



Ronald Reagan Charter School Alliance

**Regular 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

**November 14, 2016 @6:00 p.m.**

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**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

<b>ROLL CALL</b>	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 Teacher’s Report**

Report on classroom activities and events.

*Presented by: Heather Cicalo and Samantha Etchandy, Sycamore Academy Teachers*

**6.2 Financial Report (Attachment 6.2)**

Presentation of the status of Sycamore Academy finances.

*Presented by: John Arndt, SavantCo Education*

**6.3 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*

**6.4 Operations Report**

Presentation on enrollment and attendance data. Operations status report.  
*Presented by: Laura Girard, Operations Coordinator*

**6.5 Director’s Report**

Presentation regarding school administration, current legislation that may impact the school and capital outlay project.  
*Presented by: Barbara Hale, Executive Director/Principal*

**6.6 School Report**

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

**7.0 ACTION ITEMS:**

**7.1 Sexual Harassment Policy (Attachment 7.1)**

The board will review and consider the updated Sexual Harassment Policy.

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

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

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

**7.2 Employee Handbook (Attachment 7.2)**

The board will review and consider the updated Employee Handbook.

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

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

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

**7.3 Safe School Plan (Attachment 7.3)**

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

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

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

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

**7.4 First Interim Report (Attachment 7.4)**

The board will review and consider the First Interim Report.

Staff recommendation: Staff recommends approval of the report.

*Presented by: Barbara Hale, Executive Director/Principal*

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

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

**8.0 CONSENT CALENDAR**

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

**8.1 Approval of the Minutes: October 10, 2016 (Attachment 8.1)**

**8.2 Check Register for October 2016 (Attachment 8.2)**

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

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

**9.0 BOARD COMMENTS:**

**10.0 ADJOURNMENT**

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

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
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 of Science  
and Cultural Arts

Financial Report as of October 31, 2016


fppt.com



**Balance Sheet**

- 2015 to 2016 Assets increased over 53%
  - Cash fiscal management
  - Increase in fixed assets
  - Increase in A/R from LLC
- 2015 to 2016 Liabilities increased over 104%
  - Due to Cash Management
  - Rental Costs to LLC to make US Payment

fppt.com



## Profit & Loss

- Due to increase ADA, LCFF Revenue slightly higher
- 2<sup>nd</sup> Year of SELPA, receiving money sooner
- Title II funds starting to come in
- Normal business practices for October (nothing out of ordinary)



## Check Register

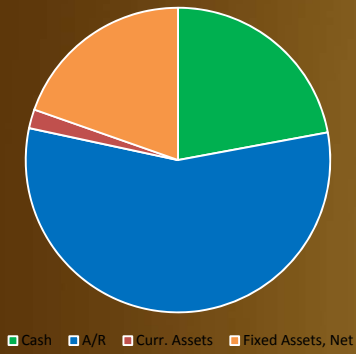
### Noted Items

- September
  - CalSTRS – Paying September’s STRS EE & ER Contribution
  - US National Bank – Paying off Loan
  - Berkshire Hathaway – Paying 15-16 Workers’ Comp adjustment

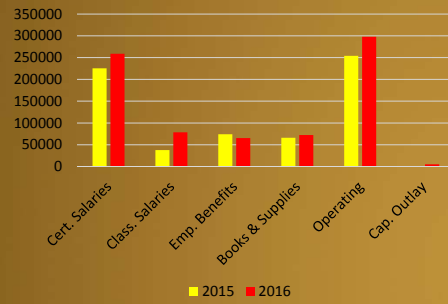


## Charts & Graphs

Assets



Expenses YTD



**Sycamore Academy of Science and Cultural Arts**  
**Profit and Loss Statement**  
**Year-to-date Comparison**  
**October 2016**

	<b>Prior Oct 2016</b>	<b>Actual Oct 2016</b>
<b>Assets</b>		
9120 General Operating Account	540,062.40	507,341.05
9122 BofA Petty Cash	3,496.15	5,117.08
9123 Paypal Account	-	-
9200 Accounts Receivable	212,967.49	1,059,881.71
9290 Due from Grantor Governments	231,673.60	245,160.00
9299 Inter-Resource Receivable	11,549.25	293,716.47
9330 Prepaid Expenditures (Expenses)	10,286.33	46,714.56
9340 Other Current Assets	1,015.00	-
9341 Deposits	162,216.78	-
9420 Land Improvements	204,660.05	609,915.71
9425 Accumulated Depreciation - Land Improvements	(192,255.29)	(211,460.28)
9440 Equipment	10,378.04	10,378.04
9445 Accumulated Depreciation - Equipment	(172.97)	(2,248.61)
<b>Total Assets</b>	<b>1,195,876.83</b>	<b>2,564,515.73</b>
<b>Liabilities &amp; Fund Balance</b>		
9500 Accounts Payable (Current Liabilities)	139,917.28	601,599.00
9501 Accrued Liabilities	10,837.22	-
9502 Accrued Payroll	-	-
9503 Accrued Payroll Taxes	-	-
9504 PERS Payable	4,524.30	7,171.33
9505 STRS Payable	21,705.27	30,450.48
9506 403(b) Payable	91.40	91.40
9507 Garnishment Payable	-	-
9508 Summer Holdback	21,296.59	23,683.32
9510 Credit Card Payable	22,462.10	16,736.76
9590 Due to Grantor Governments	(272,943.52)	-
9599 Inter-Resource Payable	11,549.25	293,716.47
9640 Current Loans	-	-
9669 Other General Long-Term Debt	-	-
<b>Total Liabilities</b>	<b>(40,560.11)</b>	<b>973,448.76</b>
9791 Beginning Fund Balance	1,236,436.94	1,591,066.97
<b>Total Fund Balance</b>	<b>1,236,436.94</b>	<b>1,591,066.97</b>
<b>Total Liabilities and Fund Balance</b>	<b>1,195,876.83</b>	<b>2,564,515.73</b>



**Sycamore Academy of Science and Cultural Arts**  
**Profit and Loss Statement**  
**Year-to-date Comparison**  
**October 2016**

Object Description	Prior Oct 2015	Actual Oct 2016	Actual YTD Jul - Oct 2016	Preliminary Budget 2016-2017	Actual YTD to Budget %	Description of mthly Income & Expenses
8011 LCFF State Aid - Current Year	165,705	211,885	659,198	2,649,860	24.88%	Higher due to ADA growth
8012 Education Protection Account State Aid - Current Year	-	-	149,703	679,247	22.04%	1st of 4 payments received
8096 Transfers to Charter Schools in Lieu of Property Taxes	40,371	57,034	185,360	765,749	24.21%	
<b>8000-8099 Revenue Limit Sources</b>	<b>206,076</b>	<b>268,919</b>	<b>994,261</b>	<b>4,094,856</b>	<b>24.28%</b>	
8181 Special Education Entitlements	-	-	-	66,144	0.00%	
8290 All Other Federal Revenue	-	-	7,590	62,500	12.14%	Title I Funds
<b>8100-8299 Federal Revenue</b>	<b>-</b>	<b>-</b>	<b>7,590</b>	<b>128,644</b>	<b>5.90%</b>	
8311 Other State Apportionments - Current Year	-	32,664	75,235	264,575	28.44%	2nd Year
8550 Mandated Cost Reimbursements	-	-	-	132,817	0.00%	
8560 State Lottery Revenue	-	-	-	85,722	0.00%	
8590 All Other State Revenue	-	2,202	2,202	-	#DIV/0!	
<b>8300-8599 Other State Revenue</b>	<b>-</b>	<b>34,866</b>	<b>77,437</b>	<b>483,114</b>	<b>16.03%</b>	
8640 Donations - Private	-	200	200	-	#DIV/0!	
8699 All Other Local Revenue	14,743	2,690	11,200	-	#DIV/0!	
<b>8600-8799 Other Local Revenue</b>	<b>14,743</b>	<b>2,890</b>	<b>11,400</b>	<b>-</b>	<b>#DIV/0!</b>	
<b>Total Revenue</b>	<b>220,819</b>	<b>306,675</b>	<b>1,090,688</b>	<b>4,706,614</b>	<b>23.17%</b>	
1100 Certificated Teachers' Salaries	96,031	109,310	323,472	1,380,242	23.44%	
1200 Certificated Pupil Support Salaries	780	6,974	16,145	47,139	34.25%	
1300 Certificated Supervisors' and Administrators' Salaries	16,909	20,591	56,046	237,908	23.56%	
<b>1000 Certificated Salaries</b>	<b>113,720</b>	<b>136,876</b>	<b>395,663</b>	<b>1,665,289</b>	<b>23.76%</b>	
2100 Classified Instructional Salaries	16,769	14,353	29,044	142,797	20.34%	
2200 Classified Support Salaries	3,878	22,085	51,381	49,054	104.74%	
2300 Classified Supervisors' and Administrators' Salaries	11,727	9,839	28,886	164,152	17.60%	
2400 Clerical, Technical, and Office Staff Salaries	5,304	6,817	19,824	56,511	35.08%	

	Prior Oct 2015	Actual Oct 2016	Actual YTD Jul - Oct 2016	Preliminary Budget 2016-2017	Actual YTD to Budget %	Description of mthly Income & Expenses
2900 Other Classified Salaries	2,384	1,033	3,496	26,203	13.34%	
<b>2000 Classified Salaries</b>	<b>40,062</b>	<b>54,129</b>	<b>132,631</b>	<b>438,717</b>	<b>30.23%</b>	
3101 State Teachers' Retirement System, certificated positions	11,767	16,582	47,869	209,493	22.85%	
3102 State Teachers' Retirement System, classified positions	-	519	1,517	3,249	46.68%	
3202 Public Employees' Retirement System, classified positions	1,336	3,139	6,851	15,119	45.31%	
3301 OASDI/Medicare/Alternative, certificated positions	2,179	1,959	5,655	24,147	23.42%	
3302 OASDI/Medicare/Alternative, classified positions	3,008	3,866	9,336	27,200	34.32%	
3401 Health & Welfare Benefits, certificated positions	13,306	12,658	27,869	192,397	14.49%	
3402 Health & Welfare Benefits, classified positions	4,107	5,429	16,742	57,815	28.96%	
3501 State Unemployment Insurance, certificated positions	-	-	-	20,483	0.00%	
3502 State Unemployment Insurance, classified positions	-	-	74	12,679	0.58%	
3601 Workers' Compensation Insurance, certificated positions	1,982	-	5,917	24,979	23.69%	
3602 Workers' Compensation Insurance, classified positions	698	-	4,114	6,581	62.51%	
3902 Other Benefits, classified positions	162	-	-	-	#DIV/0!	
<b>3000 Employee Benefits</b>	<b>38,544</b>	<b>44,153</b>	<b>125,943</b>	<b>594,142</b>	<b>21.20%</b>	
4000 Books and Supplies	233	28	1,309	-	#DIV/0!	
4100 Approved Textbooks and Core Curricula Materials	-	-	-	244	0.00%	
4200 Books and Other Reference Materials	598	260	1,130	736	153.49%	
4300 Materials and Supplies	3,179	2,349	17,145	100,298	17.09%	
4301 Office Supplies	3,007	27	26,764	-	#DIV/0!	
4302 Classroom Supplies	4,566	1,018	3,904	-	#DIV/0!	
4303 Janitorial Supplies	845	559	559	-	#DIV/0!	
4304 Educational Software	-	-	-	-	#DIV/0!	
4305 Instructional Materials and Supplies	-	979	17,444	-	#DIV/0!	
4306 PE Supplies	2,322	-	1,101	-	#DIV/0!	
4307 Non-Instructional Materials and Supplies	-	958	32,316	-	#DIV/0!	
4310 Uniforms	-	-	1,296	-	#DIV/0!	
4320 Test Administration	-	-	-	-	#DIV/0!	
4400 Noncapitalized Equipment	-	-	-	159,126	0.00%	
4410 Classroom Furniture and Equipment	431	2,368	2,368	-	#DIV/0!	
4420 Computers and Computer Equipment	11,779	162	162	-	#DIV/0!	
4430 All Other Noncapitalized Furniture and Equipment	7	-	-	-	#DIV/0!	
4700 Food	1,225	465	3,629	8,768	41.39%	
<b>4000 Books and Supplies</b>	<b>28,192</b>	<b>9,173</b>	<b>109,127</b>	<b>269,172</b>	<b>40.54%</b>	
5000 Services and Other Operating Expenditure	-	-	-	-	#DIV/0!	
5100 Subagreements for Services	-	-	-	51,868	0.00%	

	<b>Prior Oct 2015</b>	<b>Actual Oct 2016</b>	<b>Actual YTD Jul - Oct 2016</b>	<b>Preliminary Budget 2016-2017</b>	<b>Actual YTD to Budget %</b>	<b>Description of mthly Income &amp; Expenses</b>
5110 District Oversight Fee	10,080	3,433	13,732	-	#DIV/0!	
5200 Travel and Conferences	-	-	308	-	#DIV/0!	
5210 Travel	981	957	2,899	23,621	12.27%	
5212 Travel - Lodging	-	-	1,194	-	#DIV/0!	
5213 Travel - Meals & Entertainment	-	-	-	-	#DIV/0!	
5220 Conferences, Conventions and Meetings	1,344	505	-	3,005	0.00%	
5300 Dues and Memberships	1,564	1,593	4,470	77,056	5.80%	
5301 Dues and Memberships - Professionals	-	330	2,581	-	#DIV/0!	
5302 Subscriptions	-	-	450	-	#DIV/0!	
5310 Licenses and Fees	5,468	600	15,522	-	#DIV/0!	
5400 Insurance	-	-	5,303	32,884	16.13%	
5450 Other Insurance	1,220	2,565	8,285	-	#DIV/0!	
5500 Operations and Housekeeping Services	118	3,261	14,767	13,319	110.87%	
5510 Janitorial & Gardening Services	-	-	5,288	-	#DIV/0!	
5520 Security	-	613	613	-	#DIV/0!	
5530 Technology Services	-	-	-	-	#DIV/0!	
5600 Rentals, Leases, Repairs, and Noncapitalized Improvements	704	1,245	4,143	-	#DIV/0!	
5605 Equipment Lease	425	1	1	-	#DIV/0!	
5610 Rent, Parking, & Other Occupancy	33,675	54,467	217,869	424,485	51.33%	
5620 Utilities	5,104	8,594	30,043	43,319	69.35%	
5630 Real Estate Taxes	-	-	123	1,783	6.90%	
5640 Repairs & Maintenance - Buildings	-	850	1,225	23,043	5.32%	
5641 Repairs & Maintenance - Equipment	90	-	43	-	#DIV/0!	
5800 Professional/Consulting Services and Operating Expenditures	10,774	5,786	11,938	73,860	16.16%	
5810 Accounting	-	2,547	6,047	8,809	68.64%	
5812 Accreditation/Third Party Review	-	10,000	-	800	0.00%	
5813 Business Services	10,020	-	38,148	120,000	31.79%	
5815 Bank Charges	160	85	2,663	1,743	152.78%	
5816 Payroll Fees	607	1,335	3,635	9,652	37.66%	
5817 Education Consultants	-	-	-	-	#DIV/0!	
5820 Computer Services	-	-	-	9,191	0.00%	
5830 Legal	4,500	-	8,000	45,796	17.47%	
5833 Fines and Penalties	-	-	-	-	#DIV/0!	
5836 Fingerprinting	50	50	1,200	-	#DIV/0!	
5840 Professional Development	-	-	300	44	681.82%	
5843 Student Field Trips	-	-	5,698	-	#DIV/0!	
5852 Contract Labor	13,792	-	120	150,851	0.08%	
5870 Special Education Encroachment	-	159	1,014	-	#DIV/0!	
5900 Communications	-	233	233	17,706	1.32%	
5910 Outreach & Communications	-	-	100	-	#DIV/0!	

	<b>Prior Oct 2015</b>	<b>Actual Oct 2016</b>	<b>Actual YTD Jul - Oct 2016</b>	<b>Preliminary Budget 2016-2017</b>	<b>Actual YTD to Budget %</b>	<b>Description of mthly Income &amp; Expenses</b>
5911 Recruitment Advertising	500	-	-	-	#DIV/0!	
5912 Enrollment Outreach	-	-	-	-	#DIV/0!	
5914 External Communications	-	-	-	-	#DIV/0!	
5920 Postage, Shipping, and Delivery	31	-	-	-	#DIV/0!	
5930 Printing & Copying	104	-	-	-	#DIV/0!	
5940 Telephone & Telecommunications	407	893	4,528	-	#DIV/0!	
5950 Fundraising	-	-	-	-	#DIV/0!	
<b>5000 Other Services and Operations</b>	<b>101,718</b>	<b>100,102</b>	<b>412,481</b>	<b>1,132,835</b>	<b>36.41%</b>	
6170 Land Improvements	-	-	-	-	#DIV/0!	
6200 Buildings and Improvements of Buildings	-	-	-	-	#DIV/0!	
6400 Equipment	-	-	-	-	#DIV/0!	
6900 Depreciation Expense	226	1,914	7,656	-	#DIV/0!	
<b>6000 Capital Outlay</b>	<b>226</b>	<b>1,914</b>	<b>7,656</b>	<b>-</b>	<b>#DIV/0!</b>	
7438 Debt Service - Interest	-	-	-	-	#DIV/0!	
7500 District Oversight Fee	-	-	-	40,949	0.00%	
<b>7000 Other / Direct / Indirect</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>40,949</b>	<b>0.00%</b>	
<b>Total Expenditures</b>	<b>322,462</b>	<b>346,346</b>	<b>1,183,501</b>	<b>4,141,104</b>	<b>28.58%</b>	
<b>NET INCOME (LOSS)</b>	<b>(101,643)</b>	<b>(39,671)</b>	<b>(92,813)</b>	<b>565,510</b>	<b>-16.41%</b>	

# Ronald Reagan Charter School Alliance

## Governing Board of Sycamore Academy of Science and Cultural Arts

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### SEXUAL HARASSMENT POLICY 7090

Sexual harassment is a form of discrimination, in the United States, that violates Title VII of the Civil Rights Act of 1964.

#### Applicability

This policy applies to all students, faculty, and staff, as well as to others who participate in The Charter's programs and activities.

#### Summary

Sycamore Academy strives to provide a place of work and study free of sexual harassment, intimidation, or exploitation. Where sexual harassment is found to have occurred, the administration will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.

### 1. IN GENERAL

- a. **Applicability and Sanctions for Policy Violations**—This policy applies to all students, faculty, and staff of Sycamore Academy, as well as to others who participate in Sycamore programs and activities. Its application includes Sycamore programs and activities both on and off-campus. Individuals who violate this policy are subject to discipline up to and including discharge, expulsion, and/or other appropriate sanction or action.
- b. **Respect for Each Other**—Sycamore Academy strives to provide a place of work and study free of sexual harassment, intimidation or exploitation. It is expected that students, faculty, staff and other individuals covered by this policy will that one another with respect.
- c. **Prompt Attention**—Reports of sexual harassment are taken seriously and will be dealt with promptly. The specific action taken in any particular case depends on the nature and gravity of the conduct reported, and may include intervention, mediation, investigation, and the initiation of grievance and disciplinary processes as discussed more fully below. Where sexual harassment is found to have occurred, the administration will act to stop the harassment, prevent its recurrence, and discipline and/or take other appropriate action against those responsible.
- d. **Confidentiality**—Sycamore Academy recognizes that confidentiality is important. Those responsible to implement this policy will respect the confidentiality and privacy of individuals reporting or accused of sexual harassment to the extent reasonably possible. Examples of situations where confidentiality cannot be maintained include circumstances when the School is required by law to disclose information (such as in response to legal process) and when disclosure is required by the School's outweighing interest in protecting the rights of others.
- e. **Protection Against Retaliation**—Retaliation and/or reprisals against an individual who in good faith reports or provides information in an investigation about behavior that may violate this policy are against the law and will not be tolerated. Intentionally making a false report or providing false information, however, is grounds for discipline.
- f. **Relationship to Freedom of Expression**—Sycamore Academy is committed to the principles of free inquiry and free expression. Vigorous discussion and debate are fundamental to the School, and this policy is not intended to stifle teaching methods or freedom of expression generally, nor will it be permitted to do so. Sexual harassment, however, is neither legally protected expression nor the proper exercise of academic freedom; it compromises the integrity of the School, its policy of intellectual freedom and the trust placed in the members of its community.

## 2. WHAT IS SEXUAL HARASSMENT

Unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct of a sexual nature constitute sexual harassment when:

- a. It is implicitly or explicitly suggested that submission to, or rejection of the conduct will be a factor in academic or employment decisions or evaluations, or permission to participate in a School activity; or
- b. The conduct has the purpose or effect of unreasonably interfering with an individual's academic or work performance or creating an intimidating or hostile academic, work, or student environment. Determining what constitutes sexual harassment depends upon the specific facts and the context in which the conduct occurs. Sexual harassment may take many forms—subtle and indirect, or blatant and overt. For example:
  - It may be conduct toward an individual of the opposite sex or the same sex.
  - It may occur between peers or between individuals in a hierarchical relationship. It may be aimed at coercing an individual to participate in an unwanted sexual relationship or it may have the effect causing an individual to change behavior or work performance.
  - It may consist of repeated actions or may even arise from a single incident if sufficiently egregious.

## 3. WHAT TO DO ABOUT SEXUAL HARASSMENT

The following are the primary methods for dealing with sexual harassment at Sycamore Academy. They are not required to be followed in any specific order. However, early informal methods are often effective in correcting questionable behavior.

a. **Consultation**—Consultation about sexual harassment is available from the Director/Principal. Consultation is available for anyone who wants to discuss issues related to sexual harassment, whether or not "harassment" actually has occurred, and whether the person seeking information is a complainant, a person who believes his or her own actions may be the subject of criticism (even if unwarranted), or a third party.

Often there is a desire that a consultation be confidential or "off the record." This can usually be achieved when individuals discuss concerns about sexual harassment without identifying the other persons involved, and sometimes even without identifying themselves. Confidential consultations about sexual harassment also may be available from persons who, by law, have special professional status such as counselors, chaplains, or therapists.

b. **Direct Communication**—An individual may act on concerns about sexual harassment directly, by addressing the other party in person or writing a letter describing the unwelcome behavior and its effect and stating that the behavior must stop. The Director/Principal can help the individual plan what to say or write, and likewise can counsel persons who receive such communications. Reprisals against an individual who in good faith initiates such a communication violate this policy.

c. **Third Party Intervention**—Depending on the circumstances, third party intervention in the workplace may be attempted. Third party interveners may be the Director/Principal, Director/Principal designee, or Vice Principal. When third party intervention is used, typically the third party (or third parties) will meet privately with each of the persons involved, try to clarify their perceptions and attempt to develop a mutually acceptable understanding that can insure that the parties are comfortable with their future interactions. Other processes, such as a mediated discussion among the parties or with a supervisor, may also be explored in appropriate cases.

Possible outcomes of third party intervention include explicit agreements about future conduct, changes in workplace assignments, substitution of one class for another, or other relief, where appropriate.

d. **Formal Grievance, Appeal, and Disciplinary Processes**—Grievance, appeal, or disciplinary processes may be pursued as applicable. The complainant must contact the Director/Principal to file a formal grievance, appeal or other disciplinary process.

(1) **Grievances and Appeals**—The applicable procedure depends on the circumstances and the status of the person bringing the charge and the person against whom the charge is brought. Generally, the process consists of the individual's submission of a written statement, a process of fact-finding or investigation by the Director/Principal, followed by a decision and, in some cases, the possibility of one or more appeals, usually to the Board of Director of Ronald Reagan Charter School Alliance. The relevant

procedure (see below) should be read carefully, since the procedures vary considerably. In most cases, grievances and appeals must be brought within a specified time after the action complained of. While informal resolution efforts will not automatically extend the time limits for filing a grievance or appeal, in appropriate circumstances the complainant and the other relevant parties may mutually agree in writing to extend the time for filing a grievance or appeal.

**(2) Disciplinary Procedures**—In appropriate cases, disciplinary procedures may be initiated. The applicable disciplinary procedure depends on the status of the individual whose conduct is in question.

#### 4. PROCEDURAL MATTERS

a. **Investigations**—If significant facts are contested, an investigation may be undertaken. The investigation will be conducted in a way that respects, to the extent possible, the privacy of all of the persons involved. In appropriate cases, professional investigators may be asked to assist in the investigation. The results of the investigation may be used in the third party intervention process or in a grievance or disciplinary action.

b. **Recordkeeping**—The Director/Principal will track reports of sexual harassment for statistical purposes and report at least annually to the Board of Directors of Ronald Reagan Charter School concerning their number, nature, and disposition.

The Director/Principal may keep confidential records of reports of sexual harassment and the actions taken in response to those reports, and use them for purposes such as to identify individuals or departments likely to benefit from training so that training priorities can be established. No identifying information will be retained in cases where the individual accused was not informed that there was a complaint.

c. **Indemnification and Costs**—The question sometimes arises as to whether the School will defend and indemnify a Sycamore employee accused of sexual harassment. California law provides, in part, “an employer shall indemnify [its] employee for all that the employee necessarily expends or loses in direct consequence of the discharge of his [or her] duties as such...” The issue of indemnification depends on the facts and circumstances of each situation. Individuals who violate this policy, however, should be aware that they and/or their schools, institutes, or other units may be required to pay or contribute to any judgements, costs, and expenses incurred as a result of behavior that is wrongful and/or contrary to the discharge of the employee’s duties. In general, see Administrative.

#### 5. RESOURCES FOR DEALING WITH SEXUAL HARASSMENT

a. **Advice**—Persons who have concerns about sexual harassment should contact the Director/Principal. Reports should be made as soon as possible; the earlier the report, the easier it is to investigate and take appropriate remedial action. When reports are long delayed, the School will try to act to the extent it is reasonable to do so, but it may be impossible to achieve a satisfactory result after much time has passed.

Likewise, anyone who receives a report or a grievance involving sexual harassment should promptly consult with the Director/Principal. There are a number of individuals specially trained and charged with specific responsibilities in the area of sexual harassment.

The Director/Principal is responsible for the implementation of this policy. Administration also:

- a) Provides advice and consultation to individuals when requested.
- b) Receives complaints and coordinates their handling; encourages and assists prevention education for students, faculty, and staff.
- c) Keeps records showing the disposition of complaints.
- d) Coordinates matters arising under this policy.

b. **External Reporting**—Sexual Harassment is prohibited by state and federal law. In addition to the internal resources described above, individuals may pursue complaints directly with the government agencies that deal with unlawful harassment and discrimination claims, e.g., the U.S. Equal Employment Opportunity Commission (EEOC), the Office for

Civil Rights (OCR) of the U.S. Department of Education, and the State of California Department of Fair Employment and Housing (DFEH). These agencies are listed in the Government section of the telephone book. A violation of this policy may exist even where the conduct in question does not violate the law.



Ronald Reagan Charter School Alliance



SYCAMORE ACADEMY  
of Science and Cultural Arts

# SAFE SCHOOL PLAN

# EMERGENCY PLANNING GUIDELINES

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# 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

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

The manual is divided into three sections:

- A. PREPAREDNESS
- B. RESPONSE
- C. RECOVERY

Each section contains information, checklists and forms that outline the basic components of these three critical areas. 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](http://www.SycamoreAcademyCharter.org)

# REQUIREMENTS

## Parents:

- Provide proof of 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.

## 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
- Establish 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

## Visitors:

- Will sign in and out with the Office.
- Will wear identification badges.
- 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

# HEALTH & SAFETY

## HEAD INJURY PROCEDURES

All head injuries need to come to the health office regardless of the injury. The procedure is the same whether the injury occurred by a fall, getting hit by a ball or other object.

### **Once the person is in a safe location, some things to look for:**

Drowsiness, blank stare, "falling asleep", vomiting, bumps or swelling.

Ask – Are they dizzy or do they feel like they are going to throw up. Do they know their name? Do they know where they are? What is their pain on a scale of 1 – 10, 10 being the worst?

### **Information needed in a head injury if they have lost consciousness or if the injury is severe -**

1. Name of person injured
2. Time of injury
3. Any witnesses (please accompany the injured person).

After the person injured is taken care of all information will be logged in PowerSchool and the parent/guardian will be notified by phone of the injury.

## HEALTH OFFICE PROCEDURES

All students coming to the Health Office need to have a "health pass", this notifies the Health Clerk that an adult on campus is aware of the location of the student.

On a visit to the Health Office the injured person will be assessed and treated accordingly. All visits will be logged in PowerSchool, the Health Log Binder and the Health Pass will be filled out with the actions that were taken for the student to give the parent/guardian.

## MEDICATIONS

All medications are kept in the Health Office. Students are not allowed to carry medication on their person without an authorization from their doctors. All medication held in the Health Office must be accompanied by an authorization form this includes over the counter medication, herbal remedies to including oils. In addition to medication an authorization is needed if blood pressure checks are needed.

# 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:

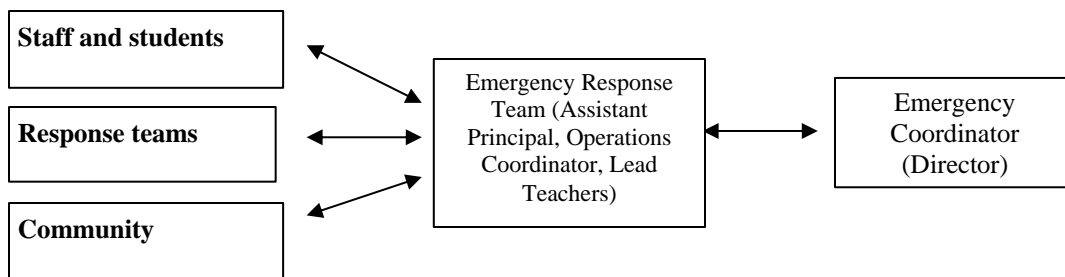
- Center for Disease Control (CDC) 800-232-4636
- Riverside County Fire Station #61 (951)-678-1661
- Riverside County Sheriff (951) 245-3300
- Inland Valley Regional Medical Center (951) 677-1111
- Poison Control (800) 222-1222
- H1N1 Swine Flu Hotline (888) 865-0564
- The Gas Company (800) 427-2200 or online at [www.socalgas.com](http://www.socalgas.com)
- Southern California Edison (800) 611-1911 or online at [www.sce.com](http://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

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
<b>Emergency Coordinator</b>			

**Team Members**

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

form last revised on: 11/7/16

**DEPARTMENT EMERGENCY SUPPLY LOCATIONS**

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**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

<b>Emergency Contact Personnel</b>	
Director/Coordinator - Barbara Hale	951-609-6011
Assistant Principal – Jeff Morabito	951-285-6584
Operations Coordinator - Laura Girard	909-821-7786
<p>SYCAMORE ACADEMY OF SCIENCE AND CULTURAL ARTS 23151 Palomar Street Wildomar, CA. 92595 Phone: 951-678-5217 Fax: 951-678-5932</p>	

<b>REPORT AN EMERGENCY</b>	
Police, Fire, Ambulance	<b>911</b>
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
<b>HOTLINES</b>	
Poison Control	(800) 222-1222
H1N1 Swine Flu Hotline	(888) 865-0564

<b>Staff List</b>	
Director /Coordinator– Barbara Hale	951-609-6011
Assistant Principal – Jeff Morabito	951-285-6584
Operations Coordinator - Laura Girard	909-821-7786
T4 Lead Teacher – Mary Bedley	951-698-9997
T3 Lead Teacher - Julie Miranda	818-399-0947
T2 Lead Teacher - Stephanie Lucas	951-314-8124
T1 Lead Teacher – Wendy Lizardi	951-473-5443

# EVACUATION PLANNING FOR PERSONS WITH FUNCTIONAL NEEDS

form last revised on: 11/7/16

**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**



## **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

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### 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 \_\_\_\_

<b>CDS Number:</b>	<b>33-75176-0120204</b>	<b>Charter Name:</b>	<b>Sycamore Academy of Science &amp; Cultural Arts</b>
<b>Contact Name:</b>	<b>Barbara Hale</b>	<b>Authorizer:</b>	<b>Lake Elsinore Unified</b>

<b>INTERIM REPORT ASSUMPTIONS</b>	<b>2016-17</b>	<b>2017-18</b>	<b>2018-19</b>
<b>Projected Enrollment</b>			
Grades K-3	253	283	283
Grades 4-6	192	211	211
Grades 7-8	91	113	128
Grades 9-12			
Total Enrollment	536	607	622
Percent Change Over Prior Year	--	13.25%	2.47%
<b>Projected P-2 ADA</b>			
Grades K-3	240	269	269
Grades 4-6	182	200	200
Grades 7-8	86	107	122
Grades 9-12			
Total ADA	509	577	591
Percent Change Over Prior Year	--	13.25%	2.47%
<b>ADA to Enrollment Ratio</b>	<b>0.95</b>	<b>0.95</b>	<b>0.95</b>
<b>Staffing</b>			
Number of Teachers (FTE)	24.00	27.00	28.00
Average Teacher Cost (Salary and Benefits)	\$61,705.00	\$64,791.00	\$68,031.00
Step and Column Increase	\$0.00	\$0.00	\$0.00
Health and Welfare Cost per Employee	\$10,000.00	\$10,000.00	\$10,000.00
Retirement Cost per Employee	12.58%	14.43%	16.28%
<b>Classroom Staffing Ratio</b>			
Students per FTE	22.33	22.48	22.21
<b>Facilities</b>			
Rent/Lease	\$653,606.00	\$655,606.00	\$657,606.00
Electricity	\$7,200.00	\$7,500.00	\$7,700.00
Heating & Gas	\$61.80	\$63.35	\$66.52
Other	\$12,500.00	\$13,000.00	\$13,500.00
<b>Administrative Service Agreements</b>			
Oversight Fees to Authorizer (1 or 3 percent)	1%	1%	1%
Administrative Services Contract	\$39,469.93	\$46,402.05	\$48,320.57
Other			
<b>Other Major Expenditure Assumptions</b>	The School incurs its own expenditure of Special Education.		
<b>Other Major Revenue Assumptons</b>	The school will receive one-time funding from the State in 16-17 year. The school expects to receive SB740 facility funding starting 16-17.		

**Sycamore Academy of Science and Cultural Arts**  
**1st Interim Budget 2016-17**

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)**

Description	Object Code	2016-17 Preliminary Budget			Actuals through 10/31			2016-17 1st Interim Report			Notes
		Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	
<b>A. REVENUES</b>											
<b>1. LCFF Sources</b>											
State Aid - Current Year	8011	2,649,860.00	-	2,649,860.00	659,198.00	-	659,198.00	2,526,616.36	-	2,526,616.36	
Education Protection Account (EPA) - Current Year	8012	679,247.00	-	679,247.00	149,703.00	-	149,703.00	653,638.25	-	653,638.25	
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	
Transfers to Charter Schools in Lieu of Property Taxes	8096	765,749.00	-	765,749.00	185,360.00	-	185,360.00	766,738.23	-	766,738.23	
Other LCFF Transfers	8091, 8097	-	-	-	-	-	-	-	-	-	
Total, LCFF Sources		4,094,856.00	-	4,094,856.00	994,261.00	-	994,261.00	3,946,992.84	-	3,946,992.84	Based on 509.20 ADA
<b>2. Federal Revenues</b>											
No Child Left Behind	8290	-	-	-	-	-	-	-	-	-	
Special Education - Federal	8181, 8182	-	66,144.00	66,144.00	-	-	-	-	59,182.50	59,182.50	EI Dorado SELPA Rates
Child Nutrition - Federal	8220	-	-	-	-	-	-	-	-	-	
Other Federal Revenues		-	-	-	-	-	-	-	-	-	
Title I		-	61,000.00	61,000.00	-	7,590.00	7,590.00	-	49,387.00	49,387.00	
Title II		-	1,500.00	1,500.00	-	-	-	-	1,051.00	1,051.00	
Title III	8110, 8260-8299	-	-	-	-	-	-	-	-	-	
Title IV		-	-	-	-	-	-	-	-	-	
Title V		-	-	-	-	-	-	-	-	-	
PCSGP		-	-	-	-	-	-	-	-	-	
Total, Federal Revenues		-	128,644.00	128,644.00	-	7,590.00	7,590.00	-	109,620.50	109,620.50	
<b>3. Other State Revenues</b>											
Special Education - State	8311	-	264,575.00	264,575.00	-	75,235.00	75,235.00	-	256,127.60	256,127.60	EI Dorado SELPA Rates
Child Nutrition - State	8520	-	-	-	-	-	-	-	-	-	
School Facilities Apportionments	8545	-	-	-	-	-	-	382,615.00	-	382,615.00	SB740
Mandated Cost Reimbursement	8550	132,816.65	-	132,816.65	-	-	-	108,048.31	-	108,048.31	one-time discretionary at \$214/ADA + MBG
State Lottery Revenue	8560	61,404.30	24,318.00	85,722.30	-	-	-	66,284.40	19,411.86	85,696.26	
ASES	8590	-	-	-	-	-	-	-	-	-	
All Other State Revenues	8590	-	-	-	2,202.00	-	2,202.00	2,202.00	-	2,202.00	
Total, Other State Revenues		194,220.95	288,893.00	483,113.95	2,202.00	75,235.00	77,437.00	559,149.71	275,539.46	834,689.17	
<b>4. Other Local Revenues</b>											
Food Service Sales	8634	-	-	-	-	-	-	-	-	-	
All Other Sales	8639	-	-	-	-	-	-	-	-	-	
Interest	8660	-	-	-	-	-	-	-	-	-	
Donations	8682	-	-	-	200.00	-	200.00	200.00	-	200.00	
All Other Fees and Contracts	8689	-	-	-	-	-	-	-	-	-	
All Other Local Revenues	8699	-	-	-	11,200.00	-	11,200.00	33,600.00	-	33,600.00	
In Lieu of Prop 39	8701	-	-	-	-	-	-	-	-	-	
Total, Local Revenues		-	-	-	11,400.00	-	11,400.00	33,800.00	-	33,800.00	
<b>5. TOTAL REVENUES</b>		<b>4,289,076.95</b>	<b>417,537.00</b>	<b>4,706,613.95</b>	<b>1,007,863.00</b>	<b>82,825.00</b>	<b>1,090,688.00</b>	<b>4,539,942.54</b>	<b>385,159.96</b>	<b>4,925,102.50</b>	
<b>B. EXPENDITURES</b>											
<b>1. Certificated Salaries</b>											
Certificated Teachers' Salaries	1100	1,235,996.42	144,246.00	1,380,242.42	294,352.00	29,120.00	323,472.00	1,253,008.00	127,234.00	1,380,242.00	
Certificated Stipends	1101	-	-	-	-	-	-	-	-	-	
Certificated Pupil Support Salaries	1200	47,139.19	-	47,139.19	12,255.00	3,890.00	16,145.00	69,745.00	-	69,745.00	
Certificated Supervisors' and Administrators' Salaries	1300	204,759.58	33,148.00	237,907.58	56,045.00	-	56,045.00	212,599.00	25,309.00	237,908.00	
Certificated Bonuses	1400	-	-	-	-	-	-	-	-	-	
Other Certificated Salaries	1900	-	-	-	-	-	-	-	-	-	
Total, Certificated Salaries		1,487,895.19	177,394.00	1,665,289.19	362,652.00	33,010.00	395,662.00	1,535,352.00	152,543.00	1,687,895.00	

**Sycamore Academy of Science and Cultural Arts**  
**1st Interim Budget 2016-17**

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		Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	
<b>2. Non-certificated Salaries</b>											
Non-certificated Instructional Aides' Salaries	2100	95,479.49	47,318.00	142,797.49	20,128.00	8,916.00	29,044.00	100,668.00	43,200.00	143,868.00	
Non-certificated Support Salaries	2200	3,038.94	46,015.00	49,053.94	40,179.00	11,201.00	51,380.00	186,045.00	42,015.00	228,060.00	
Non-certificated Supervisors' and Administrators' Sal.	2300	164,151.67	-	164,151.67	28,886.00	-	28,886.00	107,598.00	-	107,598.00	
Clerical and Office Salaries	2400	26,576.62	29,934.00	56,510.62	19,824.00	-	19,824.00	46,426.00	27,934.00	74,360.00	
Non-certificated Bonuses	2600	-	-	-	-	-	-	-	-	-	
Other Non-certificated Salaries	2900	26,202.95	-	26,202.95	3,495.00	-	3,495.00	11,759.00	-	11,759.00	
Other Non-certificated Substitute	2935	-	-	-	-	-	-	-	-	-	
Total, Non-certificated Salaries		315,449.67	123,267.00	438,716.67	112,512.00	20,117.00	132,629.00	452,496.00	113,149.00	565,645.00	
<b>3. Employee Benefits</b>											
State Teachers' Retirement System, certificated positions	3101	194,966.38	14,527.00	209,493.38	43,749.34	4,120.00	47,869.34	189,379.42	14,850.12	204,229.54	Rate @ 12.58% for eligible employees
State Teachers' Retirement System, classified positions	3102	-	3,248.69	3,248.69	1,019.00	498.00	1,517.00	2,428.31	3,248.69	5,677.00	Rate @ 12.58% for eligible employees
Public Employees' Retirement System, certificated positions	3201	-	-	-	-	-	-	-	-	-	
Public Employees' Retirement System, classified positions	3202	13,602.49	1,516.93	15,119.42	6,521.00	330.00	6,851.00	30,773.98	1,677.02	32,451.00	Rate @ 13.888% for eligible employees
OASDI/Medicare/Alternative, certificated positions	3301	22,885.57	1,261.12	24,146.69	5,425.00	229.00	5,654.00	19,155.78	1,498.22	20,654.00	
OASDI/Medicare/Alternative, classified positions	3302	19,799.40	7,401.03	27,200.43	8,858.00	478.00	9,336.00	31,728.39	7,607.61	39,336.00	
Health & Welfare Benefits, certificated positions	3401	165,896.67	26,500.26	192,396.93	26,779.00	1,090.00	27,869.00	164,514.88	27,882.12	192,397.00	Increase to benefits that school will cover
Health & Welfare Benefits, classified positions	3402	56,213.27	1,601.54	57,814.81	15,931.00	811.00	16,742.00	56,130.51	1,683.49	57,814.00	Increase to benefits that school will cover
State Unemployment Insurance, certificated positions	3501	20,483.06	-	20,483.06	-	-	-	24,234.05	-	24,234.05	
State Unemployment Insurance, classified positions	3502	12,678.91	-	12,678.91	73.00	-	73.00	13,059.28	-	13,059.28	
State Employment Training Tax, certificated positions	3511	-	-	-	-	-	-	-	-	-	
State Employment Training Tax, classified positions	3512	-	-	-	-	-	-	-	-	-	
Workers' Compensation Insurance, certificated positions	3601	24,623.72	355.62	24,979.34	5,577.00	339.00	5,916.00	30,268.99	391.01	30,660.00	
Workers' Compensation Insurance, classified positions	3602	6,116.94	463.81	6,580.75	3,816.00	298.00	4,114.00	9,308.32	509.68	9,818.00	
OPEB, Allocated, certificated positions	3701	-	-	-	-	-	-	-	-	-	
OPEB, Allocated, classified positions	3702	-	-	-	-	-	-	-	-	-	
OPEB, Active Employees, certificated positions	3751	-	-	-	-	-	-	-	-	-	
OPEB, Active Employees, classified positions	3752	-	-	-	-	-	-	-	-	-	
PERS Reduction, certificated positions	3801	-	-	-	-	-	-	-	-	-	
PERS Reduction, classified positions	3802	-	-	-	-	-	-	-	-	-	
Other Benefits, certificated positions	3901	-	-	-	-	-	-	-	-	-	
Other Benefits, classified positions	3902	-	-	-	-	-	-	-	-	-	
Employee benefits - not pension	3998	-	-	-	-	-	-	-	-	-	
Employer Paid Taxes	3999	-	-	-	-	-	-	-	-	-	
Total, Employee Benefits		537,266.41	56,876.00	594,142.41	117,748.34	8,193.00	125,941.34	570,981.91	59,347.96	630,329.87	
<b>4. Books and Supplies</b>											
Approved Textbooks and Core Curricula Materials	4100	244.19	-	244.19	1,309.00	-	1,309.00	1,309.00	-	1,309.00	
Books and Other Reference Materials	4200	736.02	-	736.02	1,130.00	-	1,130.00	3,130.00	-	3,130.00	
Materials and Supplies	4300	100,298.09	-	100,298.09	100,529.00	-	100,529.00	120,529.00	-	120,529.00	
Noncapitalized Equipment	4400	159,125.57	-	159,125.57	2,530.00	-	2,530.00	159,130.00	-	159,130.00	Includes Chromebooks needed for better ratio
Food	4700	8,767.99	-	8,767.99	3,628.00	-	3,628.00	9,206.39	-	9,206.39	
Total, Books and Supplies		269,171.86	-	269,171.86	109,126.00	-	109,126.00	293,304.39	-	293,304.39	
<b>5. Services and Other Operating Expenditures</b>											
Subagreements for Services	5100	51,868.09	-	51,868.09	13,732.00	-	13,732.00	53,424.13	-	53,424.13	
Travel	5210	23,620.91	-	23,620.91	4,401.00	-	4,401.00	24,801.95	-	24,801.95	
Conference, Convention, Meeting	5220	3,005.18	-	3,005.18	4,470.00	-	4,470.00	8,470.00	-	8,470.00	
Field Trip	5240	-	-	-	-	-	-	-	-	-	
Dues and Memberships	5300	77,056.32	-	77,056.32	23,856.00	-	23,856.00	77,056.00	-	77,056.00	



**Sycamore Academy of Science and Cultural Arts**  
**1st Interim Budget 2016-17**

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		Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	
Insurance	5400	32,884.06	-	32,884.06	23,051.00	-	23,051.00	43,051.00	-	43,051.00	
Operations and Housekeeping Services	5500	13,318.75	-	13,318.75	5,902.00	-	5,902.00	17,902.00	-	17,902.00	
Rent	5610	424,484.60	-	424,484.60	222,012.00	-	222,012.00	666,036.00	-	666,036.00	
Utilities	5620	43,318.84	-	43,318.84	30,044.00	-	30,044.00	98,844.00	-	98,844.00	
Real Estate Taxes	5630	1,782.86	-	1,782.86	498.00	-	498.00	1,782.00	-	1,782.00	
Repairs	5640	23,042.52	-	23,042.52	893.00	-	893.00	23,503.37	-	23,503.37	
Leasehold Improvement	5650	-	-	-	-	-	-	-	-	-	
Other Services & Operating Expenses	5800	13,860.21	60,000.00	73,860.21	11,938.00	-	11,938.00	17,553.22	60,000.00	77,553.22	
Accounting	5810	8,808.82	-	8,808.82	6,047.00	-	6,047.00	9,073.08	-	9,073.08	
Accreditation/Third Party Review	5812	800.00	-	800.00	-	-	-	800.00	-	800.00	
Business Services	5813	120,000.00	-	120,000.00	38,148.00	-	38,148.00	120,000.00	-	120,000.00	
Bank Charges	5815	1,742.94	-	1,742.94	2,663.00	-	2,663.00	3,343.00	-	3,343.00	
Payroll Fees	5816	9,651.93	-	9,651.93	3,635.00	-	3,635.00	14,435.00	-	14,435.00	
Education Consultants	5817	-	-	-	-	-	-	-	-	-	
Computer Services	5820	9,191.25	-	9,191.25	-	-	-	9,466.98	-	9,466.98	
Legal	5830	45,796.35	-	45,796.35	8,000.00	-	8,000.00	47,170.25	-	47,170.25	
Professional Development	5840	44.29	-	44.29	1,200.00	-	1,200.00	45,998.00	-	45,998.00	
Substitute Teachers (Third Party Vendors)	5851	-	-	-	5,998.00	-	5,998.00	10,000.00	-	10,000.00	
Contract Labor	5852	150,851.24	-	150,851.24	-	-	-	120.00	-	120.00	
Special Education Contractors	5869	-	-	-	-	120.00	120.00	-	120.00	120.00	
Special Education Encroachment	5872	-	-	-	-	-	-	1,015.00	-	1,015.00	
Communications	5900	17,705.98	-	17,705.98	1,015.00	-	1,015.00	18,237.30	-	18,237.30	
Fundraising	5950	-	-	-	4,861.00	-	4,861.00	10,000.00	-	10,000.00	
<b>Total, Services and Other Operating Expenditures</b>		<b>1,072,835.14</b>	<b>60,000.00</b>	<b>1,132,835.14</b>	<b>412,364.00</b>	<b>120.00</b>	<b>412,484.00</b>	<b>1,322,082.29</b>	<b>60,120.00</b>	<b>1,382,202.29</b>	
<b>6. Capital Outlay</b>											
<i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>											
Land and Land Improvements	6100-6170	-	-	-	-	-	-	-	-	-	
Buildings and Improvements of Buildings	6200	-	-	-	-	-	-	-	-	-	
Books and Media for New School Libraries or Major Expansion of School Libraries	6300	-	-	-	-	-	-	-	-	-	
Equipment	6400	-	-	-	-	-	-	-	-	-	
Equipment Replacement	6500	-	-	-	-	-	-	-	-	-	
Depreciation Expense (for full accrual only)	6900	-	-	-	7,656.00	-	7,656.00	22,968.00	-	22,968.00	
<b>Total, Capital Outlay</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>7,656.00</b>	<b>-</b>	<b>7,656.00</b>	<b>22,968.00</b>	<b>-</b>	<b>22,968.00</b>	
<b>7. Other Outgo</b>											
Tuition to Other Schools	7110-7143	-	-	-	-	-	-	-	-	-	
Transfers of Pass-through Revenues to Other LEAs (Dist)	7211-7213	-	-	-	-	-	-	-	-	-	
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-	-	-	-	-	-	-	
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-	-	-	-	-	-	-	
All Other Transfers	7281-7299	-	-	-	-	-	-	-	-	-	
Debt Service:											
Interest	7438	-	-	-	-	-	-	-	-	-	
Principal	7439	-	-	-	-	-	-	-	-	-	
Other Fee	7500	40,948.56	-	40,948.56	-	-	-	39,469.93	-	39,469.93	1% District Oversight Fees
<b>Total, Other Outgo</b>		<b>40,948.56</b>	<b>-</b>	<b>40,948.56</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>39,469.93</b>	<b>-</b>	<b>39,469.93</b>	
<b>8. TOTAL EXPENDITURES</b>		<b>3,723,566.83</b>	<b>417,537.00</b>	<b>4,141,103.83</b>	<b>1,122,058.34</b>	<b>61,440.00</b>	<b>1,183,498.34</b>	<b>4,236,654.52</b>	<b>385,159.96</b>	<b>4,621,814.48</b>	
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		<b>565,510.12</b>	<b>-</b>	<b>565,510.12</b>	<b>(114,195.34)</b>	<b>21,385.00</b>	<b>(92,810.34)</b>	<b>303,288.03</b>	<b>-</b>	<b>303,288.03</b>	

**Sycamore Academy of Science and Cultural Arts**  
**1st Interim Budget 2016-17**

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)**

Description	Object Code	2016-17 Preliminary Budget			Actuals through 10/31			2016-17 1st Interim Report			Notes
		Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	Unrestricted	Restricted	TOTAL	
<b>D. OTHER FINANCING SOURCES / USES</b>											
1. Other Sources	8930-8979	-	-	-	-	-	-	-	-	-	
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		-	-	-	-	-	-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		565,510.12	-	565,510.12	(114,195.34)	21,385.00	(92,810.34)	303,288.03	-	303,288.03	
<b>F. FUND BALANCE, RESERVES</b>											
1. Beginning Fund Balance											
a. As of July 1	9791	1,495,702.98	-	1,495,702.98	1,683,880.00	-	1,683,880.00	1,683,880.00	-	1,683,880.00	
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	-	-	-	-	-	
c. Adjusted Beginning Balance		1,495,702.98	-	1,495,702.98	1,683,880.00	-	1,683,880.00	1,683,880.00	-	1,683,880.00	
2. Ending Fund Balance, June 30 (E + F.1.c.)		2,061,213.10	-	2,061,213.10	1,569,684.66	21,385.00	1,591,069.66	1,987,168.03	-	1,987,168.03	
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	207,055.19		207,055.19	59,174.92		59,174.92	231,090.72		231,090.72	
Undesignated/Unappropriated Amount	9790	1,854,157.91		1,854,157.91	1,510,509.74	21,385.00	1,531,894.74	1,756,077.30		1,756,077.30	

## Sycamore Academy of Science and Cultural Arts Multi Year Projection

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)**

Description	Object Code	16-17 Budget	17-18 Budget	18-19 Budget
<b>A. REVENUES</b>				
<b>1. LCFF Sources</b>				
State Aid - Current Year	8011	2,526,616.36	3,090,899.53	3,606,584.74
Education Protection Account (EPA) - Current Year	8012	653,638.25	681,003.00	334,282.00
State Aid - Prior Years	8019	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	766,738.23	868,302.44	891,190.14
Other LCFF Transfers	8091, 8097	-	-	-
Total, LCFF Sources		3,946,992.84	4,640,204.97	4,832,056.88
<b>2. Federal Revenues</b>				
No Child Left Behind	8290	-	-	-
Special Education - Federal	8181, 8182	59,182.50	63,650.00	72,081.25
Child Nutrition - Federal	8220	-	-	-
Other Federal Revenues		-	-	-
Title I		49,387.00	65,177.60	73,811.20
Title II		1,051.00	1,200.00	1,500.00
Title III	8110, 8260-8299	-	-	-
Title IV		-	-	-
Title V		-	-	-
PCSGP		-	-	-
Total, Federal Revenues		109,620.50	130,027.60	147,392.45
<b>3. Other State Revenues</b>				
Special Education - State	8311	256,127.60	290,054.95	297,700.55
Child Nutrition - State	8520	-	-	-
School Facilities Appointments	8545	382,615.00	382,615.00	382,615.00
Mandated Cost Reimbursement	8550	108,048.31	7,235.73	8,194.20
State Lottery Revenue	8560	85,696.26	92,165.20	104,373.65

ASES	8590	-	-	-
All Other State Revenues	8590	2,202.00	-	-
Total, Other State Revenues		834,689.17	772,070.88	792,883.40
<b>4. Other Local Revenues</b>				
Food Service Sales	8634	-	-	-
All Other Sales	8639	-	-	-
Interest	8660	-	-	-
Donations	8682	200.00	500.00	500.00
All Other Fees and Contracts	8689	-	-	-
All Other Local Revenues	8699	33,600.00	35,000.00	35,000.00
In Lieu of Prop 39	8701	-	-	-
Total, Local Revenues		33,800.00	35,500.00	35,500.00
<b>5. TOTAL REVENUES</b>		4,925,102.50	5,577,803.45	5,807,832.73
<b>B. EXPENDITURES</b>				
<b>1. Certificated Salaries</b>				
Certificated Teachers' Salaries	1100	1,380,242.00	1,576,649.26	1,678,948.74
Certificated Stipends	1101	-	-	-
Certificated Pupil Support Salaries	1200	69,745.00	71,837.35	73,992.47
Certificated Supervisors' and Administrators' Salaries	1300	237,908.00	245,045.24	252,396.60
Certificated Bonuses	1400	-	-	-
Other Certificated Salaries	1900	-	-	-
Total, Certificated Salaries		1,687,895.00	1,893,531.85	2,005,337.81
<b>2. Non-certificated Salaries</b>				
Non-certificated Instructional Aides' Salaries	2100	143,868.00	168,184.04	193,229.56
Non-certificated Support Salaries	2200	228,060.00	234,901.80	241,948.85
Non-certificated Supervisors' and Administrators' Sal.	2300	107,598.00	110,825.94	114,150.72
Clerical and Office Salaries	2400	74,360.00	76,590.80	78,888.52
Non-certificated Bonuses	2600	-	-	-
Other Non-certificated Salaries	2900	11,759.00	32,111.77	53,075.12
Other Non-certificated Substitute	2935	-	-	-
Total, Non-certificated Salaries		565,645.00	622,614.35	681,292.78

**3. Employee Benefits**

State Teachers' Retirement System, certificated positions  
 State Teachers' Retirement System, classified positions  
 Public Employees' Retirement System, certificated positions  
 Public Employees' Retirement System, classified positions  
 OASDI/Medicare/Alternative, certificated positions  
 OASDI/Medicare/Alternative, classified positions  
 Health & Welfare Benefits, certificated positions  
 Health & Welfare Benefits, classified positions  
 State Unemployment Insurance, certificated positions  
 State Unemployment Insurance, classified positions  
 State Employment Training Tax, certificated positions  
 State Employment Training Tax, classified positions  
 Workers' Compensation Insurance, certificated positions  
 Workers' Compensation Insurance, classified positions  
 OPEB, Allocated, certificated positions  
 OPEB, Allocated, classified positions  
 OPEB, Active Employees, certificated positions  
 OPEB, Active Employees, classified positions  
 PERS Reduction, certificated positions  
 PERS Reduction, classified positions  
 Other Benefits, certificated positions  
 Other Benefits, classified positions  
 Employee benefits - not pension  
 Employer Paid Taxes

Total, Employee Benefits

**4. Books and Supplies**

Approved Textbooks and Core Curricula Materials  
 Books and Other Reference Materials  
 Materials and Supplies  
 Noncapitalized Equipment  
 Food

Total, Books and Supplies

3101	204,229.54	273,236.65	326,468.99	
3102	5,677.00	3,726.44	4,204.19	
3201	-	-	-	
3202	32,451.00	33,424.53	34,427.27	
3301	20,654.00	21,273.62	21,911.83	
3302	39,336.00	40,516.08	41,731.56	
3401	192,397.00	205,864.79	220,275.33	
3402	57,814.00	61,860.98	66,191.25	
3501	24,234.05	24,961.07	25,709.90	
3502	13,059.28	13,451.06	13,854.59	
3511	-	-	-	
3512	-	-	-	
3601	30,660.00	31,579.80	32,527.19	
3602	9,818.00	10,112.54	10,415.92	
3701	-	-	-	
3702	-	-	-	
3751	-	-	-	
3752	-	-	-	
3801	-	-	-	
3802	-	-	-	
3901	-	-	-	
3902	-	-	-	
3998	-	-	-	
3999	-	-	-	
	<b>630,329.87</b>	<b>720,007.56</b>	<b>797,718.02</b>	
4100	1,309.00	1,374.45	1,443.17	
4200	3,130.00	3,286.50	3,450.83	
4300	120,529.00	126,555.45	132,883.22	
4400	159,130.00	167,086.50	175,440.83	
4700	9,206.39	9,666.71	10,150.04	
	<b>293,304.39</b>	<b>307,969.61</b>	<b>323,368.09</b>	

<b>5. Services and Other Operating Expenditures</b>				
Subagreements for Services	5100	53,424.13	56,095.34	58,900.11
Travel	5210	24,801.95	26,042.05	27,344.15
Conference, Convention, Meeting	5220	8,470.00	8,893.50	9,338.18
Field Trip	5240	-	-	-
Dues and Memberships	5300	77,056.00	80,908.80	84,954.24
Insurance	5400	43,051.00	45,203.55	47,463.73
Operations and Housekeeping Services	5500	17,902.00	18,797.10	19,736.96
Rent	5610	666,036.00	668,036.00	670,036.00
Utilities	5620	98,844.00	103,786.20	108,975.51
Real Estate Taxes	5630	1,782.00	1,871.10	1,964.66
Repairs	5640	23,503.37	24,678.54	25,912.47
Leasehold Improvement	5650	-	-	-
Other Services & Operating Expenses	5800	77,553.22	81,430.88	85,502.43
Accounting	5810	9,073.08	9,526.74	10,003.07
Accreditation/Third Party Review	5812	800.00	840.00	882.00
Business Services	5813	120,000.00	120,000.00	120,000.00
Bank Charges	5815	3,343.00	3,510.15	3,685.66
Payroll Fees	5816	14,435.00	15,156.75	15,914.59
Education Consultants	5817	-	-	-
Computer Services	5820	9,466.98	9,940.33	10,437.35
Legal	5830	47,170.25	49,528.76	52,005.20
Professional Development	5840	45,998.00	48,297.90	50,712.80
Substitute Teachers (Third Party Vendors)	5851	10,000.00	10,500.00	11,025.00
Contract Labor	5852	120.00	126.00	132.30
Special Education Contractors	5869	120.00	126.00	132.30
Special Education Encroachment	5872	1,015.00	1,065.75	1,119.04
Communications	5900	18,237.30	19,149.16	20,106.62
Fundraising	5950	10,000.00	10,000.00	10,000.00
Total, Services and Other Operating Expenditures		1,382,202.29	1,413,510.60	1,446,284.33
<b>6. Capital Outlay</b>				
<i>(Objects 6100-6170, 6200-6500 modified accrual basis only)</i>				
Land and Land Improvements	6100-6170	-	-	-
Buildings and Improvements of Buildings	6200	-	-	-
Books and Media for New School Libraries or Major		-	-	-

Expansion of School Libraries	6300	-	-	-
Equipment	6400	-	-	-
Equipment Replacement	6500	-	-	-
<i>Depreciation Expense (for full accrual only)</i>	6900	22,968.00	24,116.40	25,322.22
Total, Capital Outlay		22,968.00	24,116.40	25,322.22
<b>7. Other Outgo</b>				
Tuition to Other Schools	7110-7143	-	-	-
Transfers of Pass-through Revenues to Other LEAs (Dis	7211-7213	-	-	-
Transfers of Apportionments to Other LEAs - Spec. Ed.	7221-7223SE	-	-	-
Transfers of Apportionments to Other LEAs - All Other	7221-7223AO	-	-	-
All Other Transfers	7281-7299	-	-	-
Debt Service:		-	-	-
Interest	7438	-	-	-
Principal	7439	-	-	-
Other Fee	7500	39,469.93	46,402.05	48,320.57
Total, Other Outgo		39,469.93	46,402.05	48,320.57
<b>8. TOTAL EXPENDITURES</b>		4,621,814.48	5,028,152.42	5,327,643.82
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)</b>		303,288.03	549,651.03	480,188.91
<b>D. OTHER FINANCING SOURCES / USES</b>				
1. Other Sources	8930-8979	-	-	-
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		-	-	-
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		303,288.03	549,651.03	480,188.91
<b>F. FUND BALANCE, RESERVES</b>				
1. Beginning Fund Balance				
a. As of July 1	9791	1,683,880.00	1,987,168.03	2,536,819.06

b. Adjustments to Beginning Balance	9793, 9795	-	-	-
c. Adjusted Beginning Balance		1,683,880.00	1,987,168.03	2,536,819.06
<b>2. Ending Fund Balance, June 30 (E + F.1.c.)</b>		<b>1,987,168.03</b>	<b>2,536,819.06</b>	<b>3,017,007.97</b>
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	231,090.72	251,407.62	266,382.19
Undesignated/Unappropriated Amount	9790	1,756,077.30	2,285,411.44	2,750,625.78



Sycamore Academy of Science and Cultural Arts

Budget Cash Flow - 2016-17

		July	August	September	October	November	December	January	February	March	April	May	June	Accrued	Total	Budget	Variance
		Actual	Actual	Actual	Actual	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection	Projection			
Beginning Cash Balance																	
July 1 Cash =		664,892	1,288,595	1,126,469	1,216,498	1,176,830	1,105,573	932,225	1,066,245	1,007,388	1,077,517	1,412,242	1,330,752				
<b>A. REVENUES</b>																	
1. LCFF Sources																	
State Aid - Current Year	8011	117,714	117,714	211,885	211,885	211,885	211,885	211,885	246,353	246,353	246,353	246,353	246,353		2,526,616	2,526,616	-
Education Protection Account (EPA) - Current Year	8012	-	-	149,703	-	-	-	149,703	-	-	177,116	-	-	177,116	653,638	653,638	-
State Aid - Prior Years	8019	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	-	42,775	85,551	57,034	61,339	61,339	61,339	61,339	107,343	53,672	53,672	53,672	67,664	766,738	766,738	-
Other LCFF Transfers	8091, 8097	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1. Total, LCFF Sources		117,714	160,489	447,139	268,919	273,224	273,224	422,927	307,692	353,696	477,140	300,024	300,024	244,780	3,946,993	3,946,993	-
2. Federal Revenues																	
No Child Left Behind	8290	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Special Education - Federal	8181, 8182	-	-	-	-	-	-	-	-	-	59,183	-	-	-	59,183	59,183	-
Child Nutrition - Federal	8220	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Federal Revenues		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title I		-	-	7,590	-	20,899	-	-	20,899	-	-	-	-	-	49,387	49,387	-
Title II		-	-	-	-	1,051	-	-	-	-	-	-	-	-	1,051	1,051	-
Title III		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title IV		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Title V		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PCSGP		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2. Total, Federal Revenues		-	-	7,590	-	21,950	-	-	20,899	-	59,183	-	-	-	109,621	109,621	-
3. Other State Revenues																	
Special Education - State	8311	11,203	11,203	20,165	32,664	32,664	32,664	32,664	16,580	16,580	16,580	16,580	16,580	-	256,128	256,128	-
Child Nutrition - State	8520	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
School Facilities Apportionments	8545	-	-	-	-	-	-	76,523	76,523	76,523	76,523	-	76,523	-	382,615	382,615	-
Mandated Cost Reimbursement	8550	-	-	-	-	-	-	-	-	-	108,048	-	-	-	108,048	108,048	-
State Lottery Revenue	8560	-	-	-	-	-	-	21,424	-	21,424	-	-	21,424	21,424	85,696	85,696	-
ASES	8590	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other State Revenues	8590	-	-	-	2,202	-	-	-	-	-	-	-	-	-	2,202	2,202	-
3. Total, Other State Revenues		11,203	11,203	20,165	34,866	32,664	54,088	109,187	93,103	114,527	201,151	16,580	114,527	21,424	834,689	834,689	-
4. Other Local Revenues																	
Food Service Sales	8634	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Sales	8639	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	8660	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Donations	8682	-	-	-	200	-	-	-	-	-	-	-	-	-	200	200	-
All Other Fees and Contracts	8689	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
All Other Local Revenues	8699	-	5,692	2,818	2,690	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	-	33,600	33,600	-
4. Total, Local Revenues		-	5,692	2,818	2,890	2,800	2,800	2,800	2,800	2,800	2,800	2,800	2,800	-	33,800	33,800	-
5. TOTAL REVENUES		128,917	177,384	477,712	306,675	330,638	330,112	534,914	424,493	471,023	740,274	319,404	417,352	266,204	4,925,103	4,925,103	-
<b>B. EXPENDITURES</b>																	
1. Certificated Salaries																	
Certificated Teachers' Salaries	1100	-	96,196.00	117,966.00	109,310.00	132,096.25	132,096.25	132,096.25	132,096.25	132,096.25	132,096.25	132,096.25	132,096	-	1,380,242	1,380,242	-
Certificated Stipends	1101	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Certificated Pupil Support Salaries	1200	-	2,862.00	6,309	6,974	6,700	6,700	6,700	6,700	6,700	6,700	6,700	6,700	-	69,745	69,745	-
Certificated Supervisors' and Administrators' Salaries	1300	-	17,318.00	18,136.00	20,591.00	22,732.88	22,732.88	22,732.88	22,732.88	22,732.88	22,732.88	22,732.88	22,732.88	-	237,908	237,908	-
Certificated Bonuses	1400	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Certificated Salaries	1900	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1. Certificated Salaries	1000-1999	-	116,376	142,411	136,875	161,529	161,529	161,529	161,529	161,529	161,529	161,529	161,529	-	1,687,895	1,687,895	-
2. Non-certificated Salaries																	
Non-certificated Instructional Aides' Salaries	2100	954	3,022	10,715	14,353	14,353	14,353	14,353	14,353	14,353	14,353	14,353	14,353	-	143,868	143,868	-

Non-certificated Support Salaries	2200	665	6,650	21,980	22,085	22,085	22,085	22,085	22,085	22,085	22,085	22,085	22,085	228,060	228,060	-
Non-certificated Supervisors' and Administrators' Sal.	2300	-	9,418	9,629	9,839	9,839	9,839	9,839	9,839	9,839	9,839	9,839	9,839	107,598	107,598	-
Clerical and Office Salaries	2400	1,833	4,056	7,118	6,817	6,817	6,817	6,817	6,817	6,817	6,817	6,817	6,817	74,360	74,360	-
Non-certificated Bonuses	2600	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Non-certificated Salaries	2900	-	626	1,836	1,033	1,033	1,033	1,033	1,033	1,033	1,033	1,033	1,033	11,759	11,759	-
Other Non-certificated Substitute	2935	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
2. Non-certificated Salaries	2000-2999	3,452	23,772	51,278	54,127	54,127	54,127	54,127	54,127	54,127	54,127	54,127	54,127	565,645	565,645	-
3. Employee Benefits																
State Teachers' Retirement System, certificated positions	3101	-	14,067	17,220	16,582	19,545	19,545	19,545	19,545	19,545	19,545	19,545	19,545	204,230	204,230	-
State Teachers' Retirement System, classified positions	3102	-	492	506	519	520	520	520	520	520	520	520	520	5,677	5,677	-
Public Employees' Retirement System, certificated positions	3201	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Public Employees' Retirement System, classified positions	3202	-	1,243	2,469	3,139	3,200	3,200	3,200	3,200	3,200	3,200	3,200	3,200	32,451	32,451	-
OASDI/Medicare/Alternative, certificated positions	3301	-	1,654	2,041	1,959	1,875	1,875	1,875	1,875	1,875	1,875	1,875	1,875	20,654	20,654	-
OASDI/Medicare/Alternative, classified positions	3302	264	1,570	3,636	3,866	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	39,336	39,336	-
Health & Welfare Benefits, certificated positions	3401	-	6,638	8,573	12,658	20,566	20,566	20,566	20,566	20,566	20,566	20,566	20,566	192,397	192,397	-
Health & Welfare Benefits, classified positions	3402	7,029	1,464	2,820	5,429	5,134	5,134	5,134	5,134	5,134	5,134	5,134	5,134	57,814	57,814	-
State Unemployment Insurance, certificated positions	3501	-	-	-	-	3,029	3,029	3,029	3,029	3,029	3,029	3,029	3,029	24,234	24,234	-
State Unemployment Insurance, classified positions	3502	35	-	38	-	1,623	1,623	1,623	1,623	1,623	1,623	1,623	1,623	13,059	13,059	-
State Employment Training Tax, certificated positions	3511	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
State Employment Training Tax, classified positions	3512	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Workers' Compensation Insurance, certificated positions	3601	-	3,093	2,823	-	3,093	3,093	3,093	3,093	3,093	3,093	3,093	3,093	30,660	30,660	-
Workers' Compensation Insurance, classified positions	3602	2,418	713	983	-	713	713	713	713	713	713	713	713	9,818	9,818	-
OPEB, Allocated, certificated positions	3701	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OPEB, Allocated, classified positions	3702	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OPEB, Active Employees, certificated positions	3751	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
OPEB, Active Employees, classified positions	3752	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PERS Reduction, certificated positions	3801	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
PERS Reduction, classified positions	3802	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Benefits, certificated positions	3901	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Benefits, classified positions	3902	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employee benefits - not pension	3998	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Employer Paid Taxes	3999	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
3. Employee Benefits	3000-3999	9,746	30,934	41,109	44,152	63,049	63,049	63,049	63,049	63,049	63,049	63,049	63,049	630,330	630,330	-
4. Books and Supplies																
Approved Textbooks and Core Curricula Materials	4100	-	-	1,281	28	-	-	-	-	-	-	-	-	1,309	1,309	-
Books and Other Reference Materials	4200	-	-	870	260	1,000	-	-	1,000	-	-	-	-	3,130	3,130	-
Materials and Supplies	4300	997	54,314	39,328	5,890	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	120,529	120,529	-
Noncapitalized Equipment	4400	-	-	-	2,530	-	76,800	-	78,300	-	1,500	-	-	159,130	159,130	-
Food	4700	-	2,939	224	465	697	697	697	697	697	697	697	697	9,206	9,206	-
4. Books and Supplies	4000-4999	997	57,253	41,703	9,173	4,197	79,997	3,197	82,497	3,197	4,697	3,197	3,197	293,304	293,304	-
5. Services and Other Operating Expenditures																
Subagreements for Services	5100	3,433	3,433	3,433	3,433	4,962	4,962	4,962	4,962	4,962	4,962	4,962	4,962	53,424	53,424	-
Travel	5210	-	1,898	1,546	957	2,550	2,550	2,550	2,550	2,550	2,550	2,550	2,550	24,802	24,802	-
Conference, Convention, Meeting	5220	1,155	-	2,810	505	500	500	500	500	500	500	500	500	8,470	8,470	-
Field Trip	5240	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Dues and Memberships	5300	633	16,272	4,428	2,523	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	77,056	77,056	-
Insurance	5400	16,727	2,108	1,651	2,565	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	43,051	43,051	-
Operations and Housekeeping Services	5500	331	756	941	3,874	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	17,902	17,902	-
Rent	5610	56,361	55,346	54,592	55,713	55,503	55,503	55,503	55,503	55,503	55,503	55,503	55,503	666,036	666,036	-
Utilities	5620	5,432	2,200	13,818	8,594	8,600	8,600	8,600	8,600	8,600	8,600	8,600	8,600	98,844	98,844	-
Real Estate Taxes	5630	-	123	375	-	161	161	161	161	161	161	161	161	1,782	1,782	-
Repairs	5640	-	43	-	850	-	22,610	-	-	-	-	-	-	23,503	23,503	-
Leasehold Improvement	5650	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Services & Operating Expenses	5800	-	360	5,792	5,786	8,202	8,202	8,202	8,202	8,202	8,202	8,202	8,202	77,553	77,553	-



F. ENDING CASH BALANCE		1,288,595	1,126,469	1,216,498	1,176,830	1,105,573	932,225	1,066,245	1,007,388	1,077,517	1,412,242	1,330,752	1,346,194				



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	

**October 10, 2016 @6:00 p.m.**

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**1.0 CALL TO ORDER**

The meeting was called to order by the Board Chair at 6:07 p.m.

**2.0 OPEN GENERAL SESSION**

Establishment of a Quorum

<b>ROLL CALL</b>	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>  X  </u>	<u>      </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: 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: Lindsay Dalesio, Allison Montejano and Alicia Lau, Sycamore Academy Teachers*

**6.2 Health Clerk Presentation**

Plans to acquire health technology and resources for the school.

*Presented by: Casi Lewis*

**6.3 Financial Report (Attachment 6.3)**

Presentation of the status of Sycamore Academy finances.

*Presented by: John Arndt, SavantCo Education*

**6.4 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*

**6.5 Operations Report**

Presentation on enrollment and attendance data. Operations status report.  
*Presented by: Laura Girard, Operations Coordinator*

**6.6 Director’s Report**

Presentation regarding school administration, current legislation that may impact the school and capital outlay project.  
*Presented by: Barbara Hale, Executive Director/Principal*

**6.7 School Report**

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

**7.0 ACTION ITEMS:**

**7.1 Attendance Policy (Attachment 7.1)**

The board will review and consider the updated Attendance Policy.

Staff recommendation: Staff recommends approval of the updated policy.  
*Presented by: Jeff Morabito, Assistant Principal and Jane Boermans, Attendance Clerk*

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

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

**8.0 CONSENT CALENDAR**

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

**8.1 Approval of the Minutes: September 12, 2016 (Attachment 8.1)**

**8.2 Check Register for August 2016 (Attachment 8.2)**

**8.3 Check Register for September 2016 (Attachment 8.3)**

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

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

**9.0 BOARD COMMENTS:**

No comments.

**10.0 ADJOURNMENT**

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

<b>ROLL CALL</b>	<b>Present</b>	<b>Absent</b>
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 7:03 p.m.

**Sycamore Academy**

**Check Listing**

For Checks Dated 10/1/16 through 10/31/16

Check Date	Check#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #			Account Title		
10/03/2016	4704	R131	000083	<b>SavantCo Education</b>		<b>\$10,000.00</b>
	62-0000-0-0000-0000-5813-00			Business Services	October 2016 Monthly Contract	10,000.00
10/04/2016	4705	R132	000074	<b>Berkshire Hathaway Homestate Companies</b>		<b>\$3,806.02</b>
	62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Wokers Comp. September 2016	3,806.02
10/04/2016	4707	R134	000215	<b>Mireya Gresham</b>		<b>\$98.84</b>
	62-0000-0-0000-0000-4700-00			Food	Food- Reimbursement	98.84
10/05/2016	4708	R135	000033	<b>Aflac</b>		<b>\$807.40</b>
	62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Health Insurance - September 2016	807.40
10/07/2016	4709	R136	000006	<b>Staples Advantage</b>		<b>\$931.66</b>
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Supplies	931.66
10/07/2016	4710	R137	000003	<b>Southwest School and Office Supply</b>		<b>\$148.47</b>
	62-0000-0-0000-0000-4302-00			Classroom Supplies	Supplies	148.47
10/11/2016	4711	R138	000011	<b>Lake Elsinore Unified School District</b>		<b>\$3,433.00</b>
	62-0000-0-0000-0000-5110-00			District Oversight Fee	Oversight Fee - October 2016	3,433.00
10/11/2016	4712	R139	000216	<b>Mario Segura</b>		<b>\$850.00</b>
	62-0000-0-0000-0000-5640-00			Repairs & Maintenance - Buildings	Landscape Service	850.00
10/11/2016	4713	R140	000169	<b>Oxford Consulting Services, Inc</b>		<b>\$4,404.70</b>
	62-0000-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	Services Provided - September 2016	4,404.70
10/11/2016	4714	R141	000190	<b>Daniel Landscape Service</b>		<b>\$2,930.00</b>
	62-0000-0-0000-0000-5500-00			Operations and Housekeeping Services	Landscape Service - July-September/Planter Irrig	2,930.00
10/11/2016	4715	R142	000097	<b>Laura Girard</b>		<b>\$36.24</b>
	62-6500-0-0000-0000-4300-00			Materials and Supplies	SPED Supplies - Reimbursement	36.24
10/12/2016	4716	R144	000003	<b>Southwest School and Office Supply</b>		<b>\$129.76</b>
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Books	129.76
10/14/2016	4717	R143	000001	<b>Kaiser Foundation Health Plan</b>		<b>\$14,821.46</b>
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	Medical Insurance - November 2016	14,821.46
10/17/2016	4718	R145	000217	<b>Nona Jones</b>		<b>\$32.60</b>
	62-0000-0-0000-0000-5210-00			Travel	Mileage - Reimbursement	32.60



**Sycamore Academy**

**Check Listing**

For Checks Dated 10/1/16 through 10/31/16

Check Date	Check#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #			Account Title		
10/17/2016	4719	R146	000135	<b>California Municipal Finance Authority</b>		<b>\$1,410.75</b>
	62-0000-0-0000-0000-5310-00			Licenses and Fees	CMFA Annual Admin Fee	1,410.75
10/18/2016	4720	R147	000107	<b>CalSTRS</b>		<b>\$31,614.47</b>
	62-0000-0-0000-0000-9505-00			STRS Payable	CalSTRS - September 2016	31,614.47
10/19/2016	4721	R148	000141	<b>Specialized Therapy Services</b>		<b>\$1,020.00</b>
	62-6500-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	Audiology Service/ Nursing Services - Sept 2016	1,020.00
10/19/2016	4722	R149	000215	<b>Mireya Gresham</b>		<b>\$144.76</b>
	62-0000-0-0000-0000-4700-00			Food	Food - Reimbursement	144.76
10/19/2016	4723	R150	000194	<b>Jeff Morabito</b>		<b>\$72.00</b>
	62-0000-0-0000-0000-4700-00			Food	Food/Mileage - Reimbursement	19.10
	62-0000-0-0000-0000-5210-00			Travel		52.90
10/19/2016	4724	R151	000074	<b>Berkshire Hathaway Homestate Companies</b>		<b>\$3,806.02</b>
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	Workers Comp. - October 2016	3,806.02
10/20/2016	4725	R152	000042	<b>EdTec Inc.</b>		<b>\$37.50</b>
	62-0000-0-0000-0000-5813-00			Business Services	September 2016 Services	37.50
10/21/2016	4726	R153	000129	<b>CR&amp;R Incorporated</b>		<b>\$330.64</b>
	62-0000-0-0000-0000-5500-00			Operations and Housekeeping Services	Service Period - 10-01-16 - 10-31-16	330.64
10/21/2016	4727	R154	000006	<b>Staples Advantage</b>		<b>\$139.53</b>
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Supplies	139.53
10/21/2016	4728	R155	000130	<b>Charter Schools Development Center</b>		<b>\$1,593.00</b>
	62-0000-0-0000-0000-5300-00			Dues and Memberships	CSDC Membership 1 yr membership	1,593.00
10/21/2016	4729	R156	000059	<b>Vicenti Lloyd Stutzman LLP</b>		<b>\$2,546.85</b>
	62-0000-0-0000-0000-5810-00			Accounting	Inv#13511/Service Charge's	2,546.85
10/21/2016	4730	R157	000072	<b>U.S. Bank National Association</b>		<b>\$60,856.08</b>
	62-0000-0-0000-0000-9200-00			Accounts Receivable	November 2016 Bond Payment	60,856.08
10/21/2016	4731	R158	000013	<b>Xerox Corporation</b>		<b>\$1,244.64</b>
	62-0000-0-0000-0000-5600-00			Rentals, Leases, Repairs, and Noncapitalized Impro	Copier - 08-21-16 - 09-21-16	1,244.64
10/21/2016	4732	R159	000186	<b>Great American Insurance Co.</b>		<b>\$1,377.25</b>
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	November 2016 Employee Insurance	1,377.25

**Sycamore Academy**

**Check Listing**

For Checks Dated 10/1/16 through 10/31/16

Check Date	Check#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #			Account Title		
10/21/2016	4733	R160	000093	<b>GREAT AMERICAN INSURANCE CO.</b>		<b>\$273.83</b>
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	November 2016 Employee Insurance	273.83
10/21/2016	4734	R161	000218	<b>Berkshire Hathaway Homestate Companies</b>		<b>\$14,153.00</b>
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	Workers Comp. Final Aduit 15/16	14,153.00
10/24/2016	4735	R162	000160	<b>Employment Development Department</b>		<b>\$40.18</b>
	62-0000-0-0000-0000-3502-00			State Unemployment Insurance, classified positions	3rd Qtr Uemployment Insurance Tax	40.18
10/24/2016	4736	R163	000219	<b>Denise Stearns</b>		<b>\$361.24</b>
	62-0000-0-0000-0000-5800-00			Professional/Consulting Services and Operating Exp	Services - October 2016	361.24
10/24/2016	4737	R164	000011	<b>Lake Elsinore Unified School District</b>		<b>\$5,040.00</b>
	62-0000-0-0000-0000-9590-00			Due to Grantor Governments	Oversight Fee November & December 2015	5,040.00
10/25/2016	4738	R165	000012	<b>Hansberger &amp; Klein, PLC</b>		<b>\$4,500.00</b>
	62-0000-0-0000-0000-5830-00			Legal	Legal Services September 2016	4,500.00
10/25/2016	4739	R166	000210	<b>Midland National Life Insurance</b>		<b>\$1,090.00</b>
	62-0000-0-0000-0000-9506-00			403(b) Payable	403(b) Barbara Hale Pol#8500592563 SS#5156	1,090.00
10/25/2016	4740	R167	000212	<b>Midland National Life Insurance Company</b>		<b>\$100.00</b>
	62-0000-0-0000-0000-9506-00			403(b) Payable	403b ContessaBrownPol#8500605693SS#2422	100.00
10/25/2016	4741	R168	000213	<b>Midland National Life Insurance Company</b>		<b>\$100.00</b>
	62-0000-0-0000-0000-9506-00			403(b) Payable	403(b) Laura Girard Pol#8500605690 SS#3712	100.00
10/25/2016	4742	R169	000211	<b>Midland National Life Insurance Company</b>		<b>\$500.00</b>
	62-0000-0-0000-0000-9506-00			403(b) Payable	403bKatherine OlsonPol#8500605689 SS#7004	500.00
10/25/2016	4743	R170	000188	<b>Midland National Life Insurance Company</b>		<b>\$1,000.00</b>
	62-0000-0-0000-0000-9506-00			403(b) Payable	403(b) Nona Jones Pol#8500592405 SS#0183	1,000.00
10/25/2016	4744	R171	000220	<b>Midland National Life Insurance Company</b>		<b>\$250.00</b>
	62-0000-0-0000-0000-9506-00			403(b) Payable	Sadie Mata Pol#8500610527 SS#9084	250.00
10/27/2016	4745	R172	000206	<b>Scholastic</b>		<b>\$28.01</b>
	62-0000-0-0000-0000-4000-00			Books and Supplies	Books/Supplies	28.01
10/27/2016	4746	R173	000061	<b>U.S. Healthworks Medical Group, PC</b>		<b>\$50.00</b>
	62-0000-0-0000-0000-5836-00			Fingerprinting	Drug Testing	50.00

**Sycamore Academy**

**Check Listing**

For Checks Dated 10/1/16 through 10/31/16

Check Date	Check#	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #			Account Title		
10/27/2016	4747	R174	000020	Guardian		\$1,431.53
	62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	Health Insurance - November 2016	1,431.53
10/28/2016	4748	R175	000006	Staples Advantage		\$861.07
	62-0000-0-0000-0000-4300-00			Materials and Supplies	Supplies	861.07
10/28/2016	4749	R176	000175	Southern California Edison		\$2,991.05
	62-0000-0-0000-0000-5620-00			Utilities	Period - 09-16-16 - 10-18-16	2,991.05
10/28/2016	4750	R177	000181	Frontier		\$678.89
	62-0000-0-0000-0000-5940-00			Telephone & Telecommunications	Telephone - 10-16-16 - 11-15-16	678.89
10/31/2016	4751	R178	000121	Contessa Brown		\$860.11
	62-0000-0-0000-0000-5210-00			Travel	Reimbursement - Parking, Tolls, Airfare and Mileage	860.11
<b>47 Checks</b>						<b>\$182,932.55</b>