



Ronald Reagan Charter School Alliance

Annual Board Meeting Agenda

23151 Palomar Street
Wildomar, CA 92595
Phone: (951) 678-5217

<u>Board Members</u>
Roland Skumawitz, President
Ingrid Flores
Elizabeth Halikis
Daniel Leavitt, Secretary/Treasurer
Matthew Roberson

August 15, 2016 @6:00 p.m.

1.0 CALL TO ORDER

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. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

Other guests present:

Ericka Klein, Hansberger and Klein, LLC
John Arndt, Savantco

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Motion: _____ Second: _____ Vote: _____

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 Financial Report (Attachment 6.1)

Presentation of the status of Sycamore Academy finances.

Presented by: Roy Kim, SavantCo Education

6.2 Special Education Report

Report on Sycamore Academy’s Special Education Program including current data, services and needs.

Presented by: Lisa Fortin and Jennifer Smith, Education Specialists and Tess Brown, Student Support Services Coordinator

6.3 Operations Report

Presentation on enrollment and attendance data. Operations status report.

Presented by: Laura Girard, Operations Coordinator

6.4 Director’s Report

Presentation regarding school administration, facilities and update on current legislation that may impact the school.

Presented by: Barbara Hale, Executive Director/Principal

6.5 School Report

Update on Sycamore’s education program, assessments, WASC and professional development.

Presented by: Jeff Morabito, Assistant Principal and Mireya Gresham, TOSA

7.0 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.

8.0 CLOSED SESSION: Adjourn to closed session at _____.

8.1 Lease Negotiations pursuant to California Government Code 54956.8

Property: 23151 Palomar Street, Wildomar, CA 92595

Agency Negotiator: Barbara Hale, Executive Director/Principal

Negotiating Parties: Kathy Everhart, Ortega Trails Youth Center

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

9.0 RECONVENE OPEN GENERAL SESSION: _____.

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

10.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

11.0 ACTION ITEMS:

11.1 Election of Governing Board Member

Per the Charter and Board Bylaws, the board will review and a trustee from a slate of qualified candidates or absent such a slate, through a process of the board’s design.

Current slate: Daniel Leavitt (eligible for his 2nd term)

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

11.2 Annual Meeting

Per Section 7 of the RRCSA Bylaws, annually the Board shall meet for the purpose of organization and appointment of officers.

President: _____

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

Secretary/Treasurer: _____

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

11.3 2016/17 Parent Handbook (Attachment 11.3)

The board will review and consider the 2016/17 Parent Handbook.

Staff recommendation: The board approves the 2016/17 Parent Handbook. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

11.4 2016/2017 Personnel Order (Attachment 11.4)

The board will review and consider the Personnel Order for the 2016/2017 school year.

Staff recommendation: The board approves the 2016/2017 Personnel Order. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

11.5 Commercial Sub-Lease Agreement (Attachment 11.5)

The board will review and consider the Commercial Sub-Lease with Ortega Trails Youth Centers.

Staff recommendation: The Commercial Sub-Lease with Ortega Trails Youth Center allow Sycamore families access to a much needed resource on our campus. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

11.6 Con App (Attachment 11.6)

The board will review and consider the Con App.

Staff recommendation: The board approves the Con App. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

11.7 Homeless Student Policy (Attachment 11.7)

The board will review and consider the Homeless Student Policy.

Staff recommendation: The board approves the Homeless Student Policy. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	_____	_____
Dr. Ingrid Flores	_____	_____
Mrs. Elizabeth Halikis	_____	_____
Mr. Daniel Leavitt	_____	_____
Mr. Matthew Roberson	_____	_____

12.0 CONSENT CALENDAR

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

12.1 Approval of the Minutes: June 13, 2016 (Attachment 12.1)

12.2 Check Register for June 2016 (Attachment 12.2)

12.3 Job Description for Health Clerk/AP Clerk (Attachment 12.3)

12.4 Job Description for Records Clerk (Attachment 12.4)

12.5 Job Description for Mentor (Attachment 12.5)

Motion: _____ Second: _____ Vote: _____

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

13.0 BOARD COMMENTS:

14.0 ADJOURNMENT

Motion: _____ Second: _____ Vote: _____

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

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 Financial Update Presentation: by SavantCo Education

Agenda

1. June Financial Update
 - a. Revised Budget Overview
 - i. Revenues
 - ii. Expenses
 - b. YTD Actuals
 - i. Revenue
 - ii. Expenses
 - c. Check Register (June)

Budget Revision as of February 1, 2016 (due to additional expenses expected & decrease in enrollment/ADA)

- Revenue

- LCFF funding decreased from \$3,472,890 to \$3,450,489 (-\$22K)
 - a. Due to decrease in ADA from 472 to 468
 - Other Federal Revenue increased from \$59,019 to \$109,000 (+\$50K)
 - a. Due to New Title I and Title II Funding
 - Other State Revenue decreased from \$544,306 to \$521,485 (-\$23K)
 - a. Decrease in SPED revenue due to ADA decrease
 - b. Offset by new revenue in One-Time Discretionary & Educator Effectiveness funds, that have now been apportioned by CDE (Total \$224,310)
 - Total Revenue increased from \$4,109,980 to \$4,131,454 (+\$22K)
-

Expenditures

- Books & Supplies decreased from \$347,306 to \$210,590 (\$200K)
 - a. \$100K due to IT infrastructure
 - b. \$100K due to purchase of Chromebooks
- Removed \$250K to Capital Outlay since this will be capitalized when incurred
 - a. Due to additional expenses expected in Building Improvement
- Removed \$678,325 from Debt Service since the LLC is paying the debt. Added \$386,000 for monthly rent payments to the LLC.
- Total Expenses decreased from \$4,256,729 to \$3,524,246 (-\$732K)
- Operating Income
 - Overall operating income decreased from **-\$146,750** to \$607,208
 - Cash flow projected to be positive for all months due to cash reserves

Year to Date Actuals as of June 30, 2016

- Revenue
 - Received \$4,2,15,398 of \$4,131,454 (102.03%)
 - a. LCFF – \$3,456,940
 - b. Other Federal Revenue - \$99K
 - c. Other State Revenue - \$581K
 - d. Other Local Revenue - \$78K

- Expenditures
 - Spent \$3,585,621 of \$3,524,246 (101.74%)
 - a. \$2,168K in Salaries & Benefits
 - b. \$224K in Books & Supplies
 - c. \$1,181K in Services & Operating Expenditures
 - d. \$12K in Capital Outlay (Depreciation)

Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

- Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669)**
- Modified Accrual Basis (Applicable Capital Outlay / Debt Service objects are 6100-6170, 6200-6500, 7438, and 7439)**

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (06/30/16)	% of Budget
A. REVENUES						
1. LCFF Sources						
State Aid - Current Year	8011	2,375,416.00	2,282,825.54	2,268,616.00	2,051,422.00	90.43%
Education Protection Account (EPA) - Current Year	8012	560,958.00	607,973.73	603,789.00	692,596.00	114.71%
Transfers to Charter Schools in Lieu of Property Taxes	8096	553,565.00	582,090.74	578,084.00	712,922.00	123.32%
Total, LCFF Sources		3,489,939.00	3,472,890.01	3,450,489.00	3,456,940.00	100.19%
2. Federal Revenues						
Special Education - Federal	8181, 8182	-	59,019.00	46,500.00	49,250.00	105.91%
Other Federal Revenues		-	-	-	-	#DIV/0!
Title I	8110, 8260-8299	-	-	61,000.00	48,742.00	79.90%
Title II		-	-	1,500.00	1,280.00	0.00%
Total, Federal Revenues		-	59,019.00	109,000.00	99,272.00	0.00%
3. Other State Revenues						
Special Education - State	8311	237,500.00	238,435.75	187,860.00	208,232.00	110.84%
Mandated Cost Reimbursement	8550	6,650.00	5,344.08	5,424.00	5,424.00	100.00%
Mandated Cost Reimbursement - One Time Discretionary	8550	-	-	202,034.00	202,034.00	100.00%
State Lottery Revenue	8560	76,950.00	76,215.30	84,804.00	87,531.90	103.22%
All Other State Revenue	8590	-	-	19,365.00	55,965.23	289.00%
All Other State Revenues - One Time Discretionary	8590	-	202,311.60	-	-	#DIV/0!
All Other State Revenues - Educator Effectiveness	8590	-	21,999.00	21,998.00	21,998.00	100.00%
Total, Other State Revenues		321,100.00	544,305.73	521,485.00	581,185.13	111.45%
4. Other Local Revenues						
Donations	8682	-	-	3,078.00	13,686.43	444.65%
All Other Local Revenues	8699	-	33,765.00	47,402.00	64,314.06	135.68%
In Lieu of Prop 39	8701	195,000.00	-	-	-	#DIV/0!
Total, Local Revenues		195,000.00	33,765.00	50,480.00	78,000.49	154.52%
5. TOTAL REVENUES						
		4,006,039.00	4,109,979.74	4,131,454.00	4,215,397.62	102.03%

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

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (06/30/16)	% of Budget
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	955,000.00	1,001,000.00	1,136,158.00	1,174,095.75	103.34%
Certificated Stipends	1101	70,000.00	70,000.00	-	-	#DIV/0!
Certificated Pupil Support Salaries	1200	58,000.00	40,000.00	45,766.00	36,893.77	80.61%
Certificated Supervisors' and Administrators' Salaries	1300	146,000.00	186,000.00	187,289.00	174,507.25	93.18%
Certificated Bonuses	1400	94,400.00	91,200.00	-	-	#DIV/0!
Total, Certificated Salaries		1,323,400.00	1,388,200.00	1,369,213.00	1,385,496.77	101.19%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	168,200.00	180,340.00	138,638.00	117,253.24	84.58%
Non-certificated Support Salaries	2200	-	-	47,625.00	82,495.03	173.22%
Non-certificated Supervisors' and Administrators' Sal.	2300	112,000.00	124,000.00	159,371.00	133,351.73	83.67%
Clerical and Office Salaries	2400	22,625.00	25,480.00	54,865.00	48,098.06	87.67%
Non-certificated Bonuses	2600	8,400.00	12,200.00	-	-	#DIV/0!
Other Non-certificated Salaries	2900	-	-	25,440.00	18,642.52	73.28%
Other Non-certificated Substitute	2935	9,280.00	9,975.00	-	-	#DIV/0!
Total, Non-certificated Salaries		320,505.00	351,995.00	425,939.00	399,840.58	93.87%
3. Employee Benefits						
State Teachers' Retirement System, certificated positions	3101	142,000.82	148,953.86	127,212.00	132,144.23	103.88%
State Teachers' Retirement System, classified positions	3102	-	-	2,771.00	2,300.05	83.00%
Public Employees' Retirement System, classified positions	3202	23,960.70	27,018.00	12,905.00	14,200.77	110.04%
OASDI/Medicare/Alternative, certificated positions	3301	19,189.30	20,128.90	25,669.00	26,466.73	103.11%
OASDI/Medicare/Alternative, classified positions	3302	19,871.31	21,823.69	33,288.00	30,147.75	90.57%
Health & Welfare Benefits, certificated positions	3401	220,000.00	190,000.00	120,932.00	119,458.86	98.78%
Health & Welfare Benefits, classified positions	3402	30,000.00	25,000.00	35,341.00	32,963.93	93.27%
State Unemployment Insurance, certificated positions	3501	16,277.82	17,074.86	1,184.00	184.25	15.56%
State Unemployment Insurance, classified positions	3502	9,262.59	10,172.66	126.00	1.48	1.17%
Workers' Compensation Insurance, certificated positions	3601	39,702.00	41,646.00	22,390.00	13,487.13	60.24%

Sycamore Academy of Science and Cultural Arts

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

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (06/30/16)	% of Budget
Workers' Compensation Insurance, classified positions	3602	9,615.15	10,559.85	13,204.00	11,265.91	85.32%
Other Benefits, classified positions	3902	-	-	162.00	161.95	99.97%
Total, Employee Benefits		529,879.69	512,377.82	395,184.00	382,783.04	96.86%
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100	7,151.50	7,151.50	233.00	232.56	99.81%
Books and Other Reference Materials	4200	1,948.07	1,948.07	701.00	1,165.19	166.22%
Materials and Supplies	4300	60,747.70	60,747.70	97,377.00	110,513.14	113.49%
Noncapitalized Equipment	4400	36,208.04	268,208.04	103,929.00	104,285.39	100.34%
Food	4700	7,250.19	9,250.19	8,350.00	7,978.97	95.56%
Total, Books and Supplies		113,305.51	347,305.51	210,590.00	224,175.25	106.45%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	-	-	15,357.00	28,747.85	187.20%
Travel	5210	20,024.20	20,024.20	22,496.00	22,498.75	100.01%
Conference, Convention, Meeting	5220	-	-	2,862.00	10,955.08	382.78%
Dues and Memberships	5300	8,639.01	8,639.01	101,958.00	83,685.06	82.08%
Insurance	5400	102,990.18	103,990.18	32,239.00	28,234.05	87.58%
Operations and Housekeeping Services	5500	62,486.95	62,486.95	12,685.00	14,257.26	112.39%
Rent	5610	14,790.73	14,790.73	404,271.00	406,367.32	100.52%
Utilities	5620	62,486.95	62,486.95	42,469.00	45,878.00	108.03%
Real Estate Taxes	5630	-	-	1,748.00	3,495.80	199.99%
Repairs	5640	16,537.13	16,537.13	22,591.00	8,643.38	38.26%
Other Services & Operating Expenses	5800		57,596.49	70,343.00	111,930.00	159.12%
Accounting	5810	11,160.63	11,160.63	8,552.00	11,252.25	131.57%
Accreditation/Third Party Review	5812	-	-	800.00	1,250.00	156.25%
Business Services	5813	120,000.00	120,000.00	122,020.00	123,710.33	101.39%
Bank Charges	5815	929.70	929.70	1,660.00	5,916.08	356.39%
Payroll Fees	5816	-	-	9,192.00	9,614.58	104.60%
Education Consultants	5817	48,335.56	48,335.56	-	4,317.00	#DIV/0!
Computer Services	5820	-	-	8,924.00	13,068.54	146.44%

Sycamore Academy of Science and Cultural Arts

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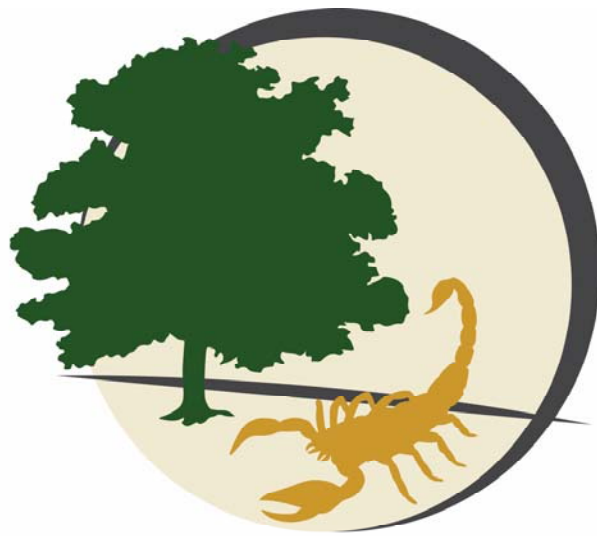
Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (06/30/16)	% of Budget
Legal	5830	22,321.26	30,751.45	44,462.00	41,529.98	93.41%
Professional Development	5840	35,757.50	35,757.50	43.00	27,253.94	63381.26%
Substitute Teachers (Third Party Vendors)	5851	39,600.00	39,600.00	-	-	#DIV/0!
Contract Labor	5852	-	-	146,458.00	149,180.43	101.86%
Special Education Contractors	5869	33,251.12	30,077.40	-	-	#DIV/0!
Special Education Encroachment	5872	14,250.00	14,820.00	-	270.55	#DIV/0!
Communications	5900	14,210.03	14,210.03	17,190.00	29,001.08	168.71%
Total, Services and Other Operating Expenditures		627,770.94	692,193.90	1,088,320.00	1,181,057.31	108.52%
6. Capital Outlay <i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>						
Land and Land Improvements	6100-6170	-	-	-	-	0.00%
Buildings and Improvements of Buildings	6200	-	250,000.00	-	74.79	0.00%
Equipment	6400	-	-	-	-	0.00%
Equipment Replacement	6500	-	-	-	-	0.00%
<i>Depreciation Expense (for full accrual only)</i>	6900	-	-	-	12,192.76	0.00%
Total, Capital Outlay		-	250,000.00	-	12,267.55	0.00%
7. Other Outgo						
Debt Service:		-	-	-	-	
Interest	7438	145,000.00	466,222.00	-	-	#DIV/0!
Principal	7439	508,606.00	212,103.00	-	-	#DIV/0!
District Oversight Fee	7500	-	36,332.74	35,000.00	-	0.00%
Total, Other Outgo		-	714,657.74	35,000.00	-	0.00%
8. TOTAL EXPENDITURES		3,568,467.14	4,256,729.96	3,524,246.00	3,585,620.50	101.74%
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		437,571.86	(146,750.22)	607,208.00	629,777.12	
D. OTHER FINANCING SOURCES / USES						
1. Other Sources	8930-8979	-	-	-	-	

Sycamore Academy of Science and Cultural Arts

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Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (06/30/16)	% of Budget
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-	
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		437,571.86	(146,750.22)	607,208.00	629,777.12	
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	-	804,944.00	804,944.00	804,944.00	
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		-	804,944.00	804,944.00	804,944.00	
2. Ending Fund Balance, June 30 (E + F.1.c.)		437,571.86	658,193.78	1,412,152.00	1,434,721.12	
Components of Ending Fund Balance (Optional):						
Nonspendable Revolving Cash (equals object 9130)	9711	-	-	-	-	
Nonspendable Stores (equals object 9320)	9712	-	-	-	-	
Nonspendable Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Nonspendable All Others	9719	-	-	-	-	
Restricted Fund Balance	9740	-	-	-	-	
Committed Fund Balance	9750, 9760	-	-	-	-	
Assigned Fund Balance	9780	-	-	-	-	
Reserve for Economic Uncertainties	9789	-	-	-	-	
Undesignated/Unappropriated Amount	9790	437,571.86	658,193.78	1,412,152.00	1,434,721.12	



SYCAMORE ACADEMY

of Science and Cultural Arts

Parent-Student Handbook 2016-2017

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Dear Students and Parents,

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

Sycamore Academy of Science and Cultural Arts is a California public charter school that received its authorization on June 25, 2009 and was renewed in 2013 by the Lake Elsinore Unified School District, and revised in 2016. Charter schools are established to:

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

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

Mission Statement

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

Vision Statement

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

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

School Goals

Knowledge

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

Critical Skills

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

Fundamental Dispositions

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

Charter Petition

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

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

Attendance

Your student's consistent and prompt presence at school is imperative. While we understand that children do become ill occasionally and have appointments that may interfere with the school schedule, it is important, **especially in a highly collaborative environment such as our program**, to attend consistently.

Tardiness

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

Absences

In the event that your child must miss school, please contact the office ahead of time to arrange for an Independent Study Contract. Calling the office the morning of the absence will provide sufficient time for your child to participate in Independent Study (see Independent Study below). While Independent Study does not replace our regular academic program, it will allow the opportunity for your child to keep up with the content of the program and, upon completion, the day(s) will not be recorded as absences.

Please be aware that should your child have consecutive unexcused absences, your child may be dropped from the school's roster and you would need to reenroll. Admission is based on availability at the time of re-enrollment.

Independent Study Contracts

If it is absolutely necessary for parents to keep their children out of school, an Independent Study Contract should be completed. To qualify for Independent Study, the parent must make the request prior to the absence. The teacher will provide lessons to complete while the student is away from school, so that he/she will not fall behind the other students. The contract can be found on our website or picked up in the office and must be on file prior to the absence. The student has 20 days from the date of the absence to complete and return the Independent Study work in order to receive credit and clear the absences. The number of independent study days a student is allowed is limited, so please keep the use of them to a minimum.

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Day of the Week	Start time	End Time	Grade level
Monday – Thursday	8:20 am	1:00pm	TK and Kindergarten
		2:50 pm	1 st – 3 rd grades
	8:00 am	2:30 pm	4 th – 8 th grades
Friday	8:20 am	12:00 noon	TK – 3 rd grades
	8:00 am	12:30 pm	4 th – 8 th grades

Arrival/Departure Time

Students may arrive on campus at 7:40 a.m. Students must be picked up within 20 minutes of the final dismissal time (no later than 3:15 pm). We do not have the personnel to provide supervision outside of the specified arrival and departure times. No child is permitted to leave the school grounds before school is dismissed without permission from the office.

In cases where children are arriving or departing school with children in different grade levels, please bring all the children at the earliest start time and pick them all up at the latest release time (with the exception of Kindergarten). We will provide appropriate supervision for those students that wait for siblings/carpoolers. Our intent is to have you do one drop-off and one pick-up and not have to park and wait.

Late Student Pick-Up

School personnel will supervise students that arrive 15 minutes before the start of the day as well as 20 minutes after the final dismissal. Parents who habitually neglect to pick-up their children on time or drop-off their children more than the time specified above, will have their children sent to Ortega Trails. There is a \$10 charge per student per incident for this service. The third occurrence will require a meeting with the Administration and, if needed, appropriate authorities will be contacted.

Leaving School during the Day

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

Modified Day

Every Friday is a modified day. Dismissal is at 12:00 p.m. for K-3rd grade students, and 12:30 p.m. for 4th – 8th grade students. No lunch break is provided at school on those days.

Registration Requirements

Parents of children entering Kindergarten must provide dates and place of service where the child received the state mandated immunizations. Record of a physical examination is required for students entering first grade. The child's birth certificate is also required for registration. Children entering Kindergarten must be five years old on or before September 1, in the year in which the student enters Kindergarten. A registration packet must be completed before the student is allowed to enter school.

Release of Child

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

Court Orders

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

Transfers

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

Communication

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

Website and Social Media

In an effort to maintain strong home-school communication, upcoming events and announcements will be sent to parents via email as well as being posted on our website (www.SycamoreAcademyCharter.org). We strongly recommend you "subscribe" to your child's teacher's webpage to receive email updates regularly. You can also get reminders and updates by "liking" us on our FaceBook page (SycamoreAcademyCharter). If you are not receiving emails from us, please email the office so we can make sure you will get all future emails.

Parent Portal

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

PowerSchool also offers an App for smartphones. Download the App and use District Code: ZQNF and then log in with the account information you created.

Complaints

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

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

Homework

Sycamore homework allows flexibility in order to accommodate the various schedules and demands of life away from school and provide a format for homework that will not become intrusive to the other activities that make up your personal lives. The structure of our homework is such that it can address any of the required standards in all subject areas as well as an opportunity to practice the Critical Skills and Fundamental Dispositions outlined in our charter. It is in no way meant to limit a child's choices of topics to pursue but rather guide them in choosing things that they are interested in while enhancing their academic knowledge. We encourage students to explore areas of interest and share their learning through self-developed projects. Parents are encourage to attend the Homework P.I.E. night scheduled in the fall.

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

Parent Information Event (P.I.E.)

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

Showcase of Learning

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

Parent/Student/Teacher Conferences

Parent/Student/Teacher conferences are held in fall of each year. At these conferences students, in collaboration with parents and teacher, set personal goals (S.C.O.R.E.). These conferences are led by the student, unless the child is too immature or has not learned the skills to conduct the conference productively and effectively. We encourage strong communication between home and school. Parents are welcome to request conferences any time during the school year. Should you have any concerns, do not hesitate to contact your child's Homeroom teacher.

Report Cards

Parents have 24/7 access to grades and attendance in the Power School Parent Portal. If you need assistance setting up your Parent Portal account, please contact your child's Homeroom teacher or the office staff. Report Cards are printed per parent request and as required for your child's Cumulative File.

Telephone/Cell Phones

We do not put calls through to the classroom during instructional time. Parents may leave messages for teachers and calls will be returned by the next business day.

Students are permitted to bring cell phones to school, however, they must remain off or silenced in the student's backpack at all times except as allowed by the classroom teachers. We recognize that cell phones are useful as an educational tool; however, it is our intent to provide for the safety and consideration of all students and staff. We do not allow students to take cell phones outside during break, lunch or recess. Pictures of other students or staff is not permitted. Texting is not permitted while at school, including during pick up. Students remaining after dismissal time will be allowed to use personal cell phones to contact parents/guardians once in the office.

We will not allow students to use cell phones during dismissal because that takes the attention off watching for their parents. We understand that parents might be communicating about being late, however, staff is

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not able to monitor all students' texting and manage the traffic. Students will be allowed to check cell phones and respond once in the office (approximately 20 minutes after the dismissal time).

Phones will be held in the office for parent pick up when a student is found in violation of any part of this policy. Any future occurrence may result in the student no longer being allowed to have the phone out of the backpack during the school day. The school is not responsible for lost, broken, or stolen phones.

Visitors

State law requires all visitors to sign in at the office. Each visitor must sign in and out with the office and wear a badge while on campus. Visitors are restricted to one hour on campus.

Volunteers

Parents/guardians are encouraged to visit and volunteer in classrooms. Parents working at the school need to comply with certain requirements such as completing forms, acquiring evidence TB clearance and passing a Megan's Law check before they work in the classrooms or with students. Volunteers are supervised by school personnel. Volunteers must sign-in with office personnel upon arrival and sign-out when leaving school grounds. Volunteers must wear a badge at all times. Questions about volunteer needs should be directed to the teachers, questions about volunteer requirements should be directed to the office.

Parent Participation

- School Site Council (SSC)
- Classroom support (reading, leading a center, assisting with preparations, etc.)
- Field trip chaperon
- Event coordinator
- Governing Board

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

Health and Safety

Your child's safety is our priority and therefore we have established the following guidelines in order to keep our students safe. We appreciate your cooperation. Our Safe School Plan is available for parent review in our office and on our website. If you have suggestions, comments or concerns, please contact our Operations Coordinator.

Personal Property

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

Bicycles, Scooters and Skateboards

Students who ride bikes or scooters to school are required by state law and school policy to wear bicycle helmets. A student who happens to ride to school without a helmet will not be allowed to leave school with his/her bicycle or scooter without a helmet. The parents must provide a helmet that day or come and pick up

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the bicycle themselves. Bicycles must be kept in the designated bicycle area. It is highly recommended that your child lock his or her bike. For safety reasons only students in 3rd grade or higher may ride their bicycles or scooters to school. Bicycles and scooters must be walked on and off the school grounds. Skateboards are prohibited on campus at all times unless the Director/Principal has given prior approval.

Child Abuse

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

Dress Code Policy

The school needs your cooperation in developing proper standards of dress and grooming among our pupils.

Apparel

Students are to be dressed in clothing which allows them to participate in games and activities. Parents are asked to help us by discouraging “message” T-shirts of questionable taste and clothing that is inappropriately revealing. The following specificity regarding appropriate dress was agreed upon and provided by the middle school group of the 2014-2015 school year and represents the current expectations for all students:

1. Tank top type shirts must have straps of at least a one inch width.
2. Under-garments are not to be exposed.
3. Shorts and skirts must be long enough to reach the knuckle of the wearer’s thumb when his/her arms are at his/her sides.
4. Tops must conceal student’s back and stomach at all times.
5. Leggings may be worn with a top that achieves the shorts/skirts length requirements.

Footwear

For safety reasons, thongs and/or sandals without a sturdy back strap may not be worn by students. Students should bring or wear socks and athletic-type shoes as part of appropriate attire for daily Physical Education. It is essential that shoes be properly tied when worn to minimize injuries to ankles and feet. Students are not to wear heels, flip flops, open-toe shoes, skate-shoes, heellies, platform shoes, or over-sized shoes, as these pose a safety concern.

Hats

Hats are permitted for outside wear only. Hats may not be altered and may not be worn backwards. Hats may not be shared with others.

Parents will be called to supply more appropriate clothing or students may be given spare articles of clothing to cover up inappropriate dress.

Hygiene

Students that come to school with strong body odor or heavily soiled clothes will be asked to contact their parents to correct the problem. Students that are not well groomed are often teased and ostracized by their peers. By making sure your children are well groomed you avoid such unpleasant situations for them.

Insurance

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

Medication at School

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

Nutritional Snacks

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

Parking Lot

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

Valet Service for Pick Up:

We offer valet service for students! Parents are asked to enter the site using caution. Please stay off of your cell phones while in the pick-up/drop-off line. Once your vehicle has pulled up to the clearly marked valet area, your children will be assisted into or out of your car. There is no drop off in front of the school, on Palomar road, or along the driveway entrance to the school. Parents are expected to be courteous to our neighbors, obey all traffic laws and work cooperatively with school personnel directing traffic. You are modeling appropriate behavior and attitude toward authority figures for your children, we have high expectations for them.

There is absolutely no parking on Palomar Street. Our neighbors would prefer parents not use their parking spaces.

Kindergarten Pick Up:

Parents are expected to pick Kindergarten students up outside the gate at the rear of the facility, near the

playground on all days except Fridays. On Fridays, all parents follow the procedures above.

Please remember that at the beginning of the year, this is a slower process as staff gets to know families. We appreciate your patience and cooperation.

Pets

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

Student Discipline

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

1. Is it safe?
2. Is it kind?
3. Does it protect school and private property?
4. Does it protect student learning?
5. Is it respectful?

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

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

Sexual Harassment

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

Property

Lost and Found

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

Lost/Damaged Books, Materials and School Property

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

Programs and Activities

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

English Language Learners

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

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

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

Meet the Masters

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

S.C.O.R.E

Sycamore Children Obtain Real Expectations (S.C.O.R.E.) goals are created collaboratively with the teacher, parent and student involved in the process. The purpose of this is to ensure that the child’s interests are addressed, while meeting the parent’s academic concerns, as well as the school standards. While some student’s may have similar goals, the goals are specific to the needs of each individual student and therefore,

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expectations, time, accuracy, and other factors will be adjusted to make the goal achievable for each student. That being said, we will not “lower” the expectations for any student, but rather break the ultimate goal into smaller, achievable components for each student. S.C.O.R.E. conferences occur in the fall.

Student Study Team

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

- Academic difficulty.
- Excessive absences/tardiness.
- Behavior problems.

The team may be comprised of parents/guardians, the student’s homeroom teacher, another teacher, the principal or designee and in some situations, the student. The concern or issue is clarified and the means to help solve the problem are developed. Interventions are documented and tracked to ensure the student continues to progress academically and/or behaviorally.

Special Education

Sycamore Academy will comply with all applicable State and Federal laws in serving students with disabilities, including but not limited to, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Individuals with Disabilities in Education Act of 2004, California Education Code, Part 3b.

Sycamore Academy is a Local Education Agency for Special Education and is a member of the El Dorado Charter SELPA. More information is available on our website under “Special Education”.

State Testing

In the spring of each year, children in grades 3-8 will be administered the California Assessment of Student Performance and Progress (CAASPP). The fifth and eighth grade students will take a science test. Fifth and seventh grade students are administered the physical fitness test. A CAASPP Parent Information Event will be held prior to CAASPP administration in the spring. All parents are encouraged to attend.

Technology

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

RAZ-Kids

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

Parent-Student Handbook 2016-2017

Reading Level Chart

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

IXL

IXL is a comprehensive web-based program that provides Math and Language Arts practices for grades TK – 8. All practice problems are aligned to the Common Core standards. The program has a wide variety of question types, from reading comprehension problems to interactive graphing. When a child gets an answer wrong, IXL explains why. A video explanation for the problem is also available. IXL provides easy to read and insightful reporting that tracks student progress. Progress monitoring helps teachers and parents provide the immediate feedback that students need. IXL is also available as an app for mobile Math and Language Arts practice. All students have their own username and password. If you have any questions regarding IXL, please communicate with your child's teacher.

Miscellaneous

Author Share

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

Birthdays

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

Field Trips

Field trips are a supplement or a follow-up to classroom instruction. All students are required to have a signed parent permission slip before being allowed to go on a field trip. Parent chaperones are needed for field trips and must be cleared through the office. Parents that have been cleared to work in the classroom may chaperon daytime field trips. Additional requirements must be met for over-night field trips. Children that are not students of Sycamore Academy of Science and Cultural Arts are not allowed to ride on the bus for

Parent-Student Handbook 2016-2017

field trips due to insurance requirements. A parent that wishes to bring a student's sibling on a field trip (when those circumstances can be accommodated) is responsible for his/her own costs as well as those of the sibling. A parent may sign the student out during a field trip and transport his/her own child home if he/she so desires. A meeting with all parent chaperones will be conducted prior to the field trip to clarify responsibilities and liability issues.

2016-2017 Personnel Order

Certificated Staff

Nichole	Amies
Amanda	Avila
Gina	Beavers
Mary	Bedley
Dominique	Bolton
Heather	Cicalo
Lindsay	Dalesio
Samantha	Etchandy
Lisa	Fortin
Mireya	Gresham
Barbara	Hale
Susan	Jacobsen
Nona	Jones
Alicia	Lau
Sara	Lease
Wendy	Lizardi
Stephanie	Lucas
Melissa	Martinez
Sadie	Mata
Julie	Miranda
Allison	Montejano
Jeff	Morabito
Katie	Olson
Christy	Picard
Jennifer	Smith
Dan	Steele
Jennifer	VanBebber
Sarah	Vigil
Brittany	Walker

Non-Certificated Staff

Donna	Allen
Sumar	Atallah
Jane	Boermans
Tess	Brown
Gustavo	Checa
Ericka	Chianis
Gabrielle	Crouch
Kera	Daddario
Margie	Garcia
Laura	Girard
Lupe	Gonzalez
Adrienne	Gutierrez
Sisi	Jones
Kelsi	Kressler
Casi	Lewis
Miley	Marrical
Michelle	Mojica
Rick	Negrete
Monica	Ruiz
Felicia	Saldana
Michele	Smith
Stephanie	Solorio
Karen	Trout

Commercial Sub-Lease Agreement

This Commercial Sub-Lease Agreement ("Lease") is made and effective, by and between made by and between 23151 PALOMAR STREET, LLC, the sole member of which is RONALD REAGAN CHARTER SCHOOL ALLIANCE dba SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS ("Landlord") and ORTEGA TRAILS YOUTH CENTERS ("Tenant"). Landlord is the Lessor of that certain property commonly known as follows: 23151 Palomar Street, located in the City of Wildomar, County of Riverside , State of California, with zip code 92595 ("the Property").

Ortega Trails owns and operates a child care service that provides before and after school care of students of RRCSA and other schools, Monday through Friday 6:00am to 6:00pm.

Ortega Trails desires to use a portion of the Property as follows (the "Leased Premises"):

1. Use of a classroom or the Student Center ais determined by the needs of RRCSA. Ortega Trails will use the classroom or the Student Center from 6:00am – 8:00am and 1:00pm - 6:00pm Monday through Thursday and from 6:00am – 8:00am and 12:00pm – 6:00pm on Friday. All times and locations will be determined by the needs of RRCSA.
2. Ortega Trails will work cooperatively with the RRCSA with regard to room environment elements.
3. Tenant may have shared use of the playground areas during non-school hours of operations.
4. During non school hours and with advance notice to Tenant, Landlord reserves the right to exclusive use of the playground and any other "common area".

THEREFORE, in consideration of the mutual promises herein, contained and other good and valuable consideration, it is agreed:

1. Term.

Landlord hereby leases the Leased Premises to Tenant, and Tenant hereby leases the same from Landlord, for an "Initial Term" beginning August 1, 2016 and ending June 30, 2017.

2. Rental.

Tenant shall pay to Landlord during the rental of \$ _____ per month. Each installment payment shall be due on the first day of each calendar month during the lease term to Landlord. The rental payment amount for any partial calendar months included in the lease term shall be prorated on a daily basis.

3. Prohibited Use

Notwithstanding the forgoing, Tenant shall not use the Leased Premises for the purposes of storing, manufacturing or selling any explosives, illegal substances or materials, flammables or other inherently dangerous substance, chemical, thing or device.

4. Sublease and Assignment.

Tenant shall not sublease all or any part of the Leased Premises, or assign this Lease in whole or in part without Landlord's written consent.

5. Repairs.

During the Lease term, Tenant shall not make any repairs to the Leased Premises without Landlord's express written consent. Repairs shall include such items as routine repairs of floors, walls, ceilings, and other parts of the Leased Premises damaged or worn through normal occupancy, subject to the obligations of the parties otherwise set forth in this Lease.

6. Alterations and Improvements.

During the Lease term, Tenant shall not make any alterations or improvements to the Leased Premises without Landlord's express written consent.

7. Termination.

At any time during the course of the shared use agreement, either party may terminate the agreement with fifteen (15) days written notice to the other party.

8. Property Taxes.

Landlord shall pay, prior to delinquency, all general real estate taxes and installments of special assessments coming due during the Lease term on the Leased Premises, and all personal property taxes with respect to Landlord's personal property, if any, on the Leased Premises. Tenant shall be responsible for paying all personal property taxes with respect to Tenant's personal property at the Leased Premises.

9. Insurance.

A. If the Leased Premises or any other part of the Building is damaged by fire or other casualty resulting from any act or negligence of Tenant or any of Tenant's agents, employees or invitees, rent shall not be diminished or abated while such damages are under repair, and Tenant shall be responsible for the costs of repair not covered by insurance.

B. Landlord shall maintain fire and extended coverage insurance on the Building and the Leased Premises in such amounts as Landlord shall deem appropriate. Tenant shall be responsible, at its expense, for fire and extended coverage insurance on all of its personal property, including removable trade fixtures, located in the Leased Premises.

C. Tenant and Landlord shall, each at its own expense, maintain a policy or policies of comprehensive general liability insurance with respect to the respective activities of each in the Building with the premiums thereon fully paid on or before due date, issued by and binding upon some insurance company by an insurer or insurers admitted by the California Insurance Commissioner to do business in the State of California and rated not less than "A or A-VII" by A.M. Best Insurance Rating Guide approved by Landlord, such insurance to afford minimum protection of not less than \$1,000,000 combined single limit coverage of bodily injury, property damage or combination thereof. Landlord shall be listed as an additional insured on Tenant's policy or policies of comprehensive general liability insurance, and Tenant shall provide Landlord with current Certificates of Insurance evidencing Tenant's compliance with this Paragraph. Tenant shall obtain the agreement of Tenant's insurers to notify Landlord that a policy is due to expire at east (10) days prior to such expiration. Landlord shall not be required to maintain insurance against thefts within the Leased Premises or the Building.

10. Utilities.

Landlord shall pay all utilities for the use of the facility.

11. Entry.

Landlord shall have the right to enter upon the Leased Premises at any time to inspect the same, provided Landlord shall not thereby unreasonably interfere with Tenant's business on the Leased Premises.

12. Parking.

During the term of this Lease, Tenant shall have the non-exclusive use in common with Landlord, subject to rules and regulations for the use thereof as prescribed from time to time by Landlord. Landlord reserves the right to designate parking areas within the Building or in reasonable proximity thereto, for Tenant and Tenant's agents and employees.

13. Building Rules.

Tenant will comply with the rules of the Building adopted and altered by Landlord from time to time and will cause all of its agents, employees, invitees and visitors to do so; all changes to such rules will be sent by Landlord to Tenant in writing.

14. Damage and Destruction.

If the Leased Premises or any part thereof or any appurtenance thereto is so damaged by fire, casualty or structural defects that the same cannot be used for Tenant's purposes, then Tenant shall have the right within fifteen (15) days following damage to elect by notice to Landlord to terminate this Lease as of the date of such damage. In the event of minor damage to any part of the Leased Premises, and if such

damage does not render the Leased Premises unusable for Tenant's purposes, Landlord shall promptly repair such damage at the cost of the Landlord. In making the repairs called for in this paragraph, Landlord shall not be liable for any delays resulting from strikes, governmental restrictions, inability to obtain necessary materials or labor or other matters which are beyond the reasonable control of Landlord. Tenant shall be relieved from paying rent and other charges during any portion of the Lease term that the Leased Premises are inoperable or unfit for occupancy, or use, in whole or in part, for Tenant's purposes. Rentals and other charges paid in advance for any such periods shall be credited on the next ensuing payments, if any, but if no further payments are to be made, any such advance payments shall be refunded to Tenant. The provisions of this paragraph extend not only to the matters aforesaid, but also to any occurrence which is beyond Tenant's reasonable control and which renders the Leased Premises, or any appurtenance thereto, inoperable or unfit for occupancy or use, in whole or in part, for Tenant's purposes.

15. Default.

If default shall at any time be made by Tenant in the payment of rent when due to Landlord as herein provided, and if said default shall continue for fifteen (15) days after written notice thereof shall have been given to Tenant by Landlord, or if default shall be made in any of the other covenants or conditions to be kept, observed and performed by Tenant, Landlord may declare the term of this Lease ended and terminated by giving Tenant written notice of such intention, and if possession of the Leased Premises is not surrendered, Landlord may reenter said premises. Landlord shall have, in addition to the remedy above provided, any other right or remedy available to Landlord on account of any Tenant default, either in law or equity. Landlord shall use reasonable efforts to mitigate its damages.

16. Quiet Possession.

Landlord covenants and warrants that upon performance by Tenant of its obligations hereunder, Landlord will keep and maintain Tenant in exclusive, quiet, peaceable and undisturbed and uninterrupted possession of the Leased Premises during the term of this Lease.

17. Condemnation.

If any legally, constituted authority condemns the Building or such part thereof which shall make the Leased Premises unsuitable for leasing, this Lease shall cease when the public authority takes possession, and Landlord and Tenant shall account for rental as of that date. Such termination shall be without prejudice to the rights of either party to recover compensation from the condemning authority for any loss or damage caused by the condemnation. Neither party shall have any rights in or to any award made to the other by the condemning authority.

18. Notice.

Any notice required or permitted under this Lease shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

If to Landlord to: Barbara Hale, Executive Director/Principal
23151 Palomar Street
Wildomar, CA 92595

If to Tenant to: Kathy Everheart, Director

Landlord and Tenant shall each have the right from time to time to change the place notice is to be given under this paragraph by written notice thereof to the other party.

19. Brokers.

Tenant represents that Tenant was not shown the Premises by any real estate broker or agent and that Tenant has not otherwise engaged in, any activity which could form the basis for a claim for real estate commission, brokerage fee, finder's fee or other similar charge, in connection with this Lease.

20. Waiver.

No waiver of any default of Landlord or Tenant hereunder shall be implied from any omission to take any action on account of such default if such default persists or is repeated, and no express waiver shall affect any default other than the default specified in the express waiver and that only for the time and to the extent therein stated. One or more waivers by Landlord or Tenant shall not be construed as a waiver of a subsequent breach of the same covenant, term or condition.

21. Memorandum of Lease.

The parties hereto contemplate that this Lease should not and shall not be filed for record.

22. Headings.

The headings used in this Lease are for convenience of the parties only and shall not be considered in interpreting the meaning of any provision of this Lease.

23. Successors.

The provisions of this Lease shall extend to and be binding upon Landlord and Tenant and their respective legal representatives, successors and assigns.

24. Consent.

Landlord shall not unreasonably withhold or delay its consent with respect to any matter for which Landlord's consent is required or desirable under this Lease.

25. Performance.

If there is a default with respect to any of Landlord's covenants, warranties or representations under this Lease, and if the default continues more than fifteen (15) days after notice in writing from Tenant to Landlord specifying the default, Tenant may, at its option and without affecting any other remedy hereunder, cure such default and deduct the cost thereof from the next accruing installment or installments of rent payable hereunder until Tenant shall have been fully reimbursed for such expenditures, together with interest thereon at a rate equal to the lessor of twelve percent (12%) per annum or the then highest lawful rate. If this Lease terminates prior to Tenant's receiving full reimbursement, Landlord shall pay the unreimbursed balance plus accrued interest to Tenant on demand.

26. Compliance with Law.

Tenant shall comply with all laws, orders, ordinances and other public requirements now or hereafter pertaining to Tenant's use of the Leased Premises. Landlord shall comply with all laws, orders, ordinances and other public requirements now or hereafter affecting the Leased Premises.

27. Final Agreement.

This Agreement terminates and supersedes all prior understandings or agreements on the subject matter hereof. This Agreement may be modified only by a further writing that is duly executed by both parties.

28. Governing Law.

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of California.

IN WITNESS WHEREOF, the parties have executed this Lease as of the day and year first above written.

RRCSA (Landlord), **President** **Date**

Ortega Trails (Tenant), **President** **Date**

2016-17 Certification of Assurances

Submission of Certification of Assurances is required every fiscal year. A complete list of legal and program assurances for the fiscal year can be found at <http://www.cde.ca.gov/fg/aa/co/ca16asstoc.asp>.

CDE Program Contact:

Joy Paull, jpaul@cde.ca.gov, 916-319-0297

LEA Plan

An LEA that receives Title I funds and is in Program Improvement corrective action must certify that its LEA Plan, including any Addenda to the Plan, is current and provide the local online web address for their LEA Plan. An LEA that receives Title III funds must upload the Title III LEA Plan Performance Goal 2 to the California Department of Education Monitoring Tool (CMT) at <https://cmt.cde.ca.gov/cmt/login.aspx>.

State Board of Education approval date	3/9/2016
LEA Plan Web page (format http://SomeWebsiteName.xxx)	http://www.sycamoreacademycharter.org/apps/pages/index.jsp?uREC_ID=207812&type=d&pREC_ID=739061

Consolidated Application Certification Statement

I hereby certify that all of the applicable state and federal rules and regulations will be observed by this applicant; that to the best of my knowledge the information contained in this application is correct and complete; and I agree to have the use of these funds reviewed and/or audited according to the standards and criteria set forth in the California Department of Education's Categorical Program Monitoring (CPM) Manual. Legal assurances for all programs are accepted as the basic legal condition for the operation of selected projects and programs and copies of assurances are retained on site. I certify that we accept all assurances except for those for which a waiver has been obtained or requested. A copy of all waivers or requests is on file. I certify that actual ink signatures for this page are on file.

Authorized Representative's Full Name	Barbara Hale
Authorized Representative's Signature	
Authorized Representative's Title	Executive Director
Authorized Representative Signature Date	06/30/2016

*****Warning*****

The data in this report may be protected by the Family Educational Rights and Privacy Act (FERPA) and other applicable data privacy laws. Unauthorized access or sharing of this data may constitute a violation of both state and federal law.

2016-17 Protected Prayer Certification

ESEA Section 9524(b) specifies federal requirements regarding constitutionally protected prayer in public elementary and secondary schools. This form meets the annual requirement and provides written certification.

CDE Program Contact:

Franco Rozic, Title I Monitoring and Support Office, frozic@cde.ca.gov, 916-319-0269

Protected Prayer Certification Statement

The LEA hereby assures and certifies to the California State Board of Education that the LEA has no policy that prevents, or otherwise denies participation in, constitutionally protected prayer in public schools as set forth in the "Guidance on Constitutionally Protected Prayer in Public Elementary and Secondary Schools."

The LEA hereby assures that this page has been printed and contains an ink signature. The ink signature copy shall be made available to the California Department of Education upon request or as part of an audit, a compliance review, or a complaint investigation.

The authorized representative agrees to the above statement	Yes
Authorized Representative's Full Name	Barbara Hale
Authorized Representative Title	Executive Director
Authorized Representative Signature Date	06/30/2016
Comment If the LEA is not able to certify at this time an explanation must be provided in the Comment field. (Maximum 500 characters)	

*****Warning*****

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2016-17 Application for Funding

CDE Program Contact:

Education Data Office, ConApp@cde.ca.gov, 916-319-0297

Local Governing Board Approval

The LEA is required to review and receive approval of their Application for Funding selections with their local governing board.

Date of approval by local governing board	06/13/2016
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District English Learner Advisory Committee (DELAC) Review

Per Title 5 of the California Code of Regulations Section 11308, if your district has more than 50 English learners the district must establish a District English Learner Advisory Committee (DELAC) and involve them in the application for funding for programs that serve English learners.

DELAC representative's full name	
DELAC review date	
Meeting minutes web address <small>Please enter the Web address of DELAC review meeting minutes (format http://SomeWebsiteName.xxx). If a Web address is not available, the LEA must keep the minutes on file which indicates that the application is approved by the committee.</small>	
DELAC comment <small>If an advisory committee refused to review the application, or if DELAC review is not applicable, enter a comment. (Maximum 500 characters)</small>	The school has less than 50 English Learners

Application for Categorical Programs

To receive specific categorical funds for a school year the LEA must apply for the fund by selecting Yes. Only the categorical funds the LEA is eligible to receive are displayed.

Title I Part A (Basic Grant) ESEA Sec. 1111 et seq. SACS 3010	Yes
Title II Part A (Educator Quality) ESEA Sec. 2101 SACS 4035	Yes
Title III Part A Immigrant ESEA Sec. 3102 SACS 4201	No
Title III Part A LEP (English Learner) ESEA Sec. 3102 SACS 4203	No

*****Warning*****

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2016-17 Substitute System for Time Accounting

This certification may be used by auditors and by CDE oversight personnel when conducting audits and sub-recipient monitoring of the substitute time-and-effort system. Approval is automatically granted when the LEA submits and certifies this data collection.

CDE Program Contact:

Julie Brucklacher, Financial Accountability and Info Srv Office, jbruckla@cde.ca.gov, 916-327-0858

The LEA certifies that only eligible employees will participate in the substitute system and that the system used to document employee work schedules includes sufficient controls to ensure that the schedules are accurate. Additional information on the predetermined schedule substitute system of time accounting can be found at <http://www.cde.ca.gov/fg/ac/co/timeaccounting2013.asp>. Detailed information on documenting salaries and wages, including both substitute systems of time accounting, are described in Procedure 905 of the California School Accounting Manual posted on the Web at <http://www.cde.ca.gov/fg/ac/sa/>.

2016-17 Request for authorization	No
LEA certifies that the following is a full disclosure of any known deficiencies with the substitute system or known challenges with implementing the system (Maximum 500 characters)	

*****Warning*****

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Ronald Reagan Charter School Alliance

Homeless Education Policy 5000.200

Sycamore Academy has designated the Support Services Coordinator as the liaison for homeless children and youths. She may be reached at t.brown@sycamoreacademycharter.org or 951-678-5217.

Sycamore Academy agrees to implement the following policy to ensure that all children and youth who are homeless receive a free appropriate public education and are given opportunity to succeed in school, consistent with the McKinney-Vento Homeless Assistance Act and requirements of submitting the Consolidated Application for accessing federal categorical funding.

Sycamore Academy will ensure that children and youth who are homeless are free from discrimination, segregation, and harassment.

Information regarding this policy, including the educational rights of children and youth identified as homeless will be distributed to all students upon enrollment and once during the school year, provided students who seek to withdraw from Sycamore Academy, as well as other places where children, youth and families who are homeless receive services, including family and youth shelters, motels, campgrounds, welfare departments, health departments, and other social service agencies. This policy is also available at www.SycamoreAcademyCharter.org

Definitions

Children and youth experiencing homelessness means children and youth who are otherwise legally entitled to or eligible for a free public education and who lack a fixed, regular, and adequate nighttime residence, including:

- Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason; are living in motels, hotels, campgrounds, or trailer parks due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting placement in foster care.
- Children and youth who have a primary nighttime residence that is a private or public place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
- Children and youth who are living in a car, park, public space, abandoned building, substandard housing, bus or train station, or similar setting.
- Migratory children and youth who are living in a situation described above.

A *child* or *youth* will be considered to be homeless for as long as he or she is in a living situation described above.

Unaccompanied youth means a youth not in the physical custody of a parent or guardian, who meets the definition of homeless as defined above. The more general term youth also includes unaccompanied youth.

Enroll and *enrollment* means attending school and participating fully in all school activities.

Immediate means without delay.

Parent means a person having legal or physical custody of child or youth.

Ronald Reagan Charter School Alliance

Local liaison is the staff person designated by Sycamore Academy as the person responsible for carrying out the duties assigned to the local homeless education liaison by the McKinney-Vento Homeless Assistance Act.

Identification

Children and youth who qualify as homeless in Sycamore Academy will be identified. Data will be collected on the number of children and youth experiencing homelessness in Sycamore Academy; where they are living; their academic achievement (including state and local assessments); and the reasons for any enrollment delays or interruptions in their education.

School Selection

Each child and youth enrolled at Sycamore Academy identified as homeless has the right to remain enrolled. Services that are required to be provided, including transportation to and from the Sycamore Academy and services under federal and other programs, will not be considered in determining feasibility.

Enrollment

Enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including

- Proof of residency
- Transcripts/school records Sycamore Academy must contact the student's previous school to obtain school records. Initial placement of students whose records are not immediately available can be made based on the student's age and information gathered from the student, parent, and previous schools or teachers.
- Immunizations or immunization/health/medical/physical records (If necessary, the school must refer students to the local liaison to assist with obtaining immunizations and/or immunizations and other medical records.)
- Proof of guardianship
- Birth certificate
- Unpaid school fees
- Lack of clothing that conforms to dress code
- Any factor related to the student's living situation

Unaccompanied youth must be enrolled immediately in school. They may either enroll themselves or be enrolled by a parent, non-parent caretaker, older sibling, or local liaison.

Services

Children and youth experiencing homelessness will be provided services comparable to services offered to other students in Sycamore Academy, including:

- Educational services for which the student meets eligibility criteria, including special education and related services and programs for English language learners
- Vocational and technical education programs
- Gifted and talented programs

Ronald Reagan Charter School Alliance

- Before and after school programs
- Free meals on the day a child or youth identified as homeless enrolls in school, Sycamore Academy must submit the student's name to its food service program coordinator for immediate eligibility.

When applying any standing policy regarding tardiness or absences, any tardiness or absence related to a child or youth's living situation will be excused.

Disputes

If a dispute arises over any issue covered in this policy, the child or youth experiencing homelessness will be admitted immediately to Sycamore Academy pending final resolution of the dispute. The student will also have the rights of a student who is homeless to all appropriate educational services, transportation, free meals, and Title 1 Part A, services while the dispute is pending.

Sycamore Academy will provide the parent or unaccompanied youth with a written explanation of its decision and the right to appeal and will refer the parent or youth to the local liaison immediately. The local liaison will ensure that the student is enrolled at Sycamore Academy and is receiving other services to which he or she is entitled and will resolve the dispute as expeditiously as possible. The parent or unaccompanied youth will be given every opportunity to participate meaningfully in the resolution of the dispute. The local liaison will keep records of all disputes in order to determine whether particular issues or schools are repeatedly delaying or denying the enrollment of children and youth identified as homeless. The parent, unaccompanied youth, or school district may appeal Sycamore Academy's decision as provided in Sycamore Academy's formal dispute resolution process.

Training

The local liaison will conduct training regarding Title X requirements and sensitivity/awareness activities for all staff of Sycamore Academy.

Coordination

The local liaison will coordinate with and seek support from the local district and county coordinator for the Education of Homeless Children and Youth, public and private service providers in the community, housing and placement agencies, local liaisons in neighboring districts, and other organizations and agencies. Coordination will include conducting outreach and training through those agencies. Both public and private agencies will be encouraged to support the local liaison and Sycamore Academy in implementing this policy.

Adopted on August 15, 2016

Roland Skumawitz, Board Secretary



Ronald Reagan Charter School Alliance

Regular Board Meeting Minutes

23151 Palomar Street
Wildomar, CA 92595
Phone: (951) 678-5217

<u>Board Members</u>	
Roland Skumawitz, President	
Ingrid Flores	
Elizabeth Halikis	
Daniel Leavitt, Secretary/Treasurer	
Matthew Roberson	

June 13, 2016 @6:00 p.m.

1.0 CALL TO ORDER

The meeting was called to order by the Board Chair at 6:04 p.m.

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

Other guests present:

Ericka Klein, Hansberger and Klein, LLC
John Arndt, Savantco

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

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

5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

No comments.

6.0 INFORMATION SESSION:

6.1 Teacher’s Report

Report on classroom activities and events.

Presented by: Mireya Gresham and Wendy Lizardi, Sycamore Academy Teachers

6.2 Financial Report (Attachment 6.2)

Presentation of the status of Sycamore Academy finances.

Presented by: John Ardt, SavantCo Education

6.3 Special Education Report

Report on Sycamore Academy’s Special Education Program including current data, services and needs.

Presented by: Tanya Meeks and Jennifer Smith, Education Specialists and Tess Brown, Student Support Services Coordinator

6.4 Director’s Report

Presentation regarding school administration, facilities and update on current legislation that may impact the school.

Presented by: Barbara Hale, Executive Director/Principal

6.5 School Report

Update on Sycamore’s education program, assessments, WASC and professional development.
Presented by: Jeff Morabito, Assistant Principal

6.6 Parent Survey Results

Presentation of the Parent Survey.
Presented by: Barbara Hale, Executive Director/Principal

6.7 Student Survey Results

Presentation of the Student Survey.
Presented by: Barbara Hale, Executive Director/Principal

7.0 PRESENTATION ITEMS:

7.1 Campus 360 (Attachment 7.1)

Presentation on funding source for capital improvements.
Presented by: Barbara Hale, Executive Director/Principal

8.0 ACTION ITEMS:

8.1 2016/17 Revised Bell Schedule and Instructional Minutes (Attachment 8.1)

The board will review and consider the 2016/17 Revised Bell Schedule and Instructional Minutes, revisions made to TK & Kindergarten schedule.

Staff recommendation: The board approves the 2016/17 revised Bell Schedule and Instructional Minutes to allow for necessary implementation of elements for the TK and Kindergarten program. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> </u>	<u> </u>
Mrs. Elizabeth Halikis	<u> X </u>	<u> </u>
Mr. Daniel Leavitt	<u> X </u>	<u> </u>
Mr. Matthew Roberson	<u> X </u>	<u> </u>

8.2 2016/17 Revised Budget (Attachment 8.2)

The board will review and consider the 2016/17 Revised Budget. Revisions made to allow for new math curriculum and supplemental resources.

Staff recommendation: The board approves the 2016/17 revised Budget. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> </u>	<u> </u>
Mrs. Elizabeth Halikis	<u> X </u>	<u> </u>
Mr. Daniel Leavitt	<u> X </u>	<u> </u>
Mr. Matthew Roberson	<u> X </u>	<u> </u>

8.3 2016/17 LCAP (Attachment 8.3)

The board will review and consider the 2016/17 LCAP.

Staff recommendation: The board approves the 2016/17 LCAP. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> </u>	<u> </u>
Mrs. Elizabeth Halikis	<u> X </u>	<u> </u>
Mr. Daniel Leavitt	<u> X </u>	<u> </u>
Mr. Matthew Roberson	<u> X </u>	<u> </u>

8.4 Resolution No. 9000.103 Annual Meeting (Attachment 8.4)

The board will review and consider the date and time for the Governing Board’s annual meeting.

Staff recommendation: The board approves the resolution setting the date and time for the annual meeting. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> </u>	<u> </u>
Mrs. Elizabeth Halikis	<u> X </u>	<u> </u>
Mr. Daniel Leavitt	<u> X </u>	<u> </u>
Mr. Matthew Roberson	<u> X </u>	<u> </u>

8.5 Resolution No. 9000.104 Board Meeting schedule 2016/17 (Attachment 8.5)

The board will review and consider the board meeting schedule for 2016/17.

Staff recommendation: The board approves the resolution of the board meeting schedule for 2016/17. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: Mr. Roberson Second: Mr. Leavitt Vote: 4 - 0

ROLL CALL	Aye	Nay
Mr. Roland Skumawitz	<u> X </u>	<u> </u>
Dr. Ingrid Flores	<u> </u>	<u> </u>
Mrs. Elizabeth Halikis	<u> X </u>	<u> </u>
Mr. Daniel Leavitt	<u> X </u>	<u> </u>
Mr. Matthew Roberson	<u> X </u>	<u> </u>

9.0 CONSENT CALENDAR

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

- 9.1 Approval of the Minutes: May 9, 2016 (Attachment 9.1)**
- 9.2 Check Register for April 2016 (Attachment 9.2)**
- 9.3 Check Register for May 2016 (Attachment 9.3)**
- 9.4 Job Description for Physical Education Instructor (Attachment 9.4)**
- 9.5 Job Description for Curriculum Specialist (Attachment 9.5)**
- 9.6 Job Description for Operations Coordinator (Attachment 9.6)**
- 9.7 Job Description for Education Specialist Coordinator (Attachment 9.7)**

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

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

10.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

No comments.

11.0 CLOSED SESSION: Adjourn to closed session at 6:52 p.m..

11.1 Public Employee Performance Evaluation pursuant to California Government Code 54954.5(e)

Executive Director/Principal

12.0 RECONVENE OPEN GENERAL SESSION: 7:21 p.m..

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

13.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

No comments.

14.0 BOARD COMMENTS:
No comments.

15.0 ADJOURNMENT

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

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

The meeting was adjourned at 7:25 p.m.

Sycamore Academy
Check Listing

For Checks Dated 06/01/2016 through 06/30/2016

Check Date	Check#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #			Account Title		
06/01/2016	4535	R397	000083	SavantCo Education		\$10,000.00
	62-0000-0-0000-0000-5813-00			Business Services	June 2016 Monthly Contract Fee	10,000.00
06/02/2016	4536	R398	000107	CalSTRS		\$26,075.86
	62-0000-0-0000-0000-9505-00			STRS Payable	May 2016 CalSTRS Payment	26,075.86
06/03/2016	4537	R399	000141	Specialized Therapy Services		\$2,935.00
	62-6500-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	Special Ed Services - April 2016	2,935.00
06/03/2016	4538	R400	000033	Aflac		\$966.01
	62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	May 2016 health insurance	966.01
06/03/2016	4539	R401	000006	Staples Advantage		\$155.91
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Supplies	155.91
06/03/2016	4540	R402	000180	Desi Coulson, Treasurer, ICCAOSA		\$300.00
	62-0000-0-0000-0000-5310-00			Licenses and Fees	School Membership	300.00
06/03/2016	4541	R403	000181	Frontier		\$109.99
	62-0000-0-0000-0000-5940-00			Telephone & Telecommunications	May 2016 Past Due Payment	109.99
06/03/2016	4542	R404	000181	Frontier		\$60.03
	62-0000-0-0000-0000-5940-00			Telephone & Telecommunications	May 2016 Phone Bill - New Account	60.03
06/03/2016	4543	R405	000182	San Joaquin County Office of Education		\$750.00
	62-0000-0-0000-0000-5310-00			Licenses and Fees	EDJOIN Account Fees	750.00
06/09/2016	4544	R406	000120	Gabrielle Crouch		\$12.70
	62-0000-0-0000-0000-5210-00			Travel	Mileage Reimbursement	12.70
06/09/2016	4545	R407	000015	Jeff Morabito		\$102.88
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Science Materials Reimbursement	102.88
06/09/2016	4546	R408	000183	Rick Negrette		\$29.60
	62-0000-0-0000-0000-2200-00			Classified Support Salaries	May 2016 Additional Payroll	29.60
06/13/2016	4547	R409	000059	Vicenti Lloyd Stutzman LLP		\$2,700.00
	62-0000-0-0000-0000-5810-00			Accounting	Preparation/Filing of Tax Returns	2,700.00
06/15/2016	4548	R410	000001	Kaiser Foundation Health Plan		\$5,304.94
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	July 2016 Health Insurance	5,304.94

Sycamore Academy
Check Listing

For Checks Dated 06/01/2016 through 06/30/2016

Check Date	Check#	Register #	Payee #	Payee Name		Amount
PO #	Account #			Account Title	Description	
06/16/2016	4549	R411	000140	Heidi Alpine		\$106.19
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Art Showcase/Donuts Reimbursement	16.19
	62-0000-0-0000-0000-4700-00			Food		90.00
06/16/2016	4550	R412	000154	PowerSchool Group LLC		\$4,400.00
	62-0000-0-0000-0000-5220-00			Conferences, Conventions and Meetings	PowerSchool University	4,400.00
06/16/2016	4551	R413	000058	YMCA Overnight Camps		\$9,200.00
	62-0000-0-0000-0000-5843-00			Student Field Trips	Camp Surf	9,200.00
06/17/2016	4552	R414	000006	Staples Advantage		\$1,189.06
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Supplies	1,189.06
06/20/2016	4553	R415	000169	Oxford Consulting Services, Inc		\$2,765.05
	62-0000-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	May 2016 Services	2,765.05
06/20/2016	4554	R416	000011	Lake Elsinore Unified School District		\$7,560.00
	62-0000-0-0000-0000-5110-00			District Oversight Fee	April - June 2016 Charter Oversight Fee	7,560.00
06/20/2016	4555	R417	000141	Specialized Therapy Services		\$2,882.50
	62-6500-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	May 2016 Special Ed Services	2,882.50
06/20/2016	4556	R418	000184	CAG		\$1,070.00
	62-0000-0-0000-0000-5220-00			Conferences, Conventions and Meetings	Oceanside Teacher Institute	1,070.00
06/20/2016	4557	R419	000129	CR&R, Inc.		\$326.95
	62-0000-0-0000-0000-5500-00			Operations and Housekeeping Services	June 2016 Services	326.95
06/21/2016	4558	R420	000147	Computer Alert Systems, Inc.		\$375.00
	62-0000-0-0000-0000-5640-00			Repairs & Maintenance - Buildings	Fire Alarm Monitoring	375.00
06/22/2016	4559	R421	000091	Reliance Communications, LLC		\$1,568.75
	62-0000-0-0000-0000-5813-00			Business Services	SchoolMessenger Renewal - 12 month service	1,568.75
06/22/2016	4560	R422	000013	Xerox Corporation		\$863.81
	62-0000-0-0000-0000-5600-00			Rentals, Leases, Repairs, and Noncapitalized Impro	Meter Services	863.81
06/24/2016	4561	R423	000185	Stephanie Lucas		\$132.66
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Supplies	132.66
06/24/2016	4562	R424	000163	Kera Daddario		\$100.00
	62-0000-0-0000-0000-5500-00			Operations and Housekeeping Services	Towel Service - March/Apr/May/June 2016	100.00

Sycamore Academy

Check Listing

For Checks Dated 06/01/2016 through 06/30/2016

Check Date	Check#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #			Account Title		
06/24/2016	4563	R426	000012	Hansberger & Klein, PLC		\$3,500.00
	62-0000-0-0000-0000-5830-00			Legal	May 2016 Legal Services	3,500.00
06/24/2016	4564	R427	000020	Guardian		\$917.10
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	June 2016 Insurance	917.10
06/24/2016	4565	R428	000066	Adrylan Communications, Inc.		\$4,317.00
	62-0000-0-0000-0000-5817-00			Education Consultants	Project EADMS	4,317.00
06/24/2016	4566	R425	000141	Specialized Therapy Services		\$4,171.25
	62-6500-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	March 2016 Special Ed Services	4,171.25
06/24/2016	4567	R429	000093	GREAT AMERICAN INSURANCE CO.		\$815.50
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	July 2016 Employee Insurance	815.50
06/24/2016	4568	R430	000186	Great American Insurance Co.		\$4,125.75
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	July 2016 Employee Insurance	4,125.75
06/27/2016	4569	R431	000021	Southern California Edison		\$3,457.24
	62-0000-0-0000-0000-5620-00			Utilities	June 2016 Service Charge	3,457.24
06/30/2016	4570	R433	000083	SavantCo Education		\$7,800.00
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	July 2016 Monthly Contract Fee	7,800.00
36 Checks						\$111,146.73

Sycamore Academy

Of Science and Cultural Arts

Job Description

Job Title: Health Clerk/AP Clerk

Reports to: Assistant Principal

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

Handles a heavy volume of student traffic, provides first aid at school site, administers authorized medications to students, and provides other authorized care for students; assists the School Nurse who conducts health screening programs and other health services. Maintains specialized records with detailed accuracy. Performs responsible tasks and duties for accounts payable. Processes various forms of fiscal information (e.g. purchase requisitions, purchase orders, invoices).

Responsibilities include, but are not limited to the following:

- *Administering first aid treatment for illness or injuries and contacts parents when necessary
- *Assesses student health records for adequate immunization and physical examination requirements
- *Completes spreadsheet for CHDP reporting and forwards to Operations Coordinator
- *Keeps first aid supplies stocked at site
- *Dispensing prescribed medication per M.D. orders
- *Update Emergency Contact binder
- *Vision/hearing referrals
- *Types various reports, letters, notices and lists
- *Receives and checks invoices and verifies them against packing slips, purchase orders and monthly statements.
- *Obtain and verify approval of invoices prior to payment
- *Tracking petty cash for any transactions done with the petty cash
- *Prepares batches of accounts payable and submits to the back office for processing
- *Maintains bank records and credit card statements
- *Assists outside auditors
- *Uses office machines and software to include multiple line telephones, voice mail, document shredder, computer, email, internet, copier, printers, fax machine, electric stapler, etc. to complete various office tasks.
- *Knowledge and experience with Microsoft Office
- *Other duties as requested by administration

EVALUATION: Performance will be evaluated by the Assistant 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: Records Clerk

Reports to: Assistant Principal

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

Ensure accurate records retention and maintain confidentiality of student information

Responsibilities include, but are not limited to the following:

***Submit Student Records requests to student's previous school, track receipt and ensure Student Records are complete**

***Student enrollment data input**

***Sending out CUMs for exited students and track receipt, send exit letters to district of residency.**

***Keep record of students in Special Programs, enter information, and communicate information to support services coordinator**

***Maintain the Returning Student information for upcoming school year, with notices of parent contact**

***Provide keys and substitute packet for substitutes**

***Types various reports, letters, notices and lists**

***Provides support to the front office**

***Monitor inventory of office supplies and provide information as to supply levels to the**

***Uses office machines and software to include multiple line telephones, voice mail, document shredder, computer, email, internet, copier, printers, fax machine, electric stapler, etc. to complete various office tasks.**

***Other duties as requested by administration**

EVALUATION: Performance will be evaluated by the Assistant Principal

QUALIFICATIONS

***Adhere to the Code of Professionalism**

***Meet the Employee Qualifications as outlined in the Charter**

***Ability to create, organize and maintain records**

Ronald Reagan Charter Alliance
Sycamore Academy of Science and Cultural Arts
Job Description

Job Title: Mentor

Reports To: Teacher

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

Mentor's assist teachers by caring for the educational needs of all students through support and guidance in completion of educational tasks as designed by the teacher. Mentors help with training and education through the presentation of educational materials or exercises.

- *Assists teachers in implementing/presenting lessons or portions of lessons to a student or a group of students, checks accuracy of work, and presents additional assignments as directed by a teacher.**
- *Performs a variety of activities pertinent to training, physical care, and tutoring in order to inculcate habits, knowledge, and skills in students and students with disabilities.**
- *Keeps routine records related to recording attendance, grades, and test scores.**
- *Lifts students in and out of holding or locomotive devices and on and off buses when trained by appropriate staff.**
- *Assists students with all aspects of toileting which may include diapering and lifting on and off the toilet, changing tables, and mats as trained by appropriate staff.**
- *May take student temperatures, administers first aid, and provide basic nursing care as directed or authorized by the Health Clerk.**
- *Assists students with the use of mobility equipment, such as leg braces, walkers, mobile standers, and tricycles as trained by appropriate staff.**
- *Under the teacher's direction, participates in data collection on behaviors as part of behavior support plan development and implementation.**
- *Assists teachers in working with students who may be demonstrating such behaviors as hitting, biting, scratching, and running, and works as a member of a team to implement the behavior support plan and/or crisis plan as trained by appropriate staff.**
- *Assists teachers in carrying out positive reinforcement procedures and reactive strategies identified in a behavior support plan, such as prompting student to switch to functionally equivalent replacement behavior and debriefing during the school day.**
- *Assists teachers on field trips by helping students with educational needs, and reinforcing learning situations.**
- *May serve food and feed students or helps them to feed themselves. Supervises students during outdoor activities such as lunch and recess.**
- *Performs morning school traffic duty as assigned.**
- *May act as a resource regarding student issues at Individual Education Plan (IEP) meetings, if requested.**

- *Performs related duties as assigned.**

EVALUATION: Performance will be evaluated by the teacher

QUALIFICATIONS:

- *Adhere to the Code of Professionalism**
- *Meet the Employee Qualifications as outlined in the Charter**
- *First Aid / CPR training**

BOARD APPROVED XXXXXX