



Ronald Reagan Charter School Alliance

Special Board Meeting Agenda

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

Board Members

Roland Skumawitz, President
Ingrid Flores
Elizabeth Halikis
Daniel Leavitt, Secretary/Treasurer
Matthew Roberson

April 3, 2017 @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:

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Motion: _____ Second: _____ Vote: _____

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

5.0 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.

6.0 CLOSED SESSION: Adjourn to closed session at _____.

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

6.1 Pupil Matters - Student Suspensions/Expulsions

7.0 RECONVENE OPEN GENERAL SESSION

The board reconvened to Open General Session at _____.

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

8.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

9.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

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

10.0 INFORMATION SESSION:

10.1 Operations Report

Sycamore Academy - New parking lot, Solar, Board Docs.
 Sycamore Preparatory - Facilities
Presented by: Laura Girard, Operations Coordinator

10.2 Director's Report

Sycamore Academy – Class configuration 2017/18, update on current legislation that may impact the school.
 Sycamore Preparatory – Appeal to SBCOE.
Presented by: Barbara Hale, Executive Director/Principal

11.0 ACTION ITEMS:

11.1 SavantCo Education Contract (Attachment 11.1)

The board will review and consider renewing the SavantCo Education contract with Sycamore Academy for back office support.

Staff recommendation: Staff recommends approval of the contract.
Presented by: Barbara Hale, Executive Director/Principal

Motion: _____ Second: _____ Vote: _____

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

11.2 Sycamore Preparatory Academy Petition Appeal

Ratify the Sycamore Preparatory Academy petition appeal submission to the San Bernardino Board of Education.

Presented by: Barbara Hale, Executive Director/Principal

Motion: _____ Second: _____ Vote: _____

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

11.3 Community Bank Line of Credit change in terms

The board will review and consider the change in terms for the Community Bank Line of Credit.

Staff recommendation: Staff recommends approval of the change in terms.
Presented by: Barbara Hale, Executive 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 2017/18 School Calendar (Attachment 11.4)

The board will review and consider the 2017/18 School Calendar.

Staff recommendation: Staff recommends approval of the calendar.
Presented by: Barbara Hale, Executive 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 Safe School Plan (Attachment 11.5)

The board will review and consider the updated Safe School Plan.

Staff recommendation: Staff recommends approval of the updated Safe School Plan.
Presented by: Barbara Hale, Executive 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 Technology Plan (Attachment 11.6)

The board will review and consider the updated Technology Plan.

Staff recommendation: Staff recommends approval of the updated Technology Plan.

Presented by: Barbara Hale, Executive 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: March 13, 2017 (Attachment 12.1)

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.



Master Services Agreement

Sycamore Academy of Science and Cultural Arts

March 17, 2017

3700 Wilshire Blvd., Ste. 1020
Los Angeles, CA 90010
Phone: (323) 870-8077
Fax: (323) 419-4905
E-mail: director@savantco.com
Web: www.savantco.com

MASTER SERVICES AGREEMENT TERMS AND CONDITIONS

THIS AGREEMENT is made this 17th day of March, 2017 ("Effective Date") by and between SavantCo Education Inc., a California corporation, having its principal office and place of business at 3700 Wilshire Boulevard, Suite 1020, Los Angeles, California 90010 USA ("SavantCo"), and Sycamore Academy of Science and Cultural Arts a California not-for-profit corporation, having its principal office and place of business at 23151 Palomar St. Wildomar, CA 92595 ("Client").

SECTION 1. SERVICES

- 1.1 **Engagement.** SavantCo agrees to perform the services ("Services") described in one or more Statements of Performance (each a "SOP") as may be entered into from time to time by Client and SavantCo, in accordance with the applicable SOP and these Terms and Conditions. Client agrees to engage SavantCo to perform the Services in accordance with the applicable SOP and these Terms and Conditions. This Master Services Agreement and all SOP are collectively referred to as this "Agreement."
- 1.2 **Client Responsibilities.** Client will provide safe and adequate working space and facilities, equipment and supplies, system access, and information (including all data, files, documentation, or other information necessary or appropriate for SavantCo's performance of Services). Client will also fulfill any additional obligations as defined in any applicable SOP. Client will be responsible for the collection and accuracy of all data necessary or appropriate for SavantCo to render the Services in any applicable SOP. Client understands that SavantCo's performance is dependent and conditioned upon Client's timely and effective performance of all responsibilities under this paragraph. Client's failure to fulfill any obligations under this paragraph will not relieve Client of any obligations to pay SavantCo under Section 3 of this Agreement or any other equivalent provisions of any SOP. SavantCo is entitled to rely on all information, decisions, and approvals provided by Client.
- 1.3 **Independent Contractor Status.** SavantCo is an independent contractor under this Agreement, and nothing herein will be construed to create a partnership, joint venture, agency or employment relationship between SavantCo and Client. Neither party will have authority to enter into agreements of any kind on behalf the other party, or otherwise bind or obligate the other party in any manner to any third party, by virtue of the relationship contemplated by this Agreement.
- 1.4 **Method of Performance.** Except as otherwise provided in the applicable SOP, SavantCo will have the right to determine the method and means of performing the Services.
- 1.5 **Taxes.** Client will be responsible for all applicable state and local sales, service and use taxes incurred during the performance of any Services.

SECTION 2. STATEMENTS OF PERFORMANCE

- 2.1 **Generally.** Client and SavantCo will, from time to time, enter into a SOP during the term of this Agreement, and each SOP will be effective only when signed and delivered by authorized representatives of Client and SavantCo and will become effective as of the later of the parties' signature dates on the SOP. Each SOP will be subject to all provisions of these Terms and Conditions. If any provision contained in a SOP conflicts with any provision contained in these Terms and Conditions, the provision contained in the SOP will govern.
- 2.2 **Changes.** Client may from time to time propose changes in the Services to be performed pursuant to a SOP. Any material change to a SOP, including changes that will affect the compensation

Sycamore Academy of Science and Cultural Arts

payable to SavantCo, will be made by an amendment to the SOP agreed by both parties in accordance with Section 9.6 of these Terms and Condition.

- 2.3 Termination. A SOP will terminate upon completion of the Services unless earlier terminated at any time upon mutual written agreement of both parties. In addition, all SOP will terminate upon termination of this Agreement in accordance with Section 5.

SECTION 3. COMPENSATION, EXPENSES AND PAYMENT

- 3.1 Compensation. In consideration of the Services performed, Client will pay SavantCo compensation in the amount, and payable at the times and in the manner, set forth in this Agreement and the applicable SOP.
- 3.2 Reimbursement of Expenses. Client will reimburse SavantCo for or pay any charge, cost or expense incurred by SavantCo in furtherance of its performance of Services or otherwise unless specifically excluded in the applicable SOP.
- 3.3 Invoices. SavantCo will submit to Client invoices for Services rendered on a periodic basis as set forth in the applicable SOP. If the SOP does not provide a schedule for the submission of invoices by SavantCo, invoices will be submitted monthly. The invoices will describe the Services rendered and will list all reimbursable charges, expenses and costs. Client will pay all invoices within 30 days. Invoices not paid within 30 days of receipt are subject to the lesser of 1.5% interest or the highest rate allowed by law.
- 3.4 Payroll Fee. Client will pay payroll fee directly to the payroll agency and the fee does not include in SavantCo's compensation.

SECTION 4. TERM

This Agreement is effective commencing on the later of the parties' signature dates to this Agreement, and, unless otherwise provided in the SOP, will continue until terminated pursuant to Section 5 below.

SECTION 5. TERMINATION OF AGREEMENT

- 5.1 Termination. This Agreement may be terminated at any time by either party upon 30 days' prior written notice to the other party. In the event of termination of this Agreement, any executory obligations arising under a SOP shall be subject to the Terms and Conditions of this Agreement until completion. This Agreement will automatically terminate without notice one year after the termination of the last SOP.
- 5.2 Termination upon Breach. Notwithstanding Section 5.1, this Agreement may be terminated by either party upon written notice to the other party, in the event the other party materially breaches any obligation hereunder and the breaching party fails to cure within 30 days after written notice of the breach.
- 5.3 Termination upon Insolvency. This agreement will automatically terminate if Client ceases doing business as a going concern, is insolvent, makes an assignment for the benefit of creditors, fails to pay its debts as they become due, offers a settlement to creditors or calls a meeting of creditors for

Sycamore Academy of Science and Cultural Arts

any such purpose, files a voluntary petition for bankruptcy, is subject to an involuntary petition for bankruptcy, is adjudicated bankrupt or insolvent, or has filed against it a petition seeking reorganization, arrangement or composition under any law or regulation.

- 5.4 Effect of Termination. Except for a SOP currently in effect under paragraph 5.1, upon any termination of this Agreement, any and all rights and obligations of the parties under this Agreement will terminate, provided that all rights or obligations for payment of compensation earned and unpaid prior to termination, or reimbursement of reimbursable charges, expenses and costs incurred prior to termination, and that Sections 3, 5, 6, 7, 8 and 9, and any other right or obligation which by its nature or express duration extends beyond the termination of this Agreement, will survive termination and continue in effect indefinitely. The provisions of this Agreement that do not survive termination will nonetheless be controlling on, and will be used in construing and interpreting the rights and obligations of the parties with regard to any dispute, controversy or claim which may arise under, out of, in connection with, or relating to this Agreement.

SECTION 6. REPRESENTATIONS, WARRANTIES AND COVENANTS

Parties represent, warrant and covenant as follows:

- 6.1 Performance. All Services performed by SavantCo will be performed in a reasonable, workmanlike manner. **EXCEPT AS EXPRESSLY SET FORTH HEREIN, SAVANTCO MAKES NO OTHER REPRESENTATIONS OR WARRANTIES, WHETHER EXPRESS OR IMPLIED, WITH REGARD TO THE PERFORMANCE OF THE SERVICES HEREUNDER, OR THE MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE OF ANY DELIVERABLES PRODUCED BY SAVANTCO. NOTWITHSTANDING THE FOREGOING, SAVANTCO SHALL NOT BE LIABLE TO COMPANY OR ANY THIRD PARTY FOR ANY INCIDENTAL, CONSEQUENTIAL, PUNITIVE, EXEMPLARY, OR SPECIAL DAMAGES; IN NO EVENT, SHALL SAVANTCO'S ENTIRE LIABILITY EXCEED THE AMOUNT OF THE AVERAGE OF THE LAST THREE MONTH'S FEES ACTUALLY RECEIVED FOR THE SERVICES PERFORMED HEREUNDER WHETHER SUCH CLAIM IS MADE IN TORT (INCLUDING NEGLIGENCE OR STRICT LIABILITY), CONTRACT, OR ANY OTHERWISE.**
- 6.2 Remedy for Non-performance. In the event that SavantCo's performance does not conform to paragraph 6.1, and upon notice consistent with this paragraph and paragraph 9.4, SavantCo will have the opportunity to re-perform any non-conforming Services or, in SavantCo's sole discretion, refund the fees allocable to the non-conforming Services. Any notice of non-performance must describe the nature of the non-performance with sufficient particularity for SavantCo to remedy the non-performance. Any claim of non-conformity must be noticed to SavantCo within 45 days of the completion of the non-conforming Service, except that if such non-performance was not reasonably discoverable, Client will have the lesser of 30 days from the date of discovery or 120 days from completion of the non-conforming Service. **THIS REMEDY REPRESENTS CLIENTS SOLE REMEDY AND SAVANTCO'S SOLE LIABILITY IN CONNECTION WITH NON-PERFORMANCE OF ANY SERVICES UNDER THIS AGREEMENT OR ANY APPLICABLE SOP.**
- 6.3 Deliverables. SavantCo hereby grants perpetual, non-exclusive, non-assignable, non-transferable, royalty-free license to use, reproduce and distribute for internal purposes only all documents resulting or derived from, or made in the course of performance of the Services, including any written material, whether or not reduced to tangible form ("Deliverables"). All rights in and to SavantCo's existing intellectual property as defined in paragraph 6.4 and any modifications or derivatives of such property will remain the property of SavantCo, except to the extent that such property is included with or

Sycamore Academy of Science and Cultural Arts

incorporated into the Deliverables, Client is hereby granted a perpetual, non-exclusive, non-assignable, non-transferable, royalty-free license to use the same for internal purposes only.

- 6.4 Other Party's Intellectual Property. Each of the parties own intellectual property which includes trademarks, patents, copyrights, and trade secrets ("Intellectual Property"). Except as provided for under paragraphs 6.3 and 9.12, neither party shall have any right in or to the Intellectual Property of the other party.

SECTION 7. INDEMNITY

- 7.1 Indemnification by SavantCo. SavantCo will indemnify, hold harmless and defend Client and its affiliates, and their respective officers, directors, employees, agents and advisors, from and against, and will reimburse such indemnified parties with respect to, any and all claims, demands, causes of action, proceedings, losses, damages, debts, expenses, liabilities, fines, penalties, deficiencies, judgments or costs, including reasonable attorney fees, court costs, amounts paid in settlement and costs and expenses of investigations, at any time and from time to time asserted against or incurred by any such indemnified party arising out of, in connection with, resulting from or by reason of the negligent performance or non-performance of its obligations under this agreement, except to the extent caused by clients negligence or willful misconduct.
- 7.2 Indemnification by Client. Client will indemnify, hold harmless and defend SavantCo and its affiliates and their officers, directors, employees, agents and advisors from and against, and will reimburse such indemnified parties with respect to, any and all claims, demands, causes of action, proceedings, losses, damages, debts, expenses, liabilities, fines, penalties, deficiencies, judgments or costs, including reasonable attorney fees, court costs, amounts paid in settlement and costs and expenses of investigations, at any time and from time to time asserted against or incurred by any such indemnified party arising out of, in connection with, resulting from or by reason of (a) any failure by Client to perform any obligations of this Agreement, or (b) any negligent or willful act or omission of Client.

SECTION 8. CONFIDENTIALITY

- 8.1 Definition. "Confidential Information" means any documentation containing technical, financial, or other business information that the provider considers competitively sensitive, proprietary or confidential and is marked "Confidential Information" or, if disclosed orally or visually, is confirmed in writing and marked "Confidential Information" within thirty (30) days of the date of first disclosure.
- 8.2 Acknowledgment. Each party acknowledges that Confidential Information may be disclosed to the other party during the course of this Agreement. Each party will protect the other party's Confidential Information by using the same degree of care, but no less than a reasonable degree of care, to prevent the unauthorized disclosure of such Confidential Information as the receiving party uses to protect its own confidential or proprietary information. The receiving party will not use the other party's Confidential Information for any purpose other than in pursuit of the business relationship contemplated by this Agreement. The receiving party will neither disclose nor copy the other party's Confidential Information except as necessary for its employees, agents or contractors with a need to know.
- 8.3 Receiving. The receiving party's obligations under this Section will not apply, or will cease to apply, to that Confidential Information that the receiving party can establish: (i) is or hereafter becomes generally known or available to the public or interested persons through no breach of this Section by the receiving party; (ii) is rightfully known to the receiving party without restriction on disclosure at the

Sycamore Academy of Science and Cultural Arts

time of its receipt from the disclosing party; (iii) is rightfully furnished to the receiving party by a third party without breach of an obligation of confidentiality; (iv) is independently developed by the receiving party without use or reference to the Confidential Information; (v) is required to be disclosed by applicable law or pursuant to the order of a court, administrative agency or other governmental body (provided that the receiving party shall give the disclosing party reasonable notice prior to such disclosure and shall comply with any applicable protective order or equivalent); or (vi) is approved for release by written authorization of the disclosing party.

SECTION 9. GENERAL PROVISIONS

- 9.1 Binding Nature of Agreement; Assignment. All the terms and provisions of this Agreement will be binding upon and will inure to the benefit of the parties and their respective successors, assigns, heirs and personal representatives. Client may not assign, delegate or transfer to third parties its rights or obligations hereunder without the prior written consent of SavantCo. Any such transfer without SavantCo's written consent will be null and void.
- 9.2 No Third-Party Beneficiaries. The terms and provisions of this Agreement are intended solely for the benefit of each party and their respective successors, assigns, heirs and personal representatives and it is not the intention of the parties to confer third-party beneficiary rights upon any other individual or entity.
- 9.3 Governing Law; Venue. This Agreement will be governed by and will be construed, interpreted, and enforced in accordance with the laws of the State of California, without reference to principles of conflicts of law. All disputes arising out of or relating to this Agreement, or the breach or default of this Agreement, will be determined solely by a state or federal trial court located in San Bernardino County, California, and the parties hereby consent to the jurisdiction of such courts.
- 9.4 Notices; Electronic Communications. All notices or other communications required or permitted under this Agreement will be in writing and will be deemed duly given either (a) when delivered in person to the recipient party, or (b) 3 business days after being mailed by either registered or certified U.S. mail, return receipt requested, postage prepaid to the recipient party at the mailing address designated for the recipient party in the recipient party's contact information above. The parties may use and rely upon electronic records and signatures for all agreements, undertakings, notices, disclosures, and other documents, communications or information of any type sent or received in accordance with this Agreement.
- 9.5 Entire Agreement. This Agreement, including the SOP, if any, contain the entire agreement among the parties with respect to the subject matter hereof, and supersede all prior and contemporaneous agreements and understandings, inducements or conditions, express or implied, oral or written. The express terms hereof control and supersede any course of performance or usage of the trade inconsistent with any of the terms hereof.
- 9.6 Amendment. Except as otherwise provided herein, this Agreement, including any SOP, may not be modified or amended other than by an agreement in writing signed by duly authorized representatives of each of the parties.
- 9.7 No Waiver. No failure or delay by any party in exercising any right, power, or privilege hereunder will operate as a waiver of any right, power, or privilege hereunder. No waiver of any default on any one occasion will constitute a waiver of any subsequent or other default. No single or partial exercise of any right, power, or privilege will preclude the further or full exercise thereof.

Sycamore Academy of Science and Cultural Arts

- 9.8 Severability. The provisions of this Agreement will be deemed severable, and the invalidity or unenforceability of any one or more of the provisions hereof will not affect the validity and enforceability of the other provisions. If any part of this Agreement is held unenforceable, the rest of this Agreement will continue in effect.
- 9.9 Remedies. Except as limited by paragraph 6.2, the rights and remedies of the parties with respect to failure of a party to comply with the terms of this Agreement are not exclusive, the exercise thereof will not constitute an election of remedies and the aggrieved parties will in all events be entitled to seek whatever additional remedies may be available in law or in equity.
- 9.10 Counterparts. This Agreement may be executed in any number of counterparts, each of which will be deemed an original but all of which will constitute one and the same instrument. The parties agree that this Agreement may be executed by any party by electronic signature.
- 9.11 Headings. The headings of this Agreement are for purposes of reference only and will not limit or otherwise affect the meaning hereof.
- 9.12 Publicity. SavantCo may use the name of Client in any publicity releases, advertising or other promotional activities without the prior written consent of Client.
- 9.13 Non-Solicitation. During the term of this Agreement and for a period of one (1) year thereafter, neither SavantCo nor Client will directly solicit the employment of the other's employees who have been directly associated with the Services covered by this Agreement. In the event of any breach of this provision, the breaching party shall pay the non-breaching party a sum equal to 50% of the annual compensation of the solicited employee.
- 9.14 Force Majeure. Any delay in the performance of SavantCo's obligations hereunder will not be considered a breach of this Agreement if such delay is caused by Acts of God, natural disaster, war, terrorism, national emergency, labor disputes, shortage of material, fire, earthquake, flood or any other event beyond the reasonable control of SavantCo provided that SavantCo uses reasonable efforts under the circumstances to notify Client of the circumstances causing such delay and to resume performance as soon as possible.

Statement of Performance

A. Overall Service Delivery

The overall SavantCo Education service delivery is proactive, forward-looking and brings our deep charter operations expertise to bear on behalf of our school partners.

- Cash flow projections that are updated monthly.
- Budget forecasts that are updated monthly.
- SavantCo Education provides expert budget and actuals interpretation - flagging necessary changes.
- Further, SavantCo Education takes its responsibility seriously as a trusted service provider to the adjusting assumptions and forecasts throughout the year, and warning about potential future cash flow issues.
- We will be actively engaged in seeking existing and new funding sources to ensure that all possible grants that are open to Sycamore Academy of Science and Cultural Arts are carefully considered and utilized.

B. Grant Writing

From private foundations to State and Federal programs, there are numerous funding opportunities for charter schools to take advantage of. The grant writing team at SavantCo Education have successfully received millions of dollars for charter schools. SavantCo team will work with the school leaders to apply and receive funding for the following grants:

- After School Education and Safety (ASES) / 21st Century Community Learning Centers (CCLC)
- National School Lunch Program
- Charter School Facility Grant Program
- Federal funding which includes Title I, II, and III
- E-rate

C. Business Consulting & Training

Perhaps the highest-value differentiating element of the SavantCo Education service offering is in the area of business consulting. We will assist the school leader and the Board in a variety of critical areas. Some notable examples include:

- Staff training – SavantCo Education can train your staff in the areas of budget development, financial benchmark creation, and financial and HR policies & procedures development and implementation.
- Strategic budget development – SavantCo Education works closely with the school leader and the Board to develop, review, and update the annual operating budget.
- Financing support – SavantCo Education assists clients in preparing loan packages, connecting the Board to understand the school's program and operations, and support school leaders in creating strategic financial planning. This can include identifying various facilities options with cost comparisons, school expansion and growth strategies, and assisting in negotiations with the authorizer, landlords, vendors, and various stakeholders, which includes developing presentations and analyses to buttress the school's position.

Sycamore Academy of Science and Cultural Arts

- Special Projects – SavantCo Education performs business-related special projects within reason, such as evaluating school transportation scenarios, portables leasing/purchasing, and etc.

D. Board Presentation and Support

- Financial Analysis Presentation: We develop a thorough Financial Analysis presentation for each Board Meeting and gives in-person presentations every other month to inform and facilitate senior-level decision making.
- Board & School Leadership Support: We work closely with both the school leader and the Board throughout the year and are typically called upon to advise in a variety of areas beyond the standard financial reporting and analysis. We will be actively engaged in strategic planning and dissemination of best practices.

E. Compliance & Reporting Support

- Funding compliance – SavantCo Education makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation and Title grant funding and other restricted funds.
- Employee files – SavantCo Education provides schools with templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues).
- SPED compliance – SavantCo Education provides checklists and general information to help schools understand their responsibilities related to Special Education. However, SavantCo Education recommends getting specialized assistance in this area to ensure complete compliance.
- District and state regulation compliance – SavantCo Education can help the school identify areas where it may not be in compliance with district or state regulations.

F. Payroll

- Payroll Processing – Calculate and process payroll and payroll related payments/deductions for salaried and hourly employees. Generate checks for signature by authorized School representatives (or through electronic signature) or facilitate Direct Deposit per School's policies. SavantCo processes payroll monthly.
- Payroll reporting – Prepare and file all required payroll reports for submission to federal and state agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities.
- Payroll record maintenance – Keep track of all employee information relevant to payroll and employee files
- W-2 and 1099 processing – Prepare and send Forms W-2 and 1099 to employees and government.
- IRS, SDI, WC support – Resolve payroll tax issues before the IRS and other federal and state reporting agencies. Support for State Disability, Workers Comp or Unemployment Insurance claims.
- STRS/PERS and other retirement plan administration – Make appropriate deductions and payments to the county for STRS and/or PERS and/or other retirement plans. SavantCo can advise on alternative retirement plan options such as 403bs and on working with providers to set up the plans. (Note that in some cases it can take approximately 12 months to set up such contributions because of county delays. Also, some counties charge separately for this mandated service.)

Sycamore Academy of Science and Cultural Arts*G. Proactive Funding Program Evaluation*

- SavantCo Education helps ensure our partner schools are knowledgeable on and participating in all worthwhile funding opportunities.
- SavantCo Education proactively does the leg-work in evaluating funding programs to:
 - Gauge the level of effort to apply and comply versus the amount of eligible funding for the school.
 - Identify funding opportunities that are a potential fit based on our school partners' needs and specific characteristics (e.g., student population, school calendar/instructional minutes, programmatic focus/synergies, etc.)

H. Complete Attendance & Data Support

SavantCo Education's team of attendance specialists advises the school on how to take proper attendance, reviews the data for irregularities that could indicate errors, and prepares/submits the key attendance reports to the state. Key components of this support area include:

- Internal attendance reporting – SavantCo Education assists with monthly attendance reports based on school-provided data.
- Government attendance reporting – Using school-provided data, SavantCo Education prepares and/or performs a quality assurance check of government attendance reports, including the 20-day report, P-1, P-2, and P-Annual. SavantCo Education also trains the school on CALPADS reporting (up to 4 hours annually; additional support available on an hourly billing basis).
- Attendance procedures assistance – Assistance in reviewing school's attendance accounting procedures and advising on areas for improvement.
- Quarterly ADA analysis – SavantCo Education reviews ADA data to ensure the school is on track with projections.

I. Comprehensive Financial Audit Support

SavantCo Education has an impeccable record of delivering smooth and clean audits for our school partners since we have been charter school auditors for the past 10 years. SavantCo Education does the "heavy lifting" on behalf of your organization that minimizes school leadership and staff time in the process.

- Audit Support: SavantCo Education prepares the financial documents for the audit and works side-by-side with your auditing firm's personnel at SavantCo Education's offices.
- Single Audit Act of 1984: SavantCo Education provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.
- IRS Form 990 Support: SavantCo Education supports the school and auditor in preparing Form 990 tax-exempt organization annual filing.

J. Grants Administration & Reporting

- Financial Reports – SavantCo Education prepares customized financial reports for grant purposes.
- Fund Accounting - SavantCo Education sets up fund accounting to track direct and allocated costs to grants.

Sycamore Academy of Science and Cultural Arts

- Consolidated Application – SavantCo Education prepares and files the C.A.R.S. reports for eligible schools.

K. Curriculum & Instruction

The team at SavantCo Education has the knowledge and experience in helping strengthen your school's academy performance. Our team of experts will assess the school's educational program, identify areas of greatest needs, and provide a 360 degree support to strengthen and solidify the program. Some of the services we provide are:

- Response to Intervention (RtI)
- Professional Development
- Special Education
- State and local assessments
- Common Core Implementation
- Induction and mentoring

L. HR Support

SavantCo Education is fully aware of Charter School's needs for HR services from our extensive experience in the charter school industry. We will provide or support the school to comply with requirements of all federal, state, and local agencies.

- Onboarding/offboarding procedures in compliance with federal, state and local regulations.
- Health benefit coordination, management, and reporting (medical and ancillary benefits, claims for unemployment and disability)
- Provide support in developing or reviewing the employee handbook
- In-person training sessions geared toward the unique HR needs of the charter school

M. Management Staffing for Sycamore Academy of Science and Cultural Arts

We are the primary and regular contact for the school leaders and are responsible for the management service delivery to the school and the Board. We manage the client relationship, are responsible for client satisfaction and for delivering SavantCo Education's high level of customer service.

COMPENSATION

- Contract Term: July 1, 2017, through June 30, 2019 (24 months)
 - The renewal contract term between SavantCo Education and Sycamore Academy of Science and Cultural Arts will be 2 years (24 months).
- SavantCo Education is offering Sycamore Academy of Science and Cultural Arts a substantially discounted fee structure from the standard management pricing model:
 - \$120,000 for 12 months (\$10,000 per month)

Sycamore Academy of Science and Cultural Arts

Thank you for allowing SavantCo Education the opportunity to continue to offer this Services Proposal to Sycamore Academy of Science and Cultural Arts.

SavantCo Education

By: 

Name: Daniel J. Lee

Title: Chief Executive Officer

Date: March 17, 2017

Address: 3700 Wilshire Blvd., Suite 1020, Los Angeles, CA 90010

Sycamore Academy of Science and Cultural Arts

Signature: _____

Name: _____

Title: _____

Date: _____

Address: _____



Sycamore Academy 2017-2018 School Calendar

July 2017

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August 2017

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September 2017

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October 2017

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29	30	31				

November 2017

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December 2017

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31						

January 2018

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February 2018

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March 2018

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April 2018

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28	29	30				

May 2018

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20	21	22	23	24	25	26
27	28	29	30	31		

June 2018

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24	25	26	27	28	29	30

School Day Modified
Teacher Work Day—No School
Holiday/Vacation—No School
School Closed

School Begins: August 21st
School Ends: June 8th
Number of School Days: 175
Early Release Days: 32

Ronald Reagan Charter School Alliance



SAFE SCHOOL PLAN

EMERGENCY PLANNING GUIDELINES

INTRODUCTION..... 1

SAFETY AND SECURITY2

HEALTH PROCEDURES..... 3

EMERGENCY PREPAREDNESS..... 6

- Getting Organized
- Supplies and Equipment
- Establishing Emergency Communications Systems
- Planning Ahead for Evacuations
- Reducing Exposure to Risks and Hazards

- Templates:*
- Emergency Organization: Team Rosters
 - Emergency Organization: Supply Locations
 - Emergency Team Wallet Card Template
 - Evacuation Roster: Persons with Disabilities

EMERGENCY RESPONSE 16

- Overview
- Emergency Response Actions To Implement an Evacuation
- How to Assist People with Disabilities During and Evacuation

- Templates:*
- To Report an Emergency Incident
 - Emergency Message
 - Evacuation Maps
 - Emergency Evacuation Sign-in Sheet

RECOVERY AFTER AN EMERGENCY 25

- Support Services and Assistance
- Documenting Emergency Outcomes

- Templates:*
- Summary: Recovery Status
 - Recovery: Detailed Space Assessment
 - Recovery: Detailed Equipment Assessment
 - Recovery: Detailed Personnel Impacts

INTRODUCTION

Emergencies and disasters can happen at any moment - and, they usually occur without warning. When an emergency strikes, our immediate safety and prompt recovery will depend on the existing levels of preparedness among faculty, staff, and students.

Each staff member at Sycamore Academy has an important role to play in maintaining the Charter School's emergency preparedness and safety. We are an interdependent community.

At SASCA, Emergency Plans are written to provide fundamental support for the school Emergency Plan. During a major emergency or disaster, the school's Incident Management Team will rely on effective communication between all the members of the staff as well as communication with local agencies.

Clearly, Emergency Plans are an essential building block of the school's emergency response. They are also part of every unit's basic health and safety responsibilities and business continuity planning. Emergency Plans outline how an organization will

- Protect the safety of students, faculty, staff and visitors on the campus,
- Safeguard vital records and resources, and
- Coordinate with the school's emergency response and recovery procedures

The "Safe School Plan" is distributed to every staff member to provide information on how to respond to various types of emergencies. This Plan contains comprehensive, yet simple and flexible, procedures that apply to a variety of emergency incidents that may occur, including

- Injuries
- Earthquakes
- Fires or Explosions
- Hazardous Materials Releases
- Extended Power or Utility Outages
- Floods
- Lockdown
- Mass Casualty Events

The manual is divided into sections to assist staff with school safety.

Several sections contain information, checklists and forms that outline the basic components of these critical areas in an emergency. By keeping emergency preparedness plans in a loose-leaf binder, staff can easily customize or update the contents as necessary.

The Emergency Plan must be known and understood before an emergency occurs. School administration is responsible for ensuring that staff is knowledgeable of the processes and procedures before, during and after a disaster and should take immediate steps to:

- Share this important safety information with all faculty, staff, students and volunteers annually
- Brief all new personnel as they join the staff
- Keep copies of the Plan in accessible locations

On-line copies of the "Safe School Plan" are available to facilitate making duplicate copies and sharing annual updates. Visit www.SycamoreAcademyCharter.org

SAFETY & SECURITY

SAFETY

Parents:

- Will provide proof of their child's current immunizations for polio, D.T.P., measles, Mumps, hepatitis, and rubella.
- Will provide evidence of physical examination within 12 months for students entering first grade.
- Will provide up to date health records including additional immunizations, diagnosis, medications, etc...

Employees:

- Will furnish the school with a criminal record summary as described in Section 44237
- Will receive training in emergency response including appropriate first responder training or its equivalent
- Will provide evidence of TB test administration and clearance as mandated.
- Will not administer corporal punishment
- Will monitor traffic and pedestrian safety
- Will adhere to universal precaution standards and follow guidelines regarding blood borne pathogens.

School:

- Will conduct regular emergency evacuation drills in accordance with the regulations of Riverside County Fire Department
- Will maintain records of students immunizations in the Health Office
- Will provide appropriate screening for student's health equivalent to that of regular public schools per state mandates
- Will maintain policies and procedures for disasters and emergencies
- Will implement and maintain medication dispensing and storing policies.
- Will conduct monthly grounds and facility inspections
- Will maintain a drug, alcohol and tobacco free school policy
- Will maintain a safe and healthy work and school environment.
- Will review and make necessary updates twice annually.
- Will adhere to the Board Approved Child Abuse Policy
- Will not allow corporal punishment

Volunteers:

- Will sign in and out with the Office.
- Will wear identification badges.
- Will complete the required paperwork.
- Will provide TB test results as required by current state law and renew verification.

Visitors:

- Will sign in and out with the Office.
- Will wear identification badges
- Will be supervised by staff

SECURITY

- Administration will monitor school access with security cameras.
- Staff will alert Administration of Emergency Personnel on site.
- Staff will alert Administration of security concerns.

HEALTH OFFICE PROCEDURES

HEALTH OFFICE

Students are sent to the Health Office for illness and/or injury assessment. Except in the event of an emergency, staff will provide students with a health office pass notifying the Health Tech of the concern.

A visit to the Health Office will consist of:

1. Assessment of injury or illness
2. Treatment as appropriate
3. Contact to parent if appropriate
4. Notification of outcome to teacher
5. Health file log entry

If a student has:

- **Fever** - If a student has a temperature of 100 degrees or more, the parent/guardian will be contacted to pick up the child. If the parent/guardian is unavailable the school will call emergency contacts until we are able to reach an authorized adult. Prior to returning to school, the student must be fever free for 24 hours, without fever reducing medication (i.e. motrin, tylenol, ibuprofen).
- **Vomiting** - If a student vomits while at school, the parent/guardian will be contacted to come and pick up the student. If a parent/guardian cannot be reached, the school will contact emergency contacts until we are able to reach an authorized adult. The student may return to school once 24 hours have passed without vomiting.
- **Rash** - If a student has a rash the parent/guardian will be contacted to come and pick up the student or provide the medical documentation stating that the rash is not contagious. If documentation is not available, the parent/guardian must pick up the child. The student may return to school once the rash is cleared or with medical documentation stating that the rash is not contagious.

There will be times when a student has visited the Health Office and is sent back to class only to return to the Health Office because the problem is persisting. In these cases, a parent/guardian will be contacted for consultation. Together with the Health Tech, a decision will be made as to whether the child completes the school day or gets picked up. If the decision is made to pick up the student, the student will be sent back to class until the parent/guardian has arrived at the school so as to reduce the amount of instructional time missed. The student will be called out of class when the parent arrives to the campus.

HEALTH OFFICE PROCEDURES

MEDICATIONS

Students are not permitted to carry any medications on their person. This includes herbal remedies, oils, cough drops, prescription and non-prescription medication. In the event that a doctor deems it medically necessary for medication to be closer to the student, the school will develop a plan that ensures the safety of all students.

- **Prescription Medication** – All medications are kept in a locked drawer in the Health Office located. All medications held in the Health Office must be accompanied by an authorization form. All medications will only be held for the term of the authorization and not longer than the current school year. Medications must be picked up and dropped off by an adult. Authorization forms are available on the school website on the Health Technician’s page and hard copies are available in the main office.
- **Over the Counter Medication** – Over the counter medication includes herbal remedies, oils, cough drops and non-prescription medication. Parents can authorize an over the counter medication for their student. In order for a student to receive an over the counter medication while at school, the Health Technician must receive a completed Authorization form from the parent along with the medication in the original container. Students will be called to the Health Office to receive the medication according to the directions outlined on the Authorization form. Over the counter medications are short term and the parent’s directions must comply with the directions on the bottle. Authorization forms are available on the school website on the Health Technician’s page and also in the main office.
- **Blood Pressure Checks** – An over the counter medication authorization form is needed if you would like the Health Technician to perform blood pressure checks on your student for medical reasons. Authorization forms are available on the school website on the Health Technician’s page and also in the main office.

HEAD INJURY

A student that suffers any type of head injury must be seen in the health office. The procedure is the same regardless of how the injury occurred.

Once the student is in the Health Office, the Health Tech will monitor the student for signs such as drowsiness, blank stare, “falling asleep”, vomiting, bumps or swelling.

The Health Tech will examine the child’s head for bumps, bruising or gashes and ask questions to determine the student’s level awareness. The Health Tech will contact the student’s parent regardless of the severity of the injury. That contact may be in the form of phone call, email or note sent home.

HEALTH OFFICE PROCEDURES

All Health Office visits must be logged in the student's Health file in PowerSchool.

Only trained and authorized personnel may use any health office equipment.

AUTOMATED EXTERNAL DEFIBRILLATOR

Automated External Defibrillator, also known as AED, is located in the health office. It is in an alarmed case with instructions for easy access. There is a plaque on the outside of the office to show where the machine is. The office staff is educated on how to use the device and when. Our local EMS department is aware that we have an AED machine on site.

EPI PENS

The school maintains 2 sets (adult and child) EpiPens located in a locked box in the health office. The keys are marked with "EP". The office staff is trained by a licensed nurse in the proper use of the EpiPen in case of an emergency. Students and staff with severe allergies may have a prescription EpiPen and assigned EpiPens should be used if possible. Should a staff member or student have a severe allergic reaction, there are two generic EpiPens available for use.

SUICIDE PREVENTION AND POSTVENTION

We have a Suicide Prevention and Postvention policy (5260.0) that guides staff in protocol for prevention and postvention incidents. The policy includes prevention education steps for the student body, including pre and post incident management.

EMERGENCY PREPAREDNESS

LOCKDOWN PROCEDURES

Staff is trained in lockdown procedures. When the designated code is announced over the intercom:

- Staff and students are to stay where they are and secure themselves in place.
- **Classroom teachers** are to:
 - a) Quickly glance outside the room to direct any students or staff members in the quad into your room immediately.
 - b) Lock your door.
 - c) Place students against the wall, so that the intruder cannot see them looking in the windows. Look for the '**Safe Corner**'.
 - d) Turn out lights and computer monitors.
 - e) Keep students quiet.

Note: All staff members should locate and hold on to their emergency backpacks prior to turning out the lights. This will aid in accounting for all students should an evacuation be necessary.

- Physical education classes being held in the outside should move away from the activity, to a safe area.
- Any students in the courtyard should move to the nearest classrooms.
- If students and teachers are outside the school building, they should stop, drop, and remain still. You will be directed where to relocate depending on the situation.
- If teachers and students are in the bathrooms, they should move to a stall, lock it and stand on the toilet.
- Anyone in the hallway should move to the closest classroom immediately.

Stay in safe areas until directed by law enforcement officers or an administrator to move or evacuate. Never open doors during a lockdown, even in the event of a fire alarm. For further directives, law enforcement officers and administrators will have keys to open the doors or announcements will be made over the intercom.

An administrator will signal all personnel when the lockdown has been lifted.

If an evacuation occurs, all persons/classrooms will be directed by a law enforcement officer or administrator to a safe location. Once evacuated from the building, teachers should take attendance to account for all students present in class. Administrators will divide and keep in communication with radios or cell phones.

EMERGENCY PREPAREDNESS

GETTING ORGANIZED

The first step in building preparedness is to assemble appropriate human and physical resources to do the job.

Establish who will serve as the “Emergency Coordinator” to help develop and implement the Safe School Plan. An Emergency Coordinator must be familiar with the school’s programs and physical facilities, and should be a person with the management experience and financial authority to:

- Collaborate with staff to develop and maintain the information in the Safe School Plan
- Recruit a core “Emergency Preparedness Committee” that represents staff, parents and community members.
- Arrange related staff safety education and training
- Purchase emergency supplies and equipment
- Be ready to support the staff during an emergency incident (and be called back to campus if necessary).
- Be ready to help prepare post-disaster impact summaries and insurance claims
- Be prepared to deliver status reports and interface with the public resources and the media in the event of an emergency incident

The Emergency Coordinator and Response Team shall participate in training.

- The staff should be trained to help disseminate emergency instructions, assist evacuations and security, and provide first aid if necessary.
- The staff should be prepared to document the effects of the emergency and coordinate facility and program restoration, according to priorities identified by the Principal or designee.

EMERGENCY PREPAREDNESS

SUPPLIES AND EQUIPMENT

The school will need basic emergency supplies and equipment to be as self-sufficient as possible after an emergency. An emergency kit should have the following essentials and be in an accessible location:

- First aid supplies, with instructions
- Flashlights/batteries, approved power strips and extension cords
- Portable AM/FM radio/batteries
- Emergency water supply
- Student roster with parent/guardian phone numbers

Other resources that may be added to the emergency supplies include such items as megaphones, two-way radios, rescue tools, stretchers, cots, and packaged emergency rations.

ESTABLISHING EMERGENCY COMMUNICATIONS SYSTEMS

During an emergency the Coordinator will:

- Contact 911 for any emergencies.
- Account for the safety of personnel and students
- Deliver critical school information and instructions to the Response Team for dissemination to the sheriff, OES, Fire, and the community
- Forward disaster impact reports to the administration and disseminate disaster instructions to the Response Team

Be prepared to make critical notifications during business hours and during afterhours emergencies. Utilize the following sources for notifications:

- "telephone trees"
- "distribution" voicemail
- email lists
- webpage updates

Local Resource Numbers:

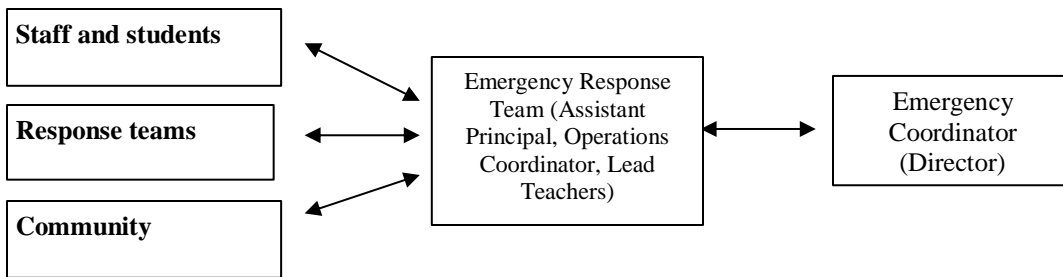
- Center for Disease Control (CDC) 800-232-4636
- Riverside County Fire Station #61 (951)-678-1661
- Riverside County Sheriff (951) 245-3300
- Inland Valley Regional Medical Center (951) 677-1111
- Poison Control (800) 222-1222
- H1N1 Swine Flu Hotline (888) 865-0564
- The Gas Company (800) 427-2200 or online at www.socalgas.com
- Southern California Edison (800) 611-1911 or online at www.sce.com
- Federal Emergency Management Assistance (800) 621-3362
- Animal Friends of the Valley (951) 674-0678 afterhours (951) 506-5069

EMERGENCY PREPAREDNESS

DISASTER COMMUNICATIONS AT SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS

During a disaster, clear, effective communication is absolutely necessary. The Emergency Coordinator, (Barbara Hale), will provide prioritized emergency impact reports to the Response Team, (Assistant Principal, Operations Coordinator and Lead Teachers), for dissemination to the staff. The Emergency Coordinator, (Barbara Hale), serves as the central coordinator for deploying resources and information.

The flow of information in a disaster is shown below:



PLANNING AHEAD FOR EVACUATIONS

A building evacuation is mandatory whenever a fire alarm sounds, and building occupants should exit immediately. When an earthquake is felt duck, cover, and hold, then after the shaking stops, evacuate the building. After a building has been evacuated, occupants must wait for a safety inspection before re-entry.

Note that it may or may not be necessary to vacate the building during minor emergency incidents, or even during some major events. Occupants in the area may simply be directed to remain on-site and shut down systems, or they may be asked to move to other sectors of their floor or building. In some events (such as extended power outages), evacuations are not necessary unless the incident has generated a hazardous materials incident or immediate health and safety risk. In limited emergencies, wait for evacuation instructions to be communicated through the Response Team.

EMERGENCY PREPAREDNESS

PREPAREDNESS FOR BUILDING EVACUATIONS

Review evacuation information and responsibilities with faculty, staff and students.

Conduct evacuation drills regularly. Plan evacuation for faculty, staff and students with functional needs.

Plan where to go during an evacuation, and know the routes to get there

Building evacuees go to your assigned destination.

Assigned destinations are safe outdoor areas where personnel meet to notify the Response Team or Emergency Coordinator of inaccurate student counts, injuries, and hazards as well as get emergency information and assistance.

Know how to announce and implement evacuation

A sample script is: We have a _____ emergency.
 Evacuate to your assigned destination
 Take your belongings, do not use the elevators.

Use your Emergency Response Team to assist the evacuation.

Know what to do next

- Be prepared to account for personnel.
- Be prepared to account for students
- Know how to obtain and disseminate emergency information and instructions.

EMERGENCY PREPAREDNESS

REDUCING EXPOSURE TO RISKS AND HAZARDS

The following tips can prevent emergencies from happening and will certainly mitigate their effects when they do occur.

FIRE PREVENTION

- ◆ Know the location of alarm stations and extinguishers. Know how to use them.
- ◆ Leave fire doors closed at all times
- ◆ Clear obstructed corridors, aisles and room exits
- ◆ Use only grounded electrical plugs
- ◆ Limit use of multiple outlets
- ◆ Do not use mechanical rooms or utility rooms for storage

SAFETY & PREPAREDNESS

- ◆ Maintain a clean work environment
- ◆ Inventory and label chemicals. Do not purchase excess quantities of chemicals
- ◆ Segregate incompatible chemicals. Keep flammables in flammable storage cabinets
- ◆ Investigate emergency power options
- ◆ Install seismic restraints on chemical storage shelves. Latch cabinet doors
- ◆ Anchor equipment, animal containers, and furniture. Avoid high storage of heavy items
- ◆ Do not store hazardous materials on mobile carts
- ◆ Dispose of chemical waste properly
- ◆ Fencing and gates in place surrounding the campus for student safety.

BEFORE A POWER EMERGENCY

- ◆ Identify and prioritize vital power-dependent functions, operations, and equipment
- ◆ Determine whether you have emergency power outlets in your area. Plan to use them for priority functions only
- ◆ Determine if there is emergency lighting in your area. Keep flashlights available in work areas
- ◆ Do not overload power strips. Extension cords are for emergency use only

EARTHQUAKE PREPAREDNESS

- ◆ Know how and where to take cover during a quake
- ◆ Anchor bookcases, cabinets, and files over 42 inches. Do not stack furniture
- ◆ Move tall furniture away from exits. Do not use tall furniture as room dividers
- ◆ Secure computers, equipment, and display cases. Store heavy items at floor level
- ◆ Back-up data and sensitive information, store duplicates off-site

LOCKDOWN PREPAREDNESS

- ◆ Know the procedures to follow for lockdowns to include code words.
- ◆ Adults supervise students at all time and facilitate a calm, reassuring atmosphere.

Communicate these important preparedness measures to students, faculty, staff, volunteers and community members. The school's level of readiness for an emergency situation depends not only on having an up-to-date plan document, but also on keeping the learning community aware of their personal responsibility for safety at Sycamore Academy.

SYCAMORE ACADEMY
OF SCIENCE AND CULTURAL ARTS
EMERGENCY ORGANIZATION:
TEAM ROSTERS

EMERGENCY RESPONSE TEAM

Room	Cell Phone	Home Phone
------	------------	------------

Emergency Coordinator

Team Members

**SYCAMORE ACADEMY
OF SCIENCE AND CULTURAL ARTS
EMERGENCY ORGANIZATION:
SUPPLY LOCATIONS**

form last revised on: 3/31/17

DEPARTMENT EMERGENCY SUPPLY LOCATIONS

First Aid Kit(s) – Classrooms, Health Office (Administration Building)

Communications Equipment - Megaphone (Rooms 26, 34), Two-way radios (All classified personnel)

Other supplies – Emergency water and food located in classrooms

EMERGENCY TEAM Wallet Card

Emergency Contact Personnel	
Director/Coordinator - Barbara Hale	951-609-XXXX
Assistant Principal – Jeff Morabito	951-285-XXXX
Operations Coordinator - Laura Girard	909-821-XXXX
<p>SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS 23151 Palomar Street Wildomar, CA. 92595 Phone: 951-678-5217 Fax: 951-678-5932</p>	

REPORT AN EMERGENCY	
Police, Fire, Ambulance	911
Inland Hospital	951- 677-1111
Riverside County Fire	951-678-1661
Riverside County Sheriff	951-245-3300
Public Health	951-358-7100
Emergency Preparedness and Response	951-955-4700
HOTLINES	
Poison Control	(800) 222-1222
H1N1 Swine Flu Hotline	(888) 865-0564

Staff List	
Director /Coordinator– Barbara Hale	951-473-XXXX
Assistant Principal – Jeff Morabito	951-285-XXXX
Operations Coordinator - Laura Girard	909-821-XXXX
T4 Lead Teacher – Mary Bedley	951-698-XXXX
T3 Lead Teacher - Julie Miranda	818-399-XXXX
T2 Lead Teacher - Stephanie Lucas	951-314-XXXX
T1 Lead Teacher – Wendy Lizardi	951-473-XXXX

EVACUATION PLANNING FOR PERSONS WITH FUNCTIONAL NEEDS

form last revised on: 3/31/17

List self-identified disabled persons who request evacuation assistance during an emergency. Indicate the plan for accommodations and evacuation of each identified person:

Teacher name:

Room:

Disability & Instructions:

EMERGENCY RESPONSE

OVERVIEW

Everyone in a school facility - students, faculty, staff, and visitors - must take appropriate and deliberate action when an emergency strikes a building, a portion of the campus, or entire campus community. Decisive leadership is essential. Follow these important steps when there is an emergency:

- ✓ Confirm and evaluate conditions
- ✓ Report the incident immediately
- ✓ Follow instructions from emergency personnel precisely
- ✓ Depending on the nature and severity of the event, activate the Response Team
- ✓ Issue clear and consistent emergency notifications. Use all available communications tools
 - ◆ If there is no power or telephone systems are not functioning, emergency communications will be profoundly restricted
 - ◆ Use messengers, radios, cellular phones, fax and email
- ✓ Coordinate with community resources during major emergencies or disasters

When an emergency strikes the campus after normal business hours, or on weekends or holidays - or, if you are off-campus during a major emergency, obtain instructions from site administration. Reference your Team Wallet Card for appropriate numbers.

If you are recalled to campus, be certain that your household safety is assured and that your route to campus is safe and functional.

EMERGENCY RESPONSE

EMERGENCY RESPONSE ACTIONS

The following are basic instructions for various emergency incidents:

Report emergencies to the site administration or designee. If there is life threatening injuries or situations, call 911.

ACCIDENT Call and report emergency

- Administer first aid if you are trained to do so
- Do not attempt to move an injured person

FIRE Call and report emergency

- **Activate nearest alarm**
- Notify Supervisor and staff
- Feel doors for heat
- If cool, exit carefully and orderly
- If hot, do not open the door. Stay where you are
- If you see smoke, crouch near floor as you exit
- If you see fire, confine it by closing doors and windows
- Use extinguishers on small fires only if safe to do so
 - Pull the pin in the handle
 - Aim at the base of the fire
 - Squeeze nozzle, sweep back and forth
- Evacuate
- Go to the pre designated staging area

EARTHQUAKE

MINOR QUAKE (brief rolling motion)

- Take cover immediately, direct others around you
 - Under a desk, table, or chair
 - Between seating rows in lecture halls
 - Against a corridor wall (cover head and neck)
 - Outdoors--in open area, away from buildings
- Be alert for aftershocks, avoid potential falling hazards
- Restore calm. Examine your area for damage/injuries
- Report damage/hazardous materials releases
- Await instructions

MAJOR QUAKE (violent shaking)

- Take cover immediately, direct others around you
 - Under a desk, table, or chair
 - Between seating rows in lecture halls
 - Against a corridor wall (cover head and neck)
 - Outdoors--in open area, away from buildings
- Be alert for aftershocks, avoid potential falling hazards
- Restore calm.
- Report injuries and damage
- Evacuate carefully, be alert for aftershocks
- Take emergency supplies and insure all students are with you
- Meet at designated area
- Do not enter buildings until they are examined
- Await instructions, be patient and calm, help others

EMERGENCY RESPONSE

POWER OUTAGE

- Assess the extent of the outage in your area
- Help co-workers in darkened work areas move to safe locations
- Unplug personal computers, non-essential electrical equipment and appliances
- Open windows for additional light and ventilation
- If you are asked to evacuate, leave the building
- Release of personnel after an extended outage is determined by the emergency coordinator and only as student needs are met

EMERGENCY RESPONSE

TO IMPLEMENT AN EVACUATION

These directions will help to make the process effective and safe for you and your staff.

- ◆ **Keep calm. Evaluate the situation carefully.**
- ◆ **Alert the Response Team to assist in the evacuation**
- ◆ **Use communications tools that are appropriate for the type of incident and the time of occurrence:**
 - Alarms
 - Phone trees or voicemail broadcast
 - Messengers
- ◆ **Communicate clearly and succinctly**
 - “We have a _____ emergency.
 - Evacuate to your designated areas
 - Take your belongings.”
- ◆ **Check offices, classrooms, restrooms**
- ◆ **Turn equipment off, if possible**
- ◆ **Take emergency supplies, class lists and staff roster, if possible**
- ◆ **Keep exiting groups together**
- ◆ **Account for personnel and students**
- ◆ **WAIT AT THE EVACUATION AREA FOR FURTHER INSTRUCTIONS**

EMERGENCY RESPONSE

HOW TO ASSIST PEOPLE WITH DISABILITIES DURING AN EVACUATION

◆ TO ALERT VISUALLY IMPAIRED PERSONS

- Announce the type of emergency
- Offer your arm for guidance
- Tell person where you are going, obstacles you encounter
- When you reach safety, ask if further help is needed

◆ TO ALERT PEOPLE WITH HEARING LIMITATIONS

- Turn lights on/off to gain person's attention, or
- Indicate directions with gestures, or
- Write a note with evacuation directions

◆ TO EVACUATE PEOPLE USING CRUTCHES, CANES, OR WALKERS

- Evacuate these individuals as injured persons
- Assist and accompany to evacuation site if possible, or
- Use a sturdy chair (or one with wheels) to move person, or
- Help carry individual to safety

◆ TO EVACUATE PEOPLE USING WHEELCHAIRS

- Non-ambulatory persons' needs and preferences vary
- Individuals at ground floor locations may exit without help
- Others have minimal ability to move--lifting may be dangerous
- Some non-ambulatory persons have respiratory complications
- Remove them from smoke and vapors immediately
- Wheelchair users with electrical respirators get priority assistance
- Most wheelchairs are too heavy to take down stairs
- Consult with person to determine best carry options
- Reunite person with the chair as soon as it safe to do so

EMERGENCY RESPONSE TEMPLATES FOLLOW...

WHEN YOU CALL TO REPORT AN EMERGENCY:

Tell the Operator

- 1. The type of emergency**
- 2. If there are victims**
- 3. The location of the emergency**
- 4. Your name, location, and phone number**

Stay on the phone until the Operator ends the call



During a major emergency or disaster, use the provided form to update the Response Team and Emergency Coordinator.

TO REPORT AN EMERGENCY INCIDENT

FIRE---POLICE---MEDICAL AID (All life-threatening emergencies)

CALL 911

**Sycamore Academy Charter School
EMERGENCY MESSAGE**

DATE _____ # OF PAGES IN THIS REPORT _____

TIME _____ (a.m. p.m.)

TO: _____ --

FAX:
PH:

FROM: _____ name
_____ title

FAX: _____
PH: _____

Emergency Message

EVACUATION ROUTES

Posted in each room.

RECOVERY AFTER AN EMERGENCY

SUPPORT SERVICES AND ASSISTANCE

After a major emergency or disaster, many people in our community will be distressed by personal and professional difficulties. It is likely that affected students, faculty and staff may need some scheduling flexibility or other temporary help in order to return to their customary activities. The following are only some of the resources available in our community:

School and Community Resources

Counseling resources for employees

Counseling resources for students

Short and long-term loans sources

Local Credit Union (members)

Housing listings

Transportation information

Child care referrals

Special service referrals

Disaster relief & referrals

Claims information (When there is a Presidential Declaration) FEMA, 1-800-299-1160

RECOVERY AFTER AN EMERGENCY

DOCUMENTING EMERGENCY OUTCOMES

Once the safety and status of staff has been assured, and emergency conditions have abated, assemble staff in the restoration of the school's programs. The school's earlier work on defining critical mission-critical operations and staffing will be a starting point for the recovery process.

It will be important to begin a timely and comprehensive assessment of the emergency's physical and operational effects. Be aware that

- ◆ The Emergency Coordinator and Response Team will need ongoing status reports from the staff and community during the emergency to estimate when the program can be fully operational and to identify special facility, equipment, and personnel issues or resources that will speed business resumption
- ◆ The school may need detailed facilities data for the area to estimate temporary space reallocation needs and strategies
- ◆ Insurance and FEMA assistance claims will require extensive documentation of damaged facilities, lost equipment and resources, and special personnel expenses. Workers' Compensation claims may arise if there are injuries.

All of your documentation on emergency impacts should be coordinated with the Emergency Coordinator and the Response Team. The following forms provide formats for summarizing this crucial information.

- ✓ Take note that you should also plan to photograph or videotape facility or equipment damage to provide a visual supplement for the written impact data.
- ✓ It is very important that you record the emergency's physical effects before you clean your area or make repairs.

EMERGENCY RECOVERY TEMPLATES FOLLOW...

Sycamore Academy Charter School

SUMMARY: EMERGENCY STATUS

Date/time _____

of pages in this report _____

To: EMERGENCY COORDINATOR

RE: ROOM # _____

CURRENT OPERATIONAL SITUATION

Immediate facility and space needs:

Urgent equipment requirements to become operational:

Critical personnel issues:

RECOVERY: DETAILED SPACE ASSESSMENT

Use this form to describe damage to utilities, fixtures, ceilings, walls, floors, windows, etc. in each room of the building. Send the information to the Operations Coordinator. The Operations Coordinator should then send a prioritized list to the Response Team

ROOM _____

DAMAGE _____

ROOM _____

DAMAGE _____

ROOM _____

DAMAGE _____

ROOM _____

DAMAGE _____

page ____ of ____

RECOVERY: DETAILED EQUIPMENT ASSESSMENT

Use this form to describe all damaged furnishings, office equipment, and materials expended during the emergency. Send the information to the Operations Coordinator

ROOM _____

Item _____ Manufacturer _____

Model# _____ Inventory# _____ Original Cost _____

Damage description _____

Est. repair\$ _____ Est. replacement\$ _____

ROOM _____

Item _____ Manufacturer _____

Model# _____ Inventory# _____ Original Cost _____

Damage description _____

Est. repair\$ _____ Est. replacement\$ _____

ROOM _____

Item _____ Manufacturer _____

Model# _____ Inventory# _____ Original Cost _____

Damage description _____

Est. repair _____ Est. replacement _____

ROOM _____

Item _____ Manufacturer _____

Model# _____ Inventory# _____ Original Cost _____

Damage description _____

Est. repair _____ Est. replacement _____

page _____ of _____

RECOVERY: DETAILED PERSONNEL IMPACTS

Use this form to describe the emergency's impact on staffing. Describe personnel issues related to program resumption. Document employee overtime related to the emergency response and recovery. Send this information to the Emergency Coordinator.

SUMMARY: EMERGENCY IMPACTS TO DEPARTMENT STAFFING

LIST STAFF OVERTIME HOURS RELATED TO THE EMERGENCY And emergency duties performed. Include data for temps hired for emergency recovery.

Name _____ Employee# _____

Job Title _____

Date(s) Worked	Hours	Duties Performed
_____	_____	_____
_____	_____	_____
_____	_____	_____

Name _____ Employee# _____

Job Title _____

Date(s) Worked	Hours	Duties Performed
_____	_____	_____
_____	_____	_____
_____	_____	_____

page _____ of _____



Ronald Reagan Charter School Alliance

Regular Board Meeting Minutes

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

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

March 13, 2017 @6:00 p.m.

1.0 CALL TO ORDER

The meeting was called to order by the Board Chair at 6:06 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> X </u>	<u> </u>
Mrs. Elizabeth Halikis	<u> </u>	<u> X </u>
Mr. Daniel Leavitt	<u> </u>	<u> X </u>
Mr. Matthew Roberson	<u> X </u>	<u> </u>

Other guests present:
John Arndt, Savantco

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Motion: Dr. Flores Second: Mr. Roberson Vote: 3 – 0

The agenda was approved with the following edits – Move closed session after consent calendar and renumber the agenda accordingly.

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

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 Teacher’s Report

Report on classroom activities and events.

Presented by: Dan Steele and Mary Bedley, Sycamore Academy Teachers

6.2 Special Education Report

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

needs.

Presented by: Jennifer Smith, Education Specialist and Tess Brown, Student Support Services Coordinator

6.3 Financial Report (Attachment 6.3)

Presentation of the status of Sycamore Academy finances.

Presented by: John Arndt, SavantCo Education

6.4 Operations Report

Presentation on progression of new parking lot, Board Docs program and WatchD.O.G.S. Program at Sycamore Academy.

Presented by: Laura Girard, Operations Coordinator

6.5 LCAP Presentation (Attachment 6.5)

Presentation on the progress towards Sycamore Academy’s Local Control and Accountability Plan (LCAP) goals.

Presented by: Jeff Morabito, Assistant Principal

6.6 Director’s Report

Presentation regarding school administration, current legislation that may impact the school, update on the status of Sycamore Preparatory Academy petition submission to Chino Valley Unified School District.

Presented by: Barbara Hale, Executive Director/Principal

6.7 California Academic Indicator (Attachment 6.7)

Presentation regarding the California Academic Indicator Model.

Presented by: Barbara Hale, Executive Director/Principal

7.0 ACTION ITEMS:

7.1 Participation Agreement with El Dorado Charter SELPA (Attachment 7.1)

The board will review and consider the El Dorado Charter SELPA participation agreement for Sycamore Preparatory Academy.

Staff recommendation: Staff recommends approval of the participation agreement.

Presented by: Barbara Hale, Executive Director/Principal

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

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

7.2 Special Education Local Plan Education Agency Assurances (Attachment 7.2)

The board will review and consider the Special Education Local Plan Education Agency Assurances with El Dorado Charter SELPA for Sycamore Preparatory Academy.

Staff recommendation: Staff recommends approval of the assurances.

Presented by: Barbara Hale, Executive Director/Principal

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

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

8.0 CONSENT CALENDAR

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

8.1 Approval of the Minutes: February 13, 2017 (Attachment 8.1)

8.2 Check Register for February 2017 (Attachment 8.2)

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

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

9.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

No comments.

10.0 CLOSED SESSION: Adjourn to closed session at 6:48 p.m.

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

10.1 Public Employee Performance Evaluation (Govt. Code 54957)

Title: Executive Director/Principal

11.0 RECONVENE OPEN GENERAL SESSION

The board reconvened to Open General Session at 7:03 p.m.

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

12.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

No comments.

13.0 BOARD COMMENTS:

No comments.

14.0 ADJOURNMENT

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

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

The meeting was adjourned at 7:04 p.m..