

RONALD REAGAN CHARTER SCHOOL ALLIANCE
Sycamore Academy of Science and Cultural Arts
Special Board Meeting Agenda
 Renaissance Plaza
 32326 Clinton Keith Road, Suite 203
 Wildomar, CA 92595
 Phone: (951) 678-5217
April 20, 2015 @6:00 p.m.

Board Members

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

1.0 CALL TO ORDER

Introduction of Guests

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

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

Other guests present:

3.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

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

4.0 CLOSED SESSION:

4.1 Public Employment/Public Employee Performance Evaluation pursuant to California Government Code Section 44664

Director/Principal

5.0 RECONVENE OPEN GENERAL SESSION:

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

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

Other guests present:

6.0 PLEDGE OF ALLEGIANCE

7.0 APPROVAL OF THE AGENDA

Motion _____	Second _____	VOTE: _____	
ROLL CALL	Aye	Nay	Abstentions
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

8.0 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.

9.0 INFORMATION SESSION:**9.1 Ed Tec Financial Update Report (Attachment 9.1)**

Presentation of the status Sycamore Academy finances.

Presented by: Dorothy Lee, Ed Tec, Client Manager

9.2 School Report

Report on school activities, events and special projects.

Presented by: Sycamore Teachers

9.3 Construction report

Report on Construction project at 23151 Palomar St.

Presented by: Grant Hamel, Hamel Contracting Inc., and Tom Kruse, PJHM Architects

9.4 Director's Report

Director's report on school growth plans and contingency plan for 2015-16

Presented by: Barbara Hale, Director/Principal

9.5 Report on Special Education and SELPA

Report on Special Education and SELPA status and plan

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

10.0 PUBLIC HEARING:**10.1 Local Control and Accountability Plan (LCAP)**

This hearing is intended to allow for additional public comments and recommendations regarding school's goals, budget planning and expenditures.

11.0 ACTION ITEMS:**11.1 Review and approve Financial Policy (Attachment 11.7)**

Administration recommends approval of revised Financial Policy

Presented by: Barbara Hale, Director/Principal

Motion _____	Second _____	VOTE: _____	
ROLL CALL	Aye	Nay	Abstentions
Mr. William Sampson	_____	_____	_____
Mr. Roland Skumawitz	_____	_____	_____
Dr. Ingrid Flores	_____	_____	_____
Mrs. Elizabeth Halikis	_____	_____	_____
Mr. Daniel Leavitt	_____	_____	_____

12.0 CONSENT CALENDAR

Consent Calendar Items are considered routine and may be enacted by a single motion.

- 12.1 Minutes: March 25, 2015 (Attachment 12.1)
- 12.2 Check Register for March 2015 (Attachment 12.2)
- 12.3 Job Description for Director/Principal (Attachment 12.3)
- 12.4 Job Description for Assistant Principal (Attachment 12.4)
- 12.5 Job Description for Business Manager (Attachment 12.5)
- 12.6 Job Description for Operations Manager (Attachment 12.6)
- 12.7 Job Description for Teacher (Attachment 12.7)
- 12.8 Teacher Contract for 2015-2016 school year (Attachment 12.8)

Motion _____	Second _____	VOTE: _____		
ROLL CALL		Aye	Nay	Abstentions
Mr. William Sampson		_____	_____	_____
Mr. Roland Skumawitz		_____	_____	_____
Dr. Ingrid Flores		_____	_____	_____
Mrs. Elizabeth Halikis		_____	_____	_____
Mr. Daniel Leavitt		_____	_____	_____

13.0 BOARD COMMENTS:

14.0 ADJOURNMENT

Motion _____	Second _____	VOTE: _____		
ROLL CALL		Aye	Nay	Abstentions
Mr. William Sampson		_____	_____	_____
Mr. Roland Skumawitz		_____	_____	_____
Dr. Ingrid Flores		_____	_____	_____
Mrs. Elizabeth Halikis		_____	_____	_____
Mr. Daniel Leavitt		_____	_____	_____

The meeting was adjourned at _____.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

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

SPECIAL PRESENTATIONS MAY BE MADE

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

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

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

Telephone: (951) 678-5217.

FOR MORE INFORMATION

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

Telephone (951) 678-5217.

Sycamore Academy of Science & Cultural Arts

Financial Update



Business and Development Specialists
for Charter Schools

April 2015

Dorothy Lee, Jennifer Nguyen, Milada Rakijian

Agenda

- **14-15 Financial Update as of March 31:**
 - Current Forecast
 - Cash Flow Forecast
- **Exhibits**
 - 2014-15 Cash Flow
 - 2014-15 YTD Financials
 - March Check Registers



2014-15 Financial Update



Current Revenue Forecast: March YTD Update

The current revenue forecast increased over last month's update

- **Increase to revenue forecast of \$15.5k**
 - \$15.5k in PY State Aid (PY P-2 and P-A adjustment)

- **No decreases to revenue forecast**

Current Revenue Forecast

- + \$15.5k more than last month's forecast
- + \$135k more than board approved budget (June)

Current Expense Forecast: March YTD Update

The expense forecast increased over last month's update

- **Increases to expense forecast: \$123.6k**
 - ▣ \$120.2k for capital outlay
 - Architect fees comprise \$97.8k
 - Remainder includes other fees, permits, etc.
 - Possibility of savings in this area – SASCA has changed contractors and anticipates reimbursement for some prior capital outlay expenses
 - ▣ \$3.4k in services & other operating expenses
 - \$1,300 field trip expenses
 - \$1,200 prior year expenses not accrued (June '14 oversight fee)
 - \$578 interest on loans < 1 year
 - \$155 revenue dependent expenses (district oversight fees)
 - \$115 in banking fees

- **No decreases to expense forecast**

Current Expense Forecast

- + \$123.6k more than last month's forecast
- + \$469.7k more than board approved budget (June)

2014-15 Current Forecast: March Update

The current forecast for operating income is positive at \$340k

SUMMARY	Actual YTD	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Variance (Budget vs. Current Forecast)	Budget Remaining	Forecast Remaining
Revenue								
General Block Grant	1,495,427	2,432,649	2,496,367	2,511,910	15,543	79,261	937,222	1,016,483
Federal Revenue	-	-	-	-	-	-	-	-
Other State Revenues	43,275	57,257	94,817	94,817	-	37,561	13,981	51,542
Local Revenues	31,151	211,144	229,353	229,353	-	18,209	179,993	198,202
Fundraising and Grants	15,648	26,189	26,189	26,189	-	-	10,541	10,541
Total Revenue	1,585,501	2,727,238	2,846,726	2,862,269	15,543	135,031	1,141,738	1,276,769
Expenses								
Compensation and Benefits	906,007	1,272,802	1,259,998	1,259,998	-	12,804	366,795	353,991
Books and Supplies	43,797	77,115	79,220	79,220	-	(2,105)	33,318	35,424
Services and Other Operating Expenditures	612,494	986,639	1,102,123	1,105,501	(3,378)	(118,862)	374,144	493,007
Capital Outlay	361,528	-	241,277	361,528	(120,251)	(361,528)	(361,528)	(0)
Total Expenses	1,923,827	2,336,556	2,682,618	2,806,247	(123,629)	(469,692)	412,729	882,421
Operating Income (excluding Depreciation)	(338,326)	390,683	164,108	56,022	(108,086)	(334,661)	729,009	394,348
Depreciation Expense		101,052	73,850	77,524	(3,674)	23,528		
Operating Income (including Depreciation)	23,202	289,631	331,536	340,026	8,491	50,396	266,428	316,824
Fund Balance								
Beginning Balance (Unaudited)	885,904	885,904	885,904	885,904				
Operating Income (including Depreciation)	23,202	289,631	331,536	340,026				
Ending Fund Balance (including Depreciation)	909,106	1,175,535	1,217,440	1,225,930				
Ending Fund Balance as % of Operating Expenditure		50%	45%	44%				
Net Income Available for Debt Service		782,683	514,545	406,458				
Maximum Annual Debt Service		658,063	658,063	658,063				
Debt Service Coverage Ratio		1.19	0.78	0.62				

Cash Flow Forecast

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

- Under current assumptions, SASCA will not have a cash shortfall in 2014-15
 - Bond interest schedule update:
 - The bond does cover interest for 2013-14. The first payment is due June 2015.
 - LEUSD is allowing SASCA to pay 2013-14 Encroachment as monthly deductions from 2014-15 In Lieu of Property Tax revenue
 - 14-15 Encroachment will be paid after June 30



Exhibits

2014-15 Cash Flow

2014-15 YTD Financials

February Check Registers

Sycamore Academy of Science & Cultural Arts
Monthly Cash Forecast
As of March 2015 Close

2014/15													
Actual & Projected													
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Forecast
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Projected	Projected	Projected	APIAR
Beginning Cash	\$714,043	901,912	837,917	885,893	739,538	727,957	534,235	633,565	579,331	533,889	\$74,591	695,995	
Revenue													
8011 Charter Schools General Purpose Entitlement - State Aid	-	72,304	-	173,340	130,147	130,147	151,159	130,147	228,301	164,993	152,999	152,999	1,763,002
8012 Education Protection Account Entitlement	-	-	-	90,998	-	-	90,998	-	-	144,161	-	-	353,272
8019 State Aid - Prior Years	-	-	-	-	-	-	-	-	14,543	223	3,108	3,108	15,543
8096 Charter Schools in Lieu of Prop. Taxes (was 8780)	-	-	82,721	-	-	-	111,504	27,876	81,260	41,084	40,486	40,486	(5,440) (25,303) 380,093
General Block Grant	-	72,304	82,721	264,329	130,147	130,147	353,652	158,023	324,104	350,442	196,593	196,593	2,511,910
Federal Income	-	-	-	-	19,451	4,519	16,471	2,863	(4)	2,319	12,855	268	94,817
Other State Income	-	95	3,611	2,221	4,938	491	1,530	220	4,312	580	1,321	196,321	36,100
Local Revenues	4,647	9,179	1,823	5,473	2,771	886	2,520	0	935	5,304	2,619	2,619	228,353
Fundraising and Grants	-	240	1,823	6,473	2,771	886	2,520	0	935	5,304	2,619	2,619	26,189
Total Revenue	4,647	91,918	88,158	273,183	157,398	135,942	374,173	168,988	329,347	358,824	213,389	395,891	2,862,269
Expenses													
Compensation & Benefits	11,907	108,679	119,948	107,897	111,152	122,478	103,812	107,104	113,020	118,773	108,354	97,854	1,230,987
Books & Supplies	189	9,515	14,412	7,073	4,533	1,163	1,082	3,149	2,870	11,808	11,808	11,808	79,220
Services & Other Operating Expenses	43,065	110,649	38,532	100,793	49,002	89,303	49,379	67,295	64,478	80,955	91,205	65,534	1,105,501
Capital Outlay	11,000	54,922	8,694	29,488	2,781	111,885	16,910	5,598	120,251	(0)	(0)	(0)	255,312
Total Expenses	66,171	283,765	182,586	246,251	167,477	323,829	171,193	183,146	300,417	211,536	211,377	175,195	2,777,247
Operating Cash Inflow (Outflow)	\$1,524	(291,846)	(114,430)	27,942	(10,178)	(187,787)	202,980	(22,240)	28,330	147,286	2,912	220,696	85,823
Revenues - Prior Year Accruals	375,507	122,975	(3,311)	11,262	-	-	2,538	(106)	(47,794)	4,127	-	-	-
Expenses - Prior Year Accruals	(7,926)	(5,579)	-	-	-	-	(111,504)	(27,876)	(17,850)	(6,872)	(6,872)	(6,872)	(6,872)
Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	(95,949)	21,566	(21,485)	10,385	(5,661)	52	6,937	(3,485)	(8,617)	-	-	-	-
Summerholdback for Teachers	(28,480)	4,062	4,146	4,315	4,252	4,154	4,341	4,143	4,280	2,542	2,542	2,542	-
Loans Payable (Current)	-	-	(6,053)	-	-	-	-	-	-	-	-	-	-
Community Bank Loan	-	-	(200,000)	-	-	-	-	-	-	-	-	-	-
Bond: 14-15 Cash Flows	-	-	193,947	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	(5,071)	-	(10,142)	-	(10,142)	(5,971)	(5,071)	(5,071)	(5,512)	(5,558)	(5,558)	-
TI Loan	-	(5,071)	-	(10,142)	-	(10,142)	(5,971)	(5,071)	(5,071)	(5,512)	(5,558)	(5,558)	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreciation	178,349	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	(172,998)	-	-	-	-	-	-	-	-	-	-	-	-
Ending Cash	901,912	837,917	885,893	739,538	727,957	534,235	633,565	579,331	533,889	574,591	695,995	877,923	

Sycamore Academy of Science & Cultural Arts

Budget vs. Actuals

As of March 2015 Close

	Actual		Budget vs. Actual		Budget		Variance		Variance		Variance	
	Actual	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Budget Remaining	Forecast Remaining	Budget Remaining	Forecast Remaining
SUMMARY												
Revenue												
Mar												
General Block Grant	324,104	1,485,427	1,772,209	(276,782)	2,432,649	2,466,367	2,511,910	15,543	937,222	1,016,483	937,222	1,016,483
Federal Revenue	-	-	-	-	-	-	-	-	-	-	-	-
Other State Revenues	(4)	43,275	12,587	30,688	57,257	94,817	94,817	-	37,561	51,542	13,991	51,542
Local Revenues	4,312	31,151	11,301	19,850	211,144	228,353	229,353	-	179,903	198,202	179,903	198,202
Fundraising and Grants	935	15,646	16,332	(2,686)	26,189	26,189	26,189	-	10,541	10,541	10,541	10,541
Total Revenue	329,341	1,585,501	1,814,430	(228,929)	2,727,238	2,846,728	2,862,269	16,543	1,141,738	1,276,789	1,141,738	1,276,789
Expenses												
Compensation and Benefits	113,020	906,007	944,919	38,912	1,272,802	1,258,098	1,259,098	-	12,804	353,991	366,795	353,991
Books and Supplies	2,670	43,797	64,792	20,995	77,115	79,220	79,220	-	(2,105)	35,424	33,318	35,424
Services and Other Operating Expenditures	84,476	612,484	659,698	44,204	986,639	1,102,123	1,105,501	(3,378)	(118,862)	463,007	374,144	463,007
Capital Outlay	120,251	361,528	-	(361,528)	-	241,277	361,528	(120,251)	(961,528)	(9)	(961,528)	(9)
Total Expenses	300,417	1,623,827	1,664,309	(387,617)	2,334,566	2,662,618	2,696,247	(123,628)	(469,892)	862,421	412,729	862,421
Operating Income (excluding Depreciation)	29,890	(338,326)	148,120	(486,446)	390,683	184,108	86,022	(108,086)	(334,861)	384,368	729,009	384,368
Depreciation Expense	-	-	-	-	101,052	73,850	77,524	(3,674)	23,528	-	23,528	-
Operating Income (including Depreciation)	149,181	23,202	148,120	(124,919)	289,631	331,536	340,026	8,491	50,396	316,824	286,428	316,824
Fund Balance												
Beginning Balance (Unaudited)	759,825	885,904	885,904	-	885,904	885,904	885,904	-	885,904	-	885,904	-
Operating Income (including Depreciation)	149,181	23,202	148,120	(124,919)	289,631	331,536	340,026	8,491	50,396	316,824	286,428	316,824
Ending Fund Balance (including Depreciation)	909,106	909,106	1,034,024	124,918	1,175,535	1,217,440	1,225,930	68,495	931,930	1,333,644	1,172,332	1,333,644
Net Income Available for Debt Service	-	-	-	-	50%	45%	44%	-	-	-	-	-
Maximum Annual Debt Service	-	-	-	-	782,683	514,545	406,458	-	406,458	-	406,458	-
Debt Service Coverage Ratio	-	-	-	-	659,063	658,063	659,063	-	0.78	-	0.67	-

Sycamore Academy of Science & Cultural Arts
 Budget vs. Actuals
 As of March 2015 Close

	Actual		Budget vs. Actual		Variance (YTD less Budget)		Approved Budget (June)		Previous Month's Forecast		Current Forecast		Variance (Previous vs. Current Forecast)		Budget Remaining		Forecast Remaining	
	Meir	Actual YTD	Budget YTD															
Detail Enrollment Summary																		
K-3																		
4-6																		
7-8																		
9-12																		
Total Enrolled																		
ADA %																		
K-3																		
4-6																		
7-8																		
9-12																		
Average																		
ADA																		
K-3																		
4-6																		
7-8																		
9-12																		
Total ADA																		
REVENUE																		
General Purpose Enrollment / Local Control																		
8011 Charter Schools General Purpose Enrollment - Stal	228,301	1,015,545	1,224,981		(209,436)													
8012 Education Protection Account Enrollment	-	181,978	221,249		(39,271)													
8019 State Aid - Prior Years	14,543	14,543	-		14,543													
8028 Charter Schools in Lieu of Prop. Taxes (was 8700)	81,260	263,361	326,269		(62,908)													
	324,104	1,485,427	1,772,500		(278,782)													
8100 Federal Revenue																		
SUBTOTAL - Federal Income																		
Other State Revenues																		
8319 Other State Appropriations - Prior Years	(4)	4,743	-		4,743													
8550 Matched Cost Reimbursements	-	4,519	-		4,519													
8600 State Lottery Revenue	-	11,899	12,597		(698)													
8660 Common Core	-	19,451	-		19,451													
8553 Sub Reimbursement	-	2,663	-		2,663													
SUBTOTAL - Other State Income	(4)	43,275	12,597		30,688													
Other Local Revenue																		
8600 Leases and Rentals	2,250	7,061	6,300		761													
8653 Field Trips	2,062	5,898	5,001		897													
8660 All Other Local Revenue	-	4,274	-		4,274													
8701 In Lieu of Prop. 30	-	-	-		-													
8702 Social Revenue	-	13,918	-		13,918													
8699 Uncategorized Revenue	-	-	-		-													
SUBTOTAL - Local Revenues	4,312	31,150.75	11,301		19,850													
Donations/Fundraising																		
8800 Donations - Private	-	576	4,336		(3,760)													
8803 Fundraising	935	15,072	13,994		1,078													
SUBTOTAL - Fundraising and Grants	935	15,647.88	18,332		(2,685)													
TOTAL REVENUE	329,347	1,685,501	1,814,430		(228,929)													

Sycamore Academy of Science & Cultural Arts

Budget vs. Actuals

As of March 2015 Close

	Actual		Budget vs. Actual		Variance (YTD less Budget)	Approved Budget (June)		Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current)		Budget Remaining	Forecast Remaining
	Mar	Actual YTD	Budget YTD	Actual		June	Current Forecast			Current Forecast			
EXPENSES													
Compensation & Benefits													
1000	-					598,228	598,228	598,228	598,228	-	-	164,961	164,961
1100	56,334	433,267.41	435,075	1,807	23,932	40,000	40,000	40,000	40,000	-	-	34,841	34,841
1101	-	5,158.88	29,091	23,932	(21,481)	25,000	25,000	25,000	25,000	-	-	(14,663)	(14,663)
1103	5,629	39,682.72	68,394	(5,571)	(21,481)	94,000	101,660	101,660	101,660	-	(7,660)	20,065	27,725
1300	9,242	73,934.56	28,000	13,800	13,800	40,000	40,000	40,000	40,000	-	-	25,800	25,800
1400	-	14,200	28,000	13,800	13,800	40,000	40,000	40,000	40,000	-	-	25,800	25,800
SUBTOTAL - Certified Employees	71,205	668,224	678,711	12,488	12,488	797,228	804,888	804,888	804,888	-	(7,660)	231,004	238,664
Classified Salaries													
2000	9,256	71,755.77	78,414	6,658	6,658	107,820	107,819	107,819	107,819	-	1	36,064	36,064
2100	7,089	51,210.52	46,545	(4,665)	(4,665)	64,000	64,000	64,000	64,000	-	-	12,789	12,789
2400	-	4,800.00	3,500	(1,300)	(1,300)	5,000	5,000	5,000	5,000	-	-	200	200
2600	1,224	8,710.86	8,000	(711)	(711)	11,000	11,000	11,000	11,000	-	-	2,289	2,289
2935	1,594	9,298.27	2,182	(7,114)	(7,114)	3,000	3,000	3,000	3,000	-	-	(6,296)	(6,296)
SUBTOTAL - Classified Employees	19,145	145,773.44	139,641	(7,132)	(7,132)	190,820	190,819	190,819	190,819	-	1	45,047	45,046
Employee Benefits													
3000	5,992	48,890.620	48,811	(58)	(58)	71,937	67,922	67,922	67,922	-	4,015	23,067	19,052
3100	832	6,027.920	7,531	1,503	1,503	10,061	7,867	7,867	7,867	-	2,174	4,033	1,859
3300	2,553	19,170.890	20,969	1,797	1,797	26,862	26,001	26,001	26,001	-	(116)	9,712	9,630
3400	10,309	79,641.800	117,600	37,959	37,959	141,120	126,120	126,120	126,120	-	15,000	61,478	46,478
3500	45	358,940	9,832	9,473	9,473	10,029	10,460	10,460	10,460	-	(431)	9,670	10,101
3600	2,808	39,941.250	22,725	(17,216)	(17,216)	22,725	22,901	22,901	22,901	-	(176)	(17,216)	(17,046)
SUBTOTAL - Employee Benefits	22,699	194,910	227,487	33,457	33,457	284,764	264,291	264,291	264,291	-	20,484	90,744	70,280
Books & Supplies													
4000	-	1,379.86	4,687	3,287	3,287	5,000	5,000	5,000	5,000	-	-	3,620	3,620
4100	180	736.44	1,272	536	536	1,363	1,363	1,363	1,363	-	-	627	627
4315	-	5,160.65	2,763	(2,398)	(2,398)	2,980	5,151	5,151	5,151	-	(2,191)	(2,191)	-
4320	1,008	5,292.11	10,761	5,469	5,469	15,373	13,182	13,182	13,182	-	2,191	10,081	7,890
4326	-	-	-	-	-	-	-	-	-	-	-	-	-
4330	396	5,325.62	9,707	4,382	4,382	12,943	12,771	12,771	12,771	-	220	7,817	7,368
4335	46	4,131.66	1,780	(2,352)	(2,352)	1,907	4,084	4,131.66	4,131.66	-	(46)	(2,225)	-
4340	-	-	-	-	-	-	-	-	-	-	-	-	-
4352	99	2,805.07	6,798	4,193	4,193	7,284	7,284	7,284	7,284	-	-	4,679	4,679
4410	-	6,637.63	9,333	2,696	2,696	10,000	10,000	10,000	10,000	-	-	3,362	3,190
4420	216	8,401.92	14,000	5,598	5,598	15,000	15,000	15,000	15,000	-	173	8,598	6,598
4430	173	487.88	161	(327)	(327)	215	315	315	315	-	(273)	(273)	-
4710	-	-	-	-	-	-	-	-	-	-	-	-	-
4720	550	3,647.92	3,549	(99)	(99)	5,070	5,070	5,070	5,070	-	-	1,422	1,422
SUBTOTAL - Books and Supplies	2,670	43,796.98	64,792	20,996	20,996	77,116	78,220	78,220	78,220	0	(2,106)	33,318	35,424

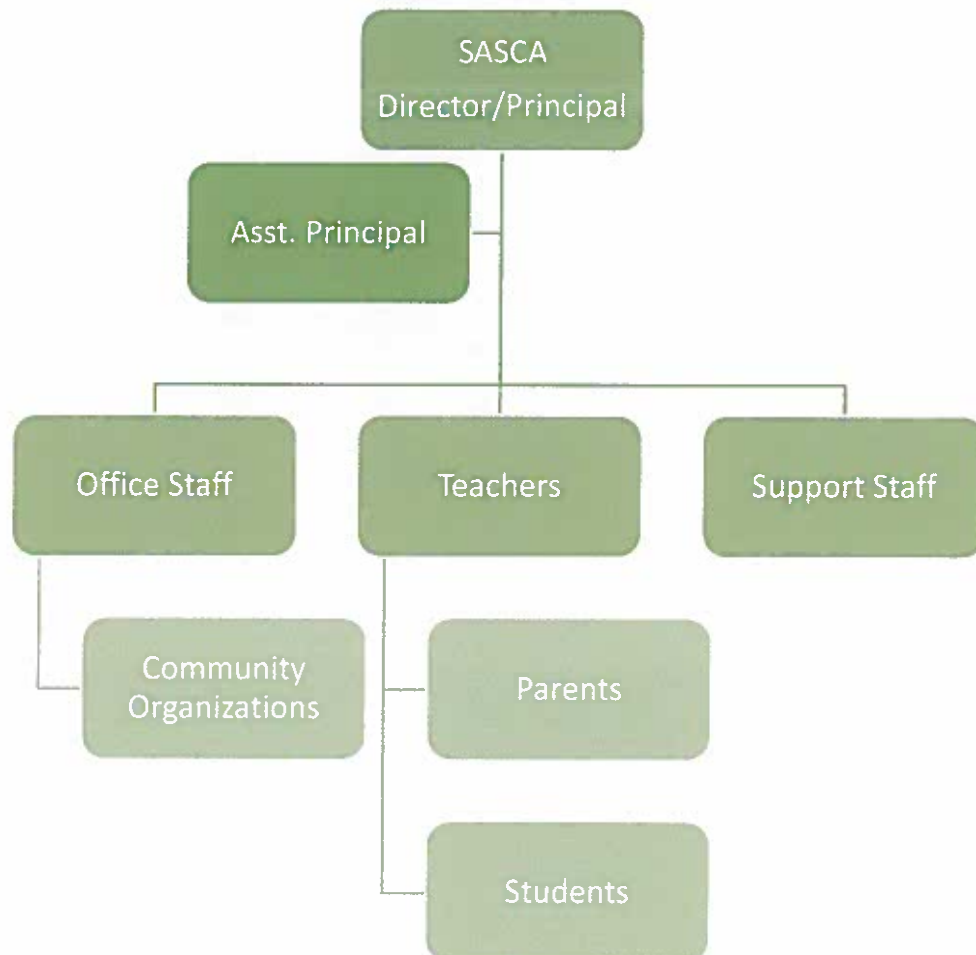
Sycamore Academy of Science & Cultural Arts

Budget vs. Actuals
As of March 2015 Close

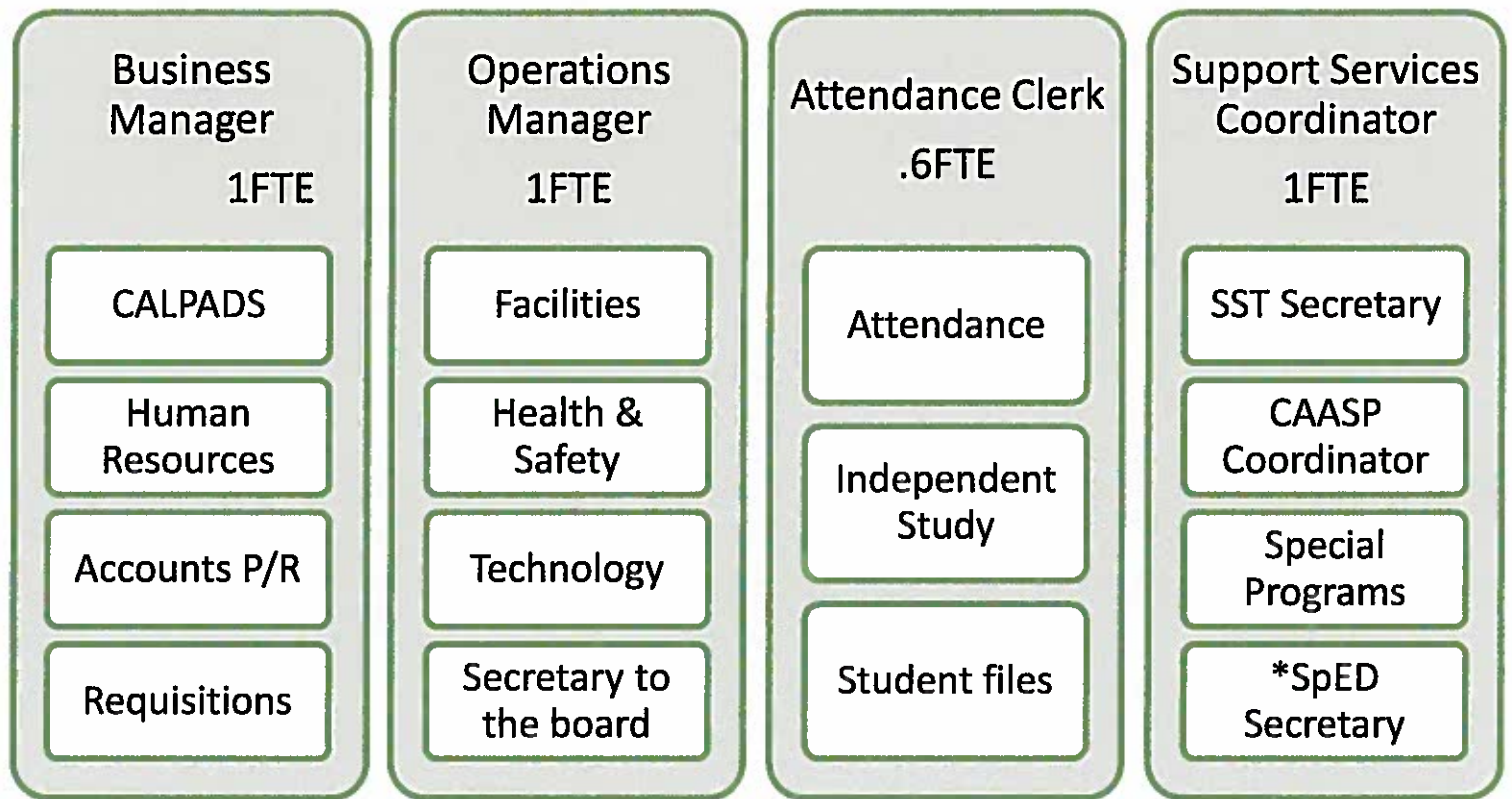
		Actual		Budget vs. Actual		Budget				Variance		Forecast		Remaining	
		Mar	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget (June)	Previous Month's Forecast	Current Forecast	Variance (Previous vs. Current Forecast)	Budget Remaining	Forecast Remaining				
5000	Services & Other Operating Expenses	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5100	Subagreements for Services	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5200	Travel & Conferences	1,048	9,203.30	9,800	597	14,000	14,000	14,000	-	-	-	-	-	4,707	4,707
5300	Dues & Memberships	1,100	2,914.92	4,228	1,313	6,040	6,040	6,040	-	-	-	-	-	3,125	3,125
5400	Insurance - Other	1,499	30,394.11	15,192	(15,202)	20,256	72,006	72,006	-	-	-	-	-	(51,750)	41,612
5515	Janitorial/ Gardening Services & Supplies	(278)	8,630.84	15,000	6,369	20,000	15,000	15,000	-	-	-	-	-	11,369	6,369
5520	Security	308	2,208.90	2,204	(5)	2,938	2,938	2,938	-	-	-	-	-	729	729
5535	Utilities - All Utilities	1,775	17,742.70	28,820	10,877	40,885	25,750	25,750	-	-	-	-	-	23,142	8,007
5600	Rentals, Leases, & Repairs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5605	Equipment Leases	745	5,630.57	7,804	1,973	10,138	10,138	10,138	-	-	-	-	-	4,507	4,507
5610	Rent	25,871	272,771.31	328,987	53,895	392,000	308,053	308,053	-	-	-	-	-	119,229	35,281
5611	Prop. 39 Related Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5615	Repairs and Maintenance - Building	944	6,814.77	7,273	458	10,000	9,872	9,872	-	-	-	-	-	3,185	2,857
5617	Repairs and Maintenance - Other Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5603	Accounting Fees	950	1,859.78	1,072	(787)	1,532	1,890	1,890	-	-	-	-	-	4,353	4,143
5609	Banking Fees	115	975.16	165	(69)	220	860	860	-	-	-	-	-	(755)	-
5612	Business Services	14,058	121,508.56	117,587	(3,921)	156,783	155,000	155,000	-	-	-	-	-	35,214	33,491
5624	District Oversight Fees	2,530	7,718.08	17,028	9,310	24,328	24,954	25,119	-	-	-	-	-	16,908	17,401
5630	Field Trip Expenses	1,330	8,082.50	2,885	(5,169)	4,135	6,733	6,733	-	-	-	-	-	(3,928)	-
5633	Fines and Penalties	-	-	-	-	3,080	3,080	3,080	-	-	-	-	-	2,986	2,986
5636	Fingerprinting	5936	200.00	418	188	597	597	597	-	-	-	-	-	367	367
5639	Fundraising Expenses	644	9,454.75	9,380	(75)	13,400	13,400	13,400	-	-	-	-	-	3,045	3,945
5643	Internet - Loans Less than 1 Year	578	6,454.48	6,846	(391)	5,687	6,289	6,289	-	-	-	-	-	(1,159)	-
5645	Legal Fees	3,898	12,947.06	11,350	(1,597)	15,608	15,608	15,608	-	-	-	-	-	2,659	2,659
5646	Loan and Financing Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5648	Licenses and Other Fees	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5651	Marketing and Student Recruiting	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5654	Consultants - Other 1	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5657	Payroll Fees	233	2,424.45	3,071	647	8,830	8,830	8,830	-	-	-	-	-	368	368
5660	Printing and Reproduction	-	-	-	-	1,072	1,072	1,072	-	-	-	-	-	1,671	1,671
5661	Prior Yr Exp (not accrued)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5663	Professional Development	1,200	15,888.65	750	(15,089)	25,000	14,488	15,688	-	-	-	-	-	1,072	1,072
5672	Special Education Enrichment	-	-	-	-	147,001	255,312	255,312	-	-	-	-	-	(15,689)	(9)
5675	Staff Recruiting	-	-	-	-	147,001	255,312	255,312	-	-	-	-	-	147,001	7,771
5678	Student Assessment	-	-	-	-	972	972	972	-	-	-	-	-	972	255,312
5680	Student Health Services	-	-	-	-	5,085	5,085	5,085	-	-	-	-	-	3,287	972
5681	Student Information System	-	-	-	-	-	-	-	-	-	-	-	-	3,287	3,287
5683	Service 18	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5684	Substitutes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5685	Tutor	420	1,080.00	343	(737)	17,826	17,826	17,826	-	-	-	-	-	7,449	7,449
5687	Technology Services	-	-	-	-	480	680	680	-	-	-	-	-	(590)	-
5695	Internet/Website consulting	(85)	11.99	3,738	3,738	5,000	5,000	5,000	-	-	-	-	-	4,988	4,988
5688	Miscellaneous Operating Expenses	4,828	15,604.02	-	(15,604)	-	-	-	-	-	-	-	-	(12)	(12)
5900	Communications	798	4,443.04	8,000	1,557	8,000	8,000	8,000	-	-	-	-	-	(15,604)	(15,604)
5915	Postage and Delivery	98	1,132.84	1,451	318	1,935	1,935	1,935	-	-	-	-	-	3,557	3,557
SUBTOTAL - Services & Other Operating Exp.		64,478	612,484.42	688,838	44,204	988,838	1,102,123	1,102,601	(3,378)	(118,862)	374,144	493,007	-	-	-
6000	Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
6100	Sales & Improvement of Sales	120,251	381,528.36	-	(381,528)	-	241,277	381,528	(120,251)	(361,528)	-	-	-	(0.09)	(0.09)
6200	Buildings & Improvement of Buildings	-	-	-	-	-	-	-	-	-	-	-	-	-	-
SUBTOTAL - Capital Outlay		120,251	381,528.36	-	(381,528)	-	241,277	381,528	(120,251)	(361,528)	-	-	-	-	-
TOTAL EXPENSES		300,417	1,923,877	1,688,308	(235,569)	2,338,838	2,892,818	2,805,247	(123,629)	(488,892)	412,729	882,427	-	-	-
Depreciation Calculation		-	-	-	-	-	-	-	-	-	-	-	-	-	-
6300	Total Depreciation (includes Prior Years)	-	-	-	-	-	8,043	12,051	4,006	(12,051)	-	-	-	12,051	12,051
TOTAL EXPENSES including Depreciation		180,168	1,582,298	1,688,308	106,011	2,437,608	2,916,191	2,822,243	(7,082)	(84,835)	878,310	969,945	-	-	-

ORGANIZATIONAL CHART

501c(3) Non profit governing board



ORGANIZATIONAL CHART



Director/Principal	Assostant Principal	Teachers	Aides
<ul style="list-style-type: none"> • Operations • Finance • Personnel • Facilities <ul style="list-style-type: none"> • Safety • Technology • Construction • Education Program <ul style="list-style-type: none"> • Instruction • Resources • CAASPP • SCEWL • WASC • SELPA • Extra Curricular • Public Relations <ul style="list-style-type: none"> • Authorizer • Charters • Education Boards • Community/City • Parents/Families • Press 	<ul style="list-style-type: none"> • Education Program <ul style="list-style-type: none"> • Develop Senior program • SST Facilitator • WASC data collection • Physical Education <ul style="list-style-type: none"> • SCEWL • Extra Curricular <ul style="list-style-type: none"> • Athletic Director • SPED Olympics 	<ul style="list-style-type: none"> • Design curriculum • Implement differentiated instruction • Administer and record assessments • Maintain current and accurate Learning Records • Advise various student groups • Present showcases • Communicate with families 	<ul style="list-style-type: none"> • Supervise students • Support teachers • Maintain facility cleanliness/organization • Manage traffic
1FTE	.5FTE	21FTE	7FTE

Ronald Reagan Charter School Alliance
DBA: Sycamore Academy of Science and Cultural Arts
FINANCIAL POLICIES AND PROCEDURES

The Board of Directors for RONALD REAGAN CHARTER SCHOOL ALLIANCE/SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS has reviewed and adopted the following policies to ensure that the school's funds are used to effectively support the school's mission and to ensure that the funds are budgeted, accounted for, expended, and maintained in order to maintain the fiscal stability of the school. The financial policies and procedures will implement all applicable State and Federal regulations regarding expenditure of and accounting for public funds. To provide an accurate and auditable record of all financial transactions, the School's books, records, and accounts are maintained in conformity with generally accepted accounting principles as required by the CDE, applicable to Charter Schools.

1. PURCHASES

- a. **Authorization of Expenditures:** All purchases of goods and services shall be consistent with the Board approved budget. All proposed expenditures must be approved by the Director/Principal who will review the proposed expenditure to determine whether it is consistent with the Board adopted budget and sign the check request and purchase order forms. Professional consulting services in total annual amounts greater than \$10,000 will require Board approval/execution.
- b. **Contracts**
 - i. All professional consulting services shall be provided for under a contract.
 - ii. Contracts for other goods and services exceeding \$10,000 on an annual basis shall be presented to the Board for approval prior to signing. Length of the contracts shall be at the discretion of the Board. In general, contracts exceeding \$10,000 shall be let after a bidding process of sufficient duration to ensure competition. However, the Director/Principal may make a finding to the Board for sole sourcing a contract exceeding \$10,000; in this case, the Board may approve the contract in arrears at the time of contract execution. (The basis for such a finding may include: time/urgency issues; the absence of competitors; high service/quality from a particular contractor).
 - iii. Bid tabulations shall be presented to the Board along with a recommendation for action. The Board reserves the right to select whichever vendor it deems most prepared to provide the required goods/services without regard to the low bidder being the automatic selection.
- c. **Commitments and Purchase Orders**
 - i. Purchase orders under \$10,000 must be approved by one of the following authorized positions: Board Treasurer, Board President, Director/Principal.
 - ii. Purchase orders of \$10,000 or more must be approved by the Director/Principal and one of the following authorized positions: Board Treasurer, Board President.
- d. **Invoices**
 - i. Invoices under \$10,000 must be approved by one of the following authorized positions: Board Treasurer, Board President, Director/Principal.
 - ii. Invoices of \$10,000 or more must be approved by the Director/Principal and one of the following authorized positions: Board Treasurer, Board President.

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- e. **Accounts Payable:** The school shall abide by SavantCo Education accounts payable policies and procedures set forth separately.
- f. **Credit Card Usage**
 - i. The use of credit cards shall be allowed for school purchases only in instances where executing payment through General Checking Account is not practical. A single charge exceeding [\$10,000] will need approval by the Board Treasurer or Board President.
 - ii. Spending limits may only be exceeded with written pre-approval by the Board Treasurer or Board President.
 - iii. There shall be a maximum of ONE card issued to and used by the Director/Principal. Use by any other person not stated herein is prohibited.
 - iv. Authorized credit card holders are responsible for submitting itemized receipts or other printed documentation from the vendor for all transactions and providing sufficient reporting as to the necessity of the charge.
 - v. For any purchases that are charged without adequate supporting documentation as provided above, the authorized user/card holder shall pay the school the amount of such purchase(s).
 - vi. Credit card balances shall be paid in full each month unless a different amount is pre-approved in writing by the Board Treasurer or Board President.
- g. **Debit Card Usage:** Unless otherwise specified by the Board of Directors and/or School management, the use of School debit cards shall not be allowed for any School purchases.
- h. **Other Electronic Payments:** Other electronic methods (wire, ACD, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without express written consent of the Director/Principal and one of the following authorized positions: Board Treasurer, Board President
- i. **Employee Reimbursements:** Business use of telephones or cell phones shall be reimbursed. Business meals shall be reimbursed using standard applicable IRS guidelines. Under no circumstances shall alcohol be reimbursed. The Director/Principal must obtain a Board member's authorization for reimbursement requests payable to the Director/Principal's name.
- j. **Petty Cash - Purpose and Usage**
 - i. The purpose of the Petty Cash Checking Account is for payment of incidental expenses when there is insufficient time for processing through the General Checking Account. Examples of proper expenses include, but are not limited to, food/meals for teachers doing curriculum work and emergency plumbing repairs. Petty cash shall not be used for teacher reimbursements, employee expense reimbursements or independent contractor payments.
 - ii. The Director/Principal and the Business Manager shall have access to petty cash not to exceed \$5,000. Such funds shall be used at the discretion of the Director/Principal, subject to Board oversight and consistent with the approved

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budget and school rules and regulations. Use of the petty cash shall require original receipts for all purchases.

- iii. All cash must be submitted to the front office. The Director/Principal or a school manager shall keep supporting documentation when cash is received indicating the amount(s). Cash must be stored in a safe with access limited to a school manager and Director/Principal. A school manager or the Director/Principal will deposit the cash at the bank at minimum once per week if the amount exceeds \$500. For amounts below \$500, the designated school personnel will wait until the amount reaches \$500 before making a bank deposit. Replenishment and/or deposit of the Petty Cash Checking Account shall be processed through the General Checking Account under the normal accounts payable process.
- k. **Personal Use of School Funds:** Use of School funds for personal use is absolutely prohibited. Violation of this policy shall result in discipline up to and including dismissal or removal including from the Board.

2. BANKING

a. General Checking Account

- i. The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-back instruments or standard money market accounts.
- ii. The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the Board Treasurer, Board President, and the Director/Principal. Checks above \$10,000 and checks payable to an authorized signer must be signed by two authorized people. Authorized signers for checks above \$10,000 from this account shall be the Board Treasurer, Board President, and the Director/Principal.

b. Petty Cash Checking Account - Account Setup and Maintenance

- i. The Petty Cash Checking Account shall have a maximum balance of \$3,000. The Account shall be funded from the School's business General Checking Account as necessary. A simple ledger shall be maintained by the Business Manager for review by the Treasurer, who shall reconcile the Account periodically.
- ii. Check writing requires signatures from one of the following people: Board Treasurer, Board President, Director/Principal and Business Manager.
- iii. The Business Manager must obtain authorization from one of the other authorized signers prior to writing a check. Should an emergency occur, requiring a check be written prior to obtaining authorization, the Business Manager must notify the Director/Principal via email immediately. The Business Manager will submit a weekly Petty Cash expenditure report if checks are written from the Petty Cash Checking Account.

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c. PayPal Account - Donation Account

- i. The PayPal Account shall be used for collection of donations and/or fees related to school fundraisers, events and activities.
- ii. As funds become available, all funds in excess of \$3,000 shall be removed from this account and deposited into the General Checking Account.
- iii. Unless otherwise specified by the Board of Directors, the debit card shall not be allowed for any School purchases.

d. Deposits of Receipts

- i. The School will deposit all funds received as soon as practical upon receipt. A school manager will open all mail on a daily basis, immediately sort all checks and forward them to the Director/Principal. The Director/Principal will immediately endorse the checks to the appropriate school account and prepare appropriate deposits as soon as practical, ideally the same day and in no case later than three working days.

3. TRAVEL POLICIES

a. Employee Mileage Reimbursement

- i. All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for pre-approved business related travel. In addition, parking fees and tolls paid are reimbursable if supported by receipts.
- ii. All employees requesting such mileage reimbursement are required to furnish an Expense Report containing the destination of each trip, its purpose and the miles driven, parking fees and tolls, within one month after the travel date, supported by receipts, if applicable.

4. OTHER PRACTICES

a. Budget Adoption: A balanced budget shall be adopted by the Board of Directors of

RRCSA/SASCA no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.

b. Audit

- i. An annual audit by an outside firm shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15 statutory audit deadline. The audit shall include, but not be limited to;
 - (1) an audit of the accuracy of the School's financial statements
 - (2) an audit of the School's attendance accounting and revenue claims practices
 - (3) an audit of the School's internal controls practices

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- ii. If the School receives over \$500,000 from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars. The audit firm shall be on the State approved list of School auditors.
 - iii. At the conclusion of the audit, SavantCo Education will review the audit with the Board and propose any changes necessary in operating procedures to comply with audit findings.
- c. **Board Meetings:** The Board shall review financial statements (cash flow forecasts, and profit and loss) at periodic Board meetings. The Board shall also review and approve the monthly check registers from the General Checking Account, the Petty Cash Account and the PayPal Account.
- d. **Conflict of Interest:** Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.
- e. **Payroll**
 - i. **New Employees:** Requests for new employees shall be initiated by the Director/Principal and be consistent with the approved annual personnel budget. New employees shall complete an Application for Employment and all necessary paperwork for payroll. New employees shall be fingerprinted and TB tested consistent with State law. Fingerprint clearance must be received by the School before any employee may start work.
 - ii. Employees shall accrue vacation and sick leave time based on the personnel policy of the School.
 - iii. **Timekeeping (for hourly staff)**
 - (1) The Director /Principal shall develop procedures to ensure accurate and timely preparation of time-sheet for hourly employees.
 - (2) Authorized time-sheets shall be forwarded to SavantCo Education according to SavantCo Education policies and procedures set forth separately. Payroll processing and payment shall take place according to SavantCo Education policies and procedures set forth separately.
- e. **Independent Contractors:** The School shall only engage independent contractors if all of the following practices are followed:
 - i. The expense is within the approved budget or separately approved by the Board.
 - ii. The contractor provides proof of adequate insurance.
 - iii. IRS rules are followed regarding classification of staff as contractors versus employees; and
 - iv. The work is done under contract.
- f. **Capitalization and Depreciation:** The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred.

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Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:

- i. Leasehold Improvement - Lease term or 5 years, whichever is shorter
- ii. Equipment - 3 years
- iii. Furniture - 5 years

Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

g. Disposal of Surplus Property and Donations

- i. Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the School feels will have no future value to the School's program, and that is declared to be surplus property by the Board. If the School wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.
- ii. If the School wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.
- iii. If the School wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include:
 - (1) the donee organization is fully independent of the School, with none of the School's Board members or key personnel involved in the donee organization; and
 - (2) the donee organization shall be a non-profit or government entity related to education
- iv. In addition, the School shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the School's books and record the donation as required by state and federal audit guidelines.

h. Property Acquired with Federal Grant Funds: If the property in question costs \$5,000 or more at the time of acquisition and was acquired with federal grant funds, the School shall notify the federal contract administrator prior to donating or disposing of such property as provided above.

Ronald Reagan Charter School Alliance
DBA: *Sycamore Academy of Science and Cultural Arts*
FINANCIAL POLICIES AND PROCEDURES

The Ronald Reagan Charter School Alliance Board of Directors approved the attached FINANCIAL POLICIES and PROCEDURES. As of the date of this adoption, the positions authorized to sign checks on behalf of Ronald Reagan Charter School/Sycamore Academy of Science and Cultural Arts are held by the following individuals:

President _____ Date _____
William Sampson

Secretary/Treasurer _____ Date _____
Roland Skumawitz

Director/Principal _____ Date _____
Barbara Hale

Business Manager _____ Date _____
Angela Putulowski

All current signers, not reflected above, shall be removed as signers upon receipt of this form and replaced by only those listed above.

_____ Date _____
Secretary/Treasurer

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 25, 2015 @6:00 p.m.

Board Members

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

1.0 CALL TO ORDER

Introduction of Guests

The meeting was called to order by the Board Chair, Elizabeth Halikis at 6:17p.m.

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

Other guests present: Mark Dennis

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Agenda approved with the following amendments:

Moved all action items under 7.0 to go before 6.0. Changed the title Construction to Contracting on 7.2 in both lines. Added 7.3 action item approval of new auditor.

Motion: Mrs. Halikis Second: Mr. Leavitt Vote: 3-0

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

5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

No comments.

6.0 INFORMATION SESSION:

6.1 Ed Tec Financial Update Report (Attachment 6.1)

Presentation of the status of our school's finances.

Presented by: Jennifer Nguyen, Ed Tec. Client Manager

6.2 Report on school activities

Report on school activities.

Presented by: Tanya Meeks, Stephanie Lucas

6.3 Facility and Construction report

Report on current facility issues and update on the new school construction project and contingency discussion.

Presented by: Barbara Hale, Director/Principal and Grant Hamel, Hamel Contracting, Inc.

6.4 Report on Special Education and SELPA

Report on Special Education and SELPA

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

6.5 Director's Report (Attachment 6.5)

Director's report on school plans

Presented by: Barbara Hale, Director/Principal

6.6 Legislative Update (Attachment 6.6)

Review of current legislation impacting charter schools.

Presented by: Barbara Hale, Director/Principal

6.7 Review the Local Control and Accountability Plan (LCAP) (Attachment 6.7)

Review the Local Control and Accountability Plan (LCAP)

Presented by: Barbara Hale, Director/Principal

7.0 ACTION ITEMS:

7.1 Review and approve Special Education Local Plan Area Local Education Agency Assurances (Attachment 7.1)

Reviewed and approved Special Education Local Plan Area Local Education Agency Assurances

Presented by: Barbara Hale, Director/Principal

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

ROLL CALL

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

Aye

Nay

Abstentions

_____	_____	_____
_____	_____	_____
_____X_____	_____	_____
_____X_____	_____	_____
_____X_____	_____	_____

7.2 Ratify GMP with Hamel Contracting, Inc. (Attachment 7.2)

Review and ratify GMP with Hamel Contracting, Inc.

Presented by: Barbara Hale, Director/Principal

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

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

7.3 Review and approve contract with Vicenti, Lloyd, Stutzman (Attachment 7.3)
Reviewed and approved contract with auditor Vicenti, Lloyd, Stutzman

Presented by: Barbara Hale, Director/Principal

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

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

8.0 CONSENT CALENDAR

Consent Calendar Items are considered routine and may be enacted by a single motion.

8.1 Approval of the Minutes: February 23, 2015 (Attachment 8.1)

8.2 Approval of the Check Register for February 2015 (Attachment 8.2)

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

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

9.0 BOARD COMMENTS:

No comments

10.0 ADJOURNMENT

Motion: Mrs. Halikis Second: Dr. Flores Vote: 2-0

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

The meeting was adjourned at 8:25p.m.

Check Register

Sycamore Academy of Science and Cultural
Arts
March 2015



Grand Total 216,101.88

Vendor	Check Number	Date	Description	Check Amount
City of Wildomar	3679	3/3/2015	Public improvements/Grading permit	4,714.03
City of Wildomar	3680	3/3/2015	WQMP	2,000.00
Aflac	3681	3/4/2015	Acct# HJK03: Monthly Premium Due by 03/15/15	1,116.94
Jane Boermans	3682	3/4/2015	Reimb: Postage	18.40
Angela Putulowski	3684	3/4/2015	Reimb: Supplies & Goggles for Science	788.01
Staples Advantage	3685	3/4/2015	Cust# LA 1054289, Office, Materials & Supplies	225.43
Prudential Overall Supply	3686	3/4/2015	Acct# 2957200, Janitorial Supplies	474.12
Sea Life Legoland	3687	3/5/2015	K- field trip conf# 2680318	588.00
Sea Life Legoland	3688	3/5/2015	1st grade field trip conf# 2647861	742.00
Sycamore Academy of Science and Cultural	3707	3/10/2015	Replenish PC 2/23/15-3/2/15	3,038.75
State Water resource control board	PCM1361	3/10/2015	PCM1361	745.00
USPS	PCM1362	3/10/2015	PCM1362	26.48
Charter School Development Ctr	3689	3/11/2015	Leadership Conference	895.00
Barney & Barney	3690	3/12/2015	Policy: BBWWK00105962, Workers Comp Installment 10 of 10 - 07/01/14-07/01/15	2,938.00
Jane Boermans	3691	3/12/2015	Reimb: Food for History Day Judges	30.45
Tess Brown	3692	3/12/2015	Reimb: Postage	5.84
Laura Girard	3693	3/12/2015	Reimb: Mileage	50.98
Guardian	3694	3/12/2015	Group ID: 00488212, Premium: Mar '15	1,354.04
Hansberger & Klein, LLP	3695	3/12/2015	Legal Svcs' Fee: 02/17/15	945.00
Hansberger & Klein, LLP	3696	3/12/2015	Legal Svcs' Fee: Feb '15	668.79
Hansberger & Klein, LLP	3697	3/12/2015	Legal Svcs' Fee: Feb '15	2,383.79
Hidden Eye Security	3698	3/12/2015	M Code 29-8870: Svc Call - Fire Drill on 02/01 & 03/05/14	220.00
Hosaka, Rotherham & Co	3699	3/12/2015	Preparation of Return of Organization Exempt from Income Tax for YE 06/30/14	950.00
Kaiser Foundation Health Plan	3700	3/12/2015	Cust ID: 000336803-0000; Billing Period: 1/26 - 02/25/15	7,738.04
PJHM Architects	3701	3/12/2015	Professional Svcs; Architectural fees	97,779.20
Prudential Overall Supply	3702	3/12/2015	Acct# 6304460; Janitorial Supplies	43.38
Angela Putulowski	3703	3/12/2015	Reimb: Poster Boards, Staff Microwave, Speech Language	402.82
Smart Card	3704	3/12/2015	Fundraiser Membership: 01/23/15	405.00
Southern California Edison	3705	3/12/2015	Cust Acct: 2-31-916-7565, Gas & Elect Svc: 01/20 -	1,775.08
Southwest School & Office Supply	3706	3/12/2015	Cust#184511, Materials & Supplies	56.16
Verizon California	3708	3/12/2015	Acct: 01 2571 1196681580 10, Internet & Phn Svc 02/13 - 03/12/15	379.77
Western Fire Co., Inc	3710	3/12/2015	Svc: Fire Safety Repairs & May's Rent Payment	250.00
Wildomar Renaissance Plaza Inc.	3711	3/12/2015	Acct#HO4921, Water Usage 03/20/14-07/18/14	4,613.63
Xerox Corporation	3712	3/12/2015	Acct: 718368558: SER # XNE-136220; Base Charge: Feb '15 & Meter Read - 01/21 - 02/21/15	744.85
Staples Advantage	3713	3/13/2015	Cust# LA 1054289, Office, Materials & Supplies	102.36
Verizon California	3714	3/13/2015	Acct: 01 2571 1196681580 10, Internet & Phn Svc 02/13 - 03/12/15 - difference	12.92
Michelle Scher	PCM1365	3/13/2015	PCM1365	155.53
USPS	PCM1364	3/18/2015	PCM1364 POSTAGE	12.12
Bank of America	3716	3/19/2015	Acct#5100 CC PURCHASES 2/5/15-3/4/15	2,653.70
Sycamore Academy of Science and Cultural Arts dba	3726	3/20/2015	Replenish PC Mar 2015	723.05
Barons	PCM1363	3/20/2015	PCM1363	16.20
Bolton & Company	3715	3/23/2015		8,816.05
USPS	M1368	3/23/2015	M1368	19.20
Robert Dunn	M1370	3/23/2015	M1370 DJ Dances	500.00
County of Riverside	3717	3/24/2015	Case# GEO02360, Supplemental Deposit for TLMA - Riverside Permit Assistance	2,550.00
EdTec Inc	3718	3/24/2015	Mar 2015 svc	14,080.23
Lake Elsinore Unified School District	3719	3/24/2015	Acct# 8699, Oversight Fee: March '15	1,729.52
Pacific Alarm Service	3720	3/24/2015	Acct# SYCA, Svc Call - 02/25/15 Contacted New S. W. Door	124.50
Prudential Overall Supply	3721	3/24/2015	Acct# 6304460, Janitorial Supplies	58.78

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
Staples Advantage	3722	3/24/2015	Cust# LA 1054289; Materials & Office Supplies	223.83
USPS	M1369	3/24/2015	M1369	5.75
USPS	M1372	3/25/2015	M1372	72.95
First Insurance Funding Corp	3724	3/26/2015	Insurance April pymt on Palomar Property	1,469.31
Pacific Alarm Service	3725	3/26/2015	April Recurring pymt 2015	136.50
Wildomar Renaissance Plaza Inc.	3727	3/26/2015	Setup/Improvement April 2015	31,319.59
City of Wildomar	3723	3/26/2015	Grading Permit	3,605.00
Enterprise Window Cleaning	M1374	3/27/2015	M1374	425.00
Aflac	3728	3/30/2015	Acct# HJK03: Monthly Premium Due by 04/15/15	1,116.94
Tess Brown	3729	3/30/2015	Reimb: Mileage	102.34
Stephanie Clark Bubion	3730	3/30/2015	Substitute Svc: 03/24/15	120.00
First Insurance Funding Corp	3731	3/30/2015	Insurance March pymt on Palomar Property	1,469.31
Guardian	3732	3/30/2015	Group ID: 00488212; Premium: Apr '15	677.02
INK 4 LESS	3733	3/30/2015	New HP Brand High Capacity Magnetic/Ink Jet Catridges	163.94
Inland Valley Mechanical, Inc.	3734	3/30/2015	Commercial Maint. - Repalce Air Filters, Checked & Adjust Refrigerant Levels	944.00
Lake Elsinore Unified School District	3735	3/30/2015	Acct# 8650; Custodial Services & MPR at David Brown	2,000.30
Ortega	3736	3/30/2015	3/20, 3/21/15	180.00
Prudential Overall Supply	3737	3/30/2015	Substitute Svc: 3/19 & 3/20/15	239.26
Angela Putulowski	3738	3/30/2015	Acct# 6304460; Janitorial Supplies	345.49
Jessica Saldana	3739	3/30/2015	Reimb: Balloons, Lunches, Wipes, Cameras, Postage, PE/Cleaning Supplies & Palomar Call	120.00
Southwest School & Office Supply	3740	3/30/2015	Substitute Svc: 03/19/15	225.53
Verizon California	3741	3/30/2015	Cust#184511; Liner	392.69
Batons	M1373	3/30/2015	Acct: 01 2571 1196681580 10; Internet & Phn Svc 03/13 -	51.19
	M1371		04/12/15	35.00

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

Sycamore Academy
Of Science and Cultural Arts
Job Description

Job Title: Director/Principal
Reports to: Governing Board

Primary Activities include, but are not limited to the following:

***To be the Executive Director of the Charter School, with the right to speak on all matters before the Board, but not vote.**

***To enforce all provisions of law and all rules and regulations relating to the management of the Charter School and other educational, social and recreational activities under the direction of the Board.**

Responsibilities include, but are not limited to the following:

***Direct the day to day operations of the school**

***Performs as educational leader ensuring alignment with the Mission and Vision of the Charter.**

***Develop and recommend to the Board long and short range plans consistent with the Charter, to meet the needs of population trends, cultural needs, and appropriate use of resources.**

***See to the development of specific administrative procedures and programs to implement the intent establish by Board policies, directives and formal actions.**

***Ensure execution of all decisions by the Board.**

***Oversees student support services including Special Education**

***Develop plans and ensure appropriate staffing, supervise and evaluate personnel**

***Prior to action by the Board, recommend appointment, discipline or termination of employment**

***Oversees the development and facilitation of staff development, in-service and training of all staff**

***Be directly responsible for financial management**

***Oversees facilities management**

***Directs community relations activities/events including essential marketing**

***Keep the Board informed of the Charter's educational program, financial status, and legal compliance.**

***Other duties as requested by the board**

EVALUATION: Performance will be evaluated by the School Board.

QUALIFICATIONS

***Adhere to the Code of Professionalism**

***Meet the requirements as outlined in the Charter**

Sycamore Academy
Of Science and Cultural Arts
Job Description

Job Title: Assistant Principal
Reports to: Director/Principal

Primary Activities include, but are not limited to the following:

***To enforce all provisions of law and all rules and regulations relating to the management of the Charter School and other educational, social and recreational activities under the direction of the Board.**

Responsibilities include, but are not limited to the following:

- *Oversees the day to day operations of the school in collaboration with the Director/Principal**
- *Manages student disciplinary procedures and ensures appropriate reporting**
- *Performs as educational leader ensuring alignment with the Mission and Vision of the Charter.**
- *Oversees student support services including Special Education**
- *Contributes to the development and facilitation of professional development, in-service and training**
- *Oversees extra curricular programs, scheduling and coordination**
- *Supports community relations activities/events including essential marketing**
- *Other duties as requested by the Director/Principal**

EVALUATION: Performance will be evaluated by the Director/Principal

QUALIFICATIONS

- *Adhere to the Code of Professionalism**
- *Meet the Employee Qualifications as outlined in the Charter**
- *Masters Degree**
- *Administrative Credential or demonstrating progress toward a CA Administrative Credential**

Sycamore Academy

Of Science and Cultural Arts

Job Description

Job Title: Business Coordinator

Reports to: Director/Principal

Primary Activities include, but are not limited to the following:

- *Data entry manager for CALPADS**
- *Process accounts payable and accounts receivable**
- *Human Resources management**

Responsibilities include, but are not limited to the following:

- *Develop a thorough procedure for CALPADS data entry that includes collaboration with multiple stakeholders responsible for various programs at the school and provides for a checks and balances system.**
- *Lead the compilation of appropriate records for CALPADS compliance and reporting.**
- *Process billing and invoices in compliance with the Board approved Financial Policies.**
- *Ensure bank deposits are timely and properly recorded**
- *Maintain Petty Cash Account records in compliance with the Board approved Financial Policies.**
- *Coordinate audit process in collaboration with Director/Principal and other staff necessary to complete the process.**
- *Maintain personnel files according to the established procedure**
- *Document personnel absences and organize substitutes as needed**
- *Monitor relevant legal, regulatory, ethical and social requirements related to personnel and provide the Director/Principal with needs assessments as needed.**
- *Review employee benefits package and explore options periodically**
- *Participate in professional development to stay up to date on changes to laws impacting personnel issues.**
- *Supports community relations activities/events including essential marketing**
- *Other duties as requested by the Director/Principal**

EVALUATION: Performance will be evaluated by the Director/Principal

QUALIFICATIONS

- *Adhere to the Code of Professionalism**
- *Meet the Employee Qualifications as outlined in the Charter**
- *Ability to create, organize and maintain records**

Sycamore Academy
Of Science and Cultural Arts
Job Description

Job Title: Operations Coordinator

Reports to: Director/Principal

Primary Activities include, but are not limited to the following:

- *Act as the Safety Coordinator**
- *Manage facilities maintenance and custodial service**
- *Manage school technology**
- *Ensure accurate and sufficient documentation for the RRCSA Board of Directors**

Responsibilities include, but are not limited to the following:

- *Develop safety policies and procedures, review and update regularly and oversee compliance.**
- *Manage mandatory Health and Safety reporting to authorizer or other government agency.**
- *Assist in the compilation of appropriate records for field trips, extra-curricular activities and other events that require additional health/safety documentation.**
- *Contribute to the development and facilitation of training related to Health and Safety**
- *Manage compliance with enrollment process and file maintenance.**
- *Plan, organize, and lead maintenance and custodial service in an efficient and economical manner.**
- *Manage records related to compliance with Risk Management**
- *Manage school technology as indicated in the Board adopted Tech Plan**
- *Ensure accurate and sufficient documentation for the RRCSA Board of Directors**
- *Support community relations activities/events including essential marketing**
- *Other duties as requested by the Director/Principal**

EVALUATION: Performance will be evaluated by the Director/Principal

QUALIFICATIONS

- *Adhere to the Code of Professionalism**
- *Meet the Employee Qualifications as outlined in the Charter**
- *Knowledge of the Brown Act**
- *Ability to create, organize and maintain records**

Sycamore Academy

Of Science and Cultural Arts

Job Description

Job Title: Teacher

Reports to: Director/Principal

Primary Activities include, but are not limited to the following:

- *Plan, organize and implement SPEC designed lessons including modifications and interventions as needed.**
- *Demonstrate the community culture of the program and in line with the Mission and Vision of the charter.**
- *Provide professional and timely reports as directed.**
- *Facilitate all elements of the program as outlined in the Charter.**

Responsibilities include, but are not limited to the following:

- *Communicate with students, parents and other faculty and staff, for the purpose of improving the educational experience for all students.**
- *Positively contribute to the school culture thorough honest collaboration.**
- *Ensure timely submission of daily attendance, data reports, Learning Records, and any other reports as required by the charter or administration**
- *Notify parents/guardians of student progress as outlined by the Charter and/or administration.**
- *Complete a thorough analysis of each student assigned to Homeroom, monitor progress and ensure that appropriate supports are in place for each student.**
- *Comply with Independent Study law and Board approved policy.**
- *Collaborate professionally with all students, colleagues, parents, and community members as described in the Code of Professionalism**
- *Notify the office of all activities, events, planned visitors or special projects at least 48 hours in advance**
- *Attend and participate in all staff meetings and professional development opportunities**
- *Arrive at least 30 minutes before students**
- *Maintain integrity with time and work ethic, including arriving promptly to meetings and submitting required documents in advance of the deadline.**
- *Other duties as requested by the Director/Principal**

EVALUATION: Performance will be evaluated by the Director/Principal

QUALIFICATIONS

- *Adhere to the Code of Professionalism**
- *Meet the Employee Qualifications as outlined in the Charter**
- *Appropriate CA credential for the assignment**
- *First Aid and CPR certification**
- *Training in CPI or like program**

SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS

AT-WILL EMPLOYMENT AGREEMENT FOR:

TEACHER

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

And

TEACHER

THIS AT-WILL EMPLOYMENT AGREEMENT ("Agreement") is entered into by and between TEACHER ("Employee"), an educator holding a valid California teaching credential and the Board of Directors ("Board") of Sycamore Academy of Science and Cultural Arts ("SASCA"), a California public charter school approved by the Lake Elsinore Unified School District ("District"). SASCA desires to hire Employees who will assist SASCA in achieving the goals and meeting the requirements of SASCA's Charter. The Board desires to engage the services of the Employee for purposes of assisting SASCA in implementing its purposes, policies, and procedures. The parties recognize that SASCA generally exempt from the provisions of the California Education Code, except as expressly set forth in the Charter Schools Act of 1992 or other relevant law.

WHEREAS, SASCA and Employee wish to enter into an at-will employment relationship under the conditions set forth herein, the parties hereby agree as follows:

A. STATUTORY PROVISIONS RELATING TO CHARTER SCHOOL EMPLOYMENT

1. SASCA has been established and operates pursuant to the Charter Schools Act of 1992, Cal. Ed. Code section 47600, et seq. SASCA's Charter is provided to you separately in a soft copy file and is incorporated by reference herein. Employee agrees to read and become familiar with the provisions of SASCA's Charter and to act always in accordance with the educational mission, policies and procedures described therein. SASCA has been duly approved by the Board of Education of the District.
2. Employee understands that SASCA a separate legal entity from the District and is the exclusive public school employer of the Employee for purposes of Cal. Govt. Code section 3540.1. The District is not liable for any debts or obligations of SASCA, and Employee expressly recognizes that he/she is being employed by SASCA and not the District.
3. Employee understands that, pursuant to Cal. Ed. Code section 47610, SASCA must comply with all of the provisions set forth in its charter, but is otherwise is generally exempt from the laws governing school districts except as specified in Education Code section 47610, in SASCA's Charter or other relevant law.

SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS

Employee is willing and qualified to provide the services referenced above. SASCA has need of the Employee's services and therefore desires to employ the Employee.

Employment terms are governed by this Agreement and the current SASCA charter, handbooks, policies, procedures, rules or regulations as adopted and amended from time to time by the Board.

B. EMPLOYMENT AT-WILL

At any time during the course of this agreement, SASCA may terminate this Agreement with or without cause by written notice to the Employee.

Employee also may be demoted or disciplined and the terms of his or her employment may be altered at any time, with or without cause, at the discretion of SASCA.

No one other than the Board of SASCA has the authority to alter this arrangement, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to the term of this Agreement, and any such agreement must be in writing and must be signed by the Board of SASCA and by the affected Employee and must specifically state the intention to alter this "at-will" relationship.

C. EMPLOYMENT TERMS AND CONDITIONS

1. Duties

Employee will perform such duties as SASCA may reasonably assign and Employee will abide by all of SASCA's policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of SASCA's charter and perform the duties of this position as stated in the TEACHER job description, attached as *EXHIBIT A* to this Agreement.

The Employee further agrees that he/she shall at all times faithfully, industriously, and to the best of his/her ability perform all of the duties that may be required of the Employee pursuant to the express and implicit terms of this Agreement, including but not limited to:

1. Teaching students at SASCA as assigned by the Teacher's Administrator;
2. Assisting the Teacher's Administrator to achieve specified objectives;
3. Fulfilling the functions enumerated in the Teacher's job description;
4. Such other duties as assigned by the Board of SASCA or the Teacher's

SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS

Administrator as necessary in SASCA's sole discretion and judgment to effectuate the purposes of this Agreement. The Teacher understands that SASCA may at times make assignments that are in addition to those expressly described in this Agreement. In addition, the Teacher shall attend any planned school events or training or planning sessions before or during the school year;

5. The Teacher will perform such duties as SASCA may reasonably assign and will abide by all SASCA's policies and procedures as adopted and amended from time to time. Teacher further agrees to abide by the provisions of SASCA's charter.

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

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

Employee understands that participation in events outside of "normal" business hours, on normal business days, is required and such participation is part of their duties as a teacher. These events include but are not limited to Showcases, P.I.E. events, Carnival, at least one Board meeting per school year and parent-student-teacher conferences. Teachers are also strongly encouraged to participate in PTC sponsored events.

2. Term of Employment and Work Schedule

The current school year calendar is attached as *EXHIBIT B* and incorporated by reference herein.

Subject to earlier termination as an at-will Employee and as provided in this agreement, Employee agrees to attend the SCEWL conference in July and return for the school year work as determined by completion of the construction project or contingency plan for facilities. Unless terminated earlier, this agreement shall terminate automatically at midnight on the final day of the school year as specified in the school calendar.

The Employee shall work a total of one hundred ninety (192) workdays during the 2015-2016 school calendar year. Employee understands that the workdays during a school year include paid professional development days, as specified in the school calendar and that the Employee must work days preceding and following the school year, as shown on the school calendar in *EXHIBIT B*, to fulfill all the obligations of this agreement. The work day for this position shall be 8 hours for instructional or professional development day. Start

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time is no later than 30 minutes prior to student arrival, end time is upon completion of duties including scheduled meetings or professional development.

3. Preclusion of Outside Business Activities

Employee will not render services in person or by electronic means, paid or otherwise, for any other person or entity during contracted work hours with SASCA. Employee is expressly prohibited from using SASCA property and equipment to render services for any other person or entity without written consent.

4. Compensation

Employee will receive a daily rate of **\$XXX.XX** for teaching duties.

TOTAL ANNUAL COMPENSATION IS ESTIMATED TO BE APPROXIMATELY **\$XX,XXX.XX**

Compensation earned will be paid to Employee on Employer's regular paydays, subject to legally required withholdings and deductions and such other withholdings and deductions authorized by Employee. If the Employee fails to complete the Term of this Agreement for any reason whatsoever, Employee is entitled to be paid the annual salary prorated to the amount of work actually performed.

5. Stipend Schedule (See EXHIBIT C)

Stipends are earned throughout the calendar year as each task (or tasks) or project (or projects) required to earn a Stipend is completed. Earned Stipends are paid throughout the calendar year at a frequency that is determined by the type of stipend. Stipends are subject to pro rata reductions for tasks or projects not completed.

6. Employee Benefits

Upon hire for full-time employment, Employee will be entitled to participate in designated Employee benefit programs and plans established by SASCA for the benefit of its Employees, which from time to time may be amended and modified by SASCA. The total benefit package for the 2015-2016 school year is estimated to be \$9,500.00.

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Please initial your election or non-election of the SASCA Employee Benefit package below.

Yes, I want to sign up for the employee benefits package. _____initial

No, I do not want to sign up for the employee benefits package; I have health insurance through other means. I prefer the pay-out option (50% of the package amount). _____initial

7. Qualifications

The Teacher must maintain a valid California teaching credential at all times while Teacher is employed by SASCA. Employee understands that employment is contingent upon verification and maintenance of applicable licensure, credentials (compliant with NCLB) and other legally required qualifications, including but not limited to fingerprint clearance from the Bureau of Criminal Identification and Information, Civil Check, and T.B. testing.

8. Employee Rights

Employment at SASCA is "at will." Employment rights and benefits at SASCA shall only be as specified in this Employment Agreement, SASCA's Charter, the Charter Schools Act and SASCA's Employment Handbook, which from time to time may be amended and modified by SASCA and do not create any property right or entitlement. Employment rights and benefits may be affected by other applicable agreements or directives or advisories from the California Department of Education or State Board of Education and other applicable state and federal law, including state and federal laws prohibiting discrimination or harassment in the workplace.

9. Intellectual Property

1. *Ownership.* All intellectual property developed by or for SASCA under this Agreement will be owned by SASCA including, without limitation, works of authorship (e.g., writings, graphic designs and computer programs); inventions (whether tangible or intangible); and, trademarks. However, the following intellectual property is *excluded* from ownership by SASCA under this Agreement, absent further agreement with Teacher:

- a. That which is developed without use of equipment, supplies, facilities or trade secret information of SASCA, and entirely on Teacher's own time, which also (a) does not relate (1) to the business of SASCA; (2) to SASCA's actual or demonstrably anticipated research or development; or (b) which does not result from work performed by Teacher for SASCA. (See California Labor Code Section 2870)

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2. *Protection.* SASCA may, at its sole discretion and at its own expense, choose to seek, obtain, maintain, enforce, or forego any form of protection for intellectual property owned by it under this Agreement.
3. *Cooperation.* At SASCA's expense, Teacher will cooperate with SASCA to facilitate the provisions of this section of the Agreement, without limitation, through execution of assignments, execution of formal documents to support applications for intellectual property protection, and providing testimony in litigation to enforce or defend SASCA's intellectual property rights.

10. Proprietary Property

SASCA's proprietary property is the personal property of SASCA and constitutes confidential trade secrets and curriculum, which comprises the substance of SASCA's business. As part of the consideration for Teacher's employment and the compensation received from SASCA, Teacher agrees at all times, both during or after termination of employment, except as necessary in the ordinary course of performing duties as an employee of SASCA:

1. Teacher shall keep in the strictest confidence and trust all proprietary information.
2. Teacher shall not knowingly use, reproduce, disseminate, disclose, publish, or do anything related to any proprietary information or rights for any unauthorized purpose.
3. Teacher shall at all times during employment promptly advise SASCA of any knowledge that employee may have of any unauthorized release or use of SASCA's proprietary information.

"Proprietary Information" means information (a) that is not known by actual or potential competitors of SASCA or is generally unavailable to the public, (b) that has been created, discovered, developed, or otherwise conveyed to SASCA, and (c) that has material economic value or potential material economic value to SASCA's present and future educational operations. "Proprietary Information" shall include trade secrets (as that term is defined under California Civil code Section 3426.1) and all other discoveries, developments, designs, improvements, inventions, formulas, software programs, processes, techniques, know-how, data, research, techniques, technical data, and any modifications or enhancements of any of the foregoing, and all program, marketing, sales, or other financial or business information disclosed to employee by SASCA.

11. Evaluation

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SASCA shall evaluate and assess in writing the performance of the Teacher as specified in SASCA personnel policies and pursuant to any other formally adopted evaluation procedures.

12. Tenure

During the term of this Agreement, Employee shall not acquire or accrue tenure, or any employment rights with SASCA.

13. Licensure

Employee understands that employment is contingent upon verification and maintenance of any applicable licensure or credentials.

14. Child Abuse and Neglect Reporting

Cal. Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a childcare custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

D. GENERAL PROVISIONS

1. Waiver of Breach

The waiver by either party, or the failure of either party to claim a breach of any provision of this Agreement, will not operate or be construed as a waiver of any subsequent breach.

2. Assignment

This Agreement is not assignable by either party without prior written consent of the other party.

3. Governing Law

This Agreement will be governed by, construed, and enforced in accordance with the laws of the State of California.

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4. Entire Agreement

This Agreement, together with the exhibits and schedules hereto, constitutes the entire understandings and agreements of and between the parties with respect to the subject matter hereof and supersedes all prior contemporaneous agreements or understandings, inducements or conditions, express implied, written or oral, between the parties. There are no oral understandings, terms, or conditions, and neither party has relied upon any representations, express or implied, not contained in the Agreement. The express terms of this Agreement control and supersede any course of performance or usage of the trade inconsistent with any of the terms of this Agreement.

5. Modifications

Any modifications or amendments of any of the terms and conditions of this Agreement must be expressly made by the parties hereto in writing.

6. Severability

If any provision of this Agreement is found to be invalid or unenforceable by any court, the remaining provisions hereof will remain in effect unless such partial invalidity or unenforceability would defeat an essential business purpose of the Agreement.

7. Arbitration

Any controversy, dispute or claim arising out of or relating to Teacher's employment by SASCA shall be settled through binding arbitration, pursuant to SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS EMPLOYER/EMPLOYEE ARBITRATION AGREEMENT, incorporated by reference herein and attached to this agreement.

E. ACCEPTANCE OF EMPLOYMENT

By signing below, Employee declares as follows:

1. I have read this Agreement and accept employment with SASCA on the terms specified herein.
2. I have read the SASCA charter school petition.
3. All information I have provided to SASCA related to my employment is true and accurate.
4. I have received the following EXHIBITS to this Agreement and related documents in electronic form, including EXHIBIT A (the TEACHER job

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description), EXHIBIT B (the school calendar), EXHIBIT C (Stipend Schedule), the SASCA Employee Handbook and SASCA Charter.

Employee Signature: _____

Address: _____

Telephone: _____

Teacher Credential Number: _____

Date: _____

SASCA Approval (Director/Principal): _____

Date: _____

This Employment Agreement has been approved by the Governing Board of SASCA.

Signature of Board President