-Will Employment**

Both you and SASCA have the right to terminate your employment at any time, with or without advance notice and with or without cause. This arrangement is called "employment at-will," and no one in this organization other than the Governing Board of SASCA has the authority to alter that arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. SASCA can do so only in a written agreement that is signed by both the president of the SASCA governing board and you. Every employee is an at will employee when hired by SASCA. Terms of employment are set forth in this separate employment agreement as well as in this Handbook. However, to the extent that the terms of employment in the employment agreement conflict with this Handbook, the agreement will supersede.

### **Employment of Minors**

Sycamore Academy of Science and Cultural Arts abides by state and federal regulations governing employment of minors. Therefore, if an employment candidate has not reached their eighteenth birthday and has not earned a high school diploma or the equivalent, this

candidate must obtain a work permit from school or any other eligible source before employment commences.

## **PAY AND BENEFITS**

All regular certificated and classified employees will be paid according to the terms of their contract.

### **Pay Day**

All employees will be compensated on an eleven-month pay plan. Fulltime employees will be provided the option of participating in a Summer Holdback. The last calendar day of each month will be designated as the payday unless notified in writing in advance.

### **Paycheck Distribution**

All employees will receive monthly paychecks on the last calendar day of each month (through the 31st) with the following exceptions.

1. When the last calendar day falls on a Saturday, your check will be issued on the preceding Friday
2. When the last calendar day falls on a Sunday, your check will be issued on the Monday following
3. When the last calendar day falls on a holiday, your check will be issued on the last workday prior to the holiday
4. In the month of December, your check will be issued on the last work day for the month.
5. In June, your check will be available for pick up on the regularly scheduled pay day. If you do not pick up your check, it will be placed in the United States Postal Mail that evening. If you have Direct-deposit, your stub will be held for your pick up or mailed upon request.

### **Performance Reviews and Salary Adjustments**

#### *Certificated Employees:*

Base pay is determined by credential classification and years of experience. Additional salary considerations are provided for extra duties and performance. Each year the Director/Principal will assess the employee's performance with respect to these factors mentioned. Certificated personnel are provided an annual bonus based on the results of the collaborative performance portfolio. After the Director/Principal has evaluated the employee's performance, the evaluation will be discussed in person. If an employee does not agree with the evaluation after thoroughly discussing it with the Director/Principal, the employee may request a meeting with the Board of Directors or designee to discuss the evaluation further.

#### *Classified Employees:*

Base pay is determined by position and duties. Additional salary considerations are provided for extra duties. Performance evaluations are completed on all classified employees every other year or as assigned by the Director/Principal.

### **Wage Garnishment**

In the event SASCA is served notice of a lawful garnishment of an employee's earnings they will be notified immediately as required by California law. Due to the expense and inconvenience to all concerned, if an employee is repeatedly or habitually subjected to attachments the employee will be in danger of termination.

**Break Times**

All employees will take a ten-minute break near the middle of each four-hour segment of each workday. Certificated personnel may take their break time during recess, PE, nutrition breaks or other non-instructional time.

**Meal Periods**

All employees must take a meal period of not less than one half hour within the first five and one-half hours of the work schedule.

**Time Cards**

All hourly employees must clock in and out daily and clock out and back in after each meal break. No employee may begin his/her workday more than 5 minutes before the scheduled shift without prior authorization from the Director/Principal. No employee may extend his/her workday beyond the schedule without prior authorization from the Director/Principal. Employees may not clock any other employee in or out. Doing so is cause for immediate termination.

**Overtime/Extra Duty**

All overtime/extra duty work must be approved in advance by the Director/Principal and properly documented.

**Personal/Sick Day Benefit**

SASCA will provide personal/sick day benefits to all regular full-time employees who have completed ninety days of continuous service. Each eligible employee will receive 10 personal/sick days per school year and it is expected that the employee provide advance written notice when utilizing said personal/sick days whenever possible.

**Sick Leave Carryover**

If an employee does not use personal/sick leave days in a current school year, the benefits may carry forward as unused leave days into the next year. However, no more than 5 days may be carried over to the next school year. Any unused sick leave that will not be carried over to the next school year will be paid at the substitute rate of pay.

**Personal Leave of Absence**

When compelling personal circumstances arise, SASCA may, at its discretion, grant an employee a personal leave of absence without pay. SASCA does not provide health or any other insurance benefits during a personal leave. The employee is responsible for payment of all insurance premiums due during personal leave if the employee wishes to maintain benefits. To apply for a personal leave of absence, a Request for Leave of Absence Form must be completed and submitted to Director/Principal or designee for approval. If granted, the leave will be for a stated period of time, at which point employees are expected to return to work.

**Family Care and Medical Leave (CFRA LEAVE)**

Under the California Family Rights Act of 1993 (CFRA), if you have more than 12 months of service with us and have worked at least 1,250 hours in the 12-month period before the date you want to begin your leave, you may have a right to an unpaid family care or medical leave of up to 12 workweeks in a 12-month period for the birth, adoption, or foster care placement of your child or for your own serious health condition or that of your child, parent, or spouse.

Even if you are not eligible for CFRA leave, if disabled by pregnancy, childbirth or related medical conditions, you are entitled to take a pregnancy disability leave of up to four months, depending on your period(s) of actual disability. If you are CFRA-eligible,

you have certain rights to take BOTH a pregnancy disability leave and CFRA leave after the birth of your child. Both leaves contain a guarantee of reinstatement to the same or to a comparable position at the end of the leave, subject to any defense allowed under the laws. If possible, you must provide at least 30 days advance notice for foreseeable events (such as the expected birth of a child or a planned medical treatment for yourself or of a family member). For events which are unforeseeable, we need you to notify us, at least verbally, as soon as you learn of the need for the leave. Failure to comply with these notice rules is grounds for, and may result in, deferral of the requested leave until you comply with this notice policy. We may require certification from your health care provider or the health care provider of your child, parent, or spouse who has a serious health condition before allowing you a leave for pregnancy or your own serious health condition or to take care of that family member. When medically necessary, leave may be taken on an intermittent or reduced leave schedule. If you are taking a leave for the birth, adoption or foster care placement of a child, the basic minimum duration of the leave is two weeks and you must conclude the leave within one year of the birth or placement for adoption or foster care. Taking a family care or pregnancy disability leave may impact certain benefits and your seniority date. If you want more information regarding your eligibility for a leave and/or the impact of the leave on your seniority and benefits, please contact the Director/Principal.

#### **Pregnancy Disability Leave**

Under the California Fair Employment and Housing Act (FEHA), if you are disabled by pregnancy, childbirth or any related medical conditions, you are eligible to take a pregnancy disability leave (PDL). If you are affected by pregnancy or a related medical condition, you are also eligible to transfer to a less strenuous or hazardous position or duties, or to receive other minor accommodation.

- The PDL is for any period(s) of actual disability caused by your pregnancy, childbirth or any related medical conditions up to four months (or 88 work days) per pregnancy.
- The PDL does not need to be taken in one continuous period of time but can be taken on an as-needed basis.
- Prenatal care, morning sickness, doctor-ordered bed rest, childbirth, and recovery from childbirth would all be covered by your PDL.
- Generally, we are required to treat your pregnancy disability the same as we treat other disabilities of similarly situated employees. Depending on how we treat other disabilities, this means:
  - Your leave will be unpaid.
  - We may require a letter from your health care provider of your pregnancy disability.
  - At your option, you can use any accrued vacation, sick leave or other accrued time off before taking the remainder of your leave as an unpaid leave. You may also be eligible for state disability insurance.

Taking a pregnancy disability leave may impact certain aspects of your benefits and your seniority date. If you want more information regarding your eligibility for a leave, the impact of the leave on your seniority and benefits, and our policy for other disabilities, please contact the Director/Principal.

#### **Military Leave**

SASCA provides military leaves of absence to all employees in compliance with applicable state and federal laws. Employee's request for military leave should be submitted promptly and accompanied by a copy of orders indicating the beginning and ending dates of your duty period.

#### **Jury Duty**

SASCA employees will be granted a leave of absence without pay to serve on jury duty provided a reasonable notice is given of summons. No compensation will be paid to employees during the term of jury duty. Health and other insurance benefits will remain in effect during a jury duty leave. Employees must check in with the Director/Principal or designee either in person or by phone at least twice weekly during jury service. Should employees be excused from jury duty for any reason, either temporarily or permanently, employees are expected to return to work.

Jury duty may adversely affect work schedules. In such cases, the Director/Principal may initiate a request to have the duty postponed or be excused.

#### **Medical Benefit Plans**

SASCA provides group medical insurance benefits to regular full-time employees. These benefit plans are changed from time to time as the costs and needs change. Premium payments are deducted from employee's paycheck. The employee will be notified in writing of the amount that will be deducted from the employee's paycheck prior to any deduction being made.

Benefits provided by these plans are explained in provider benefit booklets and during orientation once eligible.

#### **Workers Compensation Claims**

If you believe you have been injured on the job, please contact the Director/Principal immediately. It is SASCA's duty to provide you a claim form within one working day after receiving notice or obtaining knowledge of your injury.

### **EMPLOYEE RESPONSIBILITIES**

#### **Leaving Work Areas or Premises**

Employees are expected to notify their supervisors, Director/Principal, or designee, if the need arises to leave the work area or school premises prior to the end of the workday. Leaving without the prior approval of supervisors will result in disciplinary action, which may include dismissal.

#### **Independent Study Contracts**

Teachers will comply with SASCA's policies and procedures related to Independent Study including but not limited to:

- Provide assignment representative of classroom instruction;
- Sign contracts prior to start date;
- Collect work within 20 school days;
- Notify administration if a student misses three (3) assignments;
- Provide work samples to the office that are signed and evaluated with a notation of time value.

#### **Safety**

SASCA and its employees will make every effort to maintain safe working conditions. The principle responsibility for safety falls upon all of us. All employees are requested to cooperate in the prevention of injuries and to enlist the cooperation of other employees, students, and visitors in preventing accidents.



Safe working conditions, safe work practices, and required personal protective equipment are mandatory and will be encouraged and may be enforced by the following:

1. Recognition for compliance and good safety records
2. Discipline for non-compliance, including counseling and, when warranted, termination

All employees are encouraged to report safety concerns in writing to the school secretary. All employees will be trained annually on the safety procedures outlined in the Safe School Plan. There will be no reprisals or other job discrimination for expressing any concern, comment, suggestion or complaint about a safety-related matter.

### **Child Abuse Reporting**

It is the policy of SASCA that all employees shall comply with the California State law child abuse reporting procedures Section 11166 of the California Penal Code mandates the reporting to designated authorities of cases of suspected child abuse as follows:

“... any child care custodian, health practitioner, or employee of a child protective agency who has knowledge of or observes a child in his or her professional capacity of within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse shall report the known or suspected instance of child abuse to a child protective agency immediately or as soon as practically possible by telephone and shall prepare and send a written report thereof with 36 hours of receiving the information concerning the incident.”

While each employee has the responsibility to ensure the reporting of a child he suspects is a victim of abuse the employee is not to verify the suspicion or prove that abuse has occurred. Classroom teachers who become aware of suspected child abuse should request class coverage from the office and immediately make the report.

### **Information Regarding Parents, Students, or Employees**

Any information regarding students, parents or employees must be considered confidential. Employees are cautioned not to give out information to anyone without specific authorization as outlined below:

1. Refer inquiries about students, parents or employees to the Director/Principal or designee
2. Refer inquiries from government or private agencies to the Director/Principal
3. Do not provide parents' contact information to other parents without written permission.
4. When sending email to a group of parents, blind copy all parents to prevent inadvertent distribution of parent contact information.

### **Staff Grievance Procedure**

SASCA has established the following grievance protocol, the intent of which is to solve disputes or complaints in a fair and prompt manner. Most complaints can be resolved by informal discussions between the concerned party and the other individual(s) involved.

Any employee who wishes to lodge a formal complaint against another SASCA employee or employee practice must first contact the Director/Principal, who will then initiate a meeting with the other parties involved to discuss the problem in an attempt to

reach a solution. If the results of the meeting are not satisfactory, a formal complaint may be filed. Formal complaints in the form of a written, dated letter addressed to the Director/Principal must be filed no later than 30 days after the incident. If the incident occurs at the end of the school year, the formal complaint must be filed by June 30 of the current school year. For extenuating circumstances, the deadline may be extended. Even when this formal complaint procedure is initiated, efforts may occur at any point to accomplish satisfactory informal resolution. In no case is there to be retaliation from either party.

### **Reimbursement Process**

Expenses must be pre-approved. In the event that you make a purchase that has been previously authorized. The Office Manager has copies of the Form and can answer any questions you may have about SASCA's policy. Reimbursement Forms must be submitted to the Director/Principal for approval within two (2) weeks of the expense. The Form must be signed by the employee and be accompanied by the original receipt(s). Reimbursements to employees may not be made from the Petty Cash Account.

### **Earthquake Procedures**

In the event of an earthquake, employees inside the building should:

- Stay away from windows, mirrors, glass, and tall furniture including filing cabinets  
Take cover in a secure location such as under a desk or in a doorway
- Once the building stops moving, exit the building quickly, using the stairs (do not use the elevator) In the event of an earthquake, employees outside the building should:
  - Move away from any buildings
  - Try and locate an open area away from trees and power lines

### **Fire Prevention**

If you are aware of a fire, you should:

- Dial 911
- Contact the Director/Principal, designee, or Office Manager if doing so does not compromise the employee's or anyone else's safety,
- Leave the building using the stairs (do not use the elevator)
- Move away from the building
- Not reenter the building until directed to do so by the fire department

All employees should be on the alert for unauthorized persons loitering in or around school premises. Employees should report the presence of such persons to the administrative staff immediately. If no administrative staff is available, a report should be made to the local police.

### **Visitor Badges**

SASCA is a "closed campus." Campus visitors must obtain visitor badges from the office. Supervisors or Police should be notified of any breaches of this policy. A visitor is authorized to remain on the campus for one hour. Employees must help direct any visitor without a badge to check in at the main office or report any violation of this policy to Director/Principal or Office Manager.

### **Designated Security Personnel**

All employees of SASCA are Designated Security Personnel and are expected to see that all areas of SASCA are kept safe from any unauthorized visitors. Any employee may call emergency personnel (police, paramedics, etc.) when necessary and notify the Director/Principal of any such occurrences.

### **Outside Contacts**

From time to time, SASCA may become involved in news stories or potential or actual litigation of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact employees to obtain information about the incident or the actual or potential lawsuit. If an employee receives such a contact, do not discuss the matter with the caller but refer the caller to the Director/Principal's office. Then advise that office that the contact was made. This will avoid employees becoming involved in misquotes, misunderstandings, and inadvertent disclosures of confidential or inaccurate information. Employees may also avoid putting themselves into the middle of an actual or potential lawsuit. If the Director/Principal is unavailable and a request for information cannot be delayed until the Director/Principal's return, contact Designee.

### **Dress Standards**

As an educational institution, it is essential that employees of SASCA project a professional image to students, parents, and the surrounding community. All school personnel -- especially teaching staff -- are expected to maintain a neat, clean and professional appearance, which in no way detracts from the learning process. The following are key considerations when preparing for the day's work:

1. Undergarments should not be visible
2. Skirts and/or shorts should be a modest length
3. Mid-drifts should be covered at all times
4. Shoes should be appropriate to safely perform your regular work
5. Images, texts, and symbols on clothing should represent a professional, cooperative and law abiding nature.

If an employee arrives at work improperly dressed or groomed, the employee may be asked to go home to change and the time lost will be deducted from your paycheck. During off campus ventures, all school personnel are expected to wear official apparel of SASCA.

### **Harassment**

SASCA does not tolerate the harassment of any employee for any reason by any other employee, supervisor or person with whom SASCA does business. In addition, harassment for any discriminatory reason, such as race, sex, national origin, disability, or religion, is a violation of various state and federal laws, which subject the individual harasser to liability for any such unlawful conduct.

### **Prohibited Conduct**

Racial or ethnic remarks, slurs, or jokes will not be tolerated. In addition, sexual harassment is prohibited. Sexual harassment is considered to exist whenever there are unwelcome sexual advances, requests for sexual favors, or any other visual, verbal, or physical conduct of a sexual nature when:

1. Submission to the conduct is made either implicitly or explicitly a condition of the individual's employment

2. Submission to or rejection of the conduct is used as the basis for an employment decision affecting the harassed employee
3. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, hostile, or offensive to the employee. For example, sexually oriented jokes, remarks, gestures, or pictures may be offensive to other employees, and thus are prohibited. In addition, employees with supervisory responsibility may not have a dating or sexual relationship with any employee with whom they assign work, evaluate, or influence employment or compensation decisions without both parties advising the Director/Principal or a Board Member of such a relationship, so that appropriate assurances and arrangements may be made to assure mutual consent and no adverse impact in the workplace. **Prevention** If an employee believes that they have been or may be subjected to any violation of this policy, they are urged to contact the Director/Principal, designee or a Board Member immediately so investigative, corrective, and preventative actions can be taken promptly. Any employee, supervisor, or manager who becomes aware of any violation of this policy by any employee, supervisor, manager, vendor, or customer should immediately advise the Director/Principal or a Board Member to assure that such conduct does not continue. Any manager, supervisor, or employee who engages in any violation of this policy is subject to termination. No employee will be retaliated against for bringing such conduct to Sycamore Academy of Science and Cultural Art's attention.

#### **Fraternizing with Students**

In order to protect not only SASCA's reputation and well-being, but also every employee's reputation and well-being, all employees - both faculty and staff - should follow these simple rules in regard to contact with our students:

1. Avoid being alone in a closed windowless room with a student. Otherwise, prop open the door of the windowless room
2. Never place hands on a student's private areas
3. Never rub a student. Always err on the side of caution. Each individual must be concerned about physical contact or verbal innuendoes, which could be misunderstood.

#### **Solicitations**

Solicitations, collections, distributions of literature and fund-raising campaigns, regardless of purpose, frequently result in complications and misunderstandings. Therefore, in the best interest of all concerned, employees may not solicit from or distribute to employees for any purpose or any organization during working hours. Employees may engage in solicitation of other employees only during non-working time, and all employees will need prior approval from the Director/Principal to do so on the campus. Nothing is to be distributed or posted on school grounds or property without the permission of Director/Principal.

#### **"No Smoking" Policy**

Smoking is detrimental to the health of smokers and non-smokers alike. Smoking is inconsistent with SASCA's position as a leader in education and our responsibility to set a good example to our students, and is frequently unacceptable to our parents. For these reasons, SASCA maintains a strict non-smoking policy, which includes e-cigarettes. Smoking is prohibited at all times on and in all school property.

#### **Call-In Procedures**

If an employee finds it necessary to be absent from work, the employee must contact a

substitute for their scheduled shift and duties. In the event that the employee cannot reach a qualified substitute, the employee must contact the Office Manager, Director/Principal, or designee, as early as possible.

#### **Absenteeism and Tardiness**

Employees who do not report for work on time, or who miss all or part of a day's work, place an extra burden on their fellow employees as well as SASCA. In order to avoid that unfair burden on others, SASCA will follow these guidelines regarding absences and tardiness:

1. If an employee is repeatedly tardy, and/or repeatedly absent for reasons other than military, jury, or approved medical leave of absence, they will receive a warning. This applies regardless of whether some or most of the absences are excused.
2. Failure to show immediate and significant improvement after receiving a warning will be grounds for termination.
3. In addition, a "no-show, no call" for two consecutive work days, or any falsification or other serious violation of the employees attendance obligation to their fellow employees and SASCA, will also result in termination. This policy should present no problem for any employee who is making a diligent effort to maintain a good attendance record.

Certificated personnel **MUST** be on campus thirty minutes prior to instruction daily.

#### **Personal Mail**

SASCA is not in a position to handle its employees' personal mail. You should request that all personal mail be sent to your home address.

#### **School Equipment for Personal Use**

Employees may not utilize school equipment for personal reasons unless a written permission from the Director/Principal is obtained.

#### **Conflict of Interest**

All employees are expected to work for the best interests of SASCA at all times. All employees have an obligation to avoid any activity, agreement, business investment or interest, or other situation which could be construed as a conflict with SASCA's best interests or give the appearance of taking money, merchandise, or services from a customer or vendor for personal gain.

Good judgment will prevent the possibility of a conflict of interest arising. However, if an employee engages in any activity or transaction, which might cause a conflict between personal and school interest, information about that potential conflict must be disclosed in advance to the Director/Principal.

#### **Drug and Alcohol Policy**

SASCA recognizes a responsibility to help provide a safe and productive work environment for all employees. Toward this end, SASCA has a particular concern about substance abuse, because it can:

1. Affect an employee's productivity and efficiency
2. Jeopardize the safety of the employee, the students, co-workers and the public
3. Impair the reputation of SASCA and its employees
4. Violate state and federal statutes

For these reasons, we have developed this policy to deal with those whose drug or alcohol use affects the rest of us.

#### **What is Prohibited and Required of Employees? Alcohol**

The possession, consumption, purchase, giving or sale of alcohol on school premises is

prohibited. Furthermore, no employee will be under the influence of alcohol while on school premises or while performing school business off school premises. Any exception to this policy for special situations (e.g., Christmas Party, etc.) must be approved in advance on a case-by-case basis by the Director/Principal and conducted in accordance with any limitations, which accompany approval. In addition, persons whose positions with SASCA require driving as a part of their work may be removed from such positions if found to have been driving under the influence of alcohol whether on duty or off duty.

#### **Legal Drugs**

“Legal Drugs” are those prescribed or over-the-counter drugs, which are legally obtained by the employee and used for the purpose for which they were prescribed and sold. Even such legal drugs may affect the safety of the employee or co-workers or members of the public. Therefore, any employee who is taking any legal drug, which might impair safety, performance, or any motor functions must advise his or her supervisor before reporting to work under such medication. If SASCA determines that such use does not pose any safety risk, the employee will be permitted to work.

#### **Illegal Drugs**

“Illegal Drugs” are drugs or controlled substances which are:

1. Not legally obtainable
2. Legally obtainable, but not obtained in a lawful manner Examples include cocaine and marijuana, and prescription drugs, which were not lawfully obtained.

The use, purchase, sale, transfer, possession, being under the influence, or the presence in one’s system of a detectable amount of an illegal drug by any employee is prohibited:

1. On school premises
2. Where the employee is performing school business off premises
3. Where such activity away from school premises or business affects the employee’s suitability for continued employment or may harm the reputation of SASCA and its employees.

#### **Violations of Policy**

Any violation of this policy will be grounds for termination.

#### **Self-Identification To School Management/Supervisor**

If you: 1. Take the initiative of advising your supervisor in advance that you have a medical problem with regard to alcohol or drug use 2. Have not engaged in misconduct or repeated poor performance at work, and 3. Demonstrate a commitment to take the necessary remedial action, You will be eligible for a medical leave of absence for such purpose and will not be subjected to disciplinary action.

#### **Termination of Employment**

“At will” basis means that both SASCA and the employee have the right to terminate employment at any time, for any reason not expressly prohibited by statute. The “at will” relationship cannot be changed by any person, statements, acts, series of events, or pattern of conduct, but only by an express individual written employment agreement signed by the Governing Board of SASCA and the employee.

#### **Conduct Guidelines**

SASCA has established certain Rules of Conduct designed to safeguard the best interests of SASCA and of all employees. Following is a partial list of infractions that may result in immediate termination of employment. The list is not intended to be all- inclusive. An employee may be disciplined or terminated for engaging in the below- referenced

conduct, as well as conduct not listed below. SASCA will be the sole judge of what constitutes grounds for termination.

**Actions, which result in discharge on the first occurrence**

There are certain kinds of actions, which cannot be permitted to occur because of their unfair impact on other employees and/or SASCA or its students. Such offenses warrant discharge on the first occurrence. Examples of such offenses are:

1. Insubordination
2. Continual unsatisfactory job performance
3. Abuse of school property
4. Smoking on campus
5. Use, possession, sale, purchase, or under the influence of drugs or alcohol on school premises, or off school premises where such off-premises conduct may affect the employee's suitability for employment or SASCA's reputation
6. Abusive or vulgar language
7. Chronic absenteeism
8. Threatening, intimidating, or coercing fellow employees on school property, including, but not limited to, the use of physical violence.
9. Unauthorized charges against SASCA's accounts
10. Misappropriation of property belonging to fellow employees, students or SASCA, or property belonging to others on school property
11. Unauthorized possession of firearms, explosives or knives
12. Use of school property or records without written permission
13. Immoral or indecent conduct on school premises: conviction by a court of law for such conduct or other misdemeanor or felony off the job
14. Breach of professional confidence
15. Falsification of any time card, or any other school record or request for pay, leave or benefits
16. Falsification of employment application or other records
17. Serious misconduct of any kind
18. Gross negligence
19. Two consecutive absences without prior approval from direct supervisor or employee's calling in to direct supervisor

**Actions, which normally result in warning prior to discharge**

There are certain other actions, which should not occur, but normally it is the recurrence of the action rather than the first occurrence of the action, which results in discharge. For such actions, employees will normally receive a written warning prior to discharge.

Examples of such offenses are:

1. Failure to wear proper attire as described in SASCA's Dress Standards
2. Inefficient, careless, or unsatisfactory performance of duties and responsibilities
3. Excessive absenteeism and/or tardiness (whether excused or unexcused)
4. Failure to comply with work or safety rules

**Rules Regarding Probationary, Temporary and Exempt-Level Employees**

Regardless of the foregoing rules, they do *not* apply to employees during their introductory period, temporary employees and exempt-level employees, whose employment may be terminated for any reason which is not prohibited by statute and without SASCA having to show prior notice or cause for termination. This rule is

required because SASCA requires much greater discretion concerning the continuation of their employment. Such employees accept and continue employment on this basis.

#### **Reductions in Force**

It may be necessary to lay off employees for reasons such as loss of funding, lack of students, consolidation of jobs, elimination of certain jobs or a part of our school, closure or sale of a facility, or any other reason. Such layoffs are permanent unless stated in writing to be temporary. Sycamore Academy of Science and Cultural Arts will select the person or persons to be laid off based on its judgment of needs and skills. No laid-off employee has any right to be recalled.

**Resignations** Directors, teachers under contract and supervisors are expected to give at least one month's notice if resigning. Other employees are expected to give two weeks' notice. Without extenuating circumstances, a failure to do so is deemed sufficient reason for not being eligible for rehire.

**Exit Interview** When you leave the employ of Sycamore Academy of Science and Cultural Arts, you will have an exit interview with the Director/Principal. Exit interviews will be held on your last day of employment. The information obtained during the exit interview will not be considered in any situation should you subsequently re-apply for employment.

### **OTHER THINGS YOU NEED TO KNOW**

**Loss of Property** Sycamore Academy of Science and Cultural Arts cannot be responsible for the loss or theft of personal items. Cooperation by all employees is imperative to reduce the possibility of such losses. Excessive amounts of money or other valuables should not be brought to work. Supplies and equipment are to be stored in approved areas, and maximum-security measures are to be observed.

#### **Amendments To Handbook**

From time to time, it may be necessary or appropriate to make changes, additions or deletions to the Employee Handbook. For the mutual benefit of Sycamore Academy of Science and Cultural Arts and its employees, all personnel will be notified of all changes in writing. Any changes to the Handbook will come from Personnel Committee, from the administration and with the final approval of the Board of Directors. Included in this notification will be the text of the amendment and an acknowledgment of understanding. If the amendment is not understood, the administration, or designee, will explain the new policy. All employees must sign the acknowledgment and return it to the administration office. To create and develop a strong partnership among the students, parents and teachers in support of strong and sustained learning for students we have developed a Learning Partnership Agreement. Included below are the components that apply to you as employee and further responsibilities for you as a teacher.



## Learning Partnership Agreement

### Everyone's Responsibilities:

- Support the Mission and Vision of the school.
- Listen in a manner that demonstrates a genuine interest in what the speaker has to say.
- Be prompt and responsible in attendance of meetings, classes, and other areas of responsibilities.
- Agree to model the values of the school in both word and deed.

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Employee Signature

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Date

### Additional Responsibilities if you are a teacher:

I understand the importance of the school experience in the educational process for each child. My role as a teacher is crucial in the development and extension of this experience of learning for the students. Therefore, I agree to carry out the following responsibilities to the best of my ability:

- Develop a social community of inquiries that views the subject matter as a means to answering student questions and sharing in the search for solutions.
- Provide relevant information and select tasks to engage students in genuine problem solving.
- Teach challenging material so the student will continually learn to the best of his or her ability.
- Listen intently to the student so as to follow his or her lead in learning and thereby enhance a growing sense of purpose.
- Communicate with the parents/guardians and the student regarding the student's progress.
- Provide safe, positive and healthy learning environment for students. ! Analyze the adequacy of my methods and search for better ones, so as to build the social and intellectual community of the classroom.
- Assist the student in becoming genuinely engaged in problems of mutual importance. Keep a watchful eye as to the disposition or attitude the student has towards the subject matter. This is equally important as the conceptual understanding he or she may gain.

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Teacher's Signature

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Date

## **EMPLOYEE HANDBOOK ACKNOWLEDGEMENT**

I acknowledge that I have been given a copy of the Sycamore Academy of Science and Cultural Arts Employee Handbook. I understand that I am responsible for reading the handbook and for knowing and complying with the policies set forth in the handbook during my employment with Sycamore Academy of Science and Cultural Arts (SASCA). I understand that failure to comply with SASCA rules and regulations may result in disciplinary action, up to and including termination.

I understand and agree I am employed by SASCA on an at-will basis, which means that my employment is for no definite period and may be terminated by SASCA or me at any time for any reason, with or without cause or advance notice. I also understand that SASCA may demote or discipline me or otherwise alter the terms of my employment at any time at its discretion, with or without cause or advance notice.

I understand that the policies contained in this handbook are guidelines only and, with the exception of the at-will policy, are not intended to create any contractual rights or obligations. I also understand that in order to retain the necessary flexibility in the administration of policies and procedures, with the exception of the at-will policy, SASCA reserves the right to change, revise, supplement or rescind the provisions of this handbook and the policies or procedures on which they were based. Any changes to this handbook must be in writing and must be signed by a SASCA representative authorized to make such changes. No one other than the Board of SASCA has the authority to enter into an agreement altering an employee's at-will employment. Any such agreement must be in writing, must be signed by the Board President and by the affected employee, and must express a clear and unambiguous intent to alter the at-will nature of the employment relationship.

I understand that this Acknowledgement contains in full and complete statement of the agreements and understanding that it recites and I agree that no one has made any promises or commitments to me contrary to the foregoing. I also understand that this handbook supersedes all previous handbooks and manuals.

Employee's Signature: \_\_\_\_\_

Employee's Printed Name: \_\_\_\_\_

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

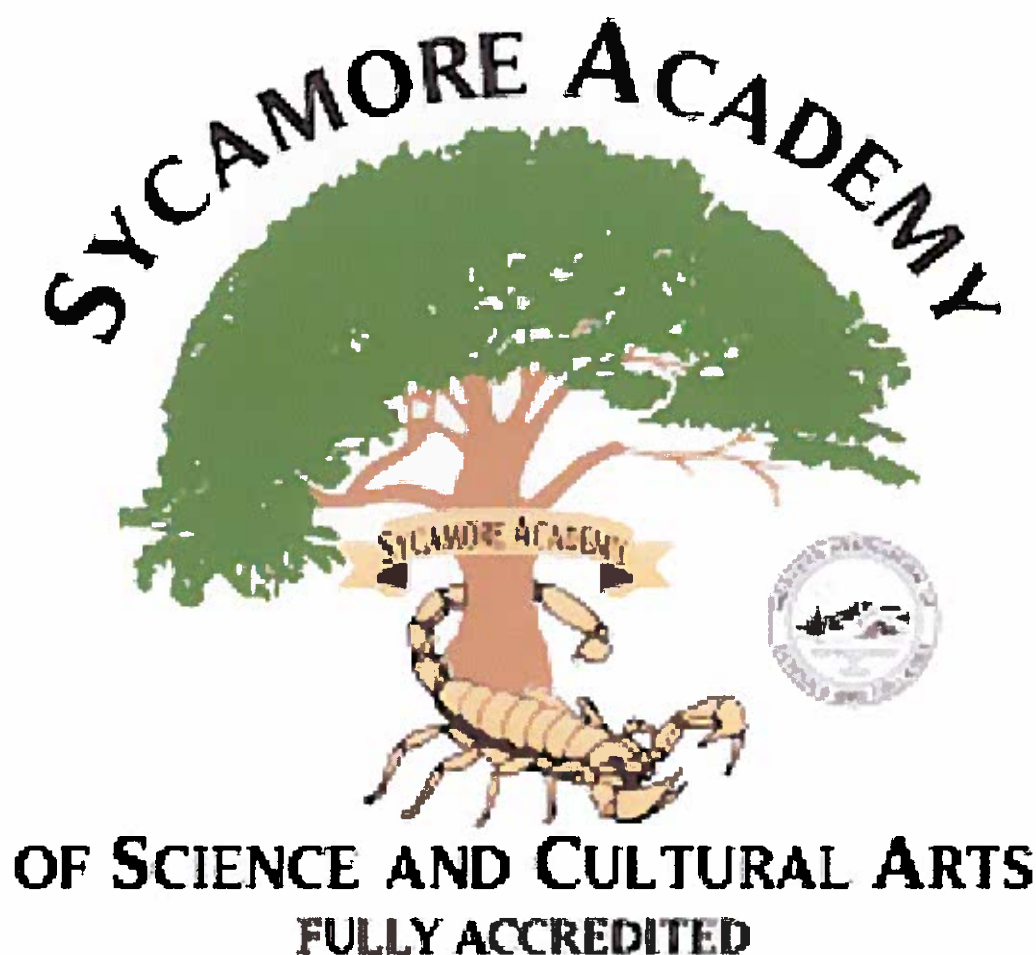
Cc: Personnel File

Ronald Reagan Charter School Alliance

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# **Sycamore Academy of Science and Cultural Arts**

## *Parent-Student Handbook*



*Sycamore Academy of Science and Cultural Arts*  
*Student-Parent Handbook*

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# *Sycamore Academy of Science and Cultural Arts*

## *Student-Parent Handbook*

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Dear Students and Parents,

This handbook has information that will help you and your child to learn about our school's policies and its programs. We begin by sharing with you some background information.

Sycamore Academy of Science and Cultural Arts is a California public charter school that received its original authorization on June 25, 2009 from the Lake Elsinore Unified School District and was renewed in October of 2013. Charter schools are established to:

- Improve pupil performance.
- Increase learning opportunities for all pupils, with special emphasis on expanded learning experiences for pupils identified as academically low achieving.
- Encourage the use of different and innovative teaching methods.
- Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site.
- Provide parents and students with expanded educational opportunities within the public school system without the constraints of traditional rules and structure.
- Provide schools a way to shift from a rule-based to a performance-based system of accountability.
- Provide competition within the public school system to stimulate improvements in all public schools (Ed Code 47601).

We took advantage of California charter school law in the formation of our school as we believe we fulfill many of its purposes. Our mission and vision statements that provide the compass by which we direct the activities and programs of this school are as follows:

### **Mission Statement**

The mission of the Sycamore Academy of Science and Cultural Arts Charter School is to prepare a diverse K-8 student population for secondary education, college, careers and global citizenship by providing each child with the knowledge, critical skills, and fundamental dispositions to become a self-motivated, competent, lifelong learner. To be fully educated and prepared for the 21st century every child must construct and communicate knowledge, display personal and social responsibility, work collaboratively with others, and reflect consistently on his or her growth as a learner.

### **Vision Statement**

The vision of our learning community is to provide a setting for learning based on constructivist principles. Students, teachers, staff and parents will be active participants in a community of learners working in a collaborative and democratic manner. To accomplish this we will focus on:

- How students learn best.
- How teachers guide and challenge students to think and construct meaning from their studies.
- How students develop memory and connect information, knowledge and understanding in such a way that they will demonstrate and defend their understanding.

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### **School Goals**

#### **Knowledge**

- A deep understanding of the local community: economically, socially, scientifically and politically.
- A deep understanding of our national heritage, including the philosophical, religious, scientific, economic and political ideas that have shaped our institutions.
- Able to criticize and evaluate the messages and opinions promoted by mass media.
- Able to analyze, manipulate and evaluate the use of mathematical symbols.
- Able to comprehend, analyze, interpret and evaluate written text.
- Able to utilize technology to analyze, interpret and evaluate the natural and social world.

#### **Critical Skills**

- Problem Solving—Develops effective solutions to the multi-dimensional and complex problems ever-present in personal and professional arenas.
- Decision Making—Can and does make responsible decisions in diverse situations.
- Critical Thinking—Can critically think for oneself by justifying opinions based on evidence and sound reasoning.
- Creative Thinking—Has both the confidence in and capacity for the creative thinking that enhances both experience and results in a variety of life roles.
- Communication—Can express oneself with clarity and authenticity.
- Organization—Can efficiently and productively organize time, space, materials and tasks.
- Management—Can skillfully help others to optimize their work together through effective management.
- Leadership—Can recognize quality leadership and can assume it when appropriate.

#### **Fundamental Dispositions**

- Ownership—A responsible and invested owner of life-long learning.
- Self-Direction—A reflective self-directed individual with a strong work ethic.
- Quality—A well-developed internal model of quality work.
- Character—Develops a strong sense of purpose within a moral community by exercising such virtues as honesty, integrity, perseverance, thoughtfulness, respect, wisdom, self-control, courage, caring and justice.
- Collaboration—Seeks to optimize work through collaboration.
- Curiosity and Wonder—Has a sense of curiosity and wonder.
- Community—Is a responsible and active member of a community.

#### **Charter Petition**

The complete charter for the Sycamore Academy of Science and Cultural Arts Charter School is available at the school's office as well as the school's website [www.SycamoreAcademyCharter.org](http://www.SycamoreAcademyCharter.org). The charter has the complete information about our school and its programs.

Explained below are school policies and procedures to ensure your child will be successful at our school:

#### **Attendance**

Your student's consistent and prompt presence at school is imperative. While we understand that children do become ill occasionally and have appointments that may interfere with the school schedule, it is

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important, **especially in a highly collaborative environment such as our program**, to attend consistently. In the event that your child must miss school, please contact the office ahead of time to arrange for an Independent Study Contract. While independent study does not replace our regular academic program, it will allow the opportunity for your child to keep up with the content of the program. Please be aware that should your child have 5 or more absences, your child may be dropped from the school's roster and you would need to reenroll. Admission is based on availability at the time of re-enrollment.

**Arrival/Departure Time**

Grades	Monday – Thursday	Fridays (Modified Days)
Kindergarten	8:30 am – 1:00 pm	8:30 am – 12:00 pm
1 <sup>st</sup> – 8 <sup>th</sup>	8:30 am – 3:00 pm	8:30 am – 12:00 pm

Students must not arrive on the campus any earlier than 8:15 a.m.

Students must be picked up with 15 minutes of dismissal. We do not have the personnel to provide supervision outside of the specified arrival and departure times. No child is permitted to leave the school grounds before school is dismissed without permission from the office.

**Attendance Alternatives**

Students have no right to admission in a particular school of any local education agency (school district) as a consequence of enrollment in the Sycamore Academy of Science and Cultural Arts, except to the extent that such a right is extended by the local education agency (school district). Currently there are no rights extended to students and their families.

**Independent Study Contracts**

If it is absolutely necessary for parents to keep their children out of school, an Independent Study Contract may be completed. This must be done prior to the absence. The contract will provide lessons to complete while the student is away from school, so that he/she will not fall behind the other students. The contract can be found on our website or picked up in the office and must be on file prior to the absence. The number of independent study days a student is allowed is limited and the limit is strictly enforced, so please keep the use of them to a minimum.

**Late Student Pick-Up**

School personnel will supervise students that arrive 15 minutes before the start of the day as well as 15 minutes after dismissal. Parents who habitually neglect to pick-up their children on time or drop-off their children 15 before the school day begins, will have their children sent to Ortega Trails. There is a \$10 charge for this service. The third occurrence will require a meeting with the Principal and, if needed, appropriate authorities will be contacted.

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Leaving School during the Day

No child is to leave school during the day without permission from the office. If parents are taking their child out of school early, they must go to the office to have their child released. Anyone picking up a student must be on the emergency card and be able to provide photo identification.

Modified Day

Every Friday is a modified day. Dismissal is at 12:00 p.m. for all students, kindergarten through grade eight. No lunch break will be provided at school on those days.

Registration Requirements

Parents of children entering kindergarten must provide dates and place of service where the child received polio, DPT, measles, mumps, chicken pox, hepatitis B and rubella immunizations. Record of a physical examination is required for students entering first grade. The child's birth certificate is also required for registration. Children entering kindergarten must be five years old on or before Septemberr 1, in the year in which the student enters kindergarten. A registration packet must be completed before the student is allowed to enter school.

Release of Child

Only those people designated on the Pupil Release Form are allowed to pick-up your children. Make sure this list is current. If you are sending a person to pick-up your child that is not on the Pupil Release Form, please send a FAX to the school office informing the school that the person has your permission to pick-up your children. Provide the person's name and phone number and include the date, your signature and immediate telephone contact number. We will not release a child to a person without the parents'/guardians' permission therefore, having anyone come to pick up your child without having submitted appropriate documentation, puts both the school and the person picking up the child in a very awkward and potentially liable position. The Pupil Release Form should be updated whenever there is a change in: persons, addresses, phone numbers, jobs, baby-sitters, etc.

Court Orders

Given the current status of many marriages, divorces, custody battles, etc., the list of people we can release your children to is vitally important. If you have a custody order, stipulated agreement, or restraining order regarding your child, be sure to present a copy to the school office. Without the court order present and stating the contrary, former and/or estranged spouses are still the legal guardian of the child and may pick-up their children at any time. It is expected that all parties engaged in Family Law disputes act cordially while on the campus or at school events or be subject to removal from the event.

Tardiness

Parents and students are expected to be prompt and responsible in attendance of classes and meetings. Excessive student tardiness may result in a meeting with your child's teacher or the principal depending on the circumstances. If the issue of tardiness is not remedied at that level your family may be referred to the District Attorney for appropriate action/intervention.



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### Transfers

When a student is moving, please advise the school office as early as possible as we often have students waiting for a seat. The office will forward appropriate files to your child's new school. If your children have school materials at home, please return them to the teacher or the office prior to leaving.

### Communication

We use electronic means of communication to reduce the amount of paper sent home so we can be more ecologically friendly as well as put those savings into our classrooms. However, please let the office know if you do not have electronic access as mentioned above and we will provide you with a hardcopy of the communications.

### Website and Social Media

In an effort to maintain strong home-school communication, all upcoming events and announcements will be sent to parents via email as well as being posted on our website ([www.SycamoreAcademyCharter.org](http://www.SycamoreAcademyCharter.org)) You can also get reminders and updates by "liking" us on our FaceBook page (SycamoreAcademyCharter) and/or "follow us" on Twitter (SycamoreCharter). If you are not receiving emails from the office, please email our Office Manager, Angela at [angelap@SycamoreAcademyCharter.org](mailto:angelap@SycamoreAcademyCharter.org) so we can make sure you'll get all future emails.

Parent Portal - Parents will be provided with an access code in order to create an account in the Power School Parent Portal. This online resource allows parents to access their child's most current grade and attendance information. Within the Parent Portal, you have several options regarding receiving email progress reports, school bulletins and other reports. If you need assistance in setting up automatic updates or if you have questions, please see your child's teacher or an office staff member. The account that you set up in the Parent Portal remains active as long as your child attends Sycamore Academy, you do not need to set up a new account each year.

### Complaints

The Sycamore Academy of Science and Cultural Arts Charter School welcomes your concerns and it is our intent to resolve issues as soon as possible. Concerns regarding your child should first be discussed with the classroom teacher. If you believe that the issue is still unresolved after meeting with the teacher, please make an appointment with the director/principal to address your concern.

All complaints regarding the Sycamore Academy of Science and Cultural Arts Charter School's operations should be referred to the school's Director/Principal for resolution. If you believe your concern has still not been addressed to your satisfaction, you may appeal to the Sycamore Academy of Science and Cultural Arts Charter School Governing Board. Complaints must be submitted in writing to the Director/Principal one week before the Governing Board meeting so that it can be put on the agenda (See Calendar for Governing Board meetings). You may use our Uniform Complaint form for this purpose, which is available from the office. If your complaint involves the Director/Principal, you may email the Governing Board directly at [GoverningBoard@SycamoreAcademyCharter.org](mailto:GoverningBoard@SycamoreAcademyCharter.org) or mail you written complaint to the school, Attention: Board President.

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### Homework

It is our hope that the SCORPION folder will allow flexibility to accommodate the various schedules and demands of life away from school and provide a format for homework that will not become intrusive to the other activities that make up your personal lives. The structure of our homework is such that it addresses all the Standards in all subject areas and more. It is in no way meant to limit a child's choices of topics to pursue but rather guide them in choosing things that they are interested in while enhancing their academic knowledge. We encourage students to explore areas of interest and share their learning through self-developed projects. Parents are encouraged to attend the Homework P.I.E. scheduled in the fall.

Our homework is scored by student peers. We teach students acceptable ways to provide constructive feedback and support for their peers when scoring. We also teach students how to assert themselves in a respectful way when they disagree with a score that they are given. Not only does this promote quality conversations, but it also allows students to reflect on their own learning as they prove their case. Below you will find the rubric used for scoring homework.

0	1	2	3	4	5
Student does not do any homework or has no evidence of any completed homework.	Student's homework must be dictated by an adult and requires considerable prodding to complete. Student's product is incomplete and/or does not represent grade level expectations.	Student's homework includes self-chosen and dictated assignments. Student completes some tasks but requires some adult prodding and the quality is less than average.	Student's homework includes more self-chosen than dictated tasks. Student completes several tasks with minimal prodding and the quality is acceptable.	Student's homework is self-chosen with acceptable representation of the different content areas and completed to an acceptable level of quality with out prodding from an adult.	Student chose homework that relates to personal and/or academic goals. Student completes a variety of activities representing all content areas and to a higher than average degree of quality.

### Parent Information Evening (P.I.E.)

These are special evenings scheduled throughout the year to provide parents with additional information and resources about our program and ways to help your child(ren) learn. Email invitations will be sent out prior to each event. You can also check the school's website for this information. If you have a topic or idea you believe should be addressed, please provide your thoughts to the office.

### Parent/Student/Teacher Conferences

Parent/Student/Teacher conferences are held in Fall of each year. At these conferences students, in collaboration with parents and teacher, set personal goals (S.C.O.R.E.). For grades 2-8 these conferences are lead by the student, unless the child is too immature or has not learned the skills to conduct the conference productively and effectively. We encourage strong communication between home and school. New students are given an informal conference within 30 days of enrollment so that parents can provide background information and experiences that will help the teacher establish goals for the student so as to enhance their learning for the school year. Parents are welcome to request conferences any time during the school year. Should you have any concerns, do not hesitate to contact your child's teacher.

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## *Student-Parent Handbook*

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### Report Cards

Report cards are issued three times a year, at the end of each trimester, however parents have 24/7 access to grades and attendance in the Power School Parent Portal.

### Telephone/Cell Phones

Students must get permission from their teacher to use the telephone. The use of the telephone is restricted to emergencies or sickness. We will not put a call through to the classroom during instructional time unless there is an emergency.

Students are permitted to bring cell phones to school, however, they must remain off or silenced in the student's backpack. Phones that are disruptive to the learning environment will be held in the office for parent pick up. The school is not responsible for lost, broken, or stolen phones.

### Visitors

State law requires all visitors to sign in at the office. Each visitor must wear a badge while on campus. Visitors are restricted to one hour on campus. The badge must be returned to the school office when visitors sign out to leave.

### Volunteers

Parents/guardians are encouraged to visit and volunteer in classrooms. Parents working at the school need to comply with certain requirements such as completing forms, acquiring evidence TB clearance and passing a Megan's Law check before they work in the classrooms or with students. Contact the school office for further and updated information in this regard. Volunteers must sign-in at the school office when arriving and sign-out when leaving school grounds. Volunteers must wear a badge. Any parent having questions about how they can help should contact their child's teacher and/or the school office.

### Parent Participation

- The Parent/Teacher Council (PTC)
- School Site Council (SSC)
- Field trip chaperon
- Event coordinator

Check the school's newsletter and/or website for the exact date and time of the meetings and/or participation requests.

### Health and Safety

Your child's safety is our priority and therefore we have established the following guidelines in order to keep our students safe. We appreciate your cooperation. Our Safe School Plan is available for parent review in our office and on our website. If you have suggestions, comments or concerns, please contact our Office Clerk, Laura, at [l.girard@SycamoreAcademyCharter.org](mailto:l.girard@SycamoreAcademyCharter.org)

### Articles from Home

We strongly recommend students do not bring personal property to school, with the exception of learning tools, as these items may be lost, damaged or become a distraction to the learning environment. The school is not responsible for loss of personal property.

# *Sycamore Academy of Science and Cultural Arts*

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### Bicycles, Scooters and Skateboards

Students who ride bikes or scooters to school are required by state law and school policy to wear bicycle helmets. A student who happens to ride to school without a helmet will not be allowed to leave school with his/her bicycle or scooter without a helmet. The parents must provide a helmet that day or come and pick up the bicycle themselves. Bicycles must be kept in the designated bicycle area. It is highly recommended that your child lock his or her bike. For safety reasons only students in 3rd grade or higher may ride their bicycles or scooters to school. Bicycles and scooters must be walked on and off the school grounds. Skateboards are prohibited on campus at all times unless the Director/Principal has given prior approval.

### Child Abuse

The parent or guardian has the right to file a complaint against a school employee or other person that they suspect has engaged in abuse of a child at a school site. To ensure that proper investigation takes place, a verbal or written complaint must be filed with the local child protective agency or the school. Public school employees are mandated by law to report to a child protective agency, any suspected child abuse.

### Dress Code Policy

The school needs your cooperation in developing proper standards of dress and grooming among our pupils. Students are to be dressed in clothing and footwear, which allows them to participate in games and activities. Parents are asked to help us by discouraging "message" T-shirts of questionable taste and clothing that is inappropriately revealing, such as, "spaghetti strap" blouses, shorts that are too short, etc. Bare midriffs and exposed under-garments are not permitted. For safety reasons, thongs and/or sandals without a sturdy back strap may not be worn by students. Parents will be called to supply more appropriate clothing or students may be given spare articles of clothing to cover up inappropriate dress. Students that come to school with strong body odor or heavily soiled clothes will be asked to contact their parents to correct the problem. Students that are not well groomed are often teased and ostracized by their peers. By making sure your children are well groomed you avoid such unpleasant situations for them.

Students should bring or wear socks and athletic-type shoes as part of appropriate attire for daily Physical Education. It is essential that shoes be properly tied when worn to minimize injuries to ankles and feet. Students are not to wear heels, flip flops, open-toed shoes, skate-shoes, heellies, platform shoes, or over-sized shoes, as these pose a safety concern. Hats are permitted for outside wear only. Hats may not be altered and may not be worn backwards. Hats may not be shared with others. The hat policy will be temporarily terminated if there is an outbreak of head lice.

### Insurance

The school does not provide accident and medical insurance coverage for students. If you do not have medical insurance that covers your children, it is a good idea to seriously consider purchasing a student medical insurance policy. We have student insurance enrollment packets available in the school office.

### Medication at School

When your child's physician prescribes medication to be administered at school, under state law, the dosage and times to be administered must be in writing from the doctor. An Authorization for Medication form is to be completed by the parents/guardians. The parent must personally bring the medication and the doctor's written instruction(s) to the school office. Any medicine found on a child's possession will be confiscated and the parent contacted. Office personnel will give medication. We can only keep a one-month supply of medication, and it must be brought in the original container each time. In addition, any over-the-counter

medication (such as Tylenol, Motrin, cough drops, etc.) must be dispensed through the Health Office, along with the appropriate Authorization for Medication form. Office personnel will maintain a written log of all medications administered.

#### Nutritional Snacks

Students are encouraged to bring a snack that will help sustain them between breakfast and lunch. We ask that these snacks be nutritional in nature, like fruits, vegetables, cheese, or nuts. Junk food and soda pop are discouraged at school.

#### Parking Lot

The parking lot can be a very dangerous place, so we have developed a process to ensure student safety as well as efficiency for student drop-off and pick-up. Sycamore staff members appreciate your cooperation and cheerful disposition during arrival and departure times.

##### *Valet Service for Pick Up:*

We offer valet service for students in grades 1—8. Parents are asked to enter the Renaissance Plaza through the entrance closest to the I-5 freeway and drive around the back of the center. Once your vehicle has pulled up to the clearly marked valet area, your children will be brought to your car and staff members will assist your children into your car. Valet serviced vehicles receive priority as staff directs traffic out of the parking lot.

##### *Parking for Pick Up*

Parents may opt to park their vehicles and walk up to the school to pick up their children. In doing so, we ask that parents arrive early enough to back into parking spots or pull through center stalls. This allows more efficiency in the flow of departing traffic. Students are required to utilize crosswalks and therefore the expectation is for parents to set a good example and do so as well. Not only will this help to ensure student safety, it allows everyone to get home quickly. You may elect to pull directly into a parking stall however, cars that must back out of a stall in order to exit are expected to wait until 15 minutes after dismissal time to pull out.

##### *Kindergarten Pick Up:*

We ask that parents park in the parking lot by backing into stalls. There are also many parking spots that allow parents to “pull through” should a parent have difficulty backing in. Parents are expected to pick Kindergarten students up outside the gate in front of rooms 101-103. Please set a good example for our students by using the crosswalks. Please remember that at the beginning of the year, this is a slower process as staff gets to know families. We appreciate your patience and cooperation.

#### Pets

Children may not bring pets from home without prior permission from their teacher and parents/guardians.

#### Student Discipline

Generally, student discipline issues are diminished when students are provided with engaging curriculum and are interested in learning. However, in the event that a student cannot make appropriate choices for behavior, staff will intervene. All staff members have received specific behavioral intervention training. Rather than have a lengthy list of rules, student behavior is addressed through five questions:

1. Is it safe?
2. Is it kind?
3. Does it protect school and private property?

4. Does it protect student learning?
5. Is it respectful?

Students who have difficulty answering in the affirmative to these questions or refuse to take thoughtful action in relation to others will be dealt with appropriately. The seriousness of the offense and the student's attitude determines the extent of the consequences. Severe or chronic behavior that is disruptive to the learning process or harmful to others will elicit stronger measures, which may include student suspension and expulsion. The full details of our suspension and expulsion policies are stated in our charter, which is available in the school office or online at [www.SycamoreAcademyCharter.org](http://www.SycamoreAcademyCharter.org).

Students that use technology as a means to harass or bully other students will receive discipline up to and including suspension or expulsion.

### Sexual Harassment

The Governing Board prohibits the unlawful sexual harassment of any student by any employee, student, or other person in or from the school. Any student who engages in the sexual harassment of anyone in or from the school may be subject to disciplinary action up to and including expulsion. Any employee who permits or engages in sexual harassment will be subject to disciplinary action up to and including dismissal. Any student who feels that he/she is being harassed should immediately contact the Director/Principal. A complaint of harassment can also be filed in accordance with our Uniform Complaint Procedures. The school prohibits retaliatory behavior against any complainant or any participant in the complaint process. Each complaint of sexual harassment shall be promptly investigated in a way that respects the privacy of all parties concerned.

### Property

#### Lost and Found

Students or parents may check the "Lost and Found" for missing items. Parents are urged to mark lunch boxes, sweaters, jackets, etc. with their child's name. Unclaimed items are donated to charities at the end of each trimester.

#### Lost/Damaged Books, Materials and School Property

Students are expected to take care of school materials and books. Parents/Guardians will be charged for lost or damaged books and other school materials that are damaged by their child. Parents are also held financially responsible if a child deliberately destroys or defaces school property.

### Programs and Activities

Our school has a well-rounded program of instruction based on meeting the needs of the individual. The focus of the program is to teach children the basic skills necessary to increase learning and fully develop their abilities and talents.

#### Author Share

During these events, students from each class will have the opportunity to read their original writing pieces to an audience. These students will have gone through the entire writing process including peer review.

#### Birthdays

To avoid disrupting the daily activities of the classroom, birthday celebrations will occur only on the first



# *Sycamore Academy of Science and Cultural Arts*

## *Student-Parent Handbook*

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Thursday of each month (Birthday Thursday) and only during the lunch hours. Should you want to provide snacks or treats in celebration of the children's birthday, we encourage you to provide nutritious treats instead of the sugar packed snacks that are common at these events. Contact your child's teacher or room parent at least two days in advance in order to coordinate this event.

### English Language Learners

Students identified as English Language Learners are assessed annually in the fall. The data obtained from these assessments (presently CELDT) is used to target specific skills the student needs in order to become proficient in English. A complete description of our English Language Development program is available on our website ([www.SycamoreAcademyCharter.org](http://www.SycamoreAcademyCharter.org)) in our charter document.

### Field Trips

Field trips are a supplement or a follow-up to classroom instruction. All students are required to have a signed parent permission slip before being allowed to go on a field trip. Parent chaperones are needed for field trips and must be cleared through the office. Parents that have been cleared to work in the classroom may chaperon daytime field trips. Additional requirements must be met for over-night field trips. Children that are not students of Sycamore Academy of Science and Cultural Arts are not allowed to ride on the bus for field trips due to insurance requirements. A parent that wishes to bring a student's sibling on a field trip (when those circumstances can be accommodated) is responsible for his/her own costs as well as those of the sibling. A parent may sign the student out during a field trip and transport his/her own child home if he/she so desires. A meeting with all parent chaperones will be conducted prior to the field trip to clarify responsibilities and liability issues.

### Gifted and Talented Education (G.A.T.E.)

In the spring, selected students in grades 3—6 are tested for G.A.T.E. Parents of selected students are provided information regarding G.A.T.E. designation and the G.A.T.E. program at Sycamore and must authorize student participation, prior to any G.A.T.E. testing. A complete description of our G.A.T.E. program can be found on our website, [www.SycamoreAcademyCharter.org](http://www.SycamoreAcademyCharter.org) in our charter document.

### Meet the Masters

Meet the Masters is an award winning visual arts program. Children begin with a multi-media assembly and learn about the fascinating lives and famous works of the Master Artists. Then students learn the techniques that made the art revolutionary in its time. After learning the inspiration and techniques of each master artist, the students are lead through a step-by-step journey of the art project. For more information on Meet the Masters visit their website at [www.meetthemasters.com](http://www.meetthemasters.com)

### MobyMax

MobyMax is a web-based program offered to all students at Sycamore Academy. This is to supplement learning and allow students to practice skills. This is not a replacement to projects, tasks or assignments that are ascribed by a teacher. We selected MobyMax as our supplemental curriculum because it is adaptive technology, provides immediate feedback, allows choice in learning, and provides various ways for students to demonstrate understanding. ([www.mobymax.com](http://www.mobymax.com))

### S.C.O.R.E

Sycamore Children Obtain Real Expectations (S.C.O.R.E.) goals are created collaboratively with the teacher,

# *Sycamore Academy of Science and Cultural Arts*

## *Student-Parent Handbook*

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parent and student involved in the process. The purpose of this is to ensure that the child's interests are addressed, while meeting the parent's academic concerns, as well as the school standards. While some student's may have similar goals, the goals are specific to the needs of each individual student and therefore, expectations, time, accuracy, and other factors will be adjusted to make the goal achievable for each student. That being said, we will not "lower" the expectations for any student, but rather break the ultimate goal into smaller, achievable components for each student. S.C.O.R.E. conferences occur in the fall.

### Showcase of Learning

Throughout the year, we have events to showcase learning. These include whole school showcases such as History Day Showcase, Science Showcase and Art Showcase, in addition to showcases presented by classroom teams and/or various groups. Keep your eye on our website calendar and emails from the office for information about upcoming events.

### Special Education

Students having an Individual Education Plan (IEP) are provided with special education services by Lake Elsinore Unified School District under the site supervision of the Director/Principal.

### State Testing

In the spring of each year, children in grades 3 through 8 will be administered the Smarter Balanced Assessment in language arts and mathematics. The fifth grades students will take a state mandated science test. Students in grades 5 and 7 also take the state mandated Physical Fitness Test. Parents are provided with their students' results of these tests as they arrive as well as the overall school performance as that is calculated.

### Student Study Team

The Student Study Team is to help students who may need additional supports as demonstrated by:

- Difficulty learning.
- Excessive absences/tardiness.
- Behavior problems.

The team may be comprised of parents/guardians, the student's homeroom teacher, another teacher, the principal or designee and in some situations, the student. The concern or issue is clarified and the means to help solve the problem are developed.

### RAZ-Kids

If you have access to the Web, your child will have an online library of books to read. The books are leveled A-Z. The reading levels in the chart below, by grade level designation, are simply goals for the instructional program and will help you to gauge your child's progress toward the grade level expectations. Keep in contact with your child's teacher to ensure your child is making appropriate growth in learning to read.



*Sycamore Academy of Science and Cultural Arts*  
*Student-Parent Handbook*

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**Reading Level Chart**

<b>Grade Level</b>	<b>Assessment Level (Fountas &amp; Pinnell)</b>	<b>Raz-Kids</b>	<b>Stage</b>
K	A—C	AA—C	Early Emergent
1	D—I	D—J	Emergent
2	J—M	K—P	Early Fluency
3	N—P	Q—T	Fluency
4	Q—S	U—X	Proficiency
5	T—V	Y—Z	Less Experienced
6	W—Y	Z	Moderately Experienced
7/8	Z		Exceptionally Experienced

**Technology**

Students have access to a variety of technology and are expected to utilize these resources to enhance learning. Students are provided with many learning programs and games and are sometimes required to demonstrate competency through specific elements of assignments. All students are provided their own school email address and are encouraged to utilize this as a means to further collaboration amongst peers and staff. Additionally, students are taught how to collaborate on documents, spreadsheets, and presentation in Google Drive. Students use Google Drive for homework, classwork, projects, etc. Students will be provided with developmentally appropriate training on how to access and utilize this resource. Additionally, students will receive instruction in appropriate uses of technology, online safety and etiquette, and developmentally appropriate usage. All student email addresses are property of Sycamore Academy and are monitored for appropriate content. Students that use technology to harass or bully other students will receive discipline up to and including suspension or expulsion.

**RONALD REAGAN CHARTER SCHOOL ALLIANCE**  
**Sycamore Academy of Science and Cultural Arts**  
**Regular Board Meeting Minutes**  
Renaissance Plaza  
32326 Clinton Keith Road, Suite 202  
Wildomar, CA 92595  
Phone: (951) 678-5217  
**June 12, 2014 @6:00 p.m.**

**Board Members**

William Sampson, President  
Roland Skumawitz, Secretary/Treasurer  
Ingrid Flores  
Elizabeth Halikis  
Vacant

**1.0 CALL TO ORDER**

Introduction of Guests

The meeting was called to order by the Board Chair at 6:09 p.m.

**2.0 OPEN GENERAL SESSION**

**ROLL CALL**

	Present	Absent
Mr. William Sampson	_____	_____X_____
Mr. Roland Skumawitz	_____X_____	_____
Dr. Ingrid Flores	_____X_____	_____
Mrs. Elizabeth Halikis	_____X_____	_____

Other guests present: Daniel Leavitt

**3.0 PLEDGE OF ALLEGIANCE**

**4.0 APPROVAL OF THE AGENDA**

Motion: Dr. Flores Second: Mrs. Halikis Vote: 3 - 0

**ROLL CALL**

	Aye	Nay	Abstentions
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____X_____	_____	_____
Dr. Ingrid Flores	_____X_____	_____	_____
Mrs. Elizabeth Halikis	_____X_____	_____	_____

**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)**

Presentation of the status of our school's finances and progress on next year's budget.

Presented by: Jennie Bartkowiak, Ed Tec, Client Manager

**6.2 Salary Analysis (Attachment 6.2)**

Presentation of Salary Analysis

Presented by: Jennie Bartkowiak, Ed Tec, Client Manager

**6.3 School Report/Special Education Report**

Report on school business and Special Education.

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

**6.4 Facility and Construction Report**

Facility and construction update.

Presented by: Barbara Hale, Director/Principal

**6.5 Enrollment Data and Attendance Report (Attachment 6.5)**

Presentation of current enrollment data and data submission.

Presented by: Laura Girard, Secretary

**7.0 ACTION ITEMS:**

**7.1 Review and approve the Director/Principal Contract for 2014/15 (Attachment 7.1)**

Review and approve the Director/Principal Contract for the 2014/15 school year.

Presented by: Barbara Hale, Director/Principal

Motion: Dr. Flores Second: Mrs. Halikis Vote: 3 - 0

**ROLL CALL**

	Aye	Nay	Abstentions
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	<u>  X  </u>	_____	_____
Dr. Ingrid Flores	<u>  X  </u>	_____	_____
Mrs. Elizabeth Halikis	<u>  X  </u>	_____	_____

**7.2 Review and approve the Teachers Contracts for 2014/15 (Attachment 7.2)**

Review and approve the Teachers Contracts for the 2014/15 school year.

Presented by: Barbara Hale, Director/Principal

Motion: Mrs. Halikis Second: Dr. Flores Vote: 3 - 0

**ROLL CALL**

	Aye	Nay	Abstentions
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	<u>  X  </u>	_____	_____
Dr. Ingrid Flores	<u>  X  </u>	_____	_____
Mrs. Elizabeth Halikis	<u>  X  </u>	_____	_____

**7.3 Board Member Election for Ronald Reagan Charter School Alliance, Inc.**

Board Member Election for open seat on the Ronald Reagan Charter School Alliance Board.

Presented by: Barbara Hale, Director/Principal

Motion: Dr. Flores Second: Mrs. Halikis Vote: 3 - 0

**ROLL CALL**

	Aye	Nay	Abstentions
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	<u>  X  </u>	_____	_____
Dr. Ingrid Flores	<u>  X  </u>	_____	_____
Mrs. Elizabeth Halikis	<u>  X  </u>	_____	_____

**7.4 Review and approve Con App (Attachment 7.4)**

Review and approve Con App

Presented by: Barbara Hale, Director/Principal

Motion: Dr. Flores Second: Mrs. Halikis Vote: 3 - 0

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	<u>          </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>
Mrs. Elizabeth Halikis	<u>    X    </u>	<u>          </u>	<u>          </u>

**7.5 Review and approve LCAP (Attachment 7.5)**

Review and approve LCAP

Presented by: Barbara Hale, Director/Principal

Motion: Mrs. Halikis Second: Dr. Flores Vote: 3 - 0

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	<u>          </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>
Mrs. Elizabeth Halikis	<u>    X    </u>	<u>          </u>	<u>          </u>

**8.0 CONSENT CALENDAR**

**8.1 Approval of the Minutes: May 20, 2014 (Attachment 8.1)**

**8.2 Approval of the Check Register for May 2014 (Attachment 8.2)**

Motion: Mrs. Halikis Second: Dr. Flores Vote: 3 - 0

<b>ROLL CALL</b>	<b>Aye</b>	<b>Nay</b>	<b>Abstentions</b>
Mr. William Sampson	<u>          </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>
Mrs. Elizabeth Halikis	<u>    X    </u>	<u>          </u>	<u>          </u>

**9.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:** No closed session held.

**10.0 CLOSED SESSION:**

No closed session held.

**11.0 RECONVENE OPEN GENERAL SESSION:**

No closed session held.

**12.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:**

No closed session held.

### 13.0 ADJOURNMENT


Motion: Mrs. Halikis Second: Dr. Flores Vote: 3 - 0

#### ROLL CALL

	Aye	Nay	Abstentions
Mr. William Sampson			
Mr. Roland Skumawitz	X		
Dr. Ingrid Flores	X		
Mrs. Elizabeth Halikis	X		

The meeting was adjourned at 7:21 p.m.

I, Roland Skumawitz, attest and certify these minutes to be true and factual.

  
\_\_\_\_\_  
Roland Skumawitz

8-18-12  
\_\_\_\_\_  
Date

**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

**July 23, 2014 @5:00 p.m.**

Board Members Participating by Teleconference:  
Elizabeth Halikis 3005 Meridian #23, Mammoth Lakes, CA 93546

**Board Members**

William Sampson, President  
Roland Skumawitz, Secretary/Treasurer  
Ingrid Flores  
Elizabeth Halikis  
Daniel Leavitt

**1.0 CALL TO ORDER**

Introduction of Guests

The meeting was called to order by the Board Chair at 5:09 p.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>
Mrs. Elizabeth Halikis	<u>X</u>	<u>          </u>
Mr. Daniel Leavitt	<u>X</u>	<u>          </u>

Other guests present: None

**3.0 APPROVAL OF THE AGENDA**

Motion: Dr. Flores Second: Mr. Skumawitz Vote: 5 - 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>
Mrs. Elizabeth Halikis	<u>X</u>	<u>          </u>	<u>          </u>
Mr. Daniel Leavitt	<u>X</u>	<u>          </u>	<u>          </u>

**4.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:**

No comments.

**5.0 CLOSED SESSION:**

Adjourned to Closed session at 5:10 p.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: 23151 Palomar Street, Wildomar 92562/380-170-023

Agency negotiators:

- Richard Hansberger
- Barbara Hale

Negotiating parties:

PROPERTY ONE: Mario Ybarra

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

**6.0 RECONVENE OPEN GENERAL SESSION:**

The board reconvened to General Session at 6:15 p.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>
Mrs. Elizabeth Halikis	<u>X</u>	<u>          </u>
Mr. Daniel Leavitt	<u>X</u>	<u>          </u>

**7.0 PLEDGE OF ALLEGIANCE**

**8.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:**

No comments.

**9.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:**

No comments.

**10.0 INFORMATION SESSION:**

None

**11.0 ACTION ITEMS:**

None

**12.0 BOARD COMMENTS**

None

**13.0 ADJOURNMENT**

Motion: Dr. Flores Second: Mr. Leavitt Vote: 5 - 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>
Mrs. Elizabeth Halikis	<u>X</u>	<u>          </u>	<u>          </u>
Mr. Daniel Leavitt	<u>X</u>	<u>          </u>	<u>          </u>

The meeting was adjourned at 6:15 p.m..

I, Roland Skumawitz, attest and certify these minutes to be true and factual.

  
\_\_\_\_\_  
Roland Skumawitz

8-18-14  
\_\_\_\_\_  
Date

# Check Register

Sycamore Academy of Science and Cultural  
Arts  
June 2014

edtec

Grand Total 171,558.10

Vendor	Check Number	Date	Description	Check Amount
Stephanie Lucas	3329	6/2/2014	Classroom Supplies	313.36
Claudia Marcial	3330	6/2/2014	Reimb: Prize for classroom treasure	35.40
Community Bank	DB060214	6/2/2014	DB060214 - Commercial Unsecured Loan	1,076.38
Everest Environmental	3331	6/4/2014	Construction Activity Permit Compliance	8,141.00
Jean A. Keller, Ph.D.	3332	6/4/2014	Cultural Resources Assessments	3,400.00
So Cal Edison	DB060414	6/4/2014	DB060414 - So Cal Edison	115.00
EdTec Inc	3333	6/5/2014	Mar 2014 Svc	36,518.67
Barbara Hale	3334	6/5/2014	Reimb: Cab, Parking & Mileage	106.85
Murieta Community Services Department	3335	6/5/2014	Copper Rental: 05/02/14	35.00
Prudential Overall Supply	3336	6/5/2014	Janitorial/Restroom Supplies	245.99
Angela Putulowski	3337	6/5/2014	Reimb: Supplies	760.81
Riverside County Office of Education	3338	6/5/2014	03-861-0000-0-8600-7702-8677; PO: IN-8101; 2013-2014 Info Sys	480.00
Western Fire Co., Inc	3339	6/5/2014	Svc: Dry Chem Press & Service Charge	232.50
A to Z Flooding	3340	6/10/2014	Flood Repair	20,352.98
Boznanski & Company	3341	6/10/2014	Appraisal Report	1,500.00
Joanne Cooper	M1136	6/10/2014	M1336 - dated 7/3/14 - Joanne Cooper	25.00
Staples Advantage	3342	6/11/2014	Acct#1008311; CR - Office Supplies	68.91
Amanda Avila	3343	6/12/2014	Reimb: Mileage to Science Conference	103.73
Nona Jones	3344	6/12/2014	Reimb: Mileage to Science Conference	103.73
Claudia Marcial	3345	6/12/2014	Reimb: Art Supplies	60.45
Tanya Meeks	3346	6/12/2014	Reimb: mileage to science conference	103.73
Julie Miranda	3347	6/12/2014	Reimb: Classroom books	29.18
Jeff Morabito	3348	6/12/2014	Reimb: Mileage to science conference	218.93
Sycamore Academy of Science and Cultural Arts dba	3349	6/12/2014	Petty Cash: Reimb April 2014	1,521.21
USPS	M1135	6/12/2014	M1135 - dated 7/3/14 - USPS	44.04
AT&T	3350	6/13/2014	Acct#: 287256546226; Telephone Svc: 5/1/14-5/31/14	106.98
Wes Bradshaw	3351	6/13/2014	Svcs: Wildomar Fault Trench	27,790.00
Gabe Campos	3352	6/13/2014	Power Washing 1st & 2nd Floors & Window Cleaning - 5/9/14	270.00
Guardian	3353	6/13/2014	Group ID: 00488212; Premium: June 2014	546.02
The Law Offices of Richard J. Hansberger	3354	6/13/2014	Cust: RRCSA; Legal Svcs' Fee - May '14	1,395.00
Hosaka, Rotherham & Co	3355	6/13/2014	Preliminary Audit Fieldwork Installment (1/3) of the Audit Svcs': YE 6/30/14	2,462.00
Inland Valley Mechanical, Inc.	3356	6/13/2014	Commercial Maint. - Repalce Air Filters & Check and Adjust Refrigerant Levels	944.00

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
Kaiser	3357	6/13/2014	Cust ID: 000336803-0000; Billing Period: 04/26/14 - 05/25/14	7,661.66
Leading EDGE, LLC	3358	6/13/2014	Constructivist Conference/Prof. Devel.	4,000.00
Jack Marcus	3359	6/13/2014	Janitorial Svcs: 5/1/14-6/6/14	1,331.20
Nick Miranda	3360	6/13/2014	T-Shirts & Screen Printing	303.41
Murieta Community Services Department	3361	6/13/2014	Contract#: 8126; Copper Rental: 05/30/14	100.00
Pacific Alarm Service	3362	6/13/2014	Acct: SYCA; Alarm Equip Rent/Svc/Monitor & CCTV Svc: 06/01 - 06/30/14	136.50
Prudential Overall Supply	3363	6/13/2014	Janitorial/Restroom Supplies	176.57
Angela Putulowski	3364	6/13/2014	Reimb: Supplies	2,087.97
Southern California Edison	3365	6/13/2014	Cust Acct: 2-31-916-7565; Gas & Elect Svc : 4/21/14-5/20/14 + Late fee	2,201.96
Staples Advantage	3366	6/13/2014	Acct#1008311; Office Supplies	2,251.96
The Hartford	3367	6/13/2014	Acct# 7213757550, Policy no.72SR613240,	1,640.25
Xerox Corporation	3368	6/13/2014	Acct: 718368558; Base Charge: May '14 & Meter Read - 04/21 - 05/21/14	1,275.12
Placeworks	3369	6/13/2014	Greenhouse Gas emissions analysis	2,500.00
Barons	DB061714	6/17/2014	DB061714 - Barons	36.01
Mollie Bedley	3370	6/24/2014	Substitute Svc: 06/09 - 06/12/14	155.00
Julie Budwine	3371	6/24/2014	Substitute Svc: 05/30/14	60.00
Stephanie Duarte	3372	6/24/2014	Substitute Svc: 06/09 - 06/13/14	312.50
EdTec Inc	3373	6/24/2014	June 2014 Svc	11,857.86
Carol Garcia	3374	6/24/2014	Substitute Svc: 05/21, 05/27 - 06/03/14	660.00
Juan Garcia	3375	6/24/2014	Substitute Svc: 6/9 - 6/13/14	395.00
Kira Girard	3376	6/24/2014	Substitute Svc: 06/09 - 6/13/14	400.00
Great American Insurance Co	3377	6/24/2014	Acct# 025349704, Package/Umbrella Renewal (Premium) - 7/1/14- 7/1/15 + Svc Fee	3,158.75
Inland Foundation Engineering, Inc.	3378	6/24/2014	Project #: S679-001; Geologic Fault Investigation & Report - 6/6/14 - Balance due	17,035.00
Albert Jones	3379	6/24/2014	Substitute Svc: 06/10 & 06/12/14	110.00
Sisi Jones	3380	6/24/2014	Substitute Svc: 06/10 & 06/12/14	110.00
Tasla Lourenco	3381	6/24/2014	Substitute Svc: 6/10 - 6/13/14	315.00
Prudential Overall Supply	3382	6/24/2014	Janitorial/Restroom Supplies	184.34
Miranda Sheehan	3383	6/24/2014	Substitute Svc: 6/9, 6/10 & 6/12/14	190.00
Roland Skumawitz	3384	6/24/2014	Reimb: Parking & Cab Fare	55.50
Southwest Business Products	3385	6/24/2014	Svc: Rolls - Laminating Film	1,080.00
US Healthworks Medical Group PC	3386	6/24/2014	Acct#: 174158; Health Test - S. Duarte 05/30/14	50.00
Guardian	3387	6/25/2014	Group ID: 00488212; Premium: July 2014	554.67
Post Master	M1338	6/30/2014	M1338 - dated 7/16/14 - Post Master	65.02

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# Check Register

Sycamore Academy of Science and Cultural Arts  
July 2014



Grand Total 155,577.51

Vendor	Check Number	Date	Description	Check Amount
Community Bank	DB070114	7/1/2014	DB070114 - Commercial Unsecured Loan	1,041.67
Inland Valley Mechanical, Inc.	3388	7/2/2014	Commercial Maint. - Check Air Handler, Replace Outdoor Fan Motor & Labor Charges	417.88
Lake Elsinore Unified School District	3389	7/2/2014	Acct: 8689; Field Trips - 6/2 & 6/4/14	846.68
R.E. Boermans Construction, Inc.	3390	7/2/2014	Repair Water Damaged Rooms Drywalls, Paint, Reinstall Restroom Accessories & Installed New Flooring	35,927.00
San Diego County Office of Education	3391	7/2/2014	Registration Fee for the SDOE Tier II Job-Embedded Coaching Program	3,000.00
Schools Excess Liability Fund	3392	7/2/2014	Binder #: 0713-33C1963; SELF Binder of Coverage 07/01/14 - 07/01/15	3,776.95
Slaples Advantage	3393	7/2/2014	Acct# 1008311; Office Supplies	103.97
The Planning & Zoning Resource Corporation	3394	7/2/2014	Site#: 75520-1; PZR Report & Site Expense	830.00
US Healthworks Medical Group PC	3395	7/2/2014	Acct#: 174158; Health Test - S. Mata 6/3/14	100.00
Verizon California	3396	7/2/2014	Acct: 01 2571 1196681580 10; Internet & Phn Svc 6/13/14 - 7/12/14	18.73
Brooke McCourt	M1339	7/3/2014	M1339 - dated 7/3/14 - Brooke McCourt	735.02
Bank of America	M9989	7/14/2014	M9989 - dated 7/27/14 - Bank Of America	22,068.80
Brooke McCourt	M1341	7/15/2014	M1341 - dated 8/12/14 - Brooke McCourt	155.33
Adhyan Communications, Inc.	3397	7/16/2014	EADMS Annual Support FY 2014-2014 & Measured Progress CCSS Item Bank	1,798.15
Bargain Rooter & Plumbing, Inc.	3398	7/16/2014	Plumbing Svc & Materials Charge	172.00
The Law Offices of Richard J. Hansberger	3399	7/16/2014	Cust: RRC-SA; Legal Svcs' Fee - June '14	255.00
Kaiser	3400	7/16/2014	Cust ID: 000336803-0000; Billing Period: 05/26/14 - 06/25/14	7,661.66
Southern California Edison	3401	7/16/2014	Cust Acct: 2-31-916-7565; Gas & Elect Svc 5/20 - 6/19/14 + Late fee	2,699.97
Telecomm. Tech Inc	3402	7/16/2014	Min. Svc Call & Trip Charge	160.00
US Healthworks Medical Group PC	3403	7/16/2014	Acct#: 174158; Health Test - J. Budwine & K. Zienowicz 6/11 - 6/13/14	100.00
Xerox Corporation	3404	7/16/2014	Acct: 718368558; Base Charge: June '14 & Meter Read - 05/21 - 06/21/14	802.49
ACME Screenprinting	3405	7/22/2014	T-Shirt Screenprinting	369.36
AT&T	3406	7/22/2014	Acct#: 287256546226; Telephone Svc 6/1/14-6/30/14	107.40
Barney & Barney LLC	3407	7/22/2014	Policy: BBWWK00105962; Cust: 18485; Workers Comp Installments 2 of 10 07/01/14-07/01/15	2,938.00
Great American Insurance Co	3408	7/22/2014	Acct#: 025349704; Package/Umbrella (Premium) - 7/1/14-7/1/15	9,698.25
Angela Putulowski	3409	7/22/2014	Reimb. Supplies	7,142.30
Gabrielle Crouch	M1342	7/22/2014	M1342 - dated 8/12/14 - Gabrielle Crouch	77.67
University Corporation	3410	7/25/2014	Skewl Conference	13,825.08
Employment Development Dept	3411	7/30/2014	EDD#942-6314-2; 2nd QTR 2014 SUI	141.38
Aflac	3412	7/31/2014	Acct# HUK03; Monthly Premium Due by 08/15/14	680.42
Barney & Barney LLC	3413	7/31/2014	Policy: BBWWK00105962; Cust: 18485; Workers Comp Installment 3 of 10 07/01/14-07/01/15	2,938.00
Boznanski & Company	3414	7/31/2014	File#: 2933; Appraisal Svcs' Rendered Through 06/06/14	11,000.00
Bucaro Construction, Inc	3415	7/31/2014	Carpet Maintenance Svc & Materials - 05/27/14	10,359.48
EdTec Inc	3416	7/31/2014	July 2014 Svc	12,945.42
S.P.A.R.K.	3417	7/31/2014	Cust: 1477867; Spark Middle School PE Curriculum Set 1	199.00
US Healthworks Medical Group PC	3418	7/31/2014	Acct#: 174158; Health Test - C. Garcia & T. Lourenco 6/19 & 6/23/14	100.00
Verizon California	3419	7/31/2014	Acct: 01 2571 1196681580 10; Internet & Phn Svc 7/13/14 - 8/12/14	384.44

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