



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

Ronald Reagan Charter School Alliance

Regular Board Meeting Agenda

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

November 9, 2015 @6:00 p.m.

Board Members Participating by Teleconference:

Daniel Leavitt: 5708 Starboard Dr, #311, Midland, TX 79701

1.0 CALL TO ORDER

Introduction of Guests

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

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

Other guests present:

SavantCo Education Services
 Hansberger and Klein, LLC

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: Sycamore Academy Teachers

6.2 Financial Report (Attachment 6.2)

Presentation of the status of Sycamore Academy finances.

Presented by: Roy Kim, SavantCo Education

- 6.3 **Special Education Report**
Report on Sycamore Academy's Special Education Program including current data, services and needs.
Presented by: Tanya Meeks, Education Specialists and Tess Brown, Student Support Services Coordinator
- 6.4 **Director's Report**
Presentation regarding school administration including our material revision and update on current legislation that may impact the school.
Presented by: Barbara Hale, Executive Director/Principal
- 6.5 **Construction Report (Attachment 6.5)**
Status update on the construction project at 23151 Palomar St.
Presented by: Barbara Hale, Executive Director/Principal
- 6.6 **School Report**
Update on Sycamore's education program, assessments, WASC and professional development.
Presented by: Jeff Morabito, Assistant Principal
- 6.7 **Operations Report**
Presentation on enrollment and attendance data. Operations status report.
Presented by: Laura Girard, Operations Coordinator

7.0 ACTION ITEMS:

- 7.1 **Burglar Alarm Systems (Attachment 7.1)**
The board will review and consider two quotes on monitored intrusion systems.

Staff recommendation: The board approve the installation of a monitored intrusion system through the facility. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

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

- 7.2 **1st Interim Report (Attachment 7.2)**
The board will review and consider the 1st Interim Report.

Staff recommendation: The board approve the 1st Interim Report. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: _____ Second: _____ Vote: _____

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

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 14, 2015 (Attachment 8.1)**
- 8.2 Approval of the Minutes: October 12, 2015 (Attachment 8.2)**
- 8.3 Approval of the revised Education Specialist job description (Attachment 8.3)**
- 8.4 Approval of the Check Register for October 2015 (Attachment 8.4)**

Motion: _____ Second: _____ Vote: _____

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

9.0 BOARD COMMENTS:

10.0 ADJOURNMENT

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

Motion: _____ Second: _____ Vote: _____

The meeting was adjourned at _____.

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

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

SPECIAL PRESENTATIONS MAY BE MADE

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

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

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

Telephone, (951) 678-5217;

FOR MORE INFORMATION

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

Telephone (951) 678-5217.

Sycamore Academy Financial Update Presentation: by SavantCo Education

Agenda

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

Budget Revision as of October 23, 2015 (due to additional expenses expected & decrease in enrollment/ADA)

- Revenue
 - LCFF funding decreased from \$3,633,274 to \$3,472,890 (-\$160K)
 - a. Due to decrease in ADA from 494 to 472
 - Other State Revenue increased from \$333,944 to \$544,578 (\$210K)
 - a. Slight decrease in SPED revenue due to ADA decrease
 - b. Offset by new revenue in One-Time Discretionary & Educator Effectiveness funds, that have now been apportioned by CDE (Total \$224,310)
 - Total Revenue increased from \$4,162,218 to \$4,212,468 (\$50K)

-
- Expenditures
 - Books & Supplies increased from \$147,305 to \$347,305 (\$200K)
 - a. \$100K due to IT infrastructure
 - b. \$100K due to purchase of Chromebooks
 - Added \$250K to Capital Outlay
 - a. Due to additional expenses expected in Building Improvement
 - Total Expenses increased from \$3,806,729 to \$4,256,729 (\$450K)

 - Operating Income
 - Overall operating income decreased from \$355,488 to **-\$44,261**
 - Cash flow projected to be positive for all months due to cash reserves
-

Year to Date Actuals as of October 23, 2015

- **Revenue**
 - Received \$614,675 of \$4,212,468 (14.59%)
 - a. LCFF – \$592K
 - b. Other State Revenue - \$12K
 - c. Other Local Revenue - \$10K

 - **Expenditures**
 - Spent \$853,882 of \$4,256,729 (20.06%)
 - a. \$333K in Salaries & Benefits
 - b. \$64K in Books & Supplies
 - c. \$186K in Services & Operating Expenditures
 - d. \$270K in Other Outgo
-

Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

		Adopted Budget - July 1st				
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget (8/31/15)	Revised Budget (10/23/15)	Year To Date Actuals (10/24/15)	% of Budget
A. REVENUES						
1. LCFF Sources						
State Aid - Current Year	8011	2,375,416.00	2,440,849.00	2,282,825.54	469,284.00	20.56%
Education Protection Account (EPA) - Current Year	8012	560,958.00	583,397.00	607,973.73	122,883.00	20.21%
State Aid - Prior Years	8019	-	-	-	-	-
Transfers to Charter Schools in Lieu of Property Taxes	8096	553,565.00	609,028.00	582,090.74	-	0.00%
Other LCFF Transfers	8091, 8097	-	-	-	-	-
Total, LCFF Sources		3,489,939.00	3,633,274.00	3,472,890.01	592,167.00	17.05%
2. Federal Revenues						
No Child Left Behind	8290	-	-	-	-	-
Special Education - Federal	8181, 8182	-	-	-	-	-
Child Nutrition - Federal	8220	-	-	-	-	-
Other Federal Revenues		-	-	-	-	-
Title I		-	-	-	-	-
Title II		-	-	-	-	-
Title III		-	-	-	-	-
Title IV		-	-	-	-	-
Title V		-	-	-	-	-
PCSGP		-	-	-	-	-
Sub total : Other Federal Revenues		-	-	-	-	-
Total, Federal Revenues		-	-	-	-	-
3. Other State Revenues						
Special Education - State	8311	237,500.00	247,000.00	238,435.75	-	0.00%
Child Nutrition - State	8520	-	-	-	-	-
School Facilities Apportionments	8545	-	-	-	-	-
Mandated Cost Reimbursement	8550	6,650.00	6,916.00	5,344.08	-	0.00%
State Lottery Revenue	8560	76,950.00	80,028.00	76,488.30	11,875.00	15.53%
ASES	8590	-	-	-	-	-

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All Other State Revenues - One Time Discretionary	8590	-	-	202,311.60		
All Other State Revenues - Educator Effectiveness	8590	-	-	21,999.00		
Total, Other State Revenues		321,100.00	333,944.00	544,578.73	11,875.00	2.18%
4. Other Local Revenues						
Food Service Sales	8634	-	-	-		
All Other Sales	8639	-	-	-		
Interest	8660	-	-	-		
Donations	8682	-	-	-	2,863.00	#DIV/0!
All Other Fees and Contracts	8689	-	-	-		
All Other Local Revenues	8699	-	-	-	7,770.00	#DIV/0!
In Lieu of Prop 39	8701	195,000.00	195,000.00	195,000.00		0.00%
Total, Local Revenues		195,000.00	195,000.00	195,000.00	10,633.00	5.45%
5. TOTAL REVENUES		4,006,039.00	4,162,218.00	4,212,468.74	614,675.00	14.59%
#DIV/0!						
B. EXPENDITURES						
1. Certificated Salaries						
Certificated Teachers' Salaries	1100	955,000.00	1,001,000.00	1,001,000.00	193,576.00	19.34%
Certificated Stipends	1101	70,000.00	70,000.00	70,000.00		0.00%
Certificated Pupil Support Salaries	1200	58,000.00	40,000.00	40,000.00	4,788.00	11.97%
Certificated Supervisors' and Administrators' Salaries	1300	146,000.00	186,000.00	186,000.00	27,273.00	14.66%
Certificated Bonuses	1400	94,400.00	91,200.00	91,200.00		0.00%
Other Certificated Salaries	1900	-	-	-		
Total, Certificated Salaries		1,323,400.00	1,388,200.00	1,388,200.00	225,637.00	16.25%
2. Non-certificated Salaries						
Non-certificated Instructional Aides' Salaries	2100	168,200.00	180,340.00	180,340.00	2,745.00	1.52%
Non-certificated Support Salaries	2200	-	-	-	933.00	#DIV/0!
Non-certificated Supervisors' and Administrators' Sal.	2300	112,000.00	124,000.00	124,000.00	24,913.00	20.09%
Clerical and Office Salaries	2400	22,625.00	25,480.00	25,480.00	5,059.00	19.85%
Non-certificated Bonuses	2600	8,400.00	12,200.00	12,200.00		0.00%

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Description	Object Code	Adopted Budget (6/30/15)	Revised Budget (8/31/15)	Revised Budget (10/23/15)	Year To Date Actuals (10/24/15)	% of Budget	
Other Non-certificated Salaries	2900	-	-	-	4,063.00	#DIV/0!	
Other Non-certificated Substitute	2935	9,280.00	9,975.00	9,975.00		0.00%	
Total, Non-certificated Salaries		320,505.00	351,995.00	351,995.00	37,713.00	10.71%	
3. Employee Benefits							
State Teachers' Retirement System, certificated positions	3101	142,000.82	148,953.86	148,953.86	22,903.00	15.38%	
State Teachers' Retirement System, classified positions	3102	-	-	-			
Public Employees' Retirement System, certificated positions	3201	-	-	-			
Public Employees' Retirement System, classified positions	3202	23,960.70	27,018.00	27,018.00	2,999.00	11.10%	
OASDI/Medicare/Alternative, certificated positions	3301	19,189.30	20,128.90	20,128.90	4,318.00	21.45%	
OASDI/Medicare/Alternative, classified positions	3302	19,871.31	21,823.69	21,823.69	2,755.00	12.62%	
Health & Welfare Benefits, certificated positions	3401	220,000.00	190,000.00	190,000.00	25,691.00	13.52%	
Health & Welfare Benefits, classified positions	3402	30,000.00	25,000.00	25,000.00	4,235.00	16.94%	
State Unemployment Insurance, certificated positions	3501	16,277.82	17,074.86	17,074.86	184.25	1.08%	
State Unemployment Insurance, classified positions	3502	9,262.59	10,172.66	10,172.66	1.48	0.01%	
State Employment Training Tax, certificated positions	3511	-	-	-			
State Employment Training Tax, classified positions	3512	-	-	-			
Workers' Compensation Insurance, certificated positions	3601	39,702.00	41,646.00	41,646.00	5,227.00	12.55%	
Workers' Compensation Insurance, classified positions	3602	9,615.15	10,559.85	10,559.85	1,380.00	13.07%	
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		529,879.69	512,377.82	512,377.82	69,693.73	13.60%	
4. Books and Supplies							

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		Adopted Budget - July 1st				
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget (8/31/15)	Revised Budget (10/23/15)	Year To Date Actuals (10/24/15)	% of Budget
Approved Textbooks and Core Curricula Materials	4100	7,151.50	7,151.50	7,151.50		0.00%
Books and Other Reference Materials	4200	1,948.07	1,948.07	1,948.07	102.96	5.29%
Materials and Supplies	4300	60,747.70	60,747.70	60,747.70	15,853.00	26.10%
Noncapitalized Equipment	4400	36,208.04	68,208.04	288,208.04	43,143.00	16.09%
Food	4700	7,250.19	9,250.19	9,250.19	4,900.00	52.97%
Total, Books and Supplies		113,305.51	147,305.51	347,305.51	63,998.96	18.43%
5. Services and Other Operating Expenditures						
Subagreements for Services	5100	-	-	-		
Travel	5210	20,024.20	20,024.20	20,024.20	10,366.00	51.77%
Conference, Convention, Meeting	5220	-	-	-		
Field Trip	5240	-	-	-		
Dues and Memberships	5300	8,639.01	8,639.01	8,639.01	34,113.00	394.87%
Insurance	5400	103,990.18	103,990.18	103,990.18	18,424.00	17.72%
Operations and Housekeeping Services	5500	62,486.95	62,486.95	62,486.95	2,188.00	3.50%
Rent	5610	14,790.73	14,790.73	14,790.73	14,109.00	95.39%
Utilities	5620	62,486.95	62,486.95	62,486.95	1,406.00	2.25%
Repairs	5640	16,537.13	16,537.13	16,537.13	622.00	3.76%
Leasehold Improvement	5660	-	-	-		
Other Services & Operating Expenses	5800	57,596.49	57,596.49	57,596.49	7,699.00	13.37%
Accounting	5810	11,160.63	11,160.63	11,160.63	845.00	7.57%
Business Services	5813	120,000.00	120,000.00	120,000.00	42,020.00	35.02%
Bank Charges	5815	929.70	929.70	929.70	477.98	51.41%
Education Consultants	5817	48,335.56	48,335.56	48,335.56		0.00%
Legal	5830	22,321.26	30,751.45	30,751.45	11,932.00	38.80%
Professional Development	5840	35,757.50	35,757.50	35,757.50	43.00	0.12%
Substitute Teachers (Third Party Vendors)	5851	39,600.00	39,600.00	39,600.00		0.00%
Contract Labor	5852	-	-	-	39,514.00	#DIV/0!
Special Education Contractors	5869	33,251.12	30,077.40	30,077.40		0.00%
Special Education Encroachment	5872	14,250.00	14,820.00	14,820.00		0.00%
Communications	5900	14,210.03	14,210.03	14,210.03	3,000.99	21.12%
Total, Services and Other Operating Expenditures		627,770.94	692,193.90	692,193.90	186,759.97	26.98%

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Description	Object Code	Adopted Budget (6/30/15)	Revised Budget (8/31/15)	Revised Budget (10/23/15)	Year To Date Actuals (10/24/15)	% of Budget	
6. Capital Outlay (Objects 6100-6170, 6200-6500 modified accrual basis only)							
Land and Land Improvements	6100-6170	-	-	-			
Buildings and Improvements of Buildings	6200	-	-	250,000.00			
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	-	-	-			
Total, Capital Outlay		-	-	250,000.00	-		
7. Other Outgo							
Tuition to Other Schools	7110-7143	-	-	-			
Transfers of Pass-through Revenues to Other LEAs	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	145,000.00	466,222.00	466,222.00	260,000.00	55.77%	
Principal	7439	508,606.00	212,103.00	212,103.00	10,080.00	0.00%	
District Oversight Fee	7500	-	36,332.74	36,332.74	10,080.00	27.74%	
Total, Other Outgo		653,606.00	714,657.74	714,657.74	270,080.00	37.79%	
8. TOTAL EXPENDITURES		3,568,467.14	3,806,729.96	4,256,729.96	853,882.66	20.06%	
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)					(239,207.66)		
D. OTHER FINANCING SOURCES / USES							
1. Other Sources	8930-8979	-	-	-			
2. Less: Other Uses	7630-7699	-	-	-			
3. Contributions Between Unrestricted and Restricted Accounts		-	-	-			

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Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget (8/31/15)	Revised Budget (10/23/15)	Year To Date Actuals (10/24/15)	% of Budget
(must net to zero)	8980-8999	-	-	-		
4. TOTAL OTHER FINANCING SOURCES / USES						
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		437,571.86	355,488.04	(44,261.22)	(239,207.66)	
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	-	804,944.00	804,944.00		
b. Adjustments to Beginning Balance	9793, 9795	-	-	-		
c. Adjusted Beginning Balance		-	804,944.00	804,944.00		
2. Ending Fund Balance, June 30 (E + F.1.c.)		437,571.86	1,160,432.04	760,682.78		
Components of Ending Fund Balance (Optional):						
Nonspendable Revolving Cash (equals object 9130)	9711	-	-	-		
Nonspendable Stores (equals object 9320)	9712	-	-	-		
Nonspendable Prepaid Expenditures (equals object 9330)	9713	-	-	-		
Nonspendable All Others	9719	-	-	-		
Restricted Fund Balance	9740	-	-	-		
Committed Fund Balance	9750, 9760	-	-	-		
Assigned Fund Balance	9780	-	-	-		
Reserve for Economic Uncertainties	9789	-	-	-		
Undesignated/Unappropriated Amount	9790	437,571.86	1,160,432.04	760,682.78		



Computer Alert Systems, Inc.
27570 Commerce Center Dr., Suite 119
Temecula, CA 92590
(951) 676-6880
Fax: (951) 676-6885
casi@computeralertsystems.com

October 30, 2015

Barbara Hale
Sycamore Academy
23151 Palomar St.
Wildomar, CA 92595

RE: Sycamore Academy Burglar Alarm System Proposal

Ms Hale:

Thank you for the opportunity to provide additional service to the Sycamore Academy. Based on our conversation and walk through of the campus, the following is a list of equipment and installation necessary to meet your objective:

Quote Details Subform		
Qty	Part #	Product Name
1	XR500NL-G	DMP 500 network alarm control panel
2	7060 -W	LCD Keypad, white
1	AX-SMP3PMCTX	Supervised Power Supply 12/24VDC 2.5A Transformer & Cabinet
5	714-8PCB	Eight Point Expander, rotary address, board only
2	0	Pedestrian door contact
1	748	Self Contained Two Tone Siren
23	FX-360	Motion Detector, ceiling mount, PIR
2	FX-40	Motion Detector, wall mount, PIR
1	0	Wire/run labor
1	0	Miscellaneous conduit, j-boxes, hardware

Equipment and Installation **\$6,441.00**
Alarm Monitoring (includes code changes) **\$40.00 per month**

As discussed, each keyholder should have a separate code to arm and disarm the system. The first person in, will proceed to the teacher' lounge keypad and disarm the system. The last person leaving will arm the system at the same teacher's lounge keypad. The office personnel will arm/disarm the office/multipurpose room area with the keypad in the office entry area. Teacher's will only be able to arm/disarm their own building should they come in at odd hours, leaving the rest of the system armed. Please note, during normal school days/hours, the office personnel should disarm the entire system and only have the option of a teacher disarming during odd business hours/days. Should you wish to eliminate personnel arming/disarming the system during normal school days/hours, the system can be programmed to auto arm/auto disarm by schedule (time and date certain). This may eliminate some guess work on the staff by knowing that they are the last person to leave the campus.

Please let me know if there are any questions, concerns or should you wish to proceed.

Respectfully submitted,
Michael C. Lynch

Installation includes: wire (non plenum), mis. conduit, j-boxes and miscellaneous hardware required for a functional system. Taxes, bonds, permits, fees, submittals, union labor are excluded. Price assumes installation during normal business hours/access. Proposal assumes communication to the central station is via customer provided regular (POTS) phone line (dedicated phone line may be required) and that power is accessible for the alarm control panel.

ACO 1638/C10 534608

RHR Systems dba Trend Systems Group

2246 Ste A Newport Blvd.
 Costa Mesa CA 92627
 Office:714.842.0270
 Fax:714.383.9165

Sycamore Academy
 23151 Palomar Street
 Wildomar, CA. 92595

Bid-Estimate

Date	Estimate No.
11/2/2015	652

Visit us on the Web @
www.trendsystems.net
 Fire Alarm * Burglar Alarm * Video
 Cameras * Monitoring * Home Theater *
 Access Control * Telephone Systems *
 Computer Networks

		Project	
		Wireless Alarm System	
Description	Qty	Rate	Total
Concord 4 Control Panel Kit with LCD Keypad ATP 1000	1	193.70	193.70
Concord ATP Keypad for Admin	1	117.00	117.00
Concord 8 Zone Expander	1	331.50	331.50
New Yuasa 12v 7amp Battery	1	19.50	19.50
Alarm.com Verizon CDMA Module	1	241.51	241.51
Alarm.com Activation fee	1	49.90	49.90
Alarm.com Service First Month	1	20.00	20.00
Central Station Monitoring First Month	1	15.00	15.00
Labor for Installation Commercial Hardwire (BASE ALARM)	10	80.00	800.00
GE-Wireless PIR (pet) (1WLH) 60-807-95R	25	120.2632	3,006.58
ADD: Labor for Installation and Programming	25	80.00	2,000.00
		Total	\$6,794.69



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

Ronald Reagan Charter School Alliance

Regular Board Meeting Minutes

23151 Palomar Street, Room 44

Wildomar, CA 92595

Phone: (951) 678-5217

September 14, 2015 @6:00 p.m.

1.0 CALL TO ORDER

Introduction of Guests

The meeting was called to order by the Board Chair at 6:01p.m.

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

Other guests present:

- SavantCo Education Services
- Hamel Contracting, Inc.
- PJHM Architects
- Hansberger and Klein, LLC

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

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

5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

No comments.

6.0 INFORMATION SESSION:

6.1 Introduction of Personnel (Attachment 6.1)

Introduction of each teaching team and support staff for the 2015-2016 school year.

Presented by: Barbara Hale, Executive Director/Principal

6.2 Construction Report (Attachment 6.2)

Report on Construction project at 23151 Palomar St.

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

6.3 Financial Report (Attachment 6.3)

Presentation of the status Sycamore Academy finances.

Presented by: Roy Kim, SavantCo Education

6.4 Director's Report

Presentation regarding school administration and operations and an update on current legislation that may impact the school.

Presented by: Barbara Hale, Executive Director/Principal

6.5 School Report

Report on recent and upcoming school events and activities.

Presented by: Jeff Morabito, Assistant Principal

7.0 ACTION ITEMS:

7.1 EL Dorado County Charter SELPA Local Plan Revision – Governance and Administration (Attachment 7.1)

In May 2014 the Charter SELPA CEO Council approved updated policies to align many of the governance activities with current practice. The Charter SELPA Local Plan Revision – Governance and Administration Chapter has been updated to reflect the current policies of the Charter SELPA. In May 2015 the Charter SELPA CEO Council approved the updated Local Plan Revision – Governance and Administrative Chapter, a copy of which has been provided to the members of this board.

Staff recommendation: It is recommended that the board of Sycamore Academy of Science and Cultural Arts, in accordance with federal and state laws and regulations, shall adopt the El Dorado County Charter SELPA Local Plan and its updated Governance and Administration Chapter.

Presented by: Barbara Hale, Director/Principal

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

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

7.2 Unaudited Actuals (Attachment 7.2)

The board will review and consider the Unaudited Actuals.

Staff recommendation: Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

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

7.3 2015/2016 Personnel Order (Attachment 7.3)

The board will review and consider the staffing plan for the 2015/2016 school year.

Staff recommendation: Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

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

7.4 RRCSA Safe School Plan (Attachment 7.4)

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

Staff recommendation: The Safe School Plan has been revised to reflect the change of location, new evacuation routes and clarifying language has been added. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

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

7.5 RRCSA Acceptable Use for School Computer Systems Policy 4000.101 (Attachment 7.5)

The board will review and consider the Acceptable Use for School Computer Systems Policy 4000.101.

Staff recommendation: The Acceptable Use for School Computer Systems Policy reflects acceptable uses for the school's computer systems and network. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

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

7.6 Commercial Sub-Lease Agreement (Attachment 7.6)

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

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

Presented by: Barbara Hale, Director/Principal

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

Motion amended for approval with the contract amount to be determined by a sub committee.

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

7.7 Revised 2015/2016 School Calendar (Attachment 7.7)

The board will review and consider the revised 2015/2016 school calendar.

Staff recommendation: The adjustment to the calendar is necessary to ensure that students receive the required number of school days during the school year. Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

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

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

8.0 CONSENT CALENDAR

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

8.1 Approval of the Minutes: August 10, 2015 (Attachment 8.1)

8.2 Approval of the Check Register for June, July and August 2015 (Attachment 8.2)

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

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

9.0 BOARD COMMENTS:

No comments.

10.0 ADJOURNMENT

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

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

The meeting was adjourned at 6:46 p.m.



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

Ronald Reagan Charter School Alliance

Regular Board Meeting Minutes

23151 Palomar Street, Room 46

Wildomar, CA 92595

Phone: (951) 678-5217

October 12, 2015 @6:00 p.m.

1.0 CALL TO ORDER

Introduction of Guests

The meeting was called to order by the Board Chair at 6:01 p.m.

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

Other guests present:

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

SavantCo Education Services
 Hansberger and Klein, LLC

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

Motion: Dr Flores Second: Mrs Halikis 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: Michael Woodard & Julie Budwine, Sycamore Academy Teachers

6.2 Financial Report (Attachment 6.2)

Presentation of the status of Sycamore Academy finances.

Presented by: Roy Kim, SavantCo Education

6.3 Special Education Report

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

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

- 6.4 **Director's Report**
Presentation regarding school administration including our material revision and update on current legislation that may impact the school.
Presented by: Barbara Hale, Executive Director/Principal
- 6.5 **Construction Report (Attachment 6.5)**
Status update on the construction project at 23151 Palomar St.
Presented by: Barbara Hale, Executive Director/Principal
- 6.6 **School Report**
Update on Sycamore's education program, assessments, WASC and professional development.
Presented by: Jeff Morabito, Assistant Principal
- 6.7 **Operations Report**
Presentation on enrollment and attendance data. Operations status report.
Presented by: Laura Girard, Operations Coordinator

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

8.0 **CLOSED SESSION:** Adjourn to closed session at 6:44.

8.1 **Conference with Legal Counsel – Update on Anticipated Litigation (Significant Exposure pursuant to subdivision (b) of Government Code Section 54956.9)**

8.2 **Public Employment pursuant to Cal. Govt. Code Section 54945.5
Certificated Teacher(s)**

9.0 **RECONVENE OPEN GENERAL SESSION:**

The board reconvened to General Session at .

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

10.0 **REPORT OUT OF CLOSED SESSION, IF APPLICABLE:**
No comments.

11.0 **ACTION ITEMS:**

11.1 **Revision of the 2015/16 Bell Schedule and Calendar (Attachment 11.1)**
The board will review and consider the revised 2015/16 Bell Schedule and calendar.

Staff recommendation: To alleviate the traffic situation, the school administration and school leadership team recommended staggered start times and dismissal for all grade levels.
Staff recommends approval.

Presented by: Barbara Hale, Director/Principal

Motion: Mrs. Halikis Second: Dr. Flores Vote: 4 - 0

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

11.2 Second Revision of the 2015/16 Parent Handbook (Attachment 11.2)

The board will review and consider the second revision of the 2015/16 Parent Handbook.

Staff recommendation: To alleviate the traffic situation, the school administration and school leadership team recommended staggered start times and dismissal for all grade levels. Should the board approve item 11.1 staff recommends approval of item 11.2 to reflect those changes in the Parent Handbook.

Presented by: Barbara Hale, Director/Principal

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

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

11.3 Selection of the date for Brown Act training

The governing board is required to receive annual Brown Act training.

Staff recommendation: Selection of one of the recommended dates would allow time to elect a new member to the vacant seat. The selected date is January 16th, 2016 from 10:00 – Noon.

Presented by: Erica Klein, Attorney, Hansberger & Klein

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

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

12.0 CONSENT CALENDAR

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

12.1 Approval of the Minutes: September 14, 2015 (Attachment 12.1) - Tabled

12.2 Approval of the Check Register for September 2015 (Attachment 12.2)

Motion: Mrs. Halikis Second: Dr. Flores Vote: 4 - 0

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

13.0 BOARD COMMENTS:

14.0 ADJOURNMENT

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

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

The meeting was adjourned at 7:22 p.m.

Sycamore Academy
Of Science and Cultural Arts
Job Description

Job Title: Education Specialist
Reports to: Director/Principal

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

- *Plan, organize and implement SPEC designed specialized academic instruction to support Special Needs students in reaching IEP goals.**
- *Demonstrate the community culture of the program and in line with the Mission and Vision of the charter.**
- *Provide professional and timely reports in compliance with IDEA.**
- *Facilitate all elements of the program as outlined in the Charter and SELPA Plan.**

Responsibilities include, but are not limited to the following:

- *Provide individual and small group specialized academic instruction within the general education setting.**
- *Develop and implement individualized academic programs driven by formal and informal assessments of academic achievement, social-emotional development and vocational skills according to governmental and organizational guidelines.**
- *Conduct assessments/evaluations of student abilities and needs.**
- *Positively contribute to the school culture through honest collaboration.**
- *Support general education teachers through co-teaching, collaboration, providing resources, etc.**
- *Ensure timely submission of reports, assessments and other documentation.**
- *Notify parents/guardians of student progress as outlined by the Charter and/or administration.**
- *Complete a thorough analysis of each student assigned to caseload, monitor progress and ensure that appropriate supports are in place for each student.**
- *Collaborate professionally with all students, colleagues, parents, and community members as described in the Code of Professionalism.**
- *Attend and participate in all staff meetings and professional development opportunities.**
- *Maintain integrity with time and work ethic, including arriving promptly to meetings and submitting required documents in advance of the deadline.**
- *Other duties as requested by the Director/Principal.**

EVALUATION: Performance will be evaluated by the Director/Principal

QUALIFICATIONS

- *Adhere to the Code of Professionalism**
- *Meet the Employee Qualifications as outlined in the Charter**
- *A current/valid California Education Specialist Instruction Credential (Moderate-Severe)**
- *First Aid and CPR certification**
- *Training in CPI or like program**