

RONALD REAGAN CHARTER SCHOOL ALLIANCE
Sycamore Academy of Science and Cultural Arts
Regular Board Meeting Agenda
Renaissance Plaza
32326 Clinton Keith Road, Suite 202
Wildomar, CA 92595
Phone: (951) 678-5217
April 15, @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 _____.

2.0 OPEN GENERAL SESSION

ROLL CALL

Present Absent

Mr. William Sampson

Mr. Roland Skumawitz

Dr. Ingrid Flores

Mrs. Elizabeth Halikis

Other guests present:

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Motion: _____ Second: _____ Vote: _____

ROLL CALL

Present Absent

Mr. William Sampson

Mr. Roland Skumawitz

Dr. Ingrid Flores

Mrs. Elizabeth Halikis

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 Enrollment Data and Attendance Report (Attachment 6.2)

Presentation of current enrollment data, attendance report, open enrollment and lottery.

Presented by: Laura Girard, Secretary

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 Special Education Analysis Presentation (Attachment 6.4)
Presentation on Special Education.

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

6.5 Facility and Construction Report
Facility and construction update.

Presented by: Barbara Hale, Director/Principal

7.0 ACTION ITEMS:

7.1 Approve Tobacco Free Workplace Policy #5 (Attachment 7.1)
Review and approve Smoking and Tobacco Policy

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

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

7.2 Approve Contract with Ed Tech (Attachment 7.2)
Approve Contract with Ed Tech.

Motion: _____ Second: _____ Vote: _____

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

8.0 CONSENT CALENDAR

8.1 Approval of the Minutes: March 18, 2014 (Attachment 8.1)

8.2 Approval of the Check Register for March 2014 (Attachment 8.2)

Motion: _____ Second: _____ Vote: _____

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

9.0 ADJOURNMENT

Motion: _____ Second: _____ Vote: _____

ROLL CALL

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

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

April 15, 2014

Jennie Bartkowiak

Agenda

- 2014-15 Budget Development
- Forecast Update
- Exhibits
 - Cash Flow
 - Feb. 2014 YTD Financials
 - Feb. 2014 Check Register



2014-15 Budget Development

2014-15 Budget Development

The following depicts the updated expected schedule for 2014-15 budget development.

When	What	Key Inputs / Notes
March	Initial draft	<ul style="list-style-type: none">▪ Enrollment plan (school leaders)▪ Revenue assumptions (edtec; Governor's Proposal)▪ Baseline expenditures based on 13-14, growing with enrollment and/or other known changes
March & April	Draft revisions	<ul style="list-style-type: none">▪ Scenario analysis (edtec and school leaders)▪ Stakeholder input (staff, parents, etc.)▪ Align with LCAP where necessary
April Board Meeting	Board Update	<ul style="list-style-type: none">▪ Key assumptions and decision points to date
April & May	Final Draft	<ul style="list-style-type: none">▪ May Revise – updates to revenue expectations▪ Stakeholder input, LCAP
May or June Board Meeting	Board Approval	<ul style="list-style-type: none">▪ This budget is submitted to authorizer
June	State Budget is passed	<ul style="list-style-type: none">▪ Any changes will be incorporated in the Summer; board typically approves a new budget in Sept/Oct with these and other changes (i.e. actual enrollment)

2014-15 Budget: Enrollment Assumptions

- After the open enrollment period, 2014-15 enrollment is forecasted at 402
- To allow for attrition, the 2014-15 budget will be built on 392 students
- At 96% attendance, ADA will be forecasted at 376

	2013-14	2014-15
K	49	54
1	61	54
2	50	58
3	55	50
4	52	56
5	43	55
6	25	40
7	0	25
8	0	0
Total	335	392
ADA %	96%	96%
ADA	322	376

2014-15 Budget: Revenue Assumptions

LCFF Calculation Review

		2013-14	2014-15
“Base Grant”	K-3	\$6,952	\$7,012
	4-6	\$7,056	\$7,117
	7-8	\$7,276	\$7,328
	9-12	\$8,419	\$8,491
“Grade Level Add-ons”	K-3	\$723	\$729
	9-12	\$219	\$221
“Supplemental Grant”	20% of base grant for all unduplicated FRL/ELL/FY		
“Concentration Grant”	50% of base grant for all unduplicated FRL/ELL/FY above the 55% - capped at district unduplicated		

Move 11.78% of the way from 2012-13 per ADA rate towards calculated target rate

Move 22% of the way from 2013-14 per ADA rate towards calculated target rate

2014-15 Budget: Revenue Assumptions

2014-15 LCFF Calculation for Sycamore

2014-15

"Base Grant"	K-3	\$7,012	\$2.6M assumes 376 ADA
	4-6	\$7,117	
	7-8	\$7,328	
	9-12	\$8,491	
"Grade Level Add-ons"	K-3 9-12	\$729 \$221	\$152k K-3 Add-on
"Supplemental Grant"	20% of base grant for all unduplicated FRL/ELL/FY		\$187k assumes 32% unduplicated
"Concentration Grant"	50% of base grant for all unduplicated FRL/ELL/FY above the 55% - capped at district unduplicated		\$0

Target = \$7,976/ADA

Move 22% of the way from 2013-14 per ADA rate towards calculated target rate

2014-15 Budget: Revenue Assumptions

LCFF Implementation

- Schools will move toward their target rate over the next 8 years
- Each year, the target rate is recalculated
- In 2014-15, SASCAs will move 22% from the 13-14 rate of \$6,012/ADA to the new target rate of \$7,976/ADA

The following implementation schedule is based on the Governor's January budget proposal:

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Implementation % Towards Goal	11.8%	28.05%	33.95%	21.67%	25.0%	33%	50%	100%
Total Effective Implementation %	11.8%	36.5%	58.1%	67.2%	75.4%	83.6%	91.8%	100.0%

The following implementation schedule is based on the November 2013 FCMAT Calculator:

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Implementation % Towards Goal	11.8%	16.49%	18.69%	21.67%	25.0%	33%	50%	100%
Total Effective Implementation %	11.8%	26.3%	40.1%	53.1%	64.8%	76.5%	88.3%	100.0%

2014-15 Budget: Revenue Assumptions

LCFF Implementation

- Given the significant implementation increase proposed by the Governor, edtec recommends building a more conservative budget until the May Revise confirms this increase

The following implementation schedule is proposed by edtec for 14-15 budgeting:

	FY 2014	FY 2015	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	FY 2021
Implementation % Towards Goal	11.8%	22%	18.69%	21.67%	25.0%	33%	50%	100%
Total Effective Implementation %	11.8%	31.2%	44%	56.2%	67.1%	78.1%	89%	100.0%

- Using the above schedule, SASCA will move 22% from the 13-14 rate of \$6,012/ADA to the new target rate of \$7,976/ADA
- Sycamore's effective 2014-15 rate is \$6,444/ADA
- *If the Governor's Proposal of 28% implementation is passed, Sycamore's budgeted LCFF revenues would increase \$44k (assumes 376 ADA)*

2014-15 Budget: Early Expense Assumptions

Compensation & Benefits

- Given enrollment increase, school is planning on adding 2 FTEs
- Additional hourly staff also likely

Professional Development

- Plans to increase Professional Development expense to cover credentialing programs for instructional staff

Building

- Still targeting \$7.3M bond, resulting in expense of \$1k/student
- Awaiting final breakdown of financing, Sycamore's current draft 14-15 budget includes the following set-asides for building related costs:
 - \$50k new furniture
 - \$50k technology and equipment
 - \$75k general set-aside for repairs, unforeseen operational needs
- Utility rates have been increased by 30% over 13-14 rates
- No property taxes assumed

While some of these costs may be capitalized and spread over many years, they are fully included in the 14-15 budget for now

2014-15 Budget: Bond Covenants

Debt Service Coverage Ratio

- 1.1x in 2014-15, increasing to 1.2x in 15-16
- Under very conservative current assumptions, SASCA meets this ratio in 14-15

Days Cash Outstanding

- 35 days in 2014-15, increasing to 40 days in 15-16 and 45 days in 16-17
- Under very conservative current assumptions, SASCA meets this ratio in 14-15

Additional Debt

- Must meet additional debt test

Enrollment

- To be set slightly above breakeven number of students

2014-15 Budget: Cash Flow

- In January, the Governor proposed a deferral-free schedule for 14-15
- More information will be available at the May Revise; Spring deferrals are possible
- Even if state budget is approved with no deferrals, economic conditions in California could change quickly and necessitate the need for deferrals at some point in the year

	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
State Aid - Standard Deferral	5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%
Deferral												
Deferral												
Deferral												
Deferral												
State Aid - Adjusted	5.00%	5.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%	9.00%
EPA	0%	0%	25%	0%	0%	25%	0%	0%	25%	0%	0%	25%
Property Tax	0.00%	6.00%	12.00%	8.00%	8.00%	8.00%	8.00%	8.00%	14.00%	7.00%	7.00%	7.00%

-- No Deferrals Planned --



Forecast Update



Current Revenue Forecast: March YTD Update

Revenues have increased since last month's update due to P2 attendance milestone.

- **Increases to Revenue Forecast = \$42k**
 - \$32k increase due to P2 attendance
 - P2 reports are being prepared with 322.75 ADA
 - Since 13-14 revenues are based on P2 ADA, the revenue forecast has been increased to reflect 322 ADA
 - \$6.3k increase due to prior year adjustments booked after P1 certification
 - \$3.8k increase from field trip collections for end-of-year trip

Current Revenue Forecast

- + \$42k more than last month's forecast
- + \$94k more than board approved budget (Oct.)

Current Expense Forecast: March YTD Update

Expenses have decreased since last month's update, primarily due to decreasing the forecasted amount of pre-construction costs.

- **Increases to Expense Forecast: \$7k**
 - ▣ \$800 increase due to March spending on other food expense
 - ▣ \$6.2k increase due to revenue and/or enrollment dependent expenses such as district oversight, special ed encroachment, business services
- **Decreases to Expense Forecast: \$50k**
 - ▣ Capital Outlay for pre-construction costs was forecasted at \$250k last month; this has been taken down to \$200k
 - NOTE: After capitalization, these pre-construction costs will not impact 13-14 operating income; rather, these costs will be depreciated over the life of the asset starting in 14-15

Current Expense Forecast

- ▣ \$43K less than last month's forecast
- ✚ \$233K more than board approved budget (Oct.)

2013-14 Current Forecast: March Update

The current forecast for operating income is \$261k after depreciation and capitalization.

	Approved Budget (Oct.)	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)
SUMMARY				
Revenue				
General Block Grant	1,856,000	1,935,848	31,178	79,848
Federal Revenue	-	-	-	-
Other State Revenues	110,678	121,014	7,203	10,336
Local Revenues	206,221	210,455	3,884	4,234
Fundraising and Grants	26,189	26,189	-	-
Total Revenue	2,199,088	2,293,506	42,265	94,418
Expenses				
Compensation and Benefits	1,067,282	1,074,759	-	(7,476)
Books and Supplies	102,970	105,741	(882)	(2,771)
Services and Other Operating Expenditures	785,733	808,999	(6,202)	(23,266)
Capital Outlay	-	200,000	50,000	(200,000)
Total Expenses	1,955,985	2,189,498	42,916	(233,514)
Operating Income (excluding Depreciation)	243,104	104,008	85,180	(139,095)
<i>Operating Income (including Depreciation)</i>	200,427	261,331	35,180	60,905
Fund Balance				
Beginning Balance (Audited)	658,425	658,425		
Operating Income (including Depreciation)	200,427	261,331		
Ending Fund Balance (including Depreciation)	858,852	919,756		
Ending Fund Balance as % of Operating Expenditures	44%	42%		

2013-14 YTD Actuals: March Update

SASCA is tracking approximately \$5k behind the board approved budget, before capitalization (behind = more negative).

- **Revenues: \$21k behind board approved budget**
 - ▣ District in-lieu property tax payments are one month behind schedule
- **Expenses: \$16k slower than board approved budget**
 - ▣ Slower than planned spending on some expense categories, including computers, textbooks, and SIS
 - Sycamore may realize savings in these expense categories at year-end
 - ▣ This is off-set by pre-construction costs (capital outlay), which were unbudgeted
 - NOTE: After capitalization, these pre-construction costs will not impact 13-14 operating income; rather, these costs will be depreciated over the life of the asset starting in 14-15

YTD Actuals

- **\$5K** behind the board approved budget
[Only impacts timing, not overall forecast]

2013-14 YTD Actuals: March Update

SASCA is tracking approximately \$5k behind the board approved budget, before capitalization (behind = more negative).

	Actual YTD	Budget YTD	Variance (YTD less Budget)
SUMMARY			
Revenue			
General Block Grant	1,059,450	1,091,208	(31,758)
Federal Revenue	-	-	-
Other State Revenues	82,058	72,850	9,207
Local Revenues	11,924	8,632	3,292
Fundraising and Grants	15,901	18,332	(2,431)
Total Revenue	1,169,333	1,191,023	(21,690)
Expenses			
Compensation and Benefits	715,696	747,744	32,048
Books and Supplies	68,401	87,823	19,422
Services and Other Operating Expenditures	498,529	530,753	32,224
Capital Outlay	67,359	-	(67,359)
Total Expenses	1,349,985	1,366,320	16,334
Operating Income (excluding Depreciation)	(180,652)	(175,297)	(5,355)
<i>Operating Income (including Depreciation)</i>	<i>(113,293)</i>	<i>(175,297)</i>	<i>62,004</i>

Cash Flow Forecast

SASCA is still expected to have a positive cash balance in all months of the school year.

- Cash flow has been updated with P-1 certified apportionment schedule
- Under current assumptions, SASCA will not have a cash need in 13-14
- \$195K is expected from LEUSD in June for the in-lieu agreement
 - If this payment does not arrive in June, Sycamore can still make payroll and all planned expenses
- Construction Impact:
 - Cash flow has been updated to assume \$200k cash outlay for pre-construction costs through June 30
 - The \$200k term loan has been booked in March, and is reflected in the cash flow forecast
 - This results in average ending cash balance of \$630k in April-June

- Cash Flow
- March 2014 YTD Financials
- March Check Register

EXHIBITS

Sycamore Academy
Monthly Cash Forecast
As of most recent monthly close

	2013/14											
	Actual						Actual & Projected					
	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Actual	Apr Projected	May Projected	Jun Projected
Beginning Cash	\$216,813	\$608,672	\$773,768	\$907,761	\$1,187,745	\$1,517,967	\$1,889,840	\$2,320,781	\$2,807,860	\$3,348,489	\$3,948,487	\$4,618,833
Revenue												
General Block Grant	-	56,892	57,185	167,365	174,268	102,934	211,293	148,832	142,811	303,347	103,882	24,848
Federal Income	-	-	-	-	-	-	-	-	-	-	-	-
Other State Income	-	844	29,400	5,891	719	33,604	10,187	787	528	198	11,416	198
Local Revenues	-	1,950	1,611	(316)	1,500	-	-	2,140	5,038	1,173	1,179	196,178
Fundraising and Grants	15	95	308	5,413	745	3,521	3,575	581	1,868	5,050	2,619	210,455
Total Revenue	15	59,881	88,864	178,393	177,232	140,069	228,028	160,320	149,844	308,768	118,896	223,842
Expenses												
Compensation & Benefits	15,472	85,465	88,418	91,472	84,899	101,648	78,981	85,180	84,080	91,747	100,800	106,515
Books & Supplies	8,127	10,881	10,383	10,224	6,830	7,708	3,928	3,380	7,151	12,447	12,447	12,447
Services & Other Operating Expenses	83,812	52,838	41,122	60,580	50,246	67,126	39,610	34,844	58,352	104,916	53,158	152,383
Capital Outlay	-	-	-	-	-	-	48,758	18,000	-	44,214	44,214	200,000
Total Expenses	117,410	148,182	139,823	162,276	141,875	176,482	171,278	141,984	149,883	253,326	210,619	375,668
Operating Cash Inflow (Outflow)	(117,395)	(88,281)	(51,059)	16,117	35,358	(36,413)	56,747	8,336	281	86,440	(91,723)	(151,726)
Revenues - Prior Year Actuals	556,598	146,583	-	7,879	242	-	-	-	(34,481)	(5,574)	(3,221)	-
Expenses - Prior Year Actuals	(10,062)	(3,725)	(108,976)	-	-	-	-	-	22,268	-	-	-
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(23,398)	11,882	98,251	(88,453)	(25,216)	41	9,380	(7,740)	(10)	-	-	-
Summerholdback for Teachers	(37,525)	3,340	2,786	3,070	3,070	3,349	3,366	1,655	3,122	3,122	3,122	3,122
Loans Payable (Current)	-	-	-	-	-	-	-	-	202,838	-	-	-
Credit Card	-	-	-	-	-	-	-	-	2,838	-	-	-
Community Bank Loan	-	-	-	-	-	-	-	-	200,000	-	-	-
Loans Payable (Long Term)	(4,626)	(4,706)	(4,706)	(25,619)	(15,242)	(15,282)	(15,322)	(15,361)	(4,987)	(4,989)	(5,031)	(5,073)
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreciation	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	30,291	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	\$808,672	\$773,768	\$907,761	\$1,187,745	\$1,517,967	\$1,889,840	\$2,320,781	\$2,807,860	\$3,348,489	\$3,948,487	\$4,618,833	\$5,394,965

Sycamore Academy

Budget vs. Actuals
As of most recent monthly close

	Actual		Budget vs. Actual		Budget		Variance		Variance		Forecast	
	Actual	YTD	Budget	YTD	YTD less Budget	Approved Budget (Oct.)	Current Forecast	(Previous vs. Current Forecast)	Budget Remaining	Forecast Remaining		
SUMMARY												
Revenue												
General Block Grant	142,611	1,059,450	1,091,208	(31,758)		1,856,000	1,833,848	31,178	79,848	796,350	876,398	
Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	526	82,068	72,850	9,207		110,678	121,014	7,203	10,336	28,621	38,957	
Local Revenues	5,039	11,924	8,632	3,292		206,221	210,455	3,884	4,234	194,297	198,530	
Fundraising and Grants	1,668	15,901	18,332	(2,431)		26,189	26,189	-	-	10,288	10,288	
Total Revenue	149,844	1,193,333	1,191,023	(21,690)		2,193,088	2,233,806	42,266	94,418	1,023,768	1,124,479	
Expenses												
Compensation and Benefits	84,080	715,686	747,744	32,048		1,067,282	1,074,759	-	(7,476)	351,596	359,052	
Books and Supplies	7,151	68,401	87,823	19,422		102,970	105,741	(852)	(2,771)	34,569	37,340	
Services and Other Operating Expenditures	59,352	498,529	530,753	32,224		785,733	808,969	(6,202)	(23,266)	287,203	310,470	
Capital Outlay	-	67,359	-	(67,359)		200,000	200,000	50,000	(200,000)	(67,359)	132,641	
Total Expenses	149,683	1,349,965	1,365,320	16,334		1,966,965	2,183,498	42,916	(233,514)	606,939	839,613	
Operating Income (excluding Depreciation)	261	(180,632)	(174,297)	(6,345)		243,104	104,008	85,180	(133,095)	423,766	284,660	
Operating Income (including Depreciation)	261	(113,263)	(175,297)	62,004		200,427	261,331	35,180	60,905	313,720	374,625	
Fund Balance												
Beginning Balance (Audited)		658,425	658,425			658,425	658,425					
Operating Income (including Depreciation)	261	(113,263)	(175,297)			200,427	261,331					
Ending Fund Balance (including Depreciation)	548,132	545,132	483,128			858,852	919,756					
Ending Fund Balance as % of Operating Expenditures						44%	42%					
Detail												
Enrollment Summary												
K-3	202					202	215	-	13			
4-6	118					118	120	2	2			
7-8	-					-	-	-	-			
9-12	-					-	-	-	-			
Total Enrolled	320					320	335	15	15			
ADA %												
K-3	96.5%					96.5%	96.8%					
4-6	96.5%					96.5%	96.0%					
7-8	95.0%					95.0%	95.0%					
9-12	95.0%					95.0%	95.0%					
Average	96.6%					96.6%	96.1%					
ADA												
K-3	194.9					194.9	208.0	1.6	13.1			
4-6	113.9					113.9	114.0	0.1	0.1			
7-8	0.0					0.0	0.0	0.0	0.0			
9-12	0.0					0.0	0.0	0.0	0.0			
Total ADA	308.8					308.8	322.0	6.2	13.2			

Sycamore Academy

Budget vs. Actuals

As of most recent monthly close

REVENUE

General Purpose/Local Control Entitlement

8011	General Purpose/Local Control	136,442	765,482	755,429	10,053	1,220,910	1,274,824	15,364	53,913	455,428	509,342
8012	Education Protection Account	-	128,862	128,862	-	332,595	352,131	10,814	19,536	203,733	223,269
8019	State Aid - Prior Years	6,169	5,976	-	5,976	-	-	-	-	(5,976)	(5,976)
8096	Charter Schools in Lieu of Prop. Taxes	-	159,130	208,918	(47,788)	302,494	308,894	5,000	6,399	143,364	149,764

142,611 1,059,450 1,091,208 (31,756) 1,859,000 1,935,848 31,176 79,848 796,520 876,398

Other State Revenues

8310	Other State Revenues	526	6,327	-	6,327	-	6,327	6,327	6,327	(6,327)	-
8319	Other State Appointments - Prior Years	-	3,921	2,162	1,759	4,323	4,508	73	185	402	587
8550	Mandated Cost Reimbursements	-	11,220	11,889	(669)	47,545	49,590	802	2,035	36,335	38,369
8560	State Lottery Revenue	-	1,506	-	1,506	-	1,506	-	1,506	(1,506)	-
8590	All Other State Revenue	-	59,083	59,800	263	59,800	59,083	-	283	(263)	-
8594	Common Core	-	-	-	-	-	-	-	-	-	-

526 82,058 72,850 9,207 110,678 121,014 7,203 10,336 28,621 38,957

SUBTOTAL - Other State Income

8800	Other Local Revenue	-	100	-	100	-	100	-	100	(100)	-
8834	Food Service Sales	-	5,464	7,077	(1,614)	9,000	9,000	-	-	3,536	3,536
8850	Leases and Rentals	5,033	6,105	1,555	4,550	2,221	6,105	3,884	3,884	(3,884)	-
8893	Field Trips	-	250	-	250	-	250	-	250	(250)	-
8899	All Other Local Revenue	-	-	-	-	195,000	195,000	-	-	195,000	195,000
8701	In Lieu of Prop 39	-	-	-	-	-	-	-	-	(6)	(6)
8999	Uncategorized Revenue	5	-	-	-	-	-	-	-	-	-

5,038 11,924 8,632 3,292 206,221 210,455 3,884 4,234 194,297 198,530

SUBTOTAL - Local Revenues

8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-

1,668 15,901 18,332 (2,431) 26,189 26,189 10,288 10,288

SUBTOTAL - Fundraising and Grants

8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-

1,668 15,901 18,332 (2,431) 26,189 26,189 10,288 10,288

TOTAL REVENUE

8011	General Purpose/Local Control	136,442	765,482	755,429	10,053	1,220,910	1,274,824	15,364	53,913	455,428	509,342
8012	Education Protection Account	-	128,862	128,862	-	332,595	352,131	10,814	19,536	203,733	223,269
8019	State Aid - Prior Years	6,169	5,976	-	5,976	-	-	-	-	(5,976)	(5,976)
8096	Charter Schools in Lieu of Prop. Taxes	-	159,130	208,918	(47,788)	302,494	308,894	5,000	6,399	143,364	149,764
8310	Other State Revenues	526	6,327	-	6,327	-	6,327	6,327	6,327	(6,327)	-
8319	Other State Appointments - Prior Years	-	3,921	2,162	1,759	4,323	4,508	73	185	402	587
8550	Mandated Cost Reimbursements	-	11,220	11,889	(669)	47,545	49,590	802	2,035	36,335	38,369
8560	State Lottery Revenue	-	1,506	-	1,506	-	1,506	-	1,506	(1,506)	-
8590	All Other State Revenue	-	59,083	59,800	263	59,800	59,083	-	283	(263)	-
8594	Common Core	-	-	-	-	-	-	-	-	-	-
8800	Other Local Revenue	-	100	-	100	-	100	-	100	(100)	-
8834	Food Service Sales	-	5,464	7,077	(1,614)	9,000	9,000	-	-	3,536	3,536
8850	Leases and Rentals	5,033	6,105	1,555	4,550	2,221	6,105	3,884	3,884	(3,884)	-
8893	Field Trips	-	250	-	250	-	250	-	250	(250)	-
8899	All Other Local Revenue	-	-	-	-	195,000	195,000	-	-	195,000	195,000
8701	In Lieu of Prop 39	-	-	-	-	-	-	-	-	(6)	(6)
8999	Uncategorized Revenue	5	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,360	18,360	-	-	5,416	5,416
8803	Fundraising	-	-	-	-	-	-	-	-	-	-
8800	Donations/Fundraising	5	2,957	5,480	(2,523)	7,829	7,829	-	-	4,872	4,872
8802	Donations - Private	1,663	12,944	12,852	92	18,3					

Sycamore Academy

Budget vs. Actuals

As of most recent monthly close

	Actual			Budget vs. Actual			Budget		
	Actual	YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget (Oct.)	Current Forecast	Variance (Previous vs. Current Forecast)	Budget Remaining	Forecast Remaining
EXPENSES									
Compensation & Benefits									
1000 Certified Salaries									
1100 Teachers Salaries	41,225	378,134	375,886	(2,257)	516,816	516,816	-	136,662	136,662
1103 Teacher Substitute Pay	5,048	16,776	10,473	(6,303)	14,400	14,400	-	27,318	(2,376)
1300 Certificated Supervisor & Administrator Salaries	8,273	67,182	68,727	1,545	84,500	84,500	-	56,000	55,000
1400 Certificated Bonuses & Extra Pay	-	-	-	-	55,000	55,000	-	-	-
SUBTOTAL - Certificated Employees	54,546	462,093	465,063	(7,027)	690,716	690,716	-	218,623	218,623
2000 Classified Salaries									
2100 Classified Instructional Aide Salaries	6,622	52,566	52,363	(193)	72,000	85,000	(13,000)	19,443	32,443
2400 Classified Clerical & Office Salaries	3,182	26,455	34,909	8,455	48,000	35,000	13,000	21,545	8,545
2600 Classified Bonuses & Extra Pay	-	-	-	-	6,000	6,000	-	6,000	6,000
2900 Classified Other Salaries	2,062	17,465	16,495	(1,000)	22,600	22,600	-	5,185	5,185
2935 Other Classified - Substitute	903	6,597	1,164	(5,433)	1,600	7,600	(6,000)	(4,997)	1,003
SUBTOTAL - Classified Employees	12,769	103,102	104,831	1,629	160,200	164,200	(4,000)	47,178	53,178
Employee Benefits									
3000 STRS	4,163	37,246	34,510	(2,736)	51,622	51,622	-	14,376	14,376
3200 PERS	600	4,788	4,561	(226)	6,768	7,453	(685)	1,970	2,655
3300 QASDI-Medicare-Alternative	1,967	14,738	16,766	2,028	24,987	25,446	(459)	10,249	10,708
3400 Health & Welfare Benefits	10,003	77,393	105,000	27,607	126,000	126,000	-	48,607	48,607
3500 Unemployment Insurance	33	344	7,797	7,453	7,797	7,992	(194)	7,453	7,648
3600 Workers Comp Insurance	-	15,783	19,113	3,330	19,113	19,251	(138)	3,330	3,468
3700 Retiree Benefits	-	-	-	-	-	-	-	-	-
3700 PERS Reduction	-	-	-	-	-	-	-	-	-
3800 Other Employee Benefits	-	200	-	(200)	-	-	-	(200)	(200)
SUBTOTAL - Employee Benefits	16,768	160,801	187,747	27,246	236,206	237,763	(1,476)	86,786	87,262
Books & Supplies									
4000 Approved Textbooks & Core Curricula Materials	-	4,268	14,056	9,788	15,060	14,915	145	10,792	10,648
4100 Books & Other Reference Materials	169	1,165	952	(213)	1,020	1,165	(145)	(145)	-
4315 Custodial Supplies	1,055	6,631	3,408	(3,223)	4,544	7,047	(2,503)	(2,087)	415
4320 Educational Software	-	2,528	2,360	(168)	2,529	2,529	(0)	-	-
4325 Instructional Materials & Supplies	1,622	11,182	11,335	153	16,183	13,138	3,055	5,011	1,956
4330 Office Supplies	711	7,867	9,550	1,683	12,733	12,689	44	4,866	4,822
4335 PE Supplies	-	1,622	1,479	(123)	1,585	1,630	(45)	(22)	22
4345 SCEWL Conference Expenses	505	6,225	4,511	(1,714)	4,833	6,225	(1,392)	(1,392)	-
4352 Non Instructional Student Materials & Supplies	-	-	1,750	1,750	2,500	2,500	-	2,500	2,500
4410 Classroom Furniture, Equipment & Supplies	-	4,186	3,332	(854)	3,570	4,186	(616)	(616)	-
4420 Computers (Individual Items less than \$50)	2,064	13,196	32,830	14,632	35,175	35,175	-	16,977	16,977
4430 Non Classroom Related Furniture, Equipment & Supplies	48	211	34	(177)	49	211	(162)	(162)	-
4720 Other Food	958	4,333	2,225	(2,107)	3,179	4,333	(882)	(1,154)	-
SUBTOTAL - Books and Supplies	7,151	68,401	87,823	19,422	102,978	106,741	(82)	34,659	37,340

Sycamore Academy

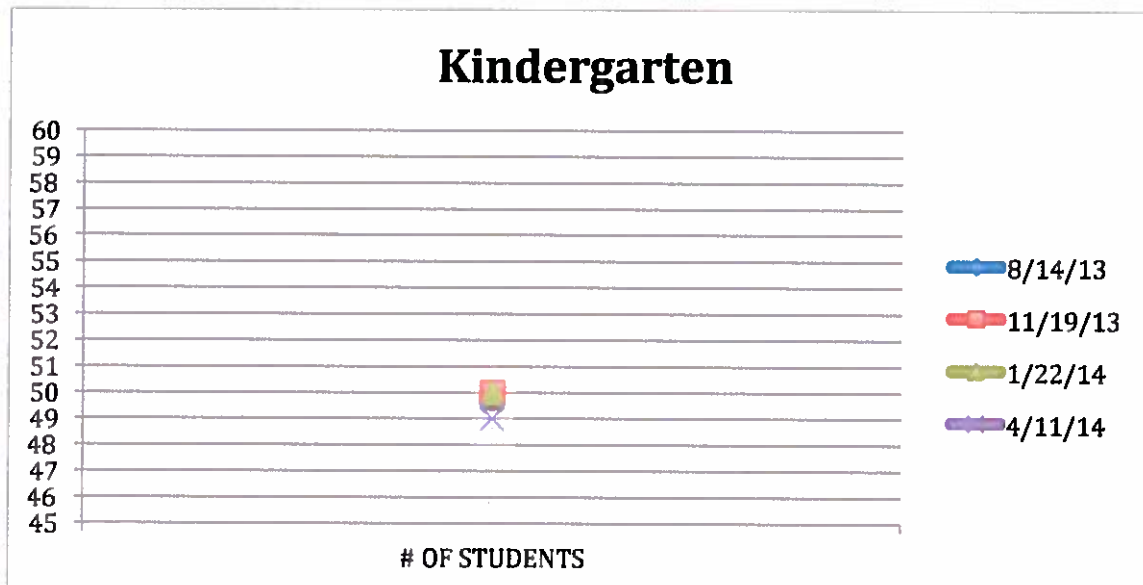
Budget vs. Actuals

As of most recent monthly close

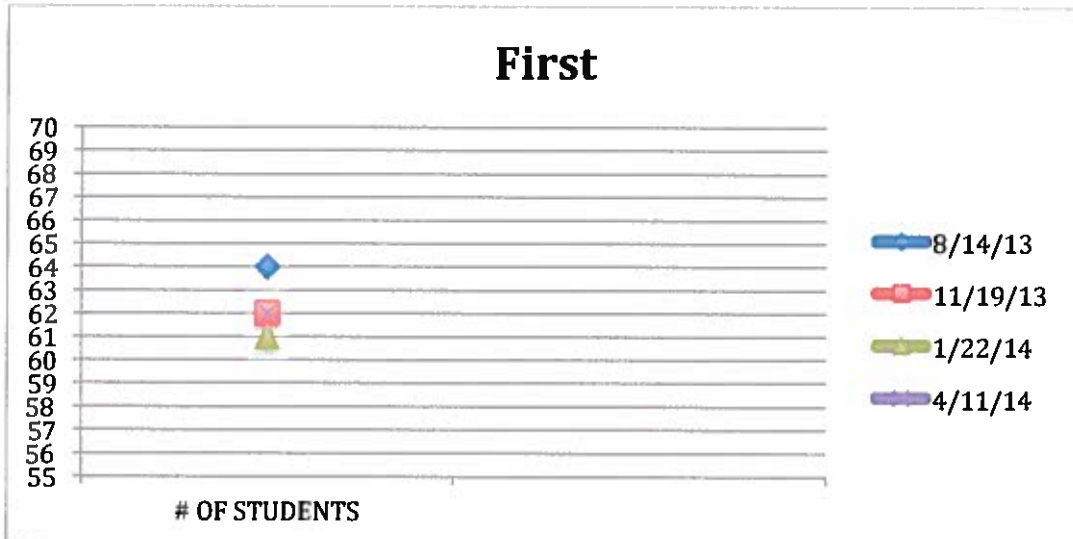
	Actual			Budget vs. Actual			Budget		
	Actual	YTD	Budget	YTD	Variance (YTD less Budget)	Approved Budget (Oct.)	Current Forecast	Variance (Previous vs. Current Forecast)	Forecast Remaining
5000 Services & Other Operating Expenses									
5210 Conference Fees	-	420	447	27	638	638	638	-	218
5220 Travel - Mileage, Parking, Tolls	312	879	1,643	764	2,347	2,347	2,347	-	1,468
5220 Travel and Lodging	-	1,668	4,080	2,392	5,800	5,800	5,800	-	4,132
5225 Travel - Meals & Entertainment	396	703	1,707	1,004	2,439	2,439	2,439	-	1,736
5305 Dues & Membership - Professional	-	1,525	3,928	2,403	5,611	5,611	5,611	-	4,086
5310 Subscriptions	-	130	214	85	306	306	306	-	176
5450 Insurance - Other	-	12,381	16,272	3,891	17,311	17,311	17,311	-	4,930
5510 Utilities - Gas and Electric	1,715	16,193	18,000	1,807	24,000	24,000	24,000	-	7,807
5515 Janitorial, Gardening Services & Supplies	1,024	7,870	9,455	1,586	12,607	12,607	12,607	-	4,737
5520 Security	137	2,618	1,368	(1,250)	1,824	1,824	1,824	(1,056)	262
5605 Equipment Leases	883	6,914	4,200	(2,654)	5,679	5,679	5,679	(4,200)	3,025
5610 Rent	25,394	253,842	253,842	-	304,610	304,610	304,610	-	50,768
5615 Repairs and Maintenance - Building	1,365	5,400	8,091	2,691	11,111	11,111	11,111	-	5,711
5617 Repairs and Maintenance - Other Equipment	160	240	1,061	811	1,502	1,502	1,502	-	1,262
5699 Other Rentals, Leases and Repairs	-	4,782	5,355	573	7,650	7,650	7,650	-	2,868
5803 Accounting Fees	-	33	151	118	216	216	216	-	183
5809 Banking Fees	2	72,826	95,910	23,084	127,880	127,880	127,880	(5,765)	60,819
5812 Business Services	3,888	9,855	13,920	4,065	18,580	18,580	18,580	(796)	9,504
5824 District Oversight Fees	142	3,007	2,474	(533)	3,534	3,534	3,534	-	527
5830 Field Trips Expenses	-	110	2,100	1,990	3,000	3,000	3,000	-	2,880
5833 Fines and Penalties	-	510	128	(384)	180	180	180	(330)	-
5836 Fundraising Expenses	150	8,122	9,196	1,074	13,137	13,137	13,137	-	5,015
5839 Interest - Loans Less than 1 Year	661	8,774	8,038	(736)	9,897	9,897	9,897	-	1,123
5843 Legal Fees	630	11,066	11,127	61	15,300	15,300	15,300	-	4,234
5845 Licenses and Other Fees	2,500	3,682	3,015	(667)	4,307	4,307	4,307	(3,808)	645
5851 Marketing and Student Recruiting	-	4,345	1,841	(4,597)	2,630	2,630	2,630	-	-
5854 Consultants - Other	255	7,250	5,282	(1,968)	7,546	7,546	7,546	-	296
5857 Payroll Fees	-	110	736	626	1,051	1,051	1,051	-	1,750
5860 Printing and Reproduction	-	15,593	13,500	(2,093)	18,000	18,000	18,000	-	941
5863 Professional Development	-	-	-	-	119,506	119,506	124,619	(5,113)	2,407
5872 Special Education Enrichment	-	-	-	-	953	953	953	-	124,619
5875 Staff Recruiting	-	-	-	-	4,202	4,202	4,345	(143)	953
5878 Student Assessment	131	4,345	4,202	(143)	15,234	15,234	15,234	-	3,558
5881 Student Information System	115	11,678	15,234	3,556	480	480	480	(480)	718
5884 Substitutes	480	480	-	(480)	1,141	1,141	1,141	-	-
5887 Technology Services	-	423	856	433	3,600	3,600	3,600	-	-
5896 Internet/WebSite consulting	-	3,600	3,600	-	-	-	-	-	(7,175)
5899 Miscellaneous Operating Expenses	3,716	7,175	-	(7,175)	263	263	583	(320)	-
5910 Communications - Internet / Website Fees	-	583	197	(386)	1,897	1,897	1,897	-	1,028
5915 Postage and Delivery	215	870	1,423	553	5,828	5,828	5,828	-	1,834
5920 Communications - Telephone & Fax	970	4,194	4,371	177	-	-	-	-	310,470
SUBTOTAL - Services & Other Operating Exp.	58,362	458,629	630,763	32,224	788,733	788,733	809,399	(20,666)	287,203
6000 Capital Outlay									
6100 Sales & Improvement of Sales	-	67,369	-	(67,369)	-	-	200,000	(200,000)	132,641
SUBTOTAL - Capital Outlay	-	67,369	-	(67,369)	-	-	200,000	(200,000)	132,641
TOTAL EXPENSES	149,853	1,349,368	1,368,320	18,334	1,866,985	1,866,985	2,109,499	(242,514)	535,613
6900 Total Depreciation (includes Prior Years)	-	-	-	-	-	-	42,677	-	42,677
TOTAL EXPENSES including Depreciation	149,853	1,282,626	1,368,320	83,633	1,868,661	1,868,661	2,032,176	(163,514)	748,643

April 11, 2014 Enrollment Data Report

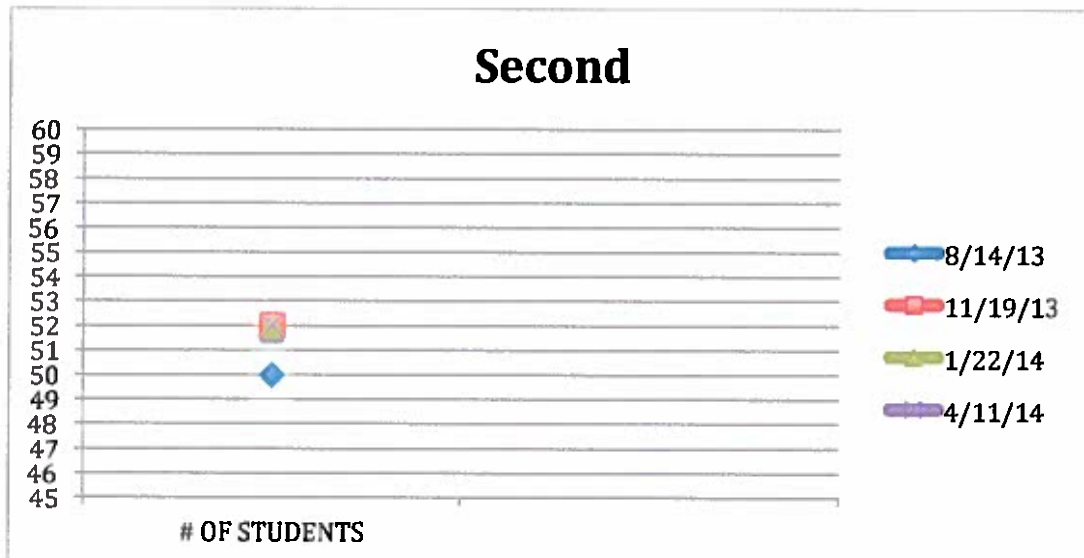
	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	50	50	50	49



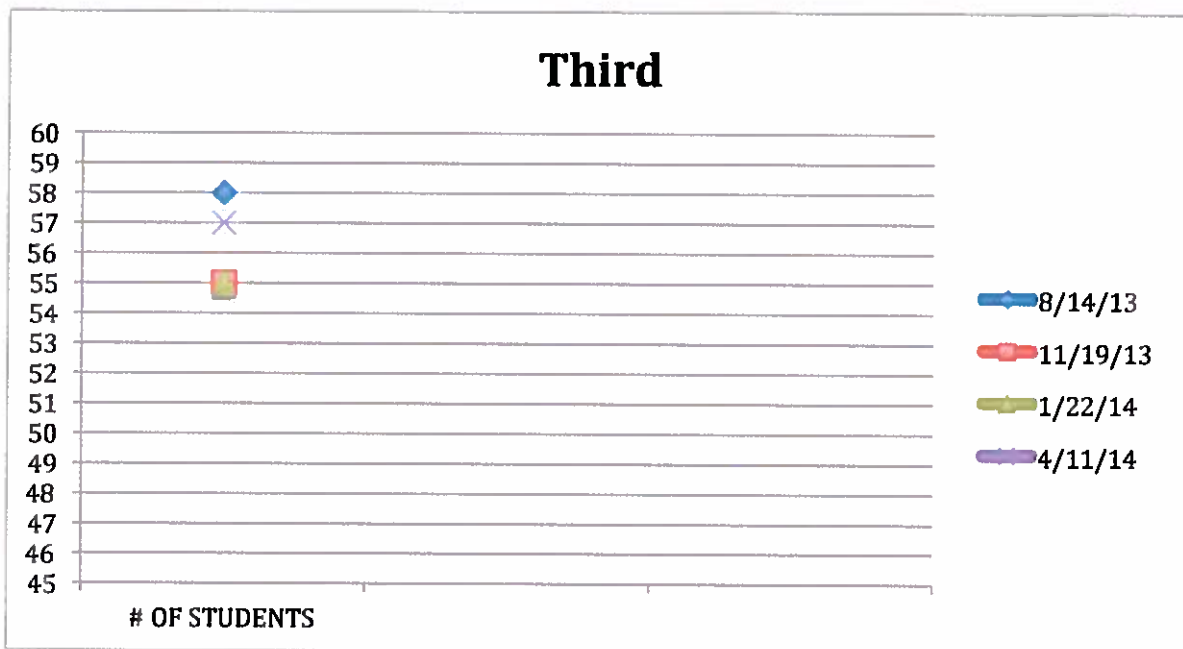
	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	64	62	61	62



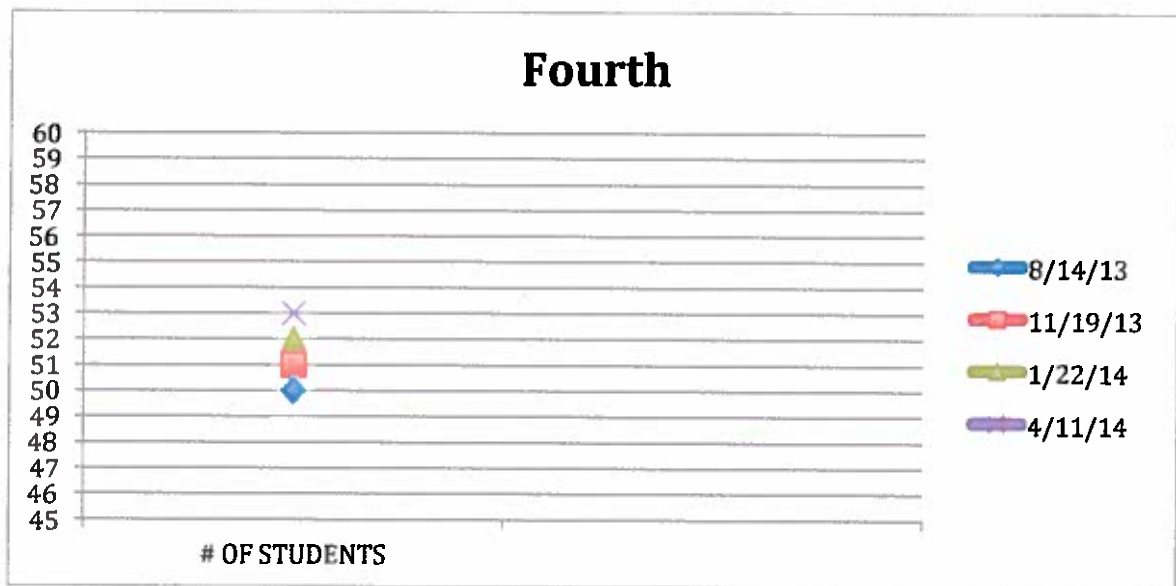
	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	50	52	52	52



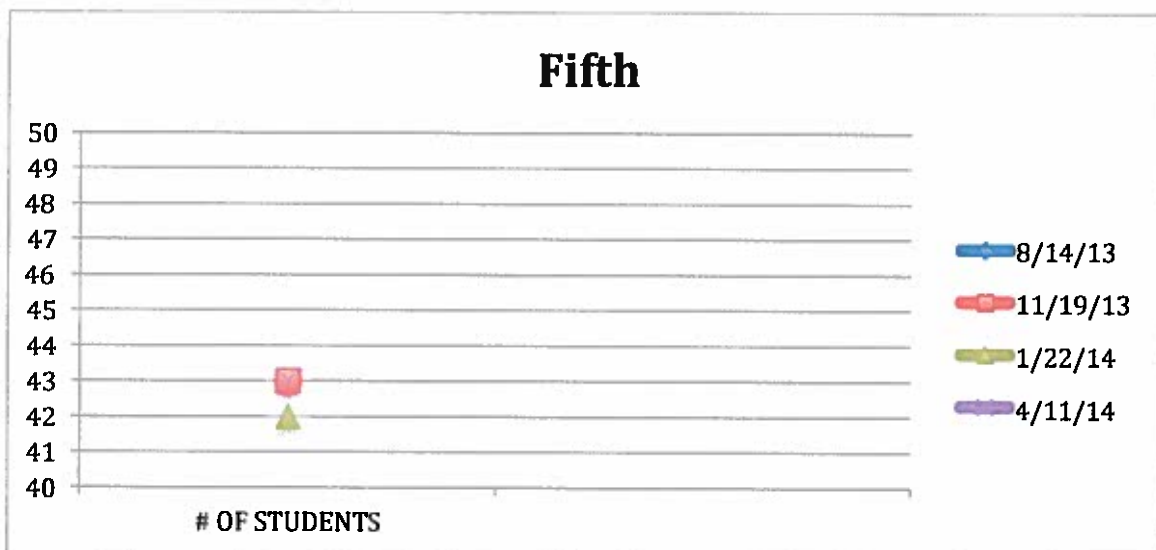
	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	58	55	55	57



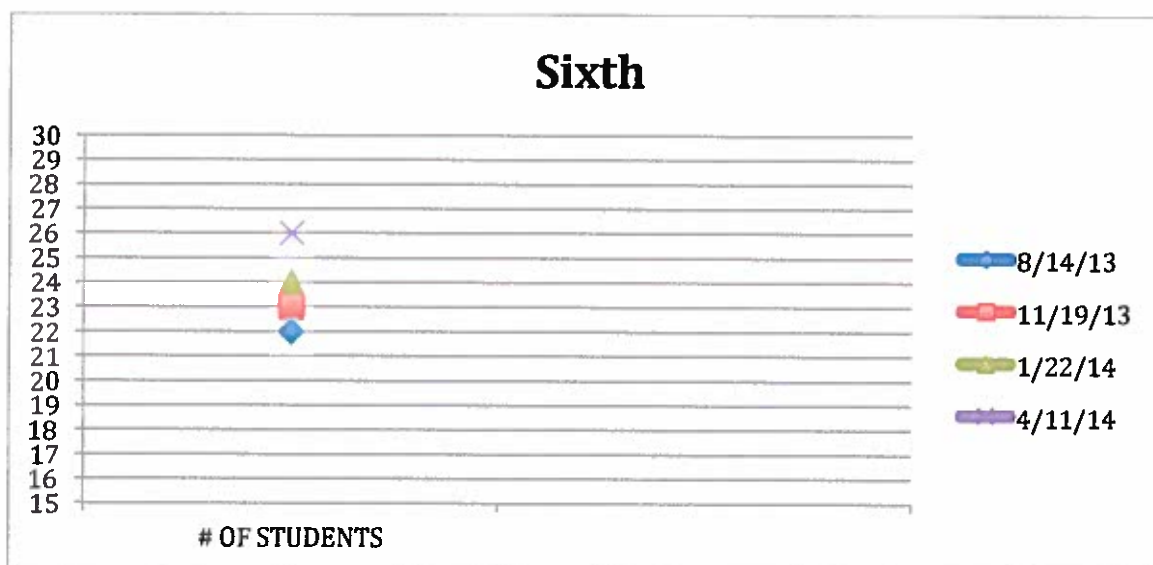
	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	50	51	52	53



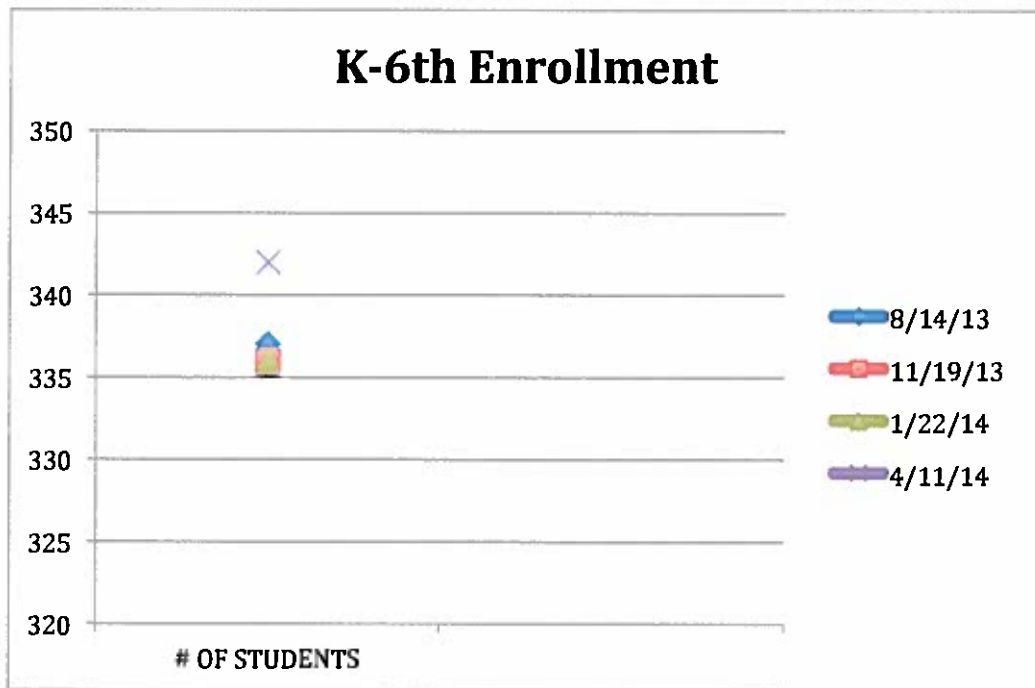
	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	43	43	42	43



	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	22	23	24	26



	8/14/13	11/19/13	1/22/14	4/11/14
# OF STUDENTS	337	336	336	342



SYCAMORE ACADEMY



OF SCIENCE AND CULTURAL ARTS
FULLY ACCREDITED

Enrollment

Current Students

Currently 342 students enrolled

93% submitted notification that
they are returning

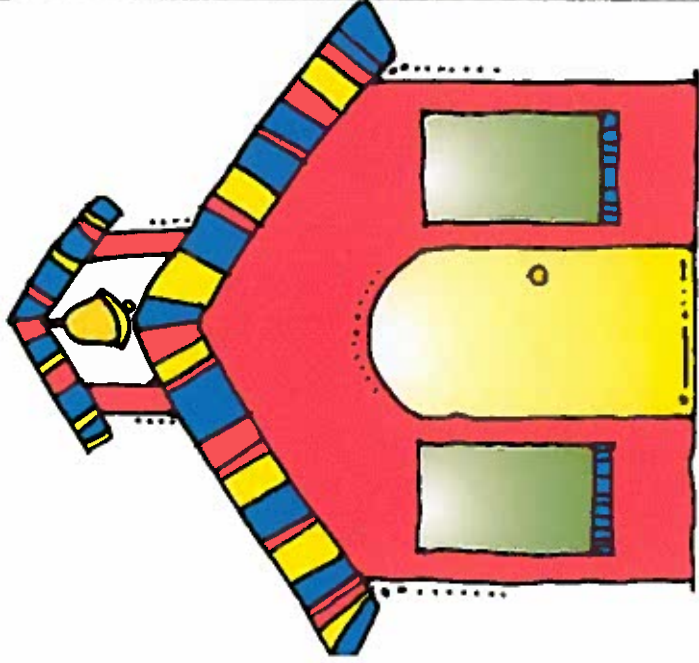


School size

Increasing capacity by 15%

Adding 2 more classrooms
(total of 13)

*7th grade



Open Enrollment

Began on March 1st, 2014

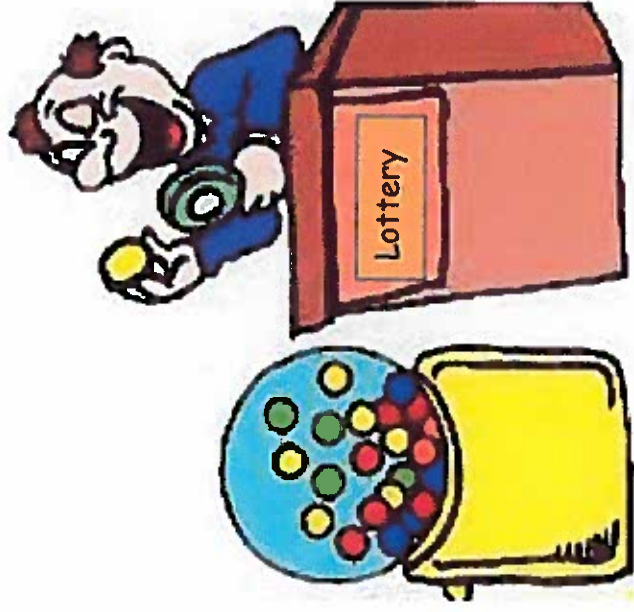
Ended on April 4th, 2014

**We received 63% more
applications than we have
seats available.**



Lottery

Kindergarten	5 seats
1st grade	8 seats
2nd grade	1 seat
3rd grade	2 seats
4th grade	1 seat
5th grade	0 seats
6th grade	5 seats
7th grade	1 seat



Projection for 2014-15

405 students

4 - K/1 classes

4 - $\frac{2}{3}$ classes

3 - $\frac{4}{5}$ classes

2 - $\frac{6}{7}$ classes



Special Education Analysis

April 2014

Charter School Options

1. Acting as an “Arm of the District” for the purpose of special education

*Charter schools are part of the District as share responsibility for fulfilling obligations outlined under IDEA.

2. Being your own Local Education Agency (LEA)

3. A “hybrid” of the two options

A School Within the District

The authorizing agency is responsible for compliance, personnel, and costs.

The authorizing agency receives all AB 602 funding and the charter pays encroachment.

The charter is indemnified by the authorizer.

Local Education Agency

The charter school is responsible for compliance, personnel, and costs.

The charter receives AB 602 funding per pupil and is responsible to cover costs in excess through the General Fund.

“Hybrid”

Roles and responsibilities are outlined in an MOU.
i.e. The charter receives AB602 funding, hires personnel and administers services.

The District oversees, or provides an “Insurance Policy”, the Charter provides services.

- The charter may provide services through the district, but also may contract independently for services
- The Charter pays encroachment equivalent to per ADA standards of all pupils within the District
- The District indemnifies the Charter, although the Charter may still be responsible for acts of gross negligence or wilful disregard of duties and obligations

	District school	LEA	Hybrid
Liability	District is responsible	Charter is responsible	According to MOU - usually shared
Finances	District receives charter's AB 602 Charter pays encroachment	Charter receives AB 602 General fund pays excess expenses	According to MOU
Services	District is responsible for administering Joint IEP creation	Charter is responsible for administering	According to MOU
Personnel	District personnel	Charter hires or contracts personnel	According to MOU
**CHARTER RISKS	<ul style="list-style-type: none"> *personnel issues *philosophical differences impede delivery *communication issues 	<ul style="list-style-type: none"> *potential costs of low-incident *locating qualified personnel for need (i.e. less than 1FTE) *potential legal costs 	According to MOU

SASCA Today

- *School within the District
 - *Original Charter, no option for becoming an LEA
 - *Original Charter expires 6/25/14
 - *District personnel servicing
 - *District receives AB 602 funding (\$200,534)
 - *SASCA anticipated encroachment (\$122,602)
- Total anticipated financial contribution for 13/14=
\$323,136

Current onsite personnel:

Position	District FTE \$	SASCA %FTE	\$ amount	Total	Notes
RSP	\$68,000 \$11.2ben	1.0	\$79,200	\$79,200	On site daily, services in gen ed classroom, has office
SLP	\$60,000 \$11.2ben	.26	\$18,512	\$18,512	On site 2- ½ days per week, has office
Psych	\$104,000 \$11.2ben	.37	\$42,624	\$42,624	On site 1 day per week
Aide	apprx \$12hr/35h rs/36wks	5.0	\$15,000	\$75,000 +11.2ben	1 - RSP support 4 - classroom support (2 added as of 3/31/14)

\$226,536

Current onsite resources:

Item	Quantity	Price	Total
iPad	3	\$600	\$1,800
headphones	4	\$25	\$100

Current Financials

Revenue (AB602) received by LEUSD	\$200,534
Expenses (LEUSD services)	\$226,536
Encroachment Expense	\$122,602

Timeline (if electing to become an LEA)

By June 30, 2014, submit Letter of Intent to District

District services SASCA for 2014-15 school year
SASCA joins a SELPA or ChELPA during 2014-15 school year

SASCA becomes an LEA for SPED beginning with the 2015-16 school year

Timeline continued...

SASCA receives no AB 602 funding during the 2015-16 school year. (possibility of this changing)

SASCA is responsible for all SPED costs beginning with the 2015-16 school year.

Funding

Year	Enrollment	AB 602 rate	
2013-2014	335	\$627	
2014-2015	400	\$470	RCOE will remove "grant" from the base rate
2015-2016	511	NONE	
2016-2017	552	\$???	dependent upon the SELPA
2017-2018	573	\$???	

Other Cost Considerations

Additional insurance premiums?

Low incident items

Possibility of transportation costs

Questions/Comments



RONALD REAGAN CHARTER SCHOOL ALLIANCE

TOBACCO FREE WORKPLACE POLICY (POLICY #5)

The RRCSA Governing Board recognizes that the health hazards associated with smoking and the use of tobacco products, including the breathing of second-hand smoke, are inconsistent with its goal to provide a healthy environment for students and staff.

Accordingly, Sycamore Academy of Science and Cultural Arts' (SASCA) Governing Board finds and declares that the purposes of this policy are (1) to protect the public health and welfare by prohibiting smoking on the SASCA campus; (2) to guarantee the right of nonsmokers to breathe smoke-free air, while recognizing that the need to breathe smoke-free air shall have priority over the desire to smoke; and (3) to encourage a healthier, more productive living/learning environment for all members of our campus community. By adopting this policy, the RRCSA Governing Board also intends to set an example for students of SASCA, whose future habits and character will be greatly influenced by the habits and character of employees, administrators and visitors to SASCA.

Policy

Policy Statement. Because SASCA is committed to providing a safe and healthy working and learning environment for the students, faculty, and staff on its campus, it hereby adopts the following smoke-free policy.

In accordance with law, smoking is prohibited in SASCA vehicles and in all enclosed spaces in School facilities, including, but not limited to, lobbies, lounges, waiting areas, elevators, stairwells, and restrooms that are a structural part of the building. (*Labor Code 6404.5; 20 USC 6083*). Smoking or use of any tobacco-related products and disposal of any tobacco-related waste are prohibited within 25 feet of any playground, except on a public sidewalk located within 25 feet of the playground. (*Health and Safety Code 104495*). These prohibitions extend to any and all electronic and mechanical nicotine delivery devices.

SASCA therefore prohibits the use of all forms of tobacco, smoke, and electronic and mechanical nicotine delivery devices on campus. SASCA prohibits any advertising, sale, or free sampling of such products. Littering the SASCA campus or property with the remains of tobacco, smoke, or mechanical nicotine delivery devices or any other related waste product is prohibited.

Purpose. To recognize social responsibility in promoting the health, well-being, and safety of students, employees and visitors to SASCA.

Applicability. This policy applies to all students, employees, SASCA affiliates, contractors and visitors twenty-four (24) hours a day, seven (7) days a week.

Responsibility. Adherence to this policy is the responsibility of all members of the SASCA community. It is expected that students, employees, SASCA affiliates, contractors and visitors to SASCA will comply with this policy. Members of the SASCA community are empowered to respectfully inform others about the policy in an ongoing effort to enhance awareness of and encourage compliance with this policy.

Enforcement. Effective implementation of this policy relies on the courtesy, respect and cooperation of all members of the SASCA community. If someone is seen using tobacco, smoke, or electronic and mechanical nicotine delivery devices on SASCA property, an employee may inform the individual of this policy and request that he/she comply. If the individual does not comply, details of the policy violation may be referred to the Director/Principal for appropriate resolution including removal of the person from SASCA at the sole discretion of the Director/Principal.

Awareness and Education. The implementation of this policy is augmented by an awareness and education campaign that includes but is not limited to:

- Notification of our Smoke and Tobacco-Free workplace policy to current and prospective employees through communication available on the SASCA website
- Notification during new hire employee orientation
- Informational postings and electronic notifications
- Smoke and Tobacco cessation programs for employees
- Notices bearing the message "Smoke and Tobacco Free Environment" around the SASCA campus, and
- Organizers and attendees at all SASCA events will be required to abide by this policy. Organizers of such events are responsible for communicating the policy to attendees.

Definitions

Smoking – means inhaling, exhaling, burning, or carrying any lighted or heated cigar, cigarette, or pipe, including a hookah pipe, or any other lighted or heated tobacco or plant product, including marijuana, intended for inhalation, in any manner or in any form. "Smoking" also includes the use of an e-cigarette which creates a vapor, in any manner or in any form, or the use of any oral smoking device for the purpose of circumventing the prohibition of smoking in this Policy.

Tobacco Products - All forms of tobacco, including but not limited to, cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, smokeless tobacco, snuff and chewing tobacco.

Electronic and Mechanical Nicotine Delivery Devices - All devices that deliver a dose of nicotine either with or without combustion such as electronic cigarettes. This definition includes any

electronic oral device, such as one composed of a heating element, battery, and/or electronic circuit, which provides a vapor of nicotine or any other substances, and the use or inhalation of which simulates smoking. The term shall include any such device, whether manufactured, distributed, marketed, or sold as an e-cigarette, e-cigar, e-pipe, or under any other product name or descriptor.

SASCA Community - Employees, SASCA affiliates, contractors and visitors.

SASCA campus/property - All buildings and structures, parking lots, walkways and attached parking structures owned or controlled by SASCA.

In light of the above findings, the SASCA campus shall be entirely smoke-free effective ____ [date].

The Smoke-free Policy applies to all SASCA facilities and vehicles, owned or leased, regardless of location. Smoking shall not be permitted in any enclosed place. Smoking shall also be prohibited outdoors on all SASCA campus property, including parking lots. This policy applies to all students, faculty, staff, and other persons on campus, regardless of the purpose for their visit.

Copies of this policy shall be distributed to all faculty and staff and shall be included with information given to all admitted students. Announcements shall also be printed in campus newspapers to insure that everyone understands the policy. No Smoking signs shall be posted at all points of entry to the SASCA campus and at all SASCA building entrances. No ashtrays shall be provided at any location on campus. Cigarettes, including e-cigarettes, cigars, and pipes, including hookah pipes, shall not be sold or distributed as samples on university grounds, either in vending machines, the student union, or any area on campus. Questions and problems regarding this policy should be handled through existing departmental administrative channels and administrative procedures.

The success of this policy will depend on the thoughtfulness, consideration, and cooperation of smokers and nonsmokers. All students, faculty, and staff share in the responsibility for adhering to and enforcing this policy. Violations of the policy will be treated in accordance with general campus disciplinary procedures.

In further recognition of the incompatibility of SASCA's educational mission and the promotion of tobacco products, effective April 15, 2014:

No tobacco-related advertising or sponsorship shall be permitted on SASCA property, at SASCA - sponsored events, or in publications produced by SASCA, with the exception of advertising in a newspaper or magazine that is not produced by SASCA and which is lawfully sold, bought, or distributed on SASCA property. For the purposes of this policy, "tobacco related" applies to the use of a tobacco brand or corporate name, trademark, logo, symbol, or motto, selling message, recognizable pattern or colors, or any other indicia of product identical to or similar to, or

identifiable with, those used for any brand of tobacco products or company which manufactures tobacco products.

Adopted: _____
Board Secretary Date

THIRD AMENDED & RESTATED STATEMENT OF WORK #1
by and between
EdTec Inc. and Sycamore Academy of Science and Cultural Arts

Reference:	Master Services Agreement dated February 19, 2009, by and between EdTec Inc. ("EdTec") and Sycamore Academy of Science and Cultural Arts ("Client"). This Third Amended and Restated Statement of Work #1 amends and restates and replaces Second Amended and Restated Statement of Work #1 in its entirety, effective as of July 1, 2014.
Term:	July 1, 2009 through June 30, 2016 (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	<p>The philosophy of our Back-Office Services is that we provide a fully-outsourced solution so your school can focus on its educational mission. Financially, the school benefits because it does not need to hire (or supervise) a business office manager or accountant/bookkeeper. Moreover, you receive the benefit of our extensive experience with California Charter Schools.</p> <p>1. FINANCE and ACCOUNTING</p> <p>Budgeting:</p> <ul style="list-style-type: none"> • Annual and multi-year budgets including cash flows – In the spring or when services begin, EdTec works with the school leader to create annual and multi-year budgets in time for submission to the state by July 1. EdTec strives to ensure that the annual budgets are strategic documents that capture the operations and direction of the school. • Budget revisions (as needed, on demand) – EdTec revises budgets as needed to reflect changing circumstances at the school or in the state funding. • Updated monthly budget forecasts – EdTec tracks budget to actuals and updates the budget forecast on a monthly basis (if forecasts move materially off budget, we recommend a budget revision). <p>Financial Statements:</p> <ul style="list-style-type: none"> • Monthly year-to-date financial statements – EdTec prepares YTD financials compared to budget in time for the monthly board meeting. (For schools with board meetings before the 15th of the month, EdTec will furnish the financials and presentation in time for the board meeting; otherwise EdTec electronically sends the financials and presentation as part of the board package ahead of the meeting.) • Monthly cash flow projections – EdTec monitors the school's cash position and tries to anticipate any cash shortfalls in future months

EdTec Inc. Client

	<p>so the school can adjust spending accordingly or attempt to secure cash flow loans.</p> <ul style="list-style-type: none"> • Financial statement analysis (monthly) – In addition to financial statements, EdTec provides a succinct PowerPoint summary and analysis of the financial statements so Board and staff can quickly focus on the salient financial issues facing the school. • Customized financial analysis – EdTec performs reasonable financial analysis that the staff or board requests, e.g. providing a comparative analysis of the school's budget relative to industry norms or fulfilling a request from the authorizing entity. EdTec will also provide customized reports (within reason) for grant proposals. • Support in resolving financial issues – EdTec helps the school leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding. <p>Accounting:</p> <ul style="list-style-type: none"> • Setup of school's chart of accounts and general ledger – EdTec sets up and maintains the school's chart of accounts, based on EdTec's standard structure which is designed to be compliant with SACS. • Customized account codes – EdTec maintains limited customized account codes for unique features of the school program. These must be established at the beginning of the fiscal year to avoid re-coding of historic transactions. • Fund accounting – EdTec can track revenue and expenditures by fund, e.g. implementation grant funds and expenses or Title I expenditures. • Training – EdTec trains appropriate personnel on accounting procedures and practices designed to ensure accurate record keeping. • Transaction recording – EdTec records in detail all transactions in a computerized accounting system. • Journal entries and account maintenance – EdTec prepares and records journal entries and maintains the general ledger according to accepted accounting standards. • Bank reconciliation – EdTec reconciles primary bank and investment accounts to general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required. • Account for Capital Outlay Expenses – EdTec records capitalized assets as provided by the school. On an annual basis, EdTec records related depreciation and amortization in the general ledger and reconciles expenditures to fixed asset listing. • Generate financial reports as requested – EdTec can generate the following reports upon request: detailed account activity; bank register activity; summary of budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdTec); revenues; general ledger account balances.
--	---

EdTec Inc. Client

	<p>Accounts Payable & Receivable:</p> <ul style="list-style-type: none"> • Revenue verification – EdTec verifies that the school is receiving the correct amount of funds. • Revenue collection – if the funds from the state or the county/district are not correct, EdTec tracks down the appropriate officials and alerts them of the problem. EdTec will use reasonable efforts to negotiate on behalf of the school in disputes with funding agencies over improperly calculated payments. • Accounts Payable – EdTec processes all invoices and, pending approval from the school leader or surrogate, pays the bills and codes them in the financial software, typically on a two-week schedule with limited rush payments as needed. EdTec checks to make sure there are no double payments or double billings on multiple invoices. EdTec troubleshoots payment issues with vendors. EdTec also verifies that funds are available to pay the bill. <p>Purchasing:</p> <ul style="list-style-type: none"> • Vendor selection – EdTec provides recommendations of vendors based on its experience with vendors around the state and country. • Purchasing assistance on big-ticket items – EdTec can assist the school leader in its purchase or leasing of big ticket items such as portables. <p>Government Financial Reporting:</p> <ul style="list-style-type: none"> • Preliminary and final budget reports – EdTec prepares and files the preliminary budget report by July 1st based on the board adopted budget and a final budget as required. • Interim financial reports – EdTec prepares and files the two interim financial reports to the county by the December 15 and March 15 deadlines. • Audited financial reports – Subject to timely receipt of information and/or materials from the school and/or the auditor, as applicable, EdTec prepares and files the unaudited financial report by September 15 and the final audited report (from the auditor) by December 15. <p>Audit:</p> <ul style="list-style-type: none"> • Audit support – EdTec prepares financial documents for the auditors and works side-by-side with the auditors to help ensure a smooth and timely audit process. For clarification, the school is responsible to pay auditor fees. The school shall also provide all non-financial records required by the audit – e.g. attendance records, employee records, teacher certifications. • Audit compliance training – EdTec helps the school leader and audit staff develop financial policies designed to meet the requirements and help protect the school from financial mismanagement. • Single Audit Act of 1984 – EdTec provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.
--	---

EdTec Inc. Client

	<ul style="list-style-type: none"> • Auditor group purchasing – EdTec receives a volume discount on audits that it passes on to its clients who choose to work with this auditor. • IRS Form 990 Support (and the corresponding State form, if applicable) – EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing. (For clarification, fees for audit and 990 are paid by school and it is the school's and auditor's sole responsibility to ensure these forms are filed). • The school is responsible for attendance and audit of employee work. <p>SB 740 compliance (Non-classroom based):</p> <ul style="list-style-type: none"> • SB 740 budget compliance – For non-classroom based schools, EdTec monitors budget compliance with SB 740 and alerts school to potential problems in meeting the full-funding determination. • Funding determination form – EdTec completes and files the school's funding determination form based on school input. • Note that the school is responsible for compliance with policies and procedures associated with non-classroom based instruction. <p>2. PAYROLL and HUMAN RESOURCES</p> <p>Payroll: EdTec uses an external payroll processor to accomplish the following tasks. EdTec interfaces between the school and payroll processor, and performs quality checking so that the school does not need to interact with the payroll processor. The school pays payroll processing fees.</p> <ul style="list-style-type: none"> • Payroll Processing – EdTec calculates and processes payroll and payroll-related payments/deductions for salaried and hourly employees based on information submitted by authorized Client representatives (excluding vacation and/or sick time tracking). EdTec generates checks for signature by authorized Client representatives (or through electronic signature) or facilitates Direct Deposit at the Client's request. The fees set forth below include monthly payroll processing; for semi-monthly payroll an additional fee will apply. • Payroll reporting – EdTec prepares and files all required payroll reports for submission to federal and state agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities for a single EDD/tax ID number. For multiple reporting numbers, an additional fee will apply. • Payroll record maintenance – EdTec keeps track of employee payroll information. Client maintains employee files (based on EdTec-provided template files). • W-2 and 1099 processing – EdTec prepares and sends Forms W-2 and 1099 to employees and government, provided that this SOW remains in effect at the end of the applicable calendar year, and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including for any portion of the applicable calendar year that preceded the provision of Services under this SOW.
--	---

EdTec Inc. Client

	<ul style="list-style-type: none"> • IRS, SDI, WC support – EdTec assists in resolving payroll tax issues before the IRS and other federal and state reporting agencies. EdTec also assists school with any State Disability, Workers Comp, or Unemployment Insurance claims, including handling paperwork and tracking the claims process. • STRS/PERS and other retirement plan administration – EdTec will help the school set up STRS/PERS accounts, and makes appropriate deductions and payments to the county for STRS and/or PERS based on information provided by the school. Note that in some cases it can take approximately 12 months to set up such contributions because of district/county delays. Also, some counties charge separately for this mandated service. The school is responsible for STRS/PERS account set-up, administration and enrollments and any fees from outside parties. <p>Human Resources and Benefits:</p> <ul style="list-style-type: none"> • Employee file set up – EdTec provides clients with template employee files and procedures to help ensure compliance with state and federal requirements regarding Live Scan procedures, TB Test information, and/or credential verification information. • Contracts and Handbook development support – EdTec provides schools with non-legal, business advice on employment contracts and employee handbooks and their business implications. • Health benefits administration – EdTec assists in managing the health benefits procurement process, and assists with re-quotes of insurance on an annual basis. • Teacher credentialing – EdTec provides information and assistance to school leaders to help them evaluate teacher credentials and “highly qualified” requirements. <p>3. INSURANCE</p> <ul style="list-style-type: none"> • Insurance procurement – EdTec assists in managing the insurance quote process. Where appropriate, EdTec assists Client in joining the CCSA JPA insurance pool. • Insurance administration – Upon request, EdTec can assist in communications between the insurance company and the school to facilitate claims processing. <p>4. BUSINESS CONSULTING</p> <ul style="list-style-type: none"> • Negotiations – EdTec supports the school director and board in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school’s position. • Strategic Planning – EdTec can assist the school director and board strategic planning and scenario development/analysis. • Financing support – EdTec assists clients in preparing loan packages and connecting the school with non-traditional/specialized funding sources such as New Market Tax Credits, Low Income Investment Fund
--	--

EdTec Inc. Client

	<p>resources, and philanthropic funds.</p> <ul style="list-style-type: none"> • Legal services management – EdTec can help manage legal services to keep costs down. • Special Projects – EdTec performs business-related special projects within reason, such as finding food service providers, analyzing transportation options, and modeling growth and facilities scenarios. (Note that EdTec does <u>not</u> assist schools with qualification as a provider of subsidized school meals.) <p>5. BOARD MEETING SUPPORT</p> <ul style="list-style-type: none"> • For the period ending June 30, 2010, EdTec will provide the following: <ul style="list-style-type: none"> • Board meeting binders – EdTec prepares a three-ring binder for each board member that holds information from all board meetings, including meeting tabs for agenda, meeting minutes, financial statements, check register, EdTec financial summary, and other handouts and analyses as required. EdTec works with the school leader and board to develop the agenda and recommends agenda items that are appropriate for the school. • Board mailouts (Electronic) – EdTec collects, organizes, and collates materials for each meeting and emails the information to board members in advance of the meeting. Client prints board meeting materials to have on hand for attendees. • Board meeting attendance – EdTec attends monthly board meetings in person or by teleconference (at least two per three months), and presents its financial analysis presentation. EdTec can assist the board in staying in compliance with the Brown Act. • Board meeting minutes - Client takes board meeting minutes and provides to EdTec for incorporation into board meeting binders. EdTec reviews and edits minutes, incorporating Client feedback, as needed. • For the period commencing July 1, 2010 through the end of the Term, EdTec will no longer provide Board Meeting Support. <p>6. FACILITIES</p> <ul style="list-style-type: none"> • Facility needs assessment and planning – EdTec works with clients to identify facility needs based on the school program and industry standards. EdTec helps clients think creatively about their facility needs and come up with workable solutions. • Facility search – EdTec assists real estate agents to identify possible school sites and cost out tenant improvements. • Facility acquisition/lease negotiation – EdTec assists clients in negotiating purchase and/or lease terms and helps to develop loan packages for facilities and identify likely lenders. The school's attorney should review these. • Prop 39 – EdTec helps the school prepare and submit compliant Prop 39 requests and helps to manage the Prop 39 process. • District negotiations – EdTec will help the school negotiate deals with the district regarding facilities.
--	---

EdTec Inc. Client

	<ul style="list-style-type: none"> • SB 740 – As state funding is available, EdTec prepares and submits SB 740 facilities reimbursements on the school's behalf. <p>7. COMPLIANCE and ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Note that compliance and accountability are the responsibility of the school. EdTec will provide advice on some matters, but this information is not comprehensive. In addition, since rules, regulations and interpretations regularly change, schools should seek independent verification from their attorneys or other sources. • Employee files – As noted above, EdTec provides schools with templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues). • NCLB compliance support – EdTec helps schools understand the requirements of No Child Left Behind (NCLB). On an hourly basis, EdTec can provide assistance on LEA Plans and School Wide Plans. • SPED compliance – EdTec provides partial checklists and general information to help schools understand their responsibilities related to Special Education. EdTec recommends getting specialized assistance in this area to ensure complete compliance. • Funding compliance – EdTec makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation grant funding and other restricted funds. Note that NCLB Funding compliance is especially complex with many school obligations. • District and state regulation compliance – EdTec can help the school identify areas where it may not be in compliance with district or state regulations. <p>8. ATTENDANCE and STUDENT INFORMATION SYSTEMS</p> <ul style="list-style-type: none"> • Internal attendance reporting – EdTec will assist with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work. Resolution of data discrepancies is charged at the hourly rate. • Government attendance reporting – Using school-provided data, and at the school's request, EdTec prepares and/or performs a quality assurance check of government attendance reports, including the 20-day report, P-1, P-2, and P-Annual. (Note: Does not include SARC, CBEDS, SNOR, CSIS, or other demographic reports.) • Attendance procedures assistance – EdTec will provide up to 4 hours annually of assistance reviewing schools' attendance accounting procedures and advising on areas for improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance. • Quarterly ADA analysis – EdTec reviews ADA data to ensure the school is on track with projections. • Student Information System (SIS) procurement and support – EdTec will provide up to 3 hours of assistance to the school leader in
--	---

EdTec Inc. Client

	<p>evaluating the school's need for an SIS. If the school asks EdTec to access, use or troubleshoot an SIS not supported by EdTec, hourly charges will apply for EdTec to learn and use the SIS. (Note the school is responsible for taking accurate attendance, on a system provided by the school, at the school's expense.)</p> <ul style="list-style-type: none"> • Supplemental Instruction – EdTec helps schools navigate the supplemental instruction regulations and provides all the forms and policies needed to set up a supplemental instruction program to collect additional funds for after-school and summer programs. Calculation of Supplemental Hourly Instruction hours and data clean-up will be billed hourly. • School requests for EdTec assistance on items not listed in this section shall be billed hourly. <p>9. CHARTER DEVELOPMENT and GRANTS ADMINISTRATION</p> <ul style="list-style-type: none"> • Financial reports – Edtec prepares customized financial reports for grant purposes. • Fund accounting – EdTec sets up fund accounting to track direct and allocated costs to grants. • Public Charter School Grant Program (PCSGP) grant reporting – EdTec assists the school in preparing and submitting the PCSGP grant report to the CDE, and manages the review/finalization process. • Class size reduction application – EdTec prepares and submits the class size reduction application. • ConApp – EdTec prepares and files the ConApp parts 1 and 2 for eligible schools. • State Revolving Loan – EdTec prepares the application for this loan program (up to \$250,000). • Grant writing – On a separate fee basis, EdTec can do grant prospect analysis and write grants. • Charter renewal – On a separate fee basis, EdTec will prepare and advocate a charter petition for school renewal. <p>10. START-UP/SET-UP</p> <ul style="list-style-type: none"> • Startup Support – EdTec helps new schools get started on the right foot by providing forms, instructions, and support needed to launch the school (information compiled in EdTec's Charter Operations Book ("ECO")), including: <ul style="list-style-type: none"> o State and Federal IDs o Charter number o CDS code o Advance Apportionment o 501(c) (3) support o School database template o Payroll information (I-9, STRS, health, Live Scan, etc.)
--	---

EdTec Inc. Client

Excluded Services:	<p>Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing. Examples of Excluded Services include, but are not limited to, outside legal costs, computer installation and support, purchasing of small items or of curriculum materials, printing and graphic arts, grant-writing or fundraising, hiring and associated legal requirements (e.g., background checks, credential reviews) and recordkeeping, meetings with outside parties (e.g., the Board or District) beyond those meetings required to accomplish the included services, Special Ed administration, testing, assessment, compliance with NCLB, compliance with government grant requirements, audits, attendance accounting, and other outside professional services costs.</p>
Compensation:	<ul style="list-style-type: none"> • Back Office Services: Our fees for back-office services range from 3.0% to 7.5% of the school's government revenues accrued for the then-current school fiscal year, depending on the size of your school. "Government Revenues" include all attendance-driven government funding, plus government grants, but exclude Special Education funding and federal subsidized meal funding. This fee <u>includes</u> all normal postage, telephone, copying, faxing, etc., <u>except</u> for bank and payroll fees that will be passed through. The fee <u>excludes</u> a charge on private philanthropy that you raise, unless there are extra-ordinary reporting requirements for these funds, in which case we would mutually-agree on a solution. The fee is payable monthly commencing on July 1, 2009, based on a pro-rated estimate of the annual fee derived from the projected enrollment and funding rates reflected in the materials submitted to the state by July 1. <ul style="list-style-type: none"> ○ We charge a higher percentage rate for your first 200 students (ADA) and then a lower rate on additional students because of our economies of scale in servicing larger schools. Our rate for your first 0-200 students is 7.5%. The <u>incremental</u> rate for 201 to 300 students is 7.0% of <u>those</u> students; 301 to 400 students, 6.0%; 401 to 500 students, 5.0%; 501 to 600 students, 4.0%; and 601 and above students, 3.0%. [To calculate your total rate, apply 7.5% to the first 200 ADA; 7.0% for the next 100 ADA, and so on.] <ul style="list-style-type: none"> ▪ For each of the 2010-2011, 2011-2012, 2012-13 and 2013-14 fiscal years, the annual fee resulting from the above fee schedule will be reduced by \$16,000, credited ratably over the course of the applicable fiscal year; and ▪ For each of the 2014-2015 and 2015-2016 fiscal years, the annual fee resulting from the above fee schedule will be reduced by \$20,000, credited ratably over the course of the applicable fiscal year. ○ Notwithstanding the above fee schedule, the minimum fee for our back office service for a school fiscal year is \$57,350. ○ In addition to the fees calculated as provided above, for multi-charter schools there will be an incremental fee of \$8,000 per year for each additional charter. • Consulting: Should you desire additional services not in the above scope, and for any services provided prior to July 1, 2009 (other than the preparation of the budgets for submission to the state by July 1 as described above, for which there would be no additional hourly charge),

EdTec Inc. Client

	<p>we would be pleased to provide these, subject to staff availability, at a discounted fee of \$140/hour (travel time is billed at ½ of this hourly rate). Typical additional services that are not in the above scope are grant writing, charter writing and the implementation of computer systems or computerized Student Information Systems. Again, this rate includes normal phone, copying and incidental costs. Additional costs would include mileage reimbursement for travel, overnight delivery charges, and pre-approved out-of-pocket expenses.</p> <ul style="list-style-type: none"> • Set-Up Charges: EdTec Inc. will absorb the expenses of setting up clients on our systems. However, if reconciliations due to incomplete or unorganized records require more than twenty hours of our staff time, we will charge for the additional reconciliation time at our discounted hourly consulting rate. • Conversion Fee: Schools already in operation prior to commencing EdTec services will pay a \$10,000 one-time fee to convert their data and records into our systems. However, if the conversion requires more than seventy-five hours of our staff time, we will charge for the additional time at our discounted hourly consulting rate. • Services Prior to July 1, 2009: Without additional charge and subject to staff availability, EdTec Inc. will use reasonable efforts to provide consulting services that are within the above scope of services and that otherwise would be required by Client after July 1, 2009 (e.g. Application for Revolving Loan, budget modeling and facilities questions). Routine monthly back-office services are <u>not</u> included (e.g. payroll, financial statements, attendance at Board meetings and the like). • Fee Increases: EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable. • Payment Terms: All fees payable to EdTec must be received by EdTec within thirty (30) days of the date of invoice. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty days past due.
School Obligations:	<p>EdTec's services will assist with the operations of Client's back-office operations, but do not include auditing Client's provided information and operations for completeness and compliance. It is Client's responsibility to adopt and adhere to reasonable policies and procedures, and to ensure the school remains in compliance with all applicable rules and regulations and maintains sound fiscal operations. In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, and to cooperate reasonably with EdTec. Furthermore, Client must immediately inform EdTec of any material change that could affect EdTec's ability to complete its responsibilities and to assist Client in complying with all applicable laws and regulations.</p> <p>Client will comply with the attached Roles and Responsibilities document (Attachment 1).</p>

EdTec Inc. Client

Termination:	Either party may, upon giving thirty (30) days' written notice identifying specifically the basis for such notice, terminate this Statement of Work for breach of a material term or condition of this Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. In addition, EdTec may terminate this Statement of Work immediately upon written notification and without liability, (a) if Client, in EdTec's reasonable judgment, violates any of the "School Obligations" above, (b) if Client does not open by September 30, 2009, or (c) upon any revocation of Client's charter. Upon any early termination under this section, Client shall pay EdTec for all services rendered by EdTec prior to the effective date of termination. In addition, if EdTec terminates this Statement of Work under this section, Client shall also pay EdTec for any demobilization or other costs resulting from such early termination.	
EdTEC INC.	SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS	
By: _____	By: _____	
Name: Steve Campo	Name: _____	
Title: President & CEO	Title: _____	
Date: _____	Date: _____	
1410A 62 nd Street Emeryville, CA 94608	Address: _____	
Fax: 510.663.3503	_____	
	Phone: _____	
	Fax: _____	

ATTACHMENT 1

Roles and Responsibilities

Clarity on roles and responsibilities between EdTec and Sycamore Academy of Science and Cultural Arts ("Client") will help ensure high quality, timely business services. Table 1 below outlines the roles and responsibilities of both parties:

Table 1: Roles & Responsibilities

	EdTec	Client
Payroll	<ul style="list-style-type: none"> • Accurate, complete payroll on a monthly/semi-monthly basis (additional fees apply for semi-monthly payroll) • Published calendar of payroll deadlines • Reminder emails for payroll deadlines with previous payroll period information attached • Final payroll information sent to client for approval by at least one working day prior to client's payroll approval date • Advice on setting up STRS/PERS enrollments • Primer on health insurance terminations and COBRA 	<ul style="list-style-type: none"> • Timecards and Changes: Submission to EdTec of timecards for hourly staff and payroll changes from prior period by payroll calendar deadlines and using EdTec forms/processes • Payroll Approval: Approval (email or fax) to EdTec by payroll calendar deadlines • New Hires: Timely submission to EdTec of new hire paperwork on EdTec new hire forms • Enrolling (or working with a broker to enroll) staff in any STRS, PERS, 403b, health plans, and other insurance/retirement/contribution/deduction programs • Terminating staff from health plans, other insurance, and other applicable contribution/deduction programs.
Accounts Payable	<ul style="list-style-type: none"> • Timely and accurate check payments according to Accounts Payable check calendar • Payment of invoices according to client's approval policies • Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors • Payment systems linked to financial statements and analyses for informed managerial decision-making • Bank account reconciliations • Invoice/payment research • Advising clients on outstanding checks to ensure adequate cash availability 	<ul style="list-style-type: none"> • Submission of Payment and Deposit Information <ul style="list-style-type: none"> ◦ Weekly submission to EdTec of invoices, reimbursement requests, deposits, and other expenditures using EdTec forms and processes ◦ Coding all expenses and non-state funding deposits using EdTec forms and processes and codes from the most recent budget. • Banking: Monitoring and maintaining adequate bank account balances to meet expense obligations

EdTec Inc. Client

Attendance and SIS	<ul style="list-style-type: none"> • Provide Client with government attendance reporting deadlines/calendar for 20-day, P-1, P-2, P-Annual. • Provide District/Authorizer calendar questionnaire form to Client. • Evaluation of SIS systems (up to 3 hours annually) • Generation of complete, accurate attendance reports by the deadline • Monthly, 20-Day and P-Reports: Basic quality assurance and troubleshooting (up to one hour per report) • Class Size Reduction Report: Report preparation and submission (for up to 4 hours) for K-3 schools only • CSIS Reports: Report assistance and generation (up to 4 hours annually) 	<ul style="list-style-type: none"> • Accurate and complete collection of attendance data in compliance with State rules • Completion of District/Authorizer calendar questionnaire form • Monthly Reports: Submission of data to EdTec at least 3 business days before the deadline • P-Reports: Submission of data to EdTec at least 5 business days before the deadline • Supplemental Hours: Submission of supplemental hour information to EdTec on EdTec supplemental hours form • Clients without student information system software will submit student data to EdTec using EdTec forms
---------------------------	--	--

The payroll, accounts payable, and attendance deadlines/calendars referenced above shall be provided separately.

1. LATE FEES and PROCESSING CHARGES

Payroll:

- **Timecards and Payroll Changes:** A late fee of \$100 will be imposed for each business day timecards for hourly staff and payroll changes are submitted late to EdTec based on the published Payroll Calendar. The latest Timecards and Changes can be accepted is one business day prior to Payroll Approval deadlines.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to \$200) of the Timecards and Payroll Changes late fee.
- EdTec will generate and distribute manual checks, as needed and without charge, for employee terminations and payroll corrections due to EdTec error. For all other manual check requests, EdTec will charge a fee of \$35 plus overnight delivery charges (if overnight delivery is requested).

Accounts Payable:

- **Weekly Submittal:** Client will submit a weekly package conforming to EdTec forms and processes. The submittal shall contain invoices with appropriate coding, reimbursement requests, deposits, and/or other payment documents to EdTec using EdTec forms. If Client fails to submit this weekly package, Client will be charged an additional processing fee of \$35.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to \$70) of the Weekly Submittal processing fee.

EdTec Inc. Client

Attendance:

- **Evaluation of SIS systems:** EdTec fees include up to 3 hours annually in assistance with the evaluation of SIS systems.
- **Monthly, 20-Day and P-Reports:** EdTec fees include one hour of quality assurance and troubleshooting when processing and generating each report. However, if Client provides data that requires correction and/or reconciliation with other periods beyond this one hour, EdTec will notify Client of the issue. If Client requests that EdTec assist in or carry-out the data correction, EdTec will charge the discounted data service rate (currently \$115 per hour).
- **Class Size Reduction Report for K-3 schools:** EdTec fees include up to four hours of time for report preparation and submission.
- **CSIS Reports:** EdTec fees include up to four hours annually for report assistance and generation.
- EdTec can provide additional assistance for reports at the discounted data service rate (currently \$115 per hour).
- If Client does not have a student information software system or if Client is submitting supplemental hour information, Client will use EdTec forms when submitting information to EdTec. Failure to use EdTec forms will result in a processing fee of \$100.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to \$200) of the forms processing fee.

[end]

EdTec Inc. Client

SECONDTHIRD AMENDED & RESTATED STATEMENT OF WORK #1

by and between

EdTec Inc. and Sycamore Academy of Science and Cultural Arts

Reference:	Master Services Agreement dated February 19, 2009, by and between EdTec Inc. ("EdTec") and Sycamore Academy of Science and Cultural Arts ("Client"). This Second Third Amended and Restated Statement of Work #1 amends and restates and replaces Second Amended and Restated Statement of Work #1 in its entirety, effective as of July 1, 2014 2 .
Term:	July 1, 2009 through June 30, 201 6 4 (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	<p>The philosophy of our Back-Office Services is that we provide a fully-outsourced solution so your school can focus on its educational mission. Financially, the school benefits because it does not need to hire (or supervise) a business office manager or accountant/bookkeeper. Moreover, you receive the benefit of our extensive experience with California Charter Schools.</p> <p>1. FINANCE and ACCOUNTING</p> <p>Budgeting:</p> <ul style="list-style-type: none"> • Annual and multi-year budgets including cash flows – In the spring or when services begin, EdTec works with the school leader to create annual and multi-year budgets in time for submission to the state by July 1. EdTec strives to ensure that the annual budgets are strategic documents that capture the operations and direction of the school. • Budget revisions (as needed, on demand) – EdTec revises budgets as needed to reflect changing circumstances at the school or in the state funding. • Updated monthly budget forecasts – EdTec tracks budget to actuals and updates the budget forecast on a monthly basis (if forecasts move materially off budget, we recommend a budget revision). <p>Financial Statements:</p> <ul style="list-style-type: none"> • Monthly year-to-date financial statements – EdTec prepares YTD financials compared to budget in time for the monthly board meeting. (For schools with board meetings before the 15th of the month, EdTec will furnish the financials and presentation in time for the board meeting; otherwise EdTec electronically sends the financials and presentation as part of the board package ahead of the meeting.) • Monthly cash flow projections – EdTec monitors the school's cash position and tries to anticipate any cash shortfalls in future months

EdTec Inc. Client

	<p>so the school can adjust spending accordingly or attempt to secure cash flow loans.</p> <ul style="list-style-type: none"> • Financial statement analysis (monthly) – In addition to financial statements, EdTec provides a succinct PowerPoint summary and analysis of the financial statements so Board and staff can quickly focus on the salient financial issues facing the school. • Customized financial analysis – EdTec performs reasonable financial analysis that the staff or board requests, e.g. providing a comparative analysis of the school's budget relative to industry norms or fulfilling a request from the authorizing entity. EdTec will also provide customized reports (within reason) for grant proposals. • Support in resolving financial issues – EdTec helps the school leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding. <p>Accounting:</p> <ul style="list-style-type: none"> • Setup of school's chart of accounts and general ledger – EdTec sets up and maintains the school's chart of accounts, based on EdTec's standard structure which is designed to be compliant with SACS. • Customized account codes – EdTec maintains limited customized account codes for unique features of the school program. These must be established at the beginning of the fiscal year to avoid re-coding of historic transactions. • Fund accounting – EdTec can track revenue and expenditures by fund, e.g. implementation grant funds and expenses or Title I expenditures. • Training – EdTec trains appropriate personnel on accounting procedures and practices designed to ensure accurate record keeping. • Transaction recording – EdTec records in detail all transactions in a computerized accounting system. • Journal entries and account maintenance – EdTec prepares and records journal entries and maintains the general ledger according to accepted accounting standards. • Bank reconciliation – EdTec reconciles primary bank and investment accounts to general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required. • Account for Capital Outlay Expenses – EdTec records capitalized assets as provided by the school. On an annual basis, EdTec records related depreciation and amortization in the general ledger and reconciles expenditures to fixed asset listing. • Generate financial reports as requested – EdTec can generate the following reports upon request: detailed account activity; bank register activity; summary of budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdTec); revenues; general ledger account balances.
--	---

EdTec Inc. Client

	<p>Accounts Payable & Receivable:</p> <ul style="list-style-type: none"> • Revenue verification – EdTec verifies that the school is receiving the correct amount of funds. • Revenue collection – if the funds from the state or the county/district are not correct, EdTec tracks down the appropriate officials and alerts them of the problem. EdTec will use reasonable efforts to negotiate on behalf of the school in disputes with funding agencies over improperly calculated payments. • Accounts Payable – EdTec processes all invoices and, pending approval from the school leader or surrogate, pays the bills and codes them in the financial software, typically on a two-week schedule with limited rush payments as needed. EdTec checks to make sure there are no double payments or double billings on multiple invoices. EdTec troubleshoots payment issues with vendors. EdTec also verifies that funds are available to pay the bill. <p>Purchasing:</p> <ul style="list-style-type: none"> • Vendor selection – EdTec provides recommendations of vendors based on its experience with vendors around the state and country. • Purchasing assistance on big-ticket items – EdTec can assist the school leader in its purchase or leasing of big ticket items such as portables. <p>Government Financial Reporting:</p> <ul style="list-style-type: none"> • Preliminary and final budget reports – EdTec prepares and files the preliminary budget report by July 1st based on the board adopted budget and a final budget as required. • Interim financial reports – EdTec prepares and files the two interim financial reports to the county by the December 15 and March 15 deadlines. • Audited financial reports – Subject to timely receipt of information and/or materials from the school and/or the auditor, as applicable, EdTec prepares and files the unaudited financial report by September 15 and the final audited report (from the auditor) by December 15. <p>Audit:</p> <ul style="list-style-type: none"> • Audit support – EdTec prepares financial documents for the auditors and works side-by-side with the auditors to help ensure a smooth and timely audit process. For clarification, the school is responsible to pay auditor fees. The school shall also provide all non-financial records required by the audit – e.g. attendance records, employee records, teacher certifications. • Audit compliance training – EdTec helps the school leader and audit staff develop financial policies designed to meet the requirements and help protect the school from financial mismanagement. • Single Audit Act of 1984 – EdTec provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.
--	---

EdTec Inc. Client

	<ul style="list-style-type: none"> • Auditor group purchasing – EdTec receives a volume discount on audits that it passes on to its clients who choose to work with this auditor. • IRS Form 990 Support (and the corresponding State form, if applicable) – EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing. (For clarification, fees for audit and 990 are paid by school and it is the school's and auditor's sole responsibility to ensure these forms are filed). • The school is responsible for attendance and audit of employee work. <p>SB 740 compliance (Non-classroom based):</p> <ul style="list-style-type: none"> • SB 740 budget compliance – For non-classroom based schools, EdTec monitors budget compliance with SB 740 and alerts school to potential problems in meeting the full-funding determination. • Funding determination form – EdTec completes and files the school's funding determination form based on school input. • Note that the school is responsible for compliance with policies and procedures associated with non-classroom based instruction. <p>2. PAYROLL and HUMAN RESOURCES</p> <p>Payroll: EdTec uses an external payroll processor to accomplish the following tasks. EdTec interfaces between the school and payroll processor, and performs quality checking so that the school does not need to interact with the payroll processor. The school pays payroll processing fees.</p> <ul style="list-style-type: none"> • Payroll Processing – EdTec calculates and processes payroll and payroll-related payments/deductions for salaried and hourly employees based on information submitted by authorized Client representatives (excluding vacation and/or sick time tracking). EdTec generates checks for signature by authorized Client representatives (or through electronic signature) or facilitates Direct Deposit at the Client's request. The fees set forth below include monthly payroll processing; for semi-monthly payroll an additional fee will apply. • Payroll reporting – EdTec prepares and files all required payroll reports for submission to federal and state agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities for a single EDD/tax ID number. For multiple reporting numbers, an additional fee will apply. • Payroll record maintenance – EdTec keeps track of employee payroll information. Client maintains employee files (based on EdTec-provided template files). • W-2 and 1099 processing – EdTec prepares and sends Forms W-2 and 1099 to employees and government, provided that this SOW remains in effect at the end of the applicable calendar year, and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including for any portion of the applicable calendar year that preceded the provision of Services under this SOW.
--	--

EdTec Inc. Client

	<ul style="list-style-type: none"> • IRS, SDI, WC support – EdTec assists in resolving payroll tax issues before the IRS and other federal and state reporting agencies. EdTec also assists school with any State Disability, Workers Comp, or Unemployment Insurance claims, including handling paperwork and tracking the claims process. • STRS/PERS and other retirement plan administration – EdTec will help the school set up STRS/PERS accounts, and makes appropriate deductions and payments to the county for STRS and/or PERS based on information provided by the school. Note that in some cases it can take approximately 12 months to set up such contributions because of district/county delays. Also, some counties charge separately for this mandated service. The school is responsible for STRS/PERS account set-up, administration and enrollments and any fees from outside parties. <p>Human Resources and Benefits:</p> <ul style="list-style-type: none"> • Employee file set up – EdTec provides clients with template employee files and procedures to help ensure compliance with state and federal requirements regarding Live Scan procedures, TB Test information, and/or credential verification information. • Contracts and Handbook development support – EdTec provides schools with non-legal, business advice on employment contracts and employee handbooks and their business implications. • Health benefits administration – EdTec assists in managing the health benefits procurement process, and assists with re-quotes of insurance on an annual basis. • Teacher credentialing – EdTec provides information and assistance to school leaders to help them evaluate teacher credentials and "highly qualified" requirements. <p>3. INSURANCE</p> <ul style="list-style-type: none"> • Insurance procurement – EdTec assists in managing the insurance quote process. Where appropriate, EdTec assists Client in joining the CCSA JPA insurance pool. • Insurance administration – Upon request, EdTec can assist in communications between the insurance company and the school to facilitate claims processing. <p>4. BUSINESS CONSULTING</p> <ul style="list-style-type: none"> • Negotiations – EdTec supports the school director and board in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school's position. • Strategic Planning – EdTec can assist the school director and board strategic planning and scenario development/analysis. • Financing support – EdTec assists clients in preparing loan packages and connecting the school with non-traditional/specialized funding sources such as New Market Tax Credits, Low Income Investment Fund
--	--

EdTec Inc. Client

	<p>resources, and philanthropic funds.</p> <ul style="list-style-type: none"> • Legal services management – EdTec can help manage legal services to keep costs down. • Special Projects – EdTec performs business-related special projects within reason, such as finding food service providers, analyzing transportation options, and modeling growth and facilities scenarios. (Note that EdTec does <u>not</u> assist schools with qualification as a provider of subsidized school meals.) <p>5. BOARD MEETING SUPPORT</p> <ul style="list-style-type: none"> • For the period ending June 30, 2010, EdTec will provide the following: <ul style="list-style-type: none"> • Board meeting binders – EdTec prepares a three-ring binder for each board member that holds information from all board meetings, including meeting tabs for: agenda, meeting minutes, financial statements, check register, EdTec financial summary, and other handouts and analyses as required. EdTec works with the school leader and board to develop the agenda and recommends agenda items that are appropriate for the school. • Board mailouts (Electronic) – EdTec collects, organizes, and collates materials for each meeting and emails the information to board members in advance of the meeting. Client prints board meeting materials to have on hand for attendees. • Board meeting attendance – EdTec attends monthly board meetings in person or by teleconference (at least two per three months), and presents its financial analysis presentation. EdTec can assist the board in staying in compliance with the Brown Act. • Board meeting minutes - Client takes board meeting minutes and provides to EdTec for incorporation into board meeting binders. EdTec reviews and edits minutes, incorporating Client feedback, as needed. • For the period commencing July 1, 2010 through the end of the Term, EdTec will no longer provide Board Meeting Support. <p>6. FACILITIES</p> <ul style="list-style-type: none"> • Facility needs assessment and planning – EdTec works with clients to identify facility needs based on the school program and industry standards. EdTec helps clients think creatively about their facility needs and come up with workable solutions. • Facility search – EdTec assists real estate agents to identify possible school sites and cost out tenant improvements. • Facility acquisition/lease negotiation – EdTec assists clients in negotiating purchase and/or lease terms and helps to develop loan packages for facilities and identify likely lenders. The school's attorney should review these. • Prop 39 – EdTec helps the school prepare and submit compliant Prop 39 requests and helps to manage the Prop 39 process. • District negotiations – EdTec will help the school negotiate deals with the district regarding facilities.
--	--

EdTec Inc. Client

	<ul style="list-style-type: none"> • SB 740 – As state funding is available, EdTec prepares and submits SB 740 facilities reimbursements on the school's behalf. <p>7. COMPLIANCE and ACCOUNTABILITY</p> <ul style="list-style-type: none"> • Note that compliance and accountability are the responsibility of the school. EdTec will provide advice on some matters, but this information is not comprehensive. In addition, since rules, regulations and interpretations regularly change, schools should seek independent verification from their attorneys or other sources. • Employee files – As noted above, EdTec provides schools with templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues). • NCLB compliance support – EdTec helps schools understand the requirements of No Child Left Behind (NCLB). On an hourly basis, EdTec can provide assistance on LEA Plans and School Wide Plans. • SPED compliance – EdTec provides partial checklists and general information to help schools understand their responsibilities related to Special Education. EdTec recommends getting specialized assistance in this area to ensure complete compliance. • Funding compliance – EdTec makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation grant funding and other restricted funds. Note that NCLB Funding compliance is especially complex with many school obligations. • District and state regulation compliance – EdTec can help the school identify areas where it may not be in compliance with district or state regulations. <p>8. ATTENDANCE and STUDENT INFORMATION SYSTEMS</p> <ul style="list-style-type: none"> • Internal attendance reporting – EdTec will assist with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work. Resolution of data discrepancies is charged at the hourly rate. • Government attendance reporting – Using school-provided data, and at the school's request, EdTec prepares and/or performs a quality assurance check of government attendance reports, including the 20-day report, P-1, P-2, and P-Annual. (Note: Does not include SARC, CBEDS, SNOR, CSIS, or other demographic reports.) • Attendance procedures assistance – EdTec will provide up to 4 hours annually of assistance reviewing schools' attendance accounting procedures and advising on areas for improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance. • Quarterly ADA analysis – EdTec reviews ADA data to ensure the school is on track with projections. • Student Information System (SIS) procurement and support – EdTec will provide up to 3 hours of assistance to the school leader in
--	---

EdTec Inc. Client

	<p>evaluating the school's need for an SIS. If the school asks EdTec to access, use or troubleshoot an SIS not supported by EdTec, hourly charges will apply for EdTec to learn and use the SIS. (Note the school is responsible for taking accurate attendance, on a system provided by the school, at the school's expense.)</p> <ul style="list-style-type: none"> • Supplemental Instruction – EdTec helps schools navigate the supplemental instruction regulations and provides all the forms and policies needed to set up a supplemental instruction program to collect additional funds for after-school and summer programs. Calculation of Supplemental Hourly Instruction hours and data clean-up will be billed hourly. • School requests for EdTec assistance on items not listed in this section shall be billed hourly. <p>9. CHARTER DEVELOPMENT and GRANTS ADMINISTRATION</p> <ul style="list-style-type: none"> • Financial reports – Edtec prepares customized financial reports for grant purposes. • Fund accounting – EdTec sets up fund accounting to track direct and allocated costs to grants. • Public Charter School Grant Program (PCSGP) grant reporting – EdTec assists the school in preparing and submitting the PCSGP grant report to the CDE, and manages the review/finalization process. • Class size reduction application – EdTec prepares and submits the class size reduction application. • ConApp – EdTec prepares and files the ConApp parts 1 and 2 for eligible schools. • State Revolving Loan – EdTec prepares the application for this loan program (up to \$250,000). • Grant writing – On a separate fee basis, EdTec can do grant prospect analysis and write grants. • Charter renewal – On a separate fee basis, EdTec will prepare and advocate a charter petition for school renewal. <p>10. START-UP/SET-UP</p> <ul style="list-style-type: none"> • Startup Support – EdTec helps new schools get started on the right foot by providing forms, instructions, and support needed to launch the school (information compiled in EdTec's Charter Operations Book ("ECO")), including: <ul style="list-style-type: none"> o State and Federal IDs o Charter number o CDS code o Advance Apportionment o 501(c) (3) support o School database template o Payroll information (I-9, STRS, health, Live Scan, etc.)
--	---

EdTec Inc. Client

Excluded Services:	<p>Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing. Examples of Excluded Services include, but are not limited to, outside legal costs, computer installation and support, purchasing of small items or of curriculum materials, printing and graphic arts, grant-writing or fundraising, hiring and associated legal requirements (e.g., background checks, credential reviews) and recordkeeping, meetings with outside parties (e.g., the Board or District) beyond those meetings required to accomplish the included services, Special Ed administration, testing, assessment, compliance with NCLB, compliance with government grant requirements, audits, attendance accounting, and other outside professional services costs.</p>
Compensation:	<ul style="list-style-type: none"> • Back Office Services: Our fees for back-office services range from 3.0% to 7.5% of the school's government revenues accrued for the then-current school fiscal year, depending on the size of your school. "Government Revenues" include all attendance-driven government funding, plus government grants, but exclude Special Education funding and federal subsidized meal funding. This fee <u>includes</u> all normal postage, telephone, copying, faxing, etc., <u>except</u> for bank and payroll fees that will be passed through. The fee <u>excludes</u> a charge on private philanthropy that you raise, unless there are extra-ordinary reporting requirements for these funds, in which case we would mutually-agree on a solution. The fee is payable monthly commencing on July 1, 2009, based on a pro-rated estimate of the annual fee derived from the projected enrollment and funding rates reflected in the materials submitted to the state by July 1. <ul style="list-style-type: none"> ○ We charge a higher percentage rate for your first 200 students (ADA) and then a lower rate on additional students because of our economies of scale in servicing larger schools. Our rate for your first 0-200 students is 7.5%. The <u>incremental</u> rate for 201 to 300 students is 7.0% of <u>those</u> students; 301 to 400 students, 6.0%; 401 to 500 students, 5.0%; 501 to 600 students, 4.0%; and 601 and above students, 3.0%. [To calculate your total rate, apply 7.5% to the first 200 ADA; 7.0% for the next 100 ADA, and so on.] <ul style="list-style-type: none"> ■ <u>For each of the 2010-2011, 2011-2012, 2012-13 and 2013-14 fiscal years, the annual fee resulting from the above fee schedule will be reduced by \$16,000, credited ratably over the course of the applicable fiscal year, and:</u> ■ <u>For each of the 2014-2015 and 2015-2016 fiscal years, the annual fee resulting from the above fee schedule will be reduced by \$20,000, credited ratably over the course of the applicable fiscal year.</u> ○ Notwithstanding the above fee schedule, the minimum fee for our back office service for a school fiscal year is \$57,350. ○ In addition to the fees calculated as provided above, for multi-charter schools there will be an incremental fee of \$8,000 per year for each additional charter. • Consulting: Should you desire additional services not in the above scope, and for any services provided prior to July 1, 2009 (other than the preparation of the budgets for submission to the state by July 1 as described above, for which there would be no additional hourly charge),

EdTec Inc. Client

	<p>we would be pleased to provide these, subject to staff availability, at a discounted fee of \$140/hour (travel time is billed at ½ of this hourly rate). Typical additional services that are not in the above scope are grant writing, charter writing and the implementation of computer systems or computerized Student Information Systems. Again, this rate includes normal phone, copying and incidental costs. Additional costs would include mileage reimbursement for travel, overnight delivery charges, and pre-approved out-of-pocket expenses.</p> <ul style="list-style-type: none"> • Set-Up Charges: EdTec Inc. will absorb the expenses of setting up clients on our systems. However, if reconciliations due to incomplete or unorganized records require more than twenty hours of our staff time, we will charge for the additional reconciliation time at our discounted hourly consulting rate. • Conversion Fee: Schools already in operation prior to commencing EdTec services will pay a \$10,000 one-time fee to convert their data and records into our systems. However, if the conversion requires more than seventy-five hours of our staff time, we will charge for the additional time at our discounted hourly consulting rate. • Services Prior to July 1, 2009: Without additional charge and subject to staff availability, EdTec Inc. will use reasonable efforts to provide consulting services that are within the above scope of services and that otherwise would be required by Client after July 1, 2009 (e.g. Application for Revolving Loan, budget modeling and facilities questions). Routine monthly back-office services are <u>not</u> included (e.g. payroll, financial statements, attendance at Board meetings and the like). • Fee Increases: EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable. • Payment Terms: All fees payable to EdTec must be received by EdTec within thirty (30) days of the date of invoice. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty days past due.
School Obligations:	<p>EdTec's services will assist with the operations of Client's back-office operations, but do not include auditing Client's provided information and operations for completeness and compliance. It is Client's responsibility to adopt and adhere to reasonable policies and procedures, and to ensure the school remains in compliance with all applicable rules and regulations and maintains sound fiscal operations. In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, and to cooperate reasonably with EdTec. Furthermore, Client must immediately inform EdTec of any material change that could affect EdTec's ability to complete its responsibilities and to assist Client in complying with all applicable laws and regulations.</p> <p>Client will comply with the attached Roles and Responsibilities document (Attachment 1).</p>

EdTec Inc.

Client

Termination:	Either party may, upon giving thirty (30) days' written notice identifying specifically the basis for such notice, terminate this Statement of Work for breach of a material term or condition of this Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. In addition, EdTec may terminate this Statement of Work immediately upon written notification and without liability, (a) if Client, in EdTec's reasonable judgment, violates any of the "School Obligations" above, (b) if Client does not open by September 30, 2009, or (c) upon any revocation of Client's charter. Upon any early termination under this section, Client shall pay EdTec for all services rendered by EdTec prior to the effective date of termination. In addition, if EdTec terminates this Statement of Work under this section, Client shall also pay EdTec for any demobilization or other costs resulting from such early termination.	
EDTEC INC.	SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS	
By: _____	By: _____	
Name: Steve Campo	Name: _____	
Title: President & CEO	Title: _____	
Date: _____	Date: _____	
1410A 62 nd Street Emeryville, CA 94608	Address: _____	
Fax: 510.663.3503	_____	
	Phone: _____	
	Fax: _____	

ATTACHMENT 1

Roles and Responsibilities

Clarity on roles and responsibilities between EdTec and Sycamore Academy of Science and Cultural Arts ("Client") will help ensure high quality, timely business services. Table 1 below outlines the roles and responsibilities of both parties:

Table 1: Roles & Responsibilities

	EdTec	Client
Payroll	<ul style="list-style-type: none"> • Accurate, complete payroll on a monthly/semi-monthly basis (additional fees apply for semi-monthly payroll) • Published calendar of payroll deadlines • Reminder emails for payroll deadlines with previous payroll period information attached • Final payroll information sent to client for approval by at least one working day prior to client's payroll approval date • Advice on setting up STRS/PERS enrollments • Primer on health insurance terminations and COBRA 	<ul style="list-style-type: none"> • Timecards and Changes: Submission to EdTec of timecards for hourly staff and payroll changes from prior period by payroll calendar deadlines and using EdTec forms/processes • Payroll Approval: Approval (email or fax) to EdTec by payroll calendar deadlines • New Hires: Timely submission to EdTec of new hire paperwork on EdTec new hire forms • Enrolling (or working with a broker to enroll) staff in any STRS, PERS, 403b, health plans, and other insurance/retirement/contribution/deduction programs • Terminating staff from health plans, other insurance, and other applicable contribution/deduction programs.
Accounts Payable	<ul style="list-style-type: none"> • Timely and accurate check payments according to Accounts Payable check calendar • Payment of invoices according to client's approval policies • Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors • Payment systems linked to financial statements and analyses for informed managerial decision-making • Bank account reconciliations • Invoice/payment research • Advising clients on outstanding checks to ensure adequate cash availability 	<ul style="list-style-type: none"> • Submission of Payment and Deposit Information <ul style="list-style-type: none"> o Weekly submission to EdTec of invoices, reimbursement requests, deposits, and other expenditures using EdTec forms and processes o Coding all expenses and non-state funding deposits using EdTec forms and processes and codes from the most recent budget. • Banking: Monitoring and maintaining adequate bank account balances to meet expense obligations

EdTec Inc. Client

Attendance and SIS	<ul style="list-style-type: none"> • Provide Client with government attendance reporting deadlines/calendar for 20-day, P-1, P-2, P-Annual. • Provide District/Authorizer calendar questionnaire form to Client. • Evaluation of SIS systems (up to 3 hours annually) • Generation of complete, accurate attendance reports by the deadline • Monthly, 20-Day and P-Reports: Basic quality assurance and troubleshooting (up to one hour per report) • Class Size Reduction Report: Report preparation and submission (for up to 4 hours) for K-3 schools only • CSIS Reports: Report assistance and generation (up to 4 hours annually) 	<ul style="list-style-type: none"> • Accurate and complete collection of attendance data in compliance with State rules • Completion of District/Authorizer calendar questionnaire form • Monthly Reports: Submission of data to EdTec at least 3 business days before the deadline • P-Reports: Submission of data to EdTec at least 5 business days before the deadline • Supplemental Hours: Submission of supplemental hour information to EdTec on EdTec supplemental hours form • Clients without student information system software will submit student data to EdTec using EdTec forms
---------------------------	--	--

The payroll, accounts payable, and attendance deadlines/calendars referenced above shall be provided separately.

1. LATE FEES and PROCESSING CHARGES

Payroll:

- **Timecards and Payroll Changes:** A late fee of \$100 will be imposed for each business day timecards for hourly staff and payroll changes are submitted late to EdTec based on the published Payroll Calendar. The latest Timecards and Changes can be accepted is one business day prior to Payroll Approval deadlines.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to \$200) of the Timecards and Payroll Changes late fee.
- EdTec will generate and distribute manual checks, as needed and without charge, for employee terminations and payroll corrections due to EdTec error. For all other manual check requests, EdTec will charge a fee of \$35 plus overnight delivery charges (if overnight delivery is requested).

Accounts Payable:

- **Weekly Submittal:** Client will submit a weekly package conforming to EdTec forms and processes. The submittal shall contain invoices with appropriate coding, reimbursement requests, deposits, and/or other payment documents to EdTec using EdTec forms. If Client fails to submit this weekly package, Client will be charged an additional processing fee of \$35.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to \$70) of the Weekly Submittal processing fee.

EdTec Inc. Client

Attendance:

- **Evaluation of SIS systems:** EdTec fees include up to 3 hours annually in assistance with the evaluation of SIS systems.
- **Monthly, 20-Day and P-Reports:** EdTec fees include one hour of quality assurance and troubleshooting when processing and generating each report. However, if Client provides data that requires correction and/or reconciliation with other periods beyond this one hour, EdTec will notify Client of the issue. If Client requests that EdTec assist in or carry-out the data correction, EdTec will charge the discounted data service rate (currently \$115 per hour).
- **Class Size Reduction Report for K-3 schools:** EdTec fees include up to four hours of time for report preparation and submission.
- **CSIS Reports:** EdTec fees include up to four hours annually for report assistance and generation.
- EdTec can provide additional assistance for reports at the discounted data service rate (currently \$115 per hour).
- If Client does not have a student information software system or if Client is submitting supplemental hour information, Client will use EdTec forms when submitting information to EdTec. Failure to use EdTec forms will result in a processing fee of \$100.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to \$200) of the forms processing fee.

[end]

EdTec Inc. Client

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
March 18, @6:00 p.m.

Board Members

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

1.0 CALL TO ORDER

Introduction of Guests

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

2.0 OPEN GENERAL SESSION

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

Other guests present: Karen Huynh

3.0 BOARD COMMENTS

No comments.

4.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS: No comments.

5.0 CLOSED SESSION

Adjourn to Closed Session at 6:23 p.m.

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

5.1 Lease Negotiations Pursuant to Government Code Section 54956.8

Property: 32326 Clinton Keith Road, Wildomar, CA 92595

Agency Negotiator: Barbara Hale, Director/Principal

Negotiating Parties: Kathy Everhart, Ortega Trails Youth Center

Under Negotiation: Instructions to agency negotiator regarding price and terms of payment.

5.2 Public Employment pursuant to Cal. Govt. Code Section 54945.5

Certificated Teacher(s)

6.0 RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at 6:55 p.m.

7.0 PLEDGE OF ALLEGIANCE

8.0 APPROVAL OF THE AGENDA

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

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

9.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE: No action taken.

10.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:
No comments.

11.0 INFORMATION SESSION:

11.1 Ed Tec Financial Update Report (Attachment 11.1)
Presentation of the status of our school's finances.

Presented by: Karen Huynh, Ed Tec, Client Manager

11.2 School Report/Special Education Report
Report on school business and Special Education.

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

12.0 ACTION ITEMS:

12.1 Approve Records Retention Policy (Attachment 12.1)
Reviewed and approved Records Retention Policy

Presented by: Barbara Hale, Director/Principal

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

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

12.2 Approve Attendance Policy (Attachment 12.2)
Reviewed and approved Attendance Policy

Presented by: Barbara Hale, Director/Principal

Motion: Mr. Skumawitz Second: Mrs. Halikis Vote: 4 - 0

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

13.0 CONSENT CALENDAR

- 13.1 Approval of the Minutes: February 18, 2014 (Attachment 13.1)
 13.2 Approval of the Minutes: March 1, 2014 (Attachment 13.2)
 13.3 Approval of the Check Register for February 2014 (Attachment 13.3)

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

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

14.0 ADJOURNMENT

Motion: Mr. Skumawitz Second: Mrs. Halikis Vote: 4 - 0

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

The meeting was adjourned at 8:00 p.m.

Check Register

Sycamore Academy of Science and Cultural

Arts

March

2014



Grand Total

80,276.45

Vendor	Check Number	Date	Description	Check Amount
DJ Rob Dunn	PCM1284	3/1/2014	PCM1284	500.00
Carrie Liado	PC-M1287	3/4/2014	PC REIMB Carrie Liado 3/4	77.18
			Acct: 01 2571 1196681580 10 Internet & Phn Svc 2/13/14 -	
Verizon California	2408	3/7/2014	3/12/14	379.78
Morgan Williams	2409	3/7/2014	Reimb: Student Supplies	136.18
At & t	2394	3/7/2014	Acct#: 287256546226; Telephone Svc: 01/01 - 01/31/14	106.62
Jane Boermans	2395	3/7/2014	Science Fair Judge	42.32
Laura Girard	2396	3/7/2014	Reimb: Board Meeting Food	72.90
Guardian	2397	3/7/2014	Group ID: 00488212; Premium: Mar 2014	622.04
Lake Elsinore Unified School District	2398	3/7/2014	Acct: 8650; Custodial Svc & MPR at Donal Graham ES,	2,698.10
Jack Marcus	2399	3/7/2014	Janitorial Svcs: Feb 2014	1,024.20
Prudential Overall Supply	2400	3/7/2014	Janitorial/Restroom Supplies	509.98
Angela Putulowski	2401	3/7/2014	Reimb: Supplies	1,225.64
			Cust Acct: 2-31-916-7565; Gas & Elect Svc: 01/20/14 -	
Southern California Edison	2402	3/7/2014	02/19/14	1,714.72
Mireya Spitsnaugle	2403	3/7/2014	Taxi Mileage/San Jose CA	121.30
Staples Advantage	2404	3/7/2014	Acct#1008311; Office Supplies	1,215.95
Sun Ray Electric Inc.	2405	3/7/2014	Removed Defective Unit, Charges for Labor & Parts	421.00
			Shipping & Handling fee for Program Literature & Challenge	
The 100 Mile Club, Inc.	2406	3/7/2014	Accepted Cards	7.00
			Acct#: 174158; Health Test - J. Boermans, S. Atallah 01/22	
US Healthworks Medical Group PC	2407	3/7/2014	& 01/24/14	150.00
Mary Bedley	2410	3/12/2014	Reimb: Classroom supplies	156.96
Carrie Daniels	2411	3/12/2014	Reimb: Classroom supplies	33.24
Mireya Spitsnaugle	2412	3/12/2014	Reimb: Classroom supplies	23.64
Monita Perez	2413	3/12/2014	1 day Substitute teacher	120.00
Lakeshore Learning Materials	PC-M1278	3/14/2014	PC-M1278	88.59
Barons	PCM1288	3/14/2014	PCM1288	25.52
Barons	PCM1289	3/14/2014	PCM1289	142.00
California Municipal Finance Authority	2414	3/17/2014	Bond transaction	2,500.00
Sycamore Academy of Science and Cultural	2415	3/17/2014	PC reimb: 1/26/14 - 3/8/14	2,399.69
Faith Dalton	PC-M1291	3/19/2014	PC-M1291	53.44
At & t	2416	3/20/2014	Acct#: 287256546226; Telephone Svc: 02/01 - 02/28/14	108.55

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
EdTec Inc	2417	3/20/2014	Feb 2013 Svc	11,910.48
The Law Offices of Richard J. Hansberger	2418	3/20/2014	Cust: RRCSA; Legal Svcs' Fee - Feb '14	630.00
			Cust ID: 000336803-0000; Billing Period: 01/26/14 -	
Kaiser	2419	3/20/2014	02/25/14	10,643.00
Claudia Marcial	2420	3/20/2014	Reimb: Classroom supplies	38.78
Julie Miranda	2421	3/20/2014	Reimb: Classroom supplies	51.06
NCS Pearson Inc	2422	3/20/2014	Cust#1660190; Materials & Supplies	131.24
Prudential Overall Supply	2423	3/20/2014	Janitorial/Restroom Supplies	107.59
Angela Putulowski	2424	3/20/2014	Reimb: Supplies	1,388.80
Staples Advantage	2425	3/20/2014	Acct#1008311; Office Supplies	594.08
			Acct: 718368558; Base Charge: Feb '14 & Meter Read -	
Xerox Corporation	2426	3/20/2014	01/21 - 02/21/14	882.79
Michelle Watters	2427	3/20/2014	Reimb: Classroom supplies	63.41
USPS	PC-M1292	3/20/2014	PC-M1292	5.75
Laura Girard	2430	3/27/2014	Reimb: Board Meeting Food & Mileage	165.37
Maria Hughes	2431	3/27/2014	Substitute: 02/25/14	120.00
			Commercial Maint. - Replace Air Filters & Check and Adjust	
Inland Valley Mechanical, Inc.	2432	3/27/2014	Refrigerant Levels	944.00
Lake Elsinore Unified School District	2433	3/27/2014	Acct: 8650; Oversight Fee: Mar 2014	1,200.30
Prudential Overall Supply	2434	3/27/2014	Janitorial/Restroom Supplies	300.94
			Acct: 5589 6213 3281 5100; Purchases: 02/09/14 -	
Bank of America	2428	3/27/2014	03/07/14	2,637.99
Rebecca Everts	2429	3/27/2014	Substitute: 03/05 & 03/06/14	240.00
Pacific Alarm Service	2435	3/28/2014	Acct: SYCA; Mar svc	136.50
Verizon California	2436	3/28/2014	Acct: 01 2571 1196681580 10 Recurring Apr payment	375.08
Wildomar Renaissance Plaza Inc.	2437	3/28/2014	Apr Rent CAM	31,032.75

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.