



SYCAMORE ACADEMY
of Science and Cultural Arts

Ronald Reagan Charter School Alliance
Annual - Regular Board Meeting Agenda
34862 Monte Vista, Suite 110
Wildomar, CA 92595
Phone: (951) 678-5217
August 10, 2015 @6:00 p.m.

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

1.0 CALL TO ORDER

Introduction of Guests

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

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

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: _____ 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 Construction Report (Attachment 6.1)

Report on Construction project at 23151 Palomar St.

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

6.2 Financial Report (Attachment 6.2)

Presentation of the status Sycamore Academy finances.

Presented by: Roy Kim, SavantCo Education

6.3 Director's Report

Director's report on school growth plans and contingency plans.

Presented by: Barbara Hale, Executive Director/Principal

7.0 ACTION ITEMS:

7.1 William Sampson Resignation (Attachment 7.1)

The board has received the resignation of Board President William Sampson.

Motion: _____ Second: _____ Vote: _____

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

7.2 Election of Governing Board member

Per the Charter and Board Bylaws, the board will review and select a trustee from a slate of qualified candidates or absent such a slate, through a process of the board's design.
Current slate: Mr. Roland Skumawitz (eligible for his 3rd term)

Motion: _____ Second: _____ Vote: _____

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

7.3 Annual Meeting

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

President: _____

Motion: _____ Second: _____ Vote: _____

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

Secretary/Treasurer: _____

Motion: _____ Second: _____ Vote: _____

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

7.4 Revised 2015/16 School Calendar (Attachment 7.4)
 The board will review and consider a revised 2015/16 School Calendar.

Staff recommendation: Based on the most recent construction report, staff recommends board's consideration of moving the start date from September 8 to September 14 and adjusting the calendar to meet the legal requirements.

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	_____	_____

7.5 Hansberger & Klein, LLP Retainer Agreement Addendum for Ronald Reagan Charter School Alliance (Attachment 7.5)

The board will review and consider the Retainer Agreement with Hansberger & Klein, LLP for the Ronald Reagan Charter School Alliance, DBA Sycamore Academy of Science and Cultural Arts, 23151 Palomar St., LLC, and the Sycamore Academy of Science and Cultural Arts Foundation.

Staff recommendation: With the growth of the organization, the addition of Special Education responsibilities, ownership of property and facility, and our intent to replicate in the near future, staff recommendation is approval of a flat rate monthly retainer agreement.

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	_____	_____

7.6 Revised 2015/16 Parent Handbook (Attachment 7.6)
 The board will review and consider the revised 2015/16 Parent Handbook.

Staff recommendation: The City of Wildomar, the construction team and school administration have developed additional language for the handbook in an effort to clarify expectations and improve safety for Sycamore students and the community. 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	_____	_____

7.7 RRCSA Bylaws (Attachment 7.7)

The board will review and consider the revised Board Bylaws.

Staff recommendation: The Bylaws have been revised to reflect the change of location and clarifying language has been added. 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	_____	_____

7.8 RRCSA Financial Policies (Attachment 7.8)

The board will review and consider the revised Financial Policies.

Staff recommendation: The Financial Policies have been revised to reflect the changes in the operational structure and clarifying language has been added. 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: June 15, 2015 (Attachment 8.1)

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

8.3 Job Description for Executive Director/Principal (Attachment 8.3)

8.4 Job Description for Administrative Assistant (Attachment 8.4)

8.5 Job Description for Records Clerk (Attachment 8.5)

Motion: _____ Second: _____ Vote: _____

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

9.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

Comments should be limited to 3 minutes. Unless an item has been placed on the published agenda in accordance with the Brown Act, there shall be no action taken, nor should there

be comments on, responses to, or discussion of a topic not on the agenda. The Board members may: (1) acknowledge receipt of information/report; (2) refer to staff with no direction as to action or priority; or (3) refer the matter to the next agenda.

10.0 CLOSED SESSION: Adjourn to closed session at _____.

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

11.0 RECONVENE OPEN GENERAL SESSION:

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

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

12.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

13.0 BOARD COMMENTS:

14.0 ADJOURNMENT

Motion: _____ Second: _____ Vote: _____

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

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.

Project Location

23151 Palomar Street
Wildomar, CA 92595

Owner

23151 Palomar St. LLC
(Sycamore Academy Charter)

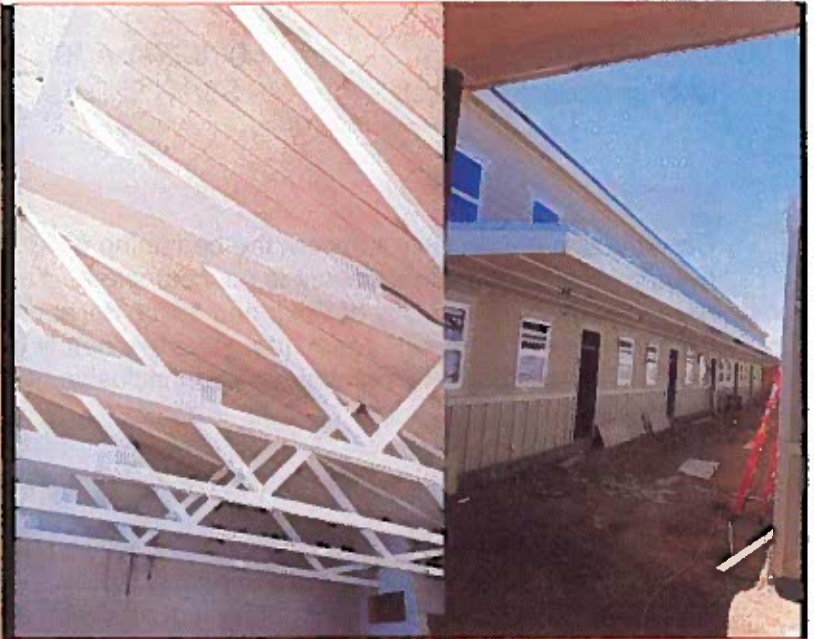
Architect

FJHM Architects

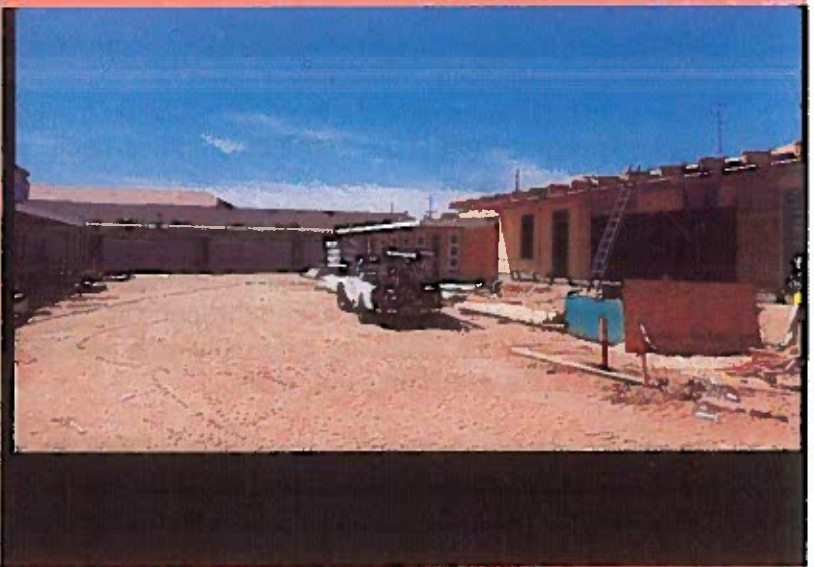
General Contractor

Hamel Contracting, Inc.

Sub Contractors



Ceiling inside a classroom and siding



Courtyard taking shape

Project Scope

Construction of a New K-8 School on 7.21 Acres

Construction Contract Values

	ORIGINAL AMOUNT	REMAINING BALANCE
GMP for Construction Costs	\$ 5,141,953.00	\$ 2,772,143.49

Project Status

Construction began via earthwork the beginning of April. With exception to a water quality management basin all earthwork is now complete. The water quality management basin design is still being reviewed by the City of Wildomar for compliance. The remising hydrology calculations are new and complex. The design team engineers are nearly complete with review comments and work excavating the basin will commence soon inclusive of the play field, running track and turf amphitheater.

Both on-site and off-site subgrade utilities are 99% complete.

We expect on-site and off-site curbs gutters, walks and pavement to begin shortly. Delays were realized after appropriate and careful review by the City of Wildomar with respect to their roadway master plan which identified a difference in elevation as compared to the directive given the design team early in the project. The increase in Palomar Road elevation had a "trickle down" effect on our on-site design which took a considerable extra effort by our project civil engineer. We expect final mylars to be fully signed and executed this week which memorializes the street improvements.

Building foundations and framing are nearly complete after an impressive performance by the respective contractors. The overall pace has been phenomenal. Additionally, roofing, building wrap, door and window installation, thermal insulation, drywall, rough plumbing, mechanical and electrical work all commencing at the same outstanding pace. On site curbs, gutters and pavement to commence this week.

The playground structure has been ordered after color selections were made inclusive of the shade structure protecting it and the children that will use it. Both will arrive after the school year start. The shade structure is being processed through City plan check requirements. A retractable shade component over the courtyard assembly area has been designed and shop drawings are being prepared for the Architect's approval.

The campus security plan has been created including locks, cameras and alarms. These systems will monitor both vehicular and pedestrian safety.

Of critical importance occurring on July 23, Barbara Hale and contractor Grant Hamel met with City of Wildomar to discuss Temporary Occupancy. This would allow occupancy of buildings completed while the balance of lower priority portions of the famous are being completed. The City is receptive to this concept provided that all fire, life and safety systems are in place and operational. The area of safe dispersal must also be complete and accessible. Grant is confident that these conditions will be met prior to the start of the academic year (September 4).

To ensure final preparations are in place for students and teachers, school administration will request Governing Board approval of an amended calendar with a start date of September 14. If approved, administration will begin notifying parents and hold a parent information event to mitigate any potential decline in enrollment due to the four day delay.

Sycamore Academy Financial Update Presentation: by SavantCo Education

Agenda

- 1. July Financial Update**
 - a. YTD income statement**
 - i. Revenue**
 - ii. Expenses**
 - b. Check Register**
 - 2. Upcoming Items**
-

Income Statement Update as of July 31, 2015

- Revenue
 - Current projections \$4,003,696 in total revenue
 - a. LCFF - \$3,489,939
 - b. Federal (Title 1 & 2)
 - c. State - \$318,757
 - d. Local - \$195,000
 - July Revenues received in August
 - a. Projecting to receive \$135,100
 - i. LCFF State Aid – \$119,463
 - ii. Special Ed – \$11,875
-

- Expense
 - Expenses Projections
 - a. Adopted budget projected \$3,740,317
 - b. July projection \$131,044
 - c. Actual expenses \$26,145
 - i. Due to summer holdback & invoice timing

- Operating Income
 - Adopted budget projected \$263,378
 - Projecting higher due to conservative budget:
 - a. Common Core \$530/ADA
 - b. Educator Effectiveness \$1400/PY Certificated
 - c. Title I & 2

Upcoming Items

- Budget Revision
 - Unaudited Actuals
 - Enrollment
 - Payroll
 - YTD expenses

 - Unaudited Actuals
-

Account	Start	End	From	To	Adopted Budget	Budget Revisions	Income/Expense	% Used	Balance
J / Resource Object Description	08/10/2015		07/01/2015	07/31/2015					
Charter Schools Enterprise Fund									
8011 LCFF State Aid - Current Year					2,936,374.00	0.00	119,463.00	4.07%	2,816,911.00
8000-8099 Revenue Limit Sources					2,936,374.00	0.00	119,463.00	4.07%	2,816,911.00
8590 All Other State Revenue					318,757.84	0.00	11,875.00	3.73%	306,882.84
8300-8599 Other State Revenue					318,757.84	0.00	11,875.00	3.73%	306,882.84
8699 All Other Local Revenue					748,565.00	0.00	3,762.93	0.50%	744,802.07
8600-8799 Other Local Revenue					748,565.00	0.00	3,762.93	0.50%	744,802.07
Total Revenue					4,003,696.84	0.00	135,100.93	3.37%	3,868,595.91
1000 Certificated Salaries									
1000 Certificated Salaries					1,370,200.00	0.00	0.00	0.00%	1,370,200.00
1000 Classified Salaries					1,370,200.00	0.00	0.00	0.00%	1,370,200.00
2000 Classified Salaries									
2000 Classified Salaries					324,976.00	0.00	2,955.00	0.91%	322,021.00
2000 Classified Salaries					324,976.00	0.00	2,955.00	0.91%	322,021.00
3201 State Teachers' Retirement System, certified									
3201 State Teachers' Retirement System, certified					147,022.46	0.00	0.00	0.00%	147,022.46
3202 Public Employees' Retirement System, certified									
3202 Public Employees' Retirement System, certified					23,960.70	0.00	101.03	0.42%	23,859.67
3301 OASDI/Medicare/Alternative, certified									
3301 OASDI/Medicare/Alternative, certified					19,867.90	0.00	0.00	0.00%	19,867.90
3302 OASDI/Medicare/Alternative, classified									
3302 OASDI/Medicare/Alternative, classified					20,148.51	0.00	226.05	1.12%	19,922.46
3401 Health & Welfare Benefits, certified									
3401 Health & Welfare Benefits, certified					230,000.00	0.00	120.50	0.05%	229,879.50
3402 Health & Welfare Benefits, classified									
3402 Health & Welfare Benefits, classified					30,000.00	0.00	0.00	0.00%	30,000.00
3501 State Unemployment Insurance, certified									
3501 State Unemployment Insurance, certified					16,853.46	0.00	184.25	1.09%	16,669.21
3502 State Unemployment Insurance, classified									
3502 State Unemployment Insurance, classified					9,391.81	0.00	1.48	0.02%	9,390.33
3601 Workers' compensation insurance, certified									
3601 Workers' compensation insurance, certified					41,106.00	0.00	0.00	0.00%	41,106.00
3602 Workers' compensation insurance, classified									
3602 Workers' compensation insurance, classified					9,749.28	0.00	0.00	0.00%	9,749.28
3000 Employee Benefits					548,100.12	0.00	633.31	0.12%	547,466.81
4100 Approved Textbooks and Core Curriculum									
4100 Approved Textbooks and Core Curriculum					7,151.50	0.00	0.00	0.00%	7,151.50
4200 Books and Other Reference Materials									
4200 Books and Other Reference Materials					1,948.07	0.00	0.00	0.00%	1,948.07
4300 Materials and Supplies									
4300 Materials and Supplies					60,747.70	0.00	455.93	0.75%	60,291.77
4400 Noncapitalized Equipment									
4400 Noncapitalized Equipment					36,208.04	0.00	2,505.55	6.92%	33,702.49
4700 Food									
4700 Food					7,250.19	0.00	0.00	0.00%	7,250.19
4000 Books and Supplies					113,305.50	0.00	2,961.48	2.61%	110,344.02

5200	Travel and Conferences	20,024.20	0.00	0.00	0.00%	0.00	20,024.20
5300	Dues and Memberships	8,639.01	0.00	610.00	7.06%	8,029.01	
5400	Insurance	102,990.18	0.00	4,273.80	4.15%	98,716.38	
5500	Operations & Housekeeping Services	62,486.95	0.00	0.00	0.00%	62,486.95	
5610	Rent	14,790.73	0.00	0.00	0.00%	14,790.73	
5620	Utilities	62,486.95	0.00	0.00	0.00%	62,486.95	
5640	Repairs	16,537.13	0.00	0.00	0.00%	16,537.13	
5800	Other Services & Operating Expenses	93,929.23	0.00	0.00	0.00%	93,929.23	
5810	Accounting	11,160.63	0.00	0.00	0.00%	11,160.63	
5813	Business Services	120,000.00	0.00	2,000.00	1.67%	118,000.00	
5815	Bank Charges	929.70	0.00	0.00	0.00%	929.70	
5817	Education Consultants	48,335.56	0.00	0.00	0.00%	48,335.56	
5830	Legal	30,751.45	0.00	0.00	0.00%	30,751.45	
5840	Professional Development	35,757.50	0.00	0.00	0.00%	35,757.50	
5851	Substitute Teachers (Third Party Vendo	39,600.00	0.00	0.00	0.00%	39,600.00	
5869	Special Education Contractors	33,251.12	0.00	0.00	0.00%	33,251.12	
5872	Special Education Encroachment	14,250.00	0.00	0.00	0.00%	14,250.00	
5900	Communications	14,210.03	0.00	97.14	0.68%	14,112.89	
5000	Other Services and Operations	730,130.37	0.00	6,980.94	0.96%	723,149.43	
6170	Land Improvements	0.00	0.00	12,615.00	0.00%	-12,615.00	
6000	Capital Outlay	0.00	0.00	12,615.00	0.00%	-12,615.00	
7438	Debt Service: Interest	145,000.00	0.00	0.00	0.00%	145,000.00	
7439	Debt Service: Principal	508,606.00	0.00	0.00	0.00%	508,606.00	
7000	Other Outgo	653,606.00	0.00	0.00	0.00%	653,606.00	
	Total Expenditures	3,740,317.99	0.00	26,145.73	0.70%	3,714,172.26	
	Charter Schools Enterprise Fund						
	ss (Deficiency) of Revenues Over Expenses	263,378.85	0.00	108,955.20			

Director's Report



Sycamore Academy of Science and Cultural Arts
23151 Palomar Street
P.O. Box 1400
Wildomar, CA 92595
www.SycamoreAcademyCharter.org

Board Meeting Date

08/10/2015

Academic Program and Performance

We have structured the program into two strands, STEAM and Humanities. One STEAM teacher and one Humanities teacher create a partnership. All the teachers at that "grade level" create a team. Time is set aside every week for teachers to meet with their partner, in their team, with the vertical strand and as an entire faculty. The first few weeks of the school year will focus on developing our culture, assessing beginning levels of all students and setting individualize SCORE goals. Unlike years past, this year SCORE conferences will include assisting the student in developing the framework for an action plan and a method to track progress toward goals.

At the October meeting, we will provide the Board with the beginning of the year assessment data.

Events and Activities

We anticipate having our Ribbon Cutting ceremony in late October or early November.

Construction Team meeting every Wednesday

LEUSD Board Meeting 08/07/2015

EI Dorado Fiscal Workshop 08/11/2015

LEUSD Board Meeting 08/11/2015

RCOE Board Meeting 08/12/2015

LEUSD Board Meeting 08/13/2015

AESOP Training 08/24-08/27/2015

SpED meet and greet 08/27/2015

RCOE Board Meeting 09/09/2015

Auditors on site 09/14-09/15/2015

Next Board Meeting 09/14/2015

Legislation Update

**LC 2810.5 Paid sick leave for all employees.
AB 277 - Mandatory Immunizations**

Personnel

(6 FTE) K/1 teachers, (6 FTE) 2/3 teachers, (4 FTE) 4/5 teachers, (3.5 FTE) 6/7/8 teachers, (.5 FTE) Curriculum Specialist, (1 FTE) Education Specialist, (1 FTE) PE teacher, (1.5 FTE) Certificated Administration (3 FTE) Classified Administration, (1.5 FTE) Clerical, (6.5 FTE) Instructional Aides - Total of 43 employees

Board Requested Information

Nothing outstanding

August 6, 2015

Governing Board of Sycamore Academy
34862 Monte Vista Drive
Suite 110
Wildomar, California 92595

VIA EMAIL

Most Honorable Members of the Governing Board of Sycamore Academy:

It is with a heavy heart and with profound respect for the Governing Board, School Leadership, Parents and most of all the bright Students of our institution that I offer my resignation as Board President and Board member effective immediately.

It has been an honor to serve our school and serve with some of the most talented leaders I have had the pleasure to know. I am proud of what we have accomplished together on behalf of the school in pursuit of our educational interests, philosophy and values.

In doing so I think fondly of all that has been accomplished by the dedicated team and the community at large. The passionate Founder's, Board Members, Parents and Teachers that have made Sycamore Academy a thriving and valued educational option. I am more convinced than ever in the strength of leadership and your combined capacity to lead the school to new heights. Simply and regrettably due to my recent career change and the associated travel requirements I can no longer dedicate the time which you richly deserve.

On a personal note, it has been an honor and pleasure to work with each of you and I wish you all the success. I thank you for your friendship, and for the opportunity to serve Sycamore Academy.

With gratitude and sincere respect,

William J. Sampson

Sycamore Academy
2015-2016

July	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29		
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	

Teacher Work Days	190
Instructional Days	175
Modified Days	35
Full Days	140

33795	KINDER - 30 MIN LUNCH
6825	15 MIN BREAK
48300	15 MIN BREAK AND 30 MIN LUNCH

K	1ST-8TH
40620	
55125	

 Holiday
 Weekends

Sycamore Academy
2015-2016

	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
July																																
August	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
September	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
October	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
November	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
December	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
January	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
February	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
March	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
April	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		
May	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	
June	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30		

Teacher Work Days	190
Instructional Days	175
Modified Days	35
Full Days	140



K 40620
1ST-8TH 55125

KINDER - 30 MIN LUNCH
15MIN BREAK
15 MIN BREAK AND 30 MIN LUNCH

33795
6825
48300

K day



July 26, 2015

SENT VIA ELECTRONIC MAIL

Ronald Reagan Charter School Alliance
Board Members
32326 Clinton Keith Road
Wildomar, CA 92595

Re: Flat Monthly Retainer Proposal

Dear Board Members,

We thank you for the opportunity to be a part of the Ronald Reagan Charter School Alliance (RRCSA) family and to allow us to help with all your Charter School needs. As you know, we strive to provide quality and commitment in our services. We recognize and understand the long term goals you have for RRCSA and wish to assist you in reaching those goals. To that end, Hansberger & Klein prides itself on working very hard to keep our overhead and cost structure affordable and second to none. Our priority is to provide you excellent legal service at highly competitive rates with results that will improve your schools' operations and keep your legal issues deftly managed.

To that end, and in response to your Executive Director's request, we submit this flat fee retainer proposal. While you are no doubt keenly aware of the services we provide, below is a brief summary of some of the services RRCSA receives at its current hourly rate of \$175.

General and Administrative services

These services include, but are not limited to, board meeting preparation and governance questions, assisting with agendas, discussion matters, etc. liaisioning with District officials and District counsel as necessary emails and telephone conferences for basic day-to-day matters, policy and/or procedure drafting, employment law matters, labor law matters, typical employee hiring, typical/uncontested terminations, facilitating progressive discipline when necessary, reviewing financing and budget issues, facilities planning/development/support, general special education/SELPA matters and much more.

In addition to assistance with general administrative legal matters, we of course also provide services for those unexpected legal situations which may arise from time-to-time. *Unexpected Legal Situations* as you know are a-typical day-to-day matters such as parent or student lawsuits or other formal administrative complaints, student expulsion hearings, employee lawsuits or other formal administrative complaints, formal SpEd/SELPA complaints, IEP meetings involving advocates and/or legal counsel, Due Process complaints, litigation, arbitration and mediation, contested board disputes, etc.

Below is an at-a-glance table of basic legal services and their potential fees in a given calendar year calculated at the current hourly rate of \$175/hour.

LEGAL MATTER	SERVICES	TOTAL COST/YEAR
General / Administration	1 hour / Day 260 Calendar Days	\$45,500
Board Meetings	10 Meetings / year Travel to/from and attend 2 hour meetings This does not include <i>Special</i> <i>or Emergency Board meetings</i>	\$7,000
Misc. Issues: <ul style="list-style-type: none"> • Parent • Student • Special Education • Employee Termination 	1 matter can amount to \$10k in fees minimum before resolution 3 matters / year	\$30,000
TOTAL:		\$82,500.00

To date, RRCSA (including 23151 Palomar Street, LLC & SASCA Foundation) has incurred \$36,497.37 (avg. \$5,214/mo.) in legal fees. We would note his total includes more than \$4,000 in *client courtesy discounts of No Billing*. At this rate, legal fees for 2015 could amount to a minimum of \$62,568. Further, this estimate does not include fees for potential litigation or due process complaints, nor fees for any *unexpected legal situations* as defined above.

Additionally, RRCSA has recently acquired a new facility, as well as joined a SELPA with the intent to continue to restructure and reorganize the school in a way that will better serve its students, staff and parents. Such changes could result in an increased need for legal services: for procurement processes, contract

negotiations, the adoption of new school and board policies and procedures, new contracts, implementation of curriculum, progressive discipline measures and documentation, parent notification systems, as well as issues related to the current building project and not to mention future replication efforts and creation of a CMO.

Potential legal fee exposure for a calendar year, not including litigation matters or due process complaints, at your current hourly rate *could* amount to just over \$82,500. While we do not expect fees to amount to this total, for budgetary review purposes, we thought it important to provide the “what if” scenario.

Considering RRCSA’s long-term goals for the future, the completion and opening of a new facility, joining El Dorado SELPA and endeavors to replicate, a flat monthly retainer of \$4,500/month in lieu of the currently hourly rate would be a more cost effective method of obtaining legal services. A monthly retainer fee structure would guarantee RRCSA will spend no more than \$54,000/year for all legal services, other than litigation and due process matters. Further, with regard to litigation and due process matters, Hansberger & Klein will agree to a not to exceed amount of \$2,000/month.

The flat fee billing structure affords RRCSA our availability all day/ every day without the constraints of worrying about an hourly rate. The not to exceed litigation and due process services billing structure, guarantees RRCSA that regardless of what billing is incurred in any given month for litigation or due process matters, RRCSA will never be billed for more than \$2,000/month. Any excess billing will be amortized until the amount is paid in full, but never in an amount greater than \$2,000/month increments.

This arrangement affords RRCSA a set line item for budgeting purposes as well as the guarantee that RRCSA would never spend more than \$4,500/month when no litigation matters are active, and no more than 6,500/month if/when there are active litigation matters.

It is our sincere desire to continue building our relationship, providing economical, effective and thorough legal representation, wherein we can cater our fees to better meet RRCSA’s specific needs. This fee arrangement affords RRCSA our continued commitment of providing legal services on a 24-hour/day, 7-day/week basis. It also guarantees our attendance, either in person or by phone at every board meeting, if needed, including special and emergency meetings, if needed, sub-committee meetings when requested, expulsion hearings, IEPs when/if needed, employee evaluations and parent meetings, again when/if needed.

RRCSA Board Members

July 26, 2015

Page 4 of 4

We place such great value on all of our clients. The work you do matters. We can only strive to provide the same quality and commitment in our service to you. Attached for your review is a draft retainer addendum reflecting the proposed fee structure and related services. I am happy to discuss in further detail and answer any questions you may have at your next regularly scheduled board meeting.

Sincerely,
HANSBERGER & KLEIN, PLC

A handwritten signature in black ink, appearing to read "Erica B. Klein", written in a cursive style.

Erica B. Klein

ADDENDUM to RETAINER AGREEMENT

Date: August 10, 2015

By and Between: Hansberger & Klein, PLC (hereinafter the "Firm"),
acting as attorneys for Ronald Reagan Charter School Alliance
("RRCSA")

and

Ronald Reagan Charter School Alliance, (hereinafter "You" or
"Client" or the "School.")

Addendum to: Retainer Agreement dated January 1, 2015

This document shall forth the terms under which Hansberger & Klein, PLC (hereinafter the "Firm") will act as attorneys for Ronald Reagan Charter School Alliance (collectively "You" or "Client" or the "School"). In the event of any conflict between the provisions of this Addendum and the Retainer agreement dated January 1, 2015, this Addendum shall control

1. Services To Be Provided By The Firm. You have retained the Firm to advise and represent Ronald Reagan Charter School Alliance in connection with ongoing legal matters as requested by the Client and agreed to by us.

a.) Litigation and Due Process Matters:

These legal matters include but are not limited to advice regarding any and all litigation and due process issues related to Ronald Reagan Charter School Alliance, a California public charter school may deem necessary and as agreed to by us. More specifically, these litigation and due process matters may require us to conduct legal research, manage disputes and negotiations with opposing parties, develop agreements and memoranda of understanding with opposing parties, prepare and review pleadings and motions, conduct factual investigations, conduct discovery and make appearances before courts or other administrative offices and offer legal advice to the School, including the preparation of written legal opinions, as necessary and other legal matters that may impact the School. The School's responsibility is to cooperate with us by assisting in our efforts, discussing the issues with us, and making yourself reasonably available to us as necessary.

b.) All Other Legal Matters and Issues:

These legal matters may include but are not limited to advice regarding any and all issues related to the maintenance, governance and day-to-day affairs of the Ronald Reagan Charter School Alliance, a California public charter school in all its legal affairs as the School may deem necessary and as agreed to by us. More specifically, these legal matters may require us to conduct legal research, draft and review charter School operational policies, manage disputes and negotiations with authorizing entities, develop agreements and memoranda of understanding with authorizing entities, develop employment contracts and provide advice regarding employment law matters, assist with facilities development, prepare and review contracts and other legal documents, conduct factual investigations, and offer legal advice to the School, including the preparation of written legal opinions, as necessary and other legal matters that may impact the School. The School's responsibility is to cooperate with us by assisting in our efforts, discussing the issues with us, and making yourself reasonably available to us as necessary.

2. Fee For Services Performed.

a.) Litigation and Due Process Matters:

Compensation for the Firm's legal services shall be calculated on an hourly basis by multiplying the number of attorney hours spent working on the matter by the attorney's billing rate, which hours and billing rates will be itemized on the Firm's invoices to you. The billing rate is \$175 per hour.

The invoice for services performed in any given month shall not exceed \$2,000.00 (Two Thousand Dollars) ("not to exceed amount"), regardless of whether billing for said services in a given month exceeds \$2,000, absent a written agreement signed by both parties. Any and all billing in excess of the *not to exceed amount* total shall be amortized over the remainder of the calendar year, or longer, until such amounts are paid in full.

The time and billing rates of such persons will be itemized on the Firm's invoices to you. Our time is charged in increments of 1/10 of an hour.

The fees described above shall only be with regard to the specific matters referred to in paragraph 1(a) above; specifically, representation in any civil matter, including but not limited to litigation and due process complaint and/or trial, whether federal or state, prepare pleadings and other documents, conduct discovery and make appearances before courts or other administrative offices or in any other

proceedings, forfeiture proceedings, investigations or matters of any kind, not specifically covered in paragraph 1(a) above.

b.) All Other Legal Matters:

Compensation for the Firm's legal services shall be calculated as a flat-fee on a monthly basis. The billing rate is \$4,500.00 per month.

The fees described above shall only be with regard to the specific matters referred to in paragraph 1(b) above; and do not include representation in any civil matter, including but not limited to litigation and due process complaint and/or trial, whether federal or state, prepare pleadings and other documents, conduct discovery and make appearances before courts or other administrative offices or in any other proceedings, forfeiture proceedings, investigations, or matters of any kind, not specifically covered in paragraph 1(b), but instead referenced in paragraph 1(a).

Ronald Reagan Charter School Alliance Representative:

Barbara Hale [Print Name]

Executive Director

Ronald Reagan Charter School Alliance Representative:

Barbara Hale [Signature]

[Date]

This Retainer Agreement is subject to ratification and approval by the Governing Board.

Ronald Reagan Charter School Alliance Board President:

[Print Name]

Ronald Reagan Charter School Alliance Board President:

[Signature]

[Date]

proceedings, forfeiture proceedings, investigations or matters of any kind, not specifically covered in paragraph 1(a) above.

b.) All Other Legal Matters:

Compensation for the Firm's legal services shall be calculated as a flat-fee on a monthly basis. The billing rate is \$4,500.00 per month.

The fees described above shall only be with regard to the specific matters referred to in paragraph 1(b) above; and do not include representation in any civil matter, including but not limited to litigation and due process complaint and/or trial, whether federal or state, prepare pleadings and other documents, conduct discovery and make appearances before courts or other administrative offices or in any other proceedings, forfeiture proceedings, investigations, or matters of any kind, not specifically covered in paragraph 1(b), but instead referenced in paragraph 1(a).

Ronald Reagan Charter School Alliance Representative:

Barbara Hale [Print Name]

Executive Director

Ronald Reagan Charter School Alliance Representative:

Barbara Hale [Signature]

[Date]

This Retainer Agreement is subject to ratification and approval by the Governing Board.

Ronald Reagan Charter School Alliance Board President:

RONALD SCHWARTZ
[Print Name]

Ronald Reagan Charter School Alliance Board President:


[Signature]

8-11-15
[Date]



SYCAMORE ACADEMY

of Science and Cultural Arts

Parent – Student Handbook

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Introduction

Dear Students and Parents,

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

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

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

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

Mission Statement

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

Vision Statement

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

- How students learn best,

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

School Goals

Knowledge

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

Critical Skills

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

Fundamental Dispositions

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

Charter Petition

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

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

Attendance

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

Day of the Week	Start time	End Time	Grade level
Monday – Thursday	8:15am	1:00pm	Kindergarten
		3:00pm	1 st – 8 th grades
Friday	8:15am	12:00 noon	ALL GRADES

Absences

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

Please be aware that should your child have 5 or more unexcused absences, your child may be dropped from the school's roster and you would need to reenroll. Admission is based on availability at the time of re-enrollment.

Arrival Time

The school day begins at 8:15 a.m. for all grades (kindergarten through eighth), Monday through Friday. Students must not arrive on the campus any earlier than 7:45 a.m. Staff is on site and prepared to supervise students at 7:45 a.m. Students are permitted to bring breakfast, work on school work, or participate in the activities provided by the instructional aides on duty.

Court Orders

Given the current status of many marriages, divorces, custody battles, etc., the list of people we can release your children to, is vitally important. If you have a custody order, stipulated agreement, or restraining order regarding your child, be sure to present a copy to the school office. Without the court order present and stating the contrary, former and/or estranged spouses are still the legal guardian of the

child and may pick-up their children at any time. It is expected that all parties engaged in Family Law disputes act cordially while on the campus or at school events or be subject to removal from the event. School is a safe place for students and staff will take any steps needed to ensure that all students are sheltered from adult disputes while at school. Be advised that administration will act quickly to have you removed if you choose to act in a way that disrupts or is disrespectful to our learning community. This will create an awkward situation for all those involved so everyone is expected to avoid such situations.

Departure Time

Students must be picked up with 15 minutes of dismissal. We do not have the personnel to provide supervision outside of the specified arrival and departure times. No child is permitted to leave the school grounds before school is dismissed without permission from the office. Students will not be released to go home on their own. Palomar Street does not have adequate sidewalks for student passage and the vehicles move very quickly. If you need assistance in arranging transportation, please contact the office.

Independent Study Contracts

If it is absolutely necessary for parents to keep their children out of school, an Independent Study Contract should be completed. To qualify for Independent Study, the parent must make the request prior to the absence. The teacher will provide lessons to complete while the student is away from school, so that he/she will not fall behind the other students. The contract can be found on our website or picked up in the office and must be on file prior to the absence. The student has 20 days from the date of the absence to complete and return the Independent Study work in order to receive credit and clear the absences. The number of independent study days a student is allowed is limited, so please keep the use of them to a minimum. Additionally, by placing your student on Independent Study understand that your child is expected to complete assignments similar to those done in class on the day of the absence and he/she may have work to do in order to ensure that he/she can contribute upon returning to school. In class, students are permitted to work collaboratively and that will not be possible for a student on Independent Study.

Late Student Pick-Up

School personnel will supervise students that arrive 30 minutes before the start of the day as well as 15 minutes after dismissal. Parents who habitually neglect to pick-up their children on time or drop-off their children more than 30 minutes before the school day begins, will have their children sent to Ortega Trails. There is a \$10 charge per student per incident, per child for this service. The third occurrence will require a meeting with the Administration and, if needed, appropriate authorities will be contacted.

Leaving School during the Day

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

Modified Day

Every Friday is a modified day. Dismissal is at 12:00 p.m. for all students, kindergarten through grade eight. No lunch break will be provided at school on those days however, a nutrition break is provided and students are strongly encouraged to bring a snack.

Registration Requirements

A registration packet must be completed before the student is allowed to enter school. The child's birth certificate is also required for registration. Children entering kindergarten must be five years old on or before September 1, in the year in which the student enters kindergarten.

Parents of children entering kindergarten must provide dates and place of service where the child received immunizations. Record of a physical examination is required for students entering first grade. Parents of seventh grade students must provide evidence of update immunizations as prescribe by law.

Release of Child

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

Tardiness

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

Transfers

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

Communication

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

Website and Social Media

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

Parent Portal

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

Complaints

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

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

Homework

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

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

Parent Information Event (P.I.E.)

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

Showcase of Learning

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

Parent/Student/Teacher Conferences

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

Report Cards

Report cards are issued three times a year, at the end of each trimester, however parents have 24/7 access to grades and attendance in the Power School Parent Portal. If you need assistance setting up your Parent

Portal account, please contact your child's Homeroom teacher or the office staff.

Telephone/Cell Phones

Students must get permission from their teacher to use the telephone. The use of the telephone is restricted to emergencies. We will not put a call through to the classroom during instructional time unless there is an emergency.

Students are permitted to bring cell phones to school, however, they must remain off or silenced in the student's backpack. Phones that are disruptive to the learning environment will be held in the office for parent pick up. The school is not responsible for lost, broken, or stolen phones.

Visitors

State law requires all visitors to sign in at the office. Each visitor must wear a badge while on campus. Visitors are restricted to one hour on campus. The badge must be returned to the school office when visitors sign out to leave.

Volunteers

Parents/guardians are encouraged to visit and volunteer in classrooms. Parents working at the school need to comply with certain requirements such as completing forms, acquiring evidence TB clearance and passing a Megan's Law check before they work in the classrooms or with students. Contact the school office for further and updated information in this regard. Volunteers must sign-in at the school office when arriving and sign-out when leaving school grounds. Volunteers must wear a badge. Any parent having questions about how they can help should contact their child's teacher and/or the school office.

Parent Participation

- The Parent/Teacher Council (PTC)
- School Site Council (SSC)
- Classroom support (reading, leading a center, assisting with preparations, etc.)
- Field trip chaperon
- Event coordinator
- Check the school's newsletter and/or website for the exact date and time of the meetings and/or participation requests.

Health and Safety

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

Articles from Home

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

Bicycles, Scooters and Skateboards

Students who ride bikes or scooters to school are required by state law and school policy to wear bicycle helmets. A student who happens to ride to school without a helmet will not be allowed to leave school with his/her bicycle or scooter without a helmet. The parents must provide a helmet that day or come and pick up the bicycle themselves. Bicycles must be kept in the designated bicycle area. It is highly recommended that your child lock his or her bike. For safety reasons only students in 3rd grade or higher may ride their bicycles or scooters to school. Bicycles and scooters must be walked on and off the school grounds. Skateboards are prohibited on campus at all times unless the Director/Principal has given prior approval.

Child Abuse

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

Dress Code Policy

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

Apparel

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

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

Footwear

For safety reasons, thongs and/or sandals without a sturdy back strap may not be worn by students. Students should bring or wear socks and athletic-type shoes as part of appropriate attire for daily Physical Education. It is essential that shoes be properly tied when worn to minimize injuries to ankles and feet.

Students are not to wear heels, flip flops, open-toe shoes, skate-shoes, hee-lies, platform shoes, or over-sized shoes, as these pose a safety concern.

Hats

Hats are permitted for outside wear only. Hats may not be altered and may not be worn backwards. Hats may not be shared with others. The hat policy will be temporarily terminated if there is an outbreak of head lice.

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

Hygiene

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

Insurance

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

Medication at School

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

Nutritional Snacks

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

Parking Lot

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

Valet Service for Pick Up:

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

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

Kindergarten Pick Up:

Parents are expected to pick Kindergarten students up outside the gate at the rear of the facility, near the playground on all days except Fridays. On Fridays, all parents follow the procedures above.

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

Pets

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

Student Discipline

Generally, student discipline issues are diminished when students are provided with engaging curriculum and are interested in learning. However, in the event that a student cannot make appropriate choices for behavior, staff will intervene. All staff members have received specific behavioral intervention training. The focus on discipline is learning. We want students to understand the impact their choices have on others and therefore, we seek to provide consequences that support and encourage deeper thought of one's own actions.

Students who have difficulty reflecting on their choices, taking ownership, or identifying ways to resolve the problem, will receive additional intervention. The seriousness of the offense and the student's attitude determines the extent of the consequences. Severe or chronic behavior that is disruptive to the learning process or harmful to others will elicit stronger measures, which may include student suspension and expulsion. The full details of our suspension and expulsion policies are stated in our charter, which is

available in the school office or online at www.SycamoreAcademyCharter.org

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

Sexual Harassment

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

Property

Lost and Found

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

Lost/Damaged Books, Materials and School Property

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

Programs and Activities

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

Author Share

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

Birthdays

To avoid disrupting the daily activities of the classroom, birthday celebrations will occur only on the first Thursday of each month (Birthday Thursday) and only during the lunch hours. Should you want to

provide snacks or treats in celebration of the children's birthday, we encourage you to provide nutritious treats instead of the sugar packed snacks that are common at these events. Contact your child's teacher or room parent at least two days in advance in order to coordinate this event.

English Language Learners

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

Field Trips

Field trips are a supplement or a follow-up to classroom instruction. All students are required to have a signed parent permission slip before being allowed to go on a field trip. Parent chaperones are needed for field trips and must be cleared through the office. Parents that have been cleared to work in the classroom may chaperon daytime field trips. Additional requirements must be met for over-night field trips. Children that are not students of Sycamore Academy of Science and Cultural Arts are not allowed to ride on the bus for field trips due to insurance requirements. A parent that wishes to bring a student's sibling on a field trip (when those circumstances can be accommodated) is responsible for his/her own costs as well as those of the sibling. A parent may sign the student out during a field trip and transport his/her own child home if he/she so desires. A meeting with all parent chaperones will be conducted prior to the field trip to clarify responsibilities and liability issues.

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

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

Meet the Masters

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

MobyMax

MobyMax is an online program available to all students. This is a resource for students to use to sharpen skills in various content areas. The structure of the questions and the tools provided in MobyMax resemble the system students are expected to use when taking the state assessments, therefore this is also a means for practicing the technological skills needed to complete the annual state assessment.

Physical Education

Physical Education (PE) is a required element of our program. All students in all grades are required to participate in our physical education program. When a student has a medical excuse from participation in the physical education program, his/her work will be modified to research and study of health and wellness. A parent's request to excuse a student from PE will only be honored for the physical fitness portion and is limited to three days. Students excused by a parent are required to complete the research and study assignment.

RAZ-Kids

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

Reading Level Chart

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

S.C.O.R.E

Sycamore Children Obtain Real Expectations (S.C.O.R.E.) goals are created collaboratively with the teachers, parent and student involved in the process. The purpose of this is to ensure that the child's interests are addressed, while meeting the parent's academic concerns, as well as the school and state standards. While some student's may have similar goals, the goals are specific to the needs of each individual student and therefore, expectations, time, accuracy, and other factors will be adjusted to make the goal achievable for each student. That being said, we will not "lower" the expectations for any student, but rather break the ultimate goal into smaller, achievable components for each student. S.C.O.R.E. conferences occur in the fall. At that time, goals will be determined, the criteria by which the student demonstrates achieving the goal will be agreed upon and the way in which the student will track his/her

progress will be established.

Student Study Team

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

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

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

Special Education

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

Sycamore Academy is a Local Education Agency for Special Education and is a member of the El Dorado Charter SELPA. More information is available on our website under "Special Education" or contact our Support Services Coordinator.

State Testing

In the spring of each year, children in grades 3 through 8 will be administered the California Assessment of Student Performance and Progress (CAASPP). The fifth and eighth grade students will take a science test. Fifth and seventh grade students are administered the physical fitness test. A CAASPP Parent Information Event will be held prior to CAASPP administration in the spring. All parents are encouraged to attend. Note that state assessments are still evolving to conform to the new Common Core expectations and while this information is accurate as of approval, it is subject to change at any time.

Technology

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



SYCAMORE ACADEMY
of Science and Cultural Arts

RONALD REAGAN CHARTER SCHOOL ALLIANCE BYLAWS

ARTICLE I

Purposes

The corporation is organized for the public and educational purposes as specified in its Articles of Incorporation.

ARTICLE II

Offices

Section 1. Principal Office.

The corporation's principal office shall be located at 23151 Palomar Street, Wildomar, CA 92595, County of Riverside, State of California. The Board of Trustees ("Board") is granted full power and authority to change the principal office from one location to another within California.

Section 2. Other Offices.

The Board at any place or places where the corporation is qualified to do business may at any time establish branch or subordinate offices.

ARTICLE III

Membership

Section 1. No Members.

Unless and until these bylaws are amended to provide otherwise, this corporation shall have no statutory members, as the term "member" is defined in Section 5056 of the California Nonprofit Corporation Law. Any action, which would otherwise by law require approval by a majority of all members or approval by the members, shall require only approval of the Board. All rights, which would otherwise by law vested in the members, shall rest in the Board.

Section 2. Associates.

Nothing in this Article shall be construed to limit the corporation's right to refer to persons associated with it as "members" even though such persons are not members, and no such reference by the corporation shall render anyone a member within the meaning of Section 5056 of the California Nonprofit Corporation Law, including honorary or donor members. Such individuals may originate and take part in the discussion of any subject that may properly come

before any meeting of the Board, but may not vote. The corporation may confer, by amendment of its Articles of Incorporation or of these bylaws, some or all of a member's rights, set forth in the California Nonprofit Corporation Law, upon any person who does not have the right to vote for the election of trustees/directors, on a disposition of substantially all of the assets of the corporation, on a merger, on a dissolution, or on changes to the corporation's Articles of Incorporation or bylaws, but no such person shall be a member within the meaning of said Section 5056. The Board may also, in its discretion, without establishing memberships, establish an advisory council or honorary board or such other auxiliary groups as it deems appropriate to advise and support the corporation.

ARTICLE IV

Board of Trustees

Section 1. Powers.

Subject to the limitations of the California Nonprofit Public Benefit Corporation Law, the corporation's Articles of Incorporation and these bylaws, and such local public agency laws as may be applicable to the corporation, the activities and affairs of the corporation shall be conducted and all corporate powers shall be exercised by or under the direction of the Board. The Board may delegate the management of the corporation's activities to any person(s), management company or committees, however composed, provided that the activities and affairs of the corporation shall be managed and all corporate powers shall be exercised under the ultimate direction of the Board. No assignment, referral or delegation of authority by the Board or anyone acting under such delegation shall preclude the Board from exercising full authority over the conduct of the corporation's activities, and the Board may rescind any such assignment, referral or delegation at any time. Without prejudice to its general powers, but subject to the same limitations set forth above, the Board shall have the following powers in addition to any other powers enumerated in these bylaws and permitted by law:

- To select and remove all of the officers, agents and employees of the corporation; to prescribe powers and duties for them which are not inconsistent with law, the corporation's Articles of Incorporation or these bylaws; to fix their compensation; and to require security from them for faithful service;
- To conduct, manage and control the affairs and activities of the corporation and to make such rules and regulations therefore which are not inconsistent with law, the corporation's Articles of Incorporation or these bylaws;
- To adopt, make and use a corporate seal and to alter the form of the seal from time to time;
- To borrow money and incur indebtedness for the purposes of the corporation, and to cause to be executed and delivered therefore, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations and other evidences of debt and securities therefore;
- To carry on a business and apply any revenues in excess of expenses that results from the business activity to any activity in which it may lawfully engage;
- To act as trustee under any trust incidental to the principal object of the corporation, and receive, hold, administer, exchange and expend funds and property subject to such trust;

- To acquire by purchase, exchange, lease, gift, devise, bequest, or otherwise, and to hold, improve, lease, sublease, mortgage, transfer in trust, encumber, convey or otherwise dispose of real and personal property;
- To assume any obligations, enter into any contracts or other instruments, and do any and all other things incidental or expedient to the attainment of any corporate purpose; and,
- To carry out such other duties as are described in the Charter school(s) as approved by the chartering authority and the Charter Schools Act of 1992 (Education Code Section 47600 *et seq.*).

Section 2. Number and Qualifications of Trustees.

The number of trustees of the corporation shall not be less than five (5) and not more than nine (9), with the exact number to be determined from time to time by a resolution of the Board, except for the Executive Director unless and until changed by amendment of the Articles of Incorporation or by amendment to these bylaws.

No more than two (2) members of the Board may be parents or guardians of children who attend Sycamore Academy of Science and Cultural Arts or any other charter school that the Corporation operates.

The qualifications for trustees are:

- The ability to attend board meetings,
- A willingness to actively support and promote the mission and vision of the charter school(s),
- Knowledgeable of Constructivist theory and practices,
- Knowledgeable of the charter petition(s),
- Knowledgeable about roles and responsibilities of being a governing board member.

Section 3. Appointment and Term of Office.

The initial trustees and officers shall be appointed by the incorporator and shall serve staggered terms as determined by the Board at its first Board meeting. After initial terms, trustees shall hold office for a term of two (2) years or until a successor has been selected.

Thereafter, the Board shall, by a majority vote, select each trustee from a slate of qualified candidates developed by the School Site Committee of the charter school(s) or absent such a slate, through a process of the Board's design.

The governing board of a school district that grants a charter for the establishment of a charter school formed and organized pursuant to Ed Code section 47604(b) shall be entitled to a single representative on the board of directors of the nonprofit public benefit corporation. The District representative shall be appointed by the District, at its discretion. It will be within the District's discretion whether or not to appoint such a representative at any time.

Section 4. Resignation and Removal.

Subject to the provisions of Section 5226 of the California Nonprofit Public Benefit Corporation Law, any trustee may resign effective upon giving written notice to the president, the secretary, or the Board, unless the notice specifies a later effective time. If the resignation is effective at a future time, a successor may be selected before such time, to take office when the resignation becomes effective.

The District representative may not be removed by the remainder of the Board without cause.

Section 5. Vacancies.

A Board vacancy or vacancies shall be deemed to exist if any trustee dies, resigns, or is removed, or if the authorized number of trustees is increased. The Board may also declare vacant the office of any trustee who has been convicted of a felony, or has been found to breach any duty arising under Article 3 of Chapter 2 of the California Nonprofit Public Benefit Corporation Law or to be of unsound mind by any court of competent jurisdiction. A vacancy on the Board shall be filled only by resolution of the Board. Each trustee so elected, appointed, or designated shall hold office until the expiration of the term of the replaced trustee and continue to hold office until a qualified successor has been elected, appointed, or designated.

No reduction of the authorized number of trustees shall have the effect of removing any trustee prior to the expiration of the trustee's term of office.

Section 6. Place of Meeting

Meetings of the Board shall be held at the principal office of the corporation or at any other place within or without the State of California which has been designated in the notice of the meeting or, if there is no notice, by resolution of the Board.

Section 7. Meetings; Annual Meeting.

Annually the Board shall meet for the purpose of organization, appointment of officers and the transaction of such other business as may properly be brought before the meeting. This meeting shall be held at a time, date and place as may be specified and noticed by resolution of the Board.

Notwithstanding any other provision of these Bylaws, to the extent required by law, all meetings of the Board and its committees shall be called, noticed, and held in compliance with the provisions of the Ralph M. Brown Act, Govt. Code section 54950 et seq. ("Brown Act") once the charter petition has been approved by the chartering agency.

Section 8. Regular Meetings.

Regular meetings of the Board, including annual meetings, shall be held at such times and places as may from time to time be fixed by the Board. The Board shall meet at least nine (9) times per year, including the annual meeting.

Section 9. Special Meetings.

Special meetings of the Board for any purpose may be called at any time by the president, the secretary or any two trustees. The party calling such special meeting shall determine the place, date and time thereof.

Section 10. Notice of Special Meetings.

Special meetings of the Board may be held only after each trustee has received four (4) days' prior notice by first-class mail or twenty-four (24) hours' notice given personally or by telephone (including a voice messaging system or other system or technology designed to record and communicate messages), telegraph, facsimile, electronic mail or other electronic means of communication. A twenty-four hour notice will be provided to media outlets including a brief general description of matters to be considered or discussed.

Any such notice shall be addressed or delivered to each trustee at the trustee's address (or telephone or facsimile number, or electronic mail address, as applicable) as it is shown on the records of the corporation or as may have been given to the corporation by the trustee for purposes of notice or, if an address (or telephone or facsimile number, or electronic mail address, as applicable) is not shown on the corporation's records or is not readily ascertainable, at the place at which the meetings of the trustees are regularly held.

Notice by mail shall be deemed received at the time a properly addressed written notice is deposited in the United States mail, postage prepaid. Any other written notice shall be deemed received at the time it is personally delivered to the recipient or is delivered to a common carrier for transmission, or is actually transmitted by the person giving the notice by electronic means to the recipient. Oral notice shall be deemed received at the time it is communicated, in person or by telephone or wireless, to the recipient or to a person at the office of the recipient whom the person giving the notice has reason to believe will promptly communicate it to the receiver.

The notice of special meeting shall state the time of the meeting, and the place if the place is other than the principal office of the corporation, and the general nature of the business proposed to be transacted at the meeting. No business, other than the business the general nature of which was set forth in the notice of the meeting, may be transacted at a special meeting.

Section 11. Quorum.

A majority of the trustees then in office shall constitute a quorum. Every act or decision done or made by a majority of the trustees present at a meeting duly held at which a quorum is present is an act of the Board. A meeting at which a quorum is initially present may continue to transact business notwithstanding the withdrawal of trustees, if any action taken is approved by at least a majority of the required quorum for such meeting. Trustees may not vote by proxy.

Section 12. Consent to Meetings.

Notice of a meeting need not be given to any trustee who attends the meeting without protesting prior to or at the commencement of the meeting, the lack of notice to such trustee.

Section 13. Telephonic and Electronic Video Meetings.

Members of the Board may participate in a meeting through the use of conference telephone, electronic video screen communication, or other communications equipment in conformance with the requirements of the Brown Act. In addition to the requirements imposed by the Brown Act, the following additional requirements must be met:

- a. Participation in a meeting through use of conference telephone constitutes presence in person at that meeting as long as all members participating in the meeting are able to hear one another.
- b. Participation in a meeting through use of electronic video screen communication or other communications equipment (other than conference telephone) constitutes presence in person at that meeting if (i) each member participating can communicate with all other members concurrently, (ii) each member is provided the means of participating in all matters before the Board including, without limitation, the capacity to propose, or to interpose an objection to, specific action to be taken, and (iii) the corporation has adopted and implemented some means of verifying both that the person participating in the meeting is a trustee or other person entitled to participate in the meeting and that all actions of, or votes by, the Board are taken or cast only by the trustees and not by persons who are not trustees.

Section 14. Adjournment.

A majority of the trustees present, whether or not a quorum is present, may adjourn any trustees meeting to another time or place. If a meeting is adjourned for more than twenty-four (24) hours, notice of such adjournment to another time or place shall be given, prior to the time schedule for the continuation of the meeting, to the trustees who were not present at the time of the adjournment.

Section 15. Rights of Inspection.

Subject to applicable federal and state laws regarding pupil confidentiality, every trustee has the absolute right at any reasonable time to inspect and copy all books, records, and documents of every kind and to inspect the physical properties of the corporation.

Section 16. Board Committees.

The Board may appoint an executive committee and one or more other committees each consisting of two (2) or more trustees to serve at the pleasure of the Board, and delegate to such committee any of the authority of the Board, except with respect to:

- The filling of vacancies on the Board or on any committee which has the authority of the Board;
- The fixing of compensation of the trustees for serving on the Board or on any committee;
- The amendment or repeal of bylaws or the adoption of new bylaws;
- The amendment or repeal of any resolution of the Board which by its express terms is not so amendable or repealable;
- The appointment of other committees having the authority of the Board;
- The expenditure of corporate funds to support a nominee for trustee after there are more people nominated for trustee than can be elected; or
- The approval of any self-dealing transaction as such transactions are defined in Section 5233(a) of the California Nonprofit Public Benefit Corporation Law, except as permitted under Section 24 of this Article.

Any such committee must be created, and the members thereof appointed, by resolution adopted by a majority of the number of trustees then in office, and any such committee may be designated as an executive committee or by such other name as the Board shall specify. The

Board may appoint, in the same manner, alternate members to a committee who may replace any absent member at any meeting of the committee. The Board shall have the power to prescribe the manner in which proceedings of any such committee shall be conducted. In the absence of any such prescription, such committee shall have the power to prescribe the manner in which its proceedings shall be conducted. Unless the Board, such committee, or these bylaws shall otherwise provide, the regular and special meetings and other actions of any such committee shall be governed by the provisions of this Article IV applicable to meetings and actions of the Board. Minutes shall be kept of each meeting of each committee.

Section 17. Other Committees.

The president, subject to the limitations imposed by the Board, or the Board, may create other committees, either standing or special, to serve the Board which do not have the powers of the Board. The president, with the approval of the Board, shall appoint members to serve on such committees, and shall designate the committee chair. If a trustee is on a committee, he or she shall be the chair. Each member of a committee shall continue as such until the next annual election of officers and until his or her successor is appointed, unless the member sooner resigns or is removed from the committee.

The president, the chair of the committee or a majority of the committee's voting members may call meetings of a committee. Each committee shall meet as often as is necessary to perform its duties. Notice of a meeting of a committee may be given at any time and in any manner reasonably designed to inform the committee members of the time and place of the meeting. A majority of the voting members of a committee shall constitute a quorum for the transaction of business at any meeting of the committee. Each committee may keep minutes of its proceedings and shall report periodically to the Board. A committee may take action by majority vote.

Any member of a committee may resign at any time by giving written notice to the president. Such resignation, which may or may not be made contingent upon formal acceptance, shall take effect upon the date of receipt or at any later time specified in the notice. The president may, with prior approval of the Board, remove any appointed member of a committee. The president, with the Board's approval, shall appoint a member to fill a vacancy in any committee or any position created by an increase in the membership for the unexpired portion of the term.

Section 18. Fees and Compensation.

Trustees and members of committees shall not receive any compensation for their services; however, the Board may approve reimbursement of a trustee's actual and necessary expenses incurred in the conduct of the corporation's business, such as food, lodging, and mileage.

Section 19. Nonliability of trustees.

No trustee shall be personally liable for the debts, liabilities or other obligations of this corporation.

Section 20. Interested Persons.

Not more than forty-nine percent (49%) of the trustees serving on the Board may be "interested persons." An "interested person" is (i) any person compensated by the corporation for services rendered to it within the previous twelve (12) months whether as a full – or part-time employee,

independent contractor, or otherwise, excluding any reasonable compensation paid to a trustee as trustee, and (ii) any brother, sister, ancestor, descendant, spouse, brother-in-law, sister-in-law, son-in-law, daughter-in-law, mother-in-law or father-in-law of any such person. However, any violation of the provisions of this Section shall not affect the validity or enforceability of any transaction entered into by the corporation.

Section 21. Standard of Care.

A trustee shall perform the duties of a trustee, including duties as a member of any committee of the Board upon which the trustee may serve, in good faith, in a manner such trustee believes to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. In performing the duties of a trustee, a trustee shall be entitled to rely on information, opinions, reports or statements, including financial statements and other financial data, in each case prepared or presented by:

- One or more officers or employees of the corporation whom the trustee believes to be reliable and competent in the matters presented;
- Counsel, independent accountants or other persons as to matters which the trustee believes to be within such person's professional or expert competence; or
- A committee of the Board upon which the trustee does not serve as to matters within its designated authority, provided the trustee believes merits confidence and the trustee acts in good faith, after reasonable inquiry when the need therefore is indicated by the circumstances and without knowledge that would cause such reliance to be unwarranted.

Section 22. Compliance with Political Reform Act.

The corporation and its Board of Directors and the charter school(s) shall comply with the conflict of interest provisions of Government Code Section 1090 *et seq.*, the Political Reform Act as set forth in California Government Codes Section 87100 *et seq.* and any attendant regulations as they may be amended from time to time, and any other conflict of interest prohibitions that are applicable to California charter schools and/or nonprofit public benefit corporations.

Section 23. Persons Liable and Extent of Liability.

If a self-dealing transaction has not been approved as required by law, the interested trustee(s) may be required to do such things and pay such damages as a court may provide as an equitable and fair remedy to the corporation, considering any benefit received by it and whether or not the interested trustee(s) acted in good faith and with the intent to further the best interests of the corporation.

Section 24. Contracts or Transactions With Mutual Trustees.

No contract or other transaction between the corporation and any domestic or foreign corporation, firm or association of which one or more of the corporation's trustees are trustees is either void or voidable because such trustee(s) are present at the meeting of the Board or committee thereof which authorizes, approves or ratifies the contract or transaction of doing so does not violate the Political Reform Act of 1974, Government Code Section 1090 *et seq.*, or any other prohibition against conflicts of interest applicable to California charter schools and/or nonprofit public benefit corporations and:

- (i) The material facts as to the transaction and as to such trustee's other directorship are fully disclosed or known to the Board or committee, and the Board or committee authorizes, approves or ratifies the contract or transaction in good faith by a vote sufficient without counting the vote of the common trustee(s); or
- (ii) As to the contracts or transactions not approved as provided in subsection (i). of this Section, the contract or transaction is just and reasonable as to the corporation at the time it is authorized, approved or ratified.

Section 25. Corporate Loans and Advances.

The corporation shall not make any loan of money or property to or guarantee the obligation of any trustee or officer, unless approved by the Attorney General; provided, however, that the corporation may advance money to a trustee or officer of the corporation or any subsidiary for expenses reasonably anticipated to be incurred in the performance of the duties of such officer or trustee, if, in the absence of such advance, such trustee or officer would be entitled to be reimbursed for such expenses by the corporation, its parent or any subsidiary.

Section 26. Annual Report.

Pursuant to Section 6321 of the California Nonprofit Public Benefit Corporation Law, the chief financial officer shall cause an annual report to be prepared and sent to each trustee not later than 120 days after the close of the fiscal year. Such annual report shall be prepared in conformity with the requirements of the California Nonprofit Public Benefit Corporation Law as it may be in effect from time to time.

Section 27. Annual Statement of Certain Transactions and Indemnifications.

Pursuant to Section 6322 of the California Nonprofit Public Benefit Corporation Law, the corporation shall furnish an annual statement of certain transactions and indemnifications to each of the trustees no later than 120 days after the close of the fiscal year. If the corporation issues an annual report as set forth in Section 28 of this Article above, this requirement shall be satisfied by including the required information, as set forth below, in such report. Such annual statement shall describe:

- Any "covered transaction" (defined below) during the previous fiscal year of the corporation involving (a) more than Fifty Thousand Dollars (\$50,000) or, (b) which was one of a number of "covered transactions" in which the same "interested person" (defined below) had a direct or indirect material financial interest, and which transactions in the aggregate involved more than Fifty Thousand Dollars (\$50,000). The statement shall describe the names of any "interested persons" involved in such covered transactions, including such "interested persons" relationship to the transaction, and where practicable, the amount of such interest; provided, that in the case of a transaction with a partnership of which the "interested person" is only a partner, only the interest of the partnership need be stated.
- For the purposes of this Section, a "covered transaction" is a transaction in which the corporation, its parent or its subsidiary, was party, and in which either of the following had a direct or indirect material financial interest:
 - Any trustee or officer of the corporation, or its parent or subsidiary; or

- Any holder of more than ten percent (10%) of the voting power of the corporation, its parent or its subsidiary.

The amount and circumstances of any indemnifications or advances aggregating more than Ten Thousand Dollars (\$10,000) paid during the fiscal year of the corporation to any officer or trustee of the corporation.

For the purposes of this Section, any person described in either paragraph (a) or (b) of subsection ii. above is an “interested person.”

Section 28. Property Rights.

No trustee shall have any right or interest in any of the corporation’s property or assets.

Section 29. General Public Agency Prohibitions Governing Certain Transactions.

Notwithstanding the foregoing Sections, nothing in this Article IV shall be construed to authorize any transaction otherwise prohibited by California Government Code Section 81000 et seq., or other applicable laws.

ARTICLE V

Officers

Section 1. Officers.

The officers of this corporation shall be a president, a secretary, and a chief financial officer or treasurer. The corporation may also have, at the discretion of the Board, one or more vice presidents, one or more assistant secretaries, one or more assistant treasurers, and such other officers as may be elected or appointed by the Board. The same person may hold any number of officers, except that neither the secretary nor the treasurer may serve concurrently as the president.

Section 2. Appointment of Officers.

Except as otherwise specified in Sections 3 and 10 of this Article, the officers of the corporation shall be chosen annually by the Board and each shall hold office until he or she shall resign or shall be removed or otherwise disqualified to serve, or his or her successor shall be elected and qualified.

Section 3. Subordinate Officers.

The Board may appoint and may empower the president to appoint such other officers as the business of the corporation may require, each of whom shall hold office for such period, have such authority, and perform such duties as are provided in the bylaws or as the Board may from time to time determine.

Section 4. President.

The president is the chief executive office of the corporation and has, subject to the control of the Board, general supervision, direction and control of the business and affairs of the corporation. The president has the general management powers and duties usually vested in the office of

president of a corporation, as well as such other powers and the Board may prescribe duties as from time to time. The president shall be an ex officio voting member of each Board committee.

Section 5. Vice President.

In the absence or disability of the president, vice president (or if more than (1) vice president is appointed, in order of their rank as fixed by the Board or if not ranked, the vice president designated by the Board) shall perform all the duties of the president and when so acting shall have all the powers of, and be subject to all of the restrictions upon, the president. The vice presidents shall have such other powers and perform such other duties as the Board may prescribe from time to time.

Section 6. Secretary.

The secretary shall keep or cause to be kept, at the principal office of the corporation the State of California, the original or a copy of the corporation's Articles of Incorporation and bylaws, as amended to date, and a register showing the names of all trustees and their respective addresses. The secretary shall keep the seal of the corporation and shall affix or cause to be affixed the same on such papers and instruments as may be required in the regular course of business, but failure to affix it shall not affect the validity of any instrument. The secretary also shall keep or cause to be kept at the principal office, or at such other place as the Board may order, a book of minutes of all meetings of the Board and its committees, with the time and place of holding; whether regular or special; if special how authorized; the notice thereof given; the names of those present and absent; and the proceedings thereof. The secretary shall give or cause to be given notice of all the meetings of the Board required by these bylaws or by law to be given; shall keep the seal of the corporation in safe custody; shall see that all reports, statements and other documents required by law are properly kept or filed; and shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 7. Chief Financial Officer (or Treasurer)

The chief financial officer or treasurer shall keep and maintain or cause to be kept and maintained adequate and correct accounts of the properties and business transactions of the corporation, including accounts of its assets, liabilities, receipts, disbursements, gains and losses. The books of account shall at all times be open to inspection by any trustee. The chief financial officer shall deposit or cause to be deposited all monies and other valuables in the name and to the credit of the corporation in such depositories as may be designated by the Board. The chief financial officer shall disburse or cause to be disbursed the funds of the corporation as shall be ordered by the Board, shall render or cause to be rendered to the president and the trustees, upon request, an account of all transactions as chief financial officer. The chief financial officer shall present or cause to be presented an operating statement and report, since the last preceding board meeting, to the Board at all regular meetings. The chief financial officer shall have such other powers and perform such other duties as may be prescribed from time to time by the Board.

Section 8. Removal and Resignation.

The Board at any time may remove any officer, either with or without cause. In the case of an officer appointed by the president, the president shall also have the power of removal. Any such removal shall be without prejudice to the rights, if any, of the officer under any contract of employment. Any officer may resign at any time by giving written notice to the corporation, but

without prejudice to the rights, if any, of the corporation under any contract to which the officer is a party. Any such resignation shall take effect at the date of the receipt of such notice or at any later time specified therein, and, unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 9. Vacancies.

A vacancy in any office because of death, resignation, removal, disqualification, or any other cause, shall be filled in the manner prescribed in the bylaws for regular election or appointment to such office, provided that such vacancies shall be filled as they occur and not on an annual basis.

ARTICLE VI

Indemnification

Section 1. Definitions.

For the purposes of this Article, "agent" means any person who is or was a trustee, officer, or employee of this corporation, or is or was serving at the request of the corporation as a director, trustee, officer, employee or agent of another foreign or domestic corporation, partnership, joint venture, trust or other enterprise, or was a director, trustee, officer, employee or agent of a foreign or domestic corporation which was a predecessor corporation of this corporation or of another enterprise at the request of such predecessor corporation; and "proceeding" means any threatened, pending completed action or proceeding, whether civil, criminal, administrative or investigative; and "expenses" includes, without limitation, attorneys' fees and any expenses of establishing a right to indemnification under Sections 4 or 5b of this Article.

Section 2. Indemnification in Actions by Third Parties.

This corporation may indemnify any person who was or is a party or is threatened to be made a party to any proceeding (other than an action by or in the right of this corporation to procure a judgment in its favor, an action brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or an action brought by the Attorney General or a person granted relator status by the Attorney General for any breach of duty relating to assets held in charitable trust) by reason of the fact that such person is or was an agent of this corporation, against expenses, judgments, fines, settlements and other amounts actually and reasonably incurred in the connection with such proceeding if such person acted in good faith and in a manner such person reasonably believed to be in the best interests of this corporation, and, in the case of a criminal proceeding, had no reasonable cause to believe the conduct of such person was unlawful. The termination of any proceeding by judgment, order, settlement, conviction or upon a plea of *nolo contendere* or its equivalent shall not, of itself, create a presumption that the person did not act in good faith and in a manner which the person reasonably believed to be in the best interests of this corporation or that the person had reasonable cause to believe that the person's conduct was unlawful.

Section 3. Indemnification in Actions by or in the Right of the Corporation.

This corporation may indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending or completed action by or in the right of this corporation, or

brought under Section 5233 of the California Nonprofit Public Benefit Corporation Law, or brought by the Attorney General or a person granted regulator status by the Attorney General for breach of duty relating to assets held in charitable trust, to procure a judgment in its favor by reason of the fact that such person is or was an agent of the corporation, against expenses actually and reasonably incurred by such person in connection with the defense or settlement of such action if such person acted in good faith, in a manner such person believed to be in the best interests of the corporation and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. No indemnification shall be made under this Section:

- In respect of any claim, issue or matter as to which such person shall have been adjudged to be liable to this corporation in the performance of such person's duty to the corporation, unless and only to the extent that the court in which such proceeding is or was pending shall determine upon application that, in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for the expenses which such court shall determine;
- Of amounts paid in settling or otherwise disposing of a threatened or pending action, with or without court approval; or
- Of expenses incurred in defending a threatened or pending action, which is settled or otherwise disposed of without court approval, unless it is settled with the approval of the Attorney General.

Section 4. Indemnification Against Expenses.

To the extent that an agent of this corporation has been successful on the merits in defense of any proceeding referred to in Sections 2 or 3 of this Article or in defense of any claim, issue or matter therein, the agent shall be indemnified against expenses actually and reasonably incurred by the agent in connection therewith.

Section 5. Required Determinations.

Except as provided in Section 4 of this Article, any indemnification under this Article shall be made by this corporation only if authorized in the specific case, upon a determination that indemnification of the agent is proper in the circumstances because the agent has met the applicable standard of conduct set forth in Sections 2 or 3 of this Article by:

- A majority vote of a quorum consisting of trustees who are not parties to such proceeding; or
- The court in which such proceeding is or was pending upon application made by this corporation or the agent or the attorney or other person rendering services in connection with the defense, whether or not such application by the agent, attorney or other person is opposed by this corporation.

Section 6. Advance of Expenses.

Expenses incurred in defending any proceeding may be advanced by this corporation prior to the final disposition of such proceeding upon receipt of an undertaking by or on behalf of the agent to repay such amount unless it shall be determined ultimately that the agent is entitled to be indemnified as authorized in this Article. The provisions of Section 8 of this Article do not apply to advances made pursuant to this Section.

Section 7. Other Indemnification.

No provision made by this corporation to indemnify its or its subsidiary's directors, trustees or officers for the defense of any proceeding, whether contained in the Articles of Incorporation, bylaws, a resolution of members or trustees/directors, an agreement, or otherwise, shall be valid unless consistent with this Article. Nothing contained in this Article shall affect any right to indemnification to which: (i) persons other than such trustees/directors and officers may be entitled by contract or under the provisions of the California Tort Claims Act; or (ii) such trustees/directors may be entitled under the provisions of the California Tort Claims Act; or (iii) either may otherwise be entitled.

Section 8. Forms of Indemnification Not Permitted.

No indemnification or advance shall be made under this Article, except as provided in Sections 4 or 5b., in any circumstances where it appears:

- That it would be inconsistent with a provision of the Articles of Incorporation, these bylaws, or an agreement in effect at the time of the accrual of the alleged cause of action asserted in the proceeding in which the expenses were incurred or other amounts were paid, which prohibits or otherwise limits indemnification; or
- That it would be inconsistent with any condition expressly imposed by a court in approving a settlement.

Section 9. Insurance.

The corporation shall have the power to purchase and maintain insurance on behalf of any agent of this corporation against any liability asserted against or incurred by the agent in such capacity or arising out of the agent's status as such whether or not this corporation would have the power to indemnify the agent against such liability under the provisions of this Article; provided, however, that this corporation shall have no power to purchase and maintain such insurance to indemnify any agent of the corporation for a violation of Section 5233 of the California Nonprofit Public Benefit Corporation Law.

Section 10. Nonapplicability to Fiduciaries of Employee Benefit Plans.

This Article does not apply to any proceeding against any trustee, investment manager or other fiduciary of an employee benefit plan in such person's capacity as such, even though such person may also be an agent of the corporation as defined in Section 1 of this Article. The corporation shall have power to indemnify such trustee, investment manager or other fiduciary to the extent permitted by subdivision (f) of Section 207 of the California General Corporation Law.

Section 11. Indemnification and the California Tort Claims Act.

Notwithstanding any other provision of this Article VI, the corporation shall have the right and obligation to insure, defend, and indemnify the corporation's employees, officers, and directors for all claims brought pursuant to the California Tort Claims Act (Government Code Section 810, et seq.) to the fullest extent allowed under said Act.

ARTICLE VII

Miscellaneous

Section 1. Fiscal Year.

The fiscal year of the corporation shall be a fiscal year ending June 30.

Section 2. Inspection of Corporate Records.

The books of account and minutes of the proceedings of members and trustees, and of any executive committee or other committees of the trustees, shall be open to inspection at any reasonable time upon the written demand of any member. Such inspection may be made in person or by an agent or attorney, and shall include the right to make photocopies and extracts.

Section 3. Checks, Drafts, Etc.

All checks, drafts or other orders for payment of money, notes or other evidences of indebtedness issued in the name of or payable to the corporation and any and all securities owned by or held by the corporation requiring signature for transfer shall be signed or endorsed by such person or persons and in such manner as from time to time shall be determined by the Board or the executive committee, if any, or by the president.

Section 4. Endorsement or Execution of Documents and Contracts.

Subject to the provisions of applicable law, any note, mortgage, evidence of indebtedness, contract, conveyance or other instrument in writing and any assignment or endorsement thereof executed or entered into between the corporation and any other person, when signed by the chair of the Board, the president, certain designated vice-presidents, the secretary or the chief financial officer of the corporation, shall be valid and binding on the corporation in the absence of actual knowledge on the part of the other person that the signing officer(s) had no authority to execute the same. Additionally, by resolution of the Board, general signatory authority may be granted and delegated to other persons on behalf of the corporation. Any such instruments may be signed by any other person or persons and in such manner as from time to time shall be determined by the Board or the president. Unless so authorized, no officer, agent or employee shall have any power or authority to bind the corporation to any contract or engagement or to pledge its credit or to render it liable for any purpose or amount.

Section 5. Dissolution and Distribution of SASCA Assets.

The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this corporation shall even inure to the benefit of any director, officer, or member thereof or to the benefit of any private person. Upon the winding up and dissolution of the corporation, after paying or adequately providing for the debts and obligations of the corporation (including any obligations requiring the return of grant funds on the dissolution of the corporation), any capital assets, including facilities or property, purchased in whole or part with public funds will be distributed to a political subdivision of the state organized for educational purposes at the discretion of the corporation's governing board. Any remaining assets of the corporation shall be distributed to either (i) such organization organized for educational purposes at the discretion of the corporation's governing board. Any remaining assets of the corporation shall be distributed to either (i) such organization organized and

operated exclusively for educational purposes which has established its tax exempt status under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, (or the corresponding provision of any future United States Internal Revenue Law), or (ii) a state or political subdivision of a state of the United States to be used exclusively for public purposes.

ARTICLE VIII

Effective Date and Amendments.


Section 1. Effective Date.

These bylaws shall become effective immediately upon their adoption. Amendments to these bylaws shall become effective immediately upon their adoption unless the Board directs otherwise.

Section 2. Amendments.

These bylaws may be amended or repealed and new bylaws adopted only by the vote of a majority of trustees then in office.

Date: 8/10/15



Board Secretary

Daniel Leavitt

Print Name

[END]

Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

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

1. PURCHASES

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

Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

- ii. Invoices of \$10,000 or more must be approved by the Executive Director/Principal and one of the following authorized positions: Board Treasurer, Board President.

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

Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

- ii. The Executive Director/Principal and the Assistant Principal shall have access to petty cash not to exceed \$5,000. Such funds shall be used at the discretion of the Executive Director/Principal, subject to Board oversight and consistent with the approved budget and school rules and regulations. Use of the petty cash shall require original receipts for all purchases.
- iii. All cash must be submitted to the front office. The Executive Director/Principal or an authorized administrator shall keep supporting documentation when cash is received indicating the amount(s). Cash must be stored in a safe with access limited to an authorized administrator and Executive Director/Principal. An authorized administrator or the Executive Director/Principal will deposit the cash at the bank at minimum once per week if the amount exceeds \$500. For amounts below \$500, the designated school personnel will wait until the amount reaches \$500 before making a bank deposit. Replenishment and/or deposit of the Petty Cash Checking Account shall be processed through the General Checking Account under the normal accounts payable process.
- k. **Personal Use of School Funds:** Use of School funds for personal use is absolutely prohibited. Violation of this policy shall result in discipline up to and including dismissal or removal including from the Board.

2. BANKING

- a. **General Checking Account**
 - i. The Board shall authorize the establishment of commercial bank accounts for the purposes of School operations. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts or invested in non-speculative federally-back instruments or standard money market accounts.
 - ii. The General Checking Account shall be the primary account for School needs. Authorized signatories to this account shall be the Board Treasurer, Board President, and the Executive Director/Principal. Checks above \$10,000 and checks payable to an authorized signer must be signed by two authorized people. Authorized signers for checks above \$10,000 from this account shall be the Board Treasurer, Board President, and the Executive Director/Principal.
- b. **Petty Cash Checking Account - Account Setup and Maintenance**
 - i. The Petty Cash Checking Account shall have a maximum balance of \$5,000. The Account shall be funded from the School's business General Checking Account as necessary. A simple ledger shall be maintained by the Executive Director/Principal for review by the Treasurer, who shall reconcile the Account periodically.
 - ii. Check writing requires signatures from one of the following people: Board Treasurer, Board President, Executive Director/Principal and Assistant Principal.
- c. **PayPal Account - Donation Account**
 - i. The PayPal Account shall be used for collection of donations and/or fees related to school fundraisers, events and activities.

Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

- ii. As funds become available, all funds in excess of \$3,000 shall be removed from this account and deposited into the General Checking Account.
 - iii. Unless otherwise specified by the Board of Directors, the debit card shall not be allowed for any School purchases.
- d. Deposits of Receipts
- i. The School will deposit all funds received as soon as practical upon receipt. An authorized administrator will open all mail on a daily basis, immediately sort all checks and forward them to the Executive Director/Principal. The Executive Director/Principal will immediately endorse the checks to the appropriate school account and prepare appropriate deposits as soon as practical, ideally the same day and in no case later than three working days.

3. TRAVEL POLICIES

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

4. OTHER PRACTICES

- a. Budget Adoption: A balanced budget shall be adopted by the Board of Directors of RRCSA/SASCA no later than June 30 prior to the start of each new fiscal year, or earlier if required by the authorizing entity. During the course of the year, the Board may adopt an amended budget as expenses and revenue projections change.
- b. Audit
- i. An annual audit by an outside firm shall be performed each year on the close of the prior year's books. The audit shall be performed in advance of the December 15 statutory audit deadline. The audit shall include, but not be limited to;
 - (1) an audit of the accuracy of the School's financial statements
 - (2) an audit of the School's attendance accounting and revenue claims practices
 - (3) an audit of the School's internal controls practices
 - ii. If the School receives over \$500,000 from federal sources, the audit shall be prepared in accordance with any relevant Office of Management and Budget audit circulars. The audit firm shall be on the State approved list of School auditors.

Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

- iii. At the conclusion of the audit, SavantCo Education will review the audit with the Board and propose any changes necessary in operating procedures to comply with audit findings.
- c. **Board Meetings:** The Board shall review financial statements (cash flow forecasts, and profit and loss) at periodic Board meetings. The Board shall also review and approve the monthly check registers from the General Checking Account, the Petty Cash Account and the PayPal Account.
- d. **Conflict of Interest:** Any Board member with a financial interest in a matter presented to the Board shall fully disclose such interest prior to Board discussion on the issue and shall recuse themselves from the discussion and voting on the matter. The Board shall develop a more comprehensive policy on conflict of interest, hiring of relatives, and compliance with Government Code 1090 and the Fair Political Practices Act.
- e. **Payroll**
 - i. **New Employees:** Requests for new employees shall be initiated by the Executive Director/Principal and be consistent with the approved annual personnel budget. New employees shall complete an Application for Employment and all necessary paperwork for payroll. New employees shall be fingerprinted and TB tested consistent with State law. Fingerprint clearance must be received by the School before any employee may start work.
 - ii. Employees shall accrue vacation and sick leave time based on the personnel policy of the School.
 - iii. **Timekeeping (for hourly staff)**
 - (1) The Director /Principal shall develop procedures to ensure accurate and timely preparation of time-sheet for hourly employees.
 - (2) Authorized time-sheets shall be forwarded to SavantCo Education according to SavantCo Education policies and procedures set forth separately. Payroll processing and payment shall take place according to SavantCo Education policies and procedures set forth separately.
- e. **Independent Contractors:** The School shall only engage independent contractors if all of the following practices are followed:
 - i. The expense is within the approved budget or separately approved by the Board.
 - ii. The contractor provides proof of adequate insurance.
 - iii. IRS rules are followed regarding classification of staff as contractors versus employees; and
 - iv. The work is done under contract.
- f. **Capitalization and Depreciation:** The School will capitalize and depreciate all assets costing \$5,000 or more. All other assets are charged to expense in the year incurred. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:
 - i. Leasehold Improvement - Lease term or 5 years, whichever is shorter
 - ii. Equipment - 3 years
 - iii. Furniture - 5 years

Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

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

- g. Disposal of Surplus Property and Donations**
- i.** Surplus property shall mean property that is no longer in use, is damaged beyond repair, or that the School feels will have no future value to the School's program, and that is declared to be surplus property by the Board. If the School wishes to dispose of equipment or other surplus property, the Board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal.
 - ii.** If the School wishes to sell equipment or other surplus property, the Board shall direct the staff by giving specific guidance regarding the manner in which such property is to be sold.
 - iii.** If the School wishes to donate equipment or other surplus property, the Board shall declare the property surplus and authorize the donation. Requirements for potential donee organizations shall include:
 - (1)** the donee organization is fully independent of the School, with none of the School's Board members or key personnel involved in the donee organization; and
 - (2)** the donee organization shall be a non-profit or government entity related to education
 - iv.** In addition, the School shall secure a receipt from the donee organization for the donated property, and shall remove the asset from the School's books and record the donation as required by state and federal audit guidelines.
- h. Property Acquired with Federal Grant Funds:** If the property in question costs \$5,000 or more at the time of acquisition and was acquired with federal grant funds, the School shall notify the federal contract administrator prior to donating or disposing of such property as provided above.

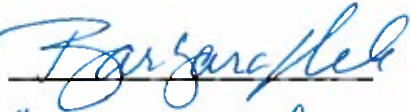


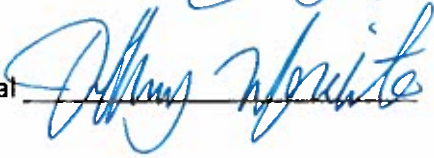
Ronald Reagan Charter School Alliance FINANCIAL POLICIES AND PROCEDURES

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

President  Date 8-11-15
Roland Skumawitz

Secretary/Treasurer  Date 8/10/15
Daniel Leavitt

Executive Director/Principal  Date 8/10/15
Barbara Hale

Assistant Principal  Date 8/10/15
Jeffery Morabito

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

 Date 8/10/15
Secretary/Treasurer

RONALD REAGAN CHARTER SCHOOL ALLIANCE
Sycamore Academy of Science and Cultural Arts
Regular Board Meeting Minutes
 Renaissance Plaza
 32326 Clinton Keith Road, Suite 206
 Wildomar, CA 92595
 Phone: (951) 678-5217
June 15, 2015 @6:00 p.m.

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

1.0 CALL TO ORDER

Introduction of Guests
 The meeting was called to order by the Board Chair at 6:11 p.m.

2.0 OPEN GENERAL SESSION

Establishment of a Quorum

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

Other guests present: Grant Hamel

3.0 PLEDGE OF ALLEGIANCE

4.0 APPROVAL OF THE AGENDA

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

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

5.0 INVITATION TO ADDRESS THE BOARD, CLOSED SESSION ITEMS:

No comments.

6.0 CLOSED SESSION: Adjourn to closed session at 6:45 p.m.

6.1 Public Employee Performance Evaluation (Government Code 54957)

Director/Principal

7.0 RECONVENE OPEN GENERAL SESSION:

The board reconvened to General Session at 7:02 p.m.

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

Other guests present: None.

8.0 REPORT OUT OF CLOSED SESSION, IF APPLICABLE:

Executive Director Principal salary of \$150,000 with an increase to be determined annually. The contract offer is for a 3 year term. The board vote was unanimous, 3-0.

9.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:

None.

10.0 INFORMATION SESSION:

10.1 Savantco Financial Update Report (Attachment 10.1)

Presentation of the status Sycamore Academy finances.
Presented by: Dan Lee, Savantco, Client Manager

10.2 Construction Report (Attachment 10.2)

Report on Construction project at 23151 Palomar St.
Presented by: Grant Hamel, Hamel Contracting & Tom Kruse, P

10.3 Director's Report

Director's report on school growth plans and contingency plans for 2015-16
Presented by: Barbara Hale, Director/Principal

11.0 ACTION ITEMS:

11.1 Review and approve the Director/Principal Contract for 2015/16 (Attachment 11.1)

Review and approve the Director/Principal Contract for the 2015/16 school year.
Presented by: Barbara Hale, Director/Principal

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

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

11.2 Review and approve the 2015/16 Bell Schedule and Instructional Minutes (Attachment 11.2)

Review and approve the Bell Schedule and Instructional Minutes for the 2015/16 school year.
Presented by: Barbara Hale, Director/Principal

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

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

11.3 Review and approve 2015/2016 Parent/Student Handbook (Attachment 11.3)

Review and approve 2015/2016 Parent/Student Handbook

Presented by: Barbara Hale, Director/Principal

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

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

11.4 Review and approve 2015/2016 Employee Handbook (Attachment 11.4)

Review and approve 2015/2016 Employee Handbook

Presented by: Barbara Hale, Director/Principal

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

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

11.5 Review and approve the Staffing Plan for 2015/2016 (Attachment 11.5)

Review and approve the Staffing Plan for 2015/2016

Presented by: Barbara Hale, Director/Principal

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

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

11.6 Review and approve Resolution No. 9000.100(a) for the Annual Meeting (Attachment 11.6)

Review and approve the date and time for the Governing Board's annual meeting.

Presented by: Barbara Hale, Director/Principal

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

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

11.7 Review and approve Resolution No. 9000.101(a) for the 2015/16 board meeting schedule (Attachment 11.7)

Review and approve the schedule for board meetings during the 2015/16 school year.

Presented by: Barbara Hale, Director/Principal

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

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

11.8 Review and approve Con App (Attachment 11.8)

Review and approve Con App

Presented by: Barbara Hale, Director/Principal

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

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

11.9 Ratify contract with Wheaton Moving and Storage (Attachment 11.9)

Ratify contract with Wheaton Moving and Storage

Presented by: Barbara Hale, Director/Principal

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

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

12.0 CONSENT CALENDAR

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

12.1 Approval of the Minutes: May 26, 2015 (Attachment 12.1)

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

12.3 Job Description for Custodian/Maintenance (Attachment 12.3)

12.4 Job Description for Instructional Support Aide (Attachment 12.4)

12.5 Job Description for Instructional Aide (Attachment 12.5)

12.6 Job Description for Assessment Clerk (Attachment 12.6)

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

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

13.0 BOARD COMMENTS:

No comments.

14.0 ADJOURNMENT

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

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

The meeting was adjourned at 7:44p.m.

I, Daniel Leavitt, attest and certify these minutes to be true and factual.



Daniel Leavitt

8/10/15
Date

Check Date PO #	Check# Account #	Register #	Payee #	Payee Name Account Title	Description	Amount
07/02/2015	4143	R1	000053	City of Wildomar	Permit fees for Bldgs 2-6	\$50,007.06
07/02/2015	4144	R2	000042	EdTec Inc.	May 2015 monthly service, expense reimbursement and April 2015 services	\$27,584.80
07/02/2015	4145	R3	000083	SavantCo Education	June 2015 monthly service	44.60
07/02/2015	4146	R4	000084	HAMEL CONTRACTING, INC.	June 2015 monthly service	13,770.10
07/16/2015	4147	R5	000085	CNC Property Maintenance	Construction	\$1,935.00
07/24/2015	4148	R8	000012	Hansberger & Klein, LLP	Bid Proposal Services	1,336.20
07/24/2015	4149	R9	000012	Hansberger & Klein, LLP	Legal Services/Foundation	\$560.00
07/24/2015	4150	R10	000012	Hansberger & Klein, LLP	Legal Services/LLC	560.00
07/24/2015	4151	R12	000089	Accrediting Commission For Schools	Legal Services/Sycamore	\$4,672.50
07/24/2015	4152	R7	000087	BUSINESS CARD	Member Fees	\$610.00
					June 05, 2015 - July 04, 2015	\$9,930.28
					Accounts Payable (Current Liabilities)	8,606.24
					Credit Card Payable	1,324.04

Sycamore Academy

Check Listing

For Checks Dated 07/01/2015 through 07/31/2015

Fiscal Year: 2016

Report Date: 08/10/2015

Check Date PO #	Check #	Account #	Register #	Payee #	Payee Name Account Title	Description	Amount
07/24/2015	4153	R11		000088	Angela Putulowski		\$4,774.13
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Reimbursement	2,033.17
		62-0000-0-0000-0000-5914-00			External Communications		20.25
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Reimbursement	27.95
		62-0000-0-0000-0000-4307-00			Non-Instructional Materials and Supplies		122.11
		62-0000-0-0000-0000-5914-00			External Communications		65.10
		62-0000-0-0000-0000-4430-00			All Other Noncapitalized Furniture and Equipment		2,505.55
07/24/2015	4154	R14		000061	U.S. Healthworks Medical Group, PC		\$300.00
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Drug Testing	150.00
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Drug Testing	150.00
07/24/2015	4155	R17		000011	Lake Elsinore Unified School District		\$1,729.52
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Oversight Fee (June 2015)	1,729.52
07/24/2015	4156	R13		000090	School Excess Liability Fund		\$4,273.80
		62-0000-0-0000-0000-5450-00			Other Insurance	Liability Insurance	4,273.80
07/24/2015	4157	R15		000007	AT&T Mobility		\$138.09
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Phone	126.30
		62-0000-0-0000-0000-5940-00			Telephone & Telecommunications		11.79
07/24/2015	4158	R16		000006	Staples Advantage		\$233.71
		62-0000-0-0000-0000-9500-00			Accounts Payable (Current Liabilities)	Office Supplies	233.71
07/24/2015	4159	R19		000020	Guardian		\$1,710.34
		62-0000-0-0000-0000-9330-00			Prepaid Expenditures (Expenses)	For Period 08-01-15 - 08-31-15	1,710.34
07/27/2015	4160	R20		000091	Reliance Communications, LLC		\$2,000.00
		62-0000-0-0000-0000-5813-00			Business Services	School messenger complete	2,000.00
07/28/2015	4161	R21		000046	Employment Development Department		\$184.25
		62-0000-0-0000-0000-3501-00			State Unemployment Insurance, certified positio	SUI ER Contribution - Quarter Ended -06-30-15	184.25
07/28/2015	4162	R22		000046	Employment Development Department		\$120.50
		62-0000-0-0000-0000-3401-00			Health & Welfare Benefits, certified positions	SDI DUES - Quarter Ended 06-30-15	120.50
07/29/2015	4164	R23		000006	Staples Advantage		\$333.82
		62-0000-0-0000-0000-4300-00			Materials and Supplies	Office Supplies	300.64
		62-0000-0-0000-0000-4300-00			Materials and Supplies	Office Supplies	33.18

Sycamore Academy
Check Listing

For Checks Dated 07/01/2015 through 07/31/2015

Check Date	Check #	Register #	Payee #	Payee Name	Description	Amount
PO #	Account #	Account #	Account Title			
07/31/2015	4165	R24	000072	U.S. Bank National Association		\$60,022.74
		62-0000-0-0000-0000-9669-00		Other General Long-Term Debt	Bond payment	60,022.74
22 Checks						\$215,071.74

Sycamore Academy Of Science and Cultural Arts

POSITION: Executive Director/Principal

JOB DESCRIPTION: The Executive Director/Principal ("ED") is responsible for all aspects of the leadership, operations, management and growth of SASCA. This work includes staff management, the implementation of policies, annual goals, strategic objectives, financials, programs, and the administrative management of the organization. The ED is responsible for developing and refining the strategic goals that will guide and lead SASCA, including establishing clear benchmarks and milestones to measure progress and performance. The ED will enforce as well as abide by all provisions of law, rules and regulations relating to the management of SASCA and other educational, social and recreational activities under the direction of the Board.

REPORTS TO: Governing Board

DUTIES AND RESPONSIBILITIES:

Organizational Leadership

- Serve as engaging and visionary storyteller of school's achievements and future goals.
- Building awareness and support by engaging with all Board Members, school leaders, faculty, staff, parents, the charter community, current as well as prospective funders and strategic partners.
- Ensuring operational integrity including compliance with all applicable laws, regulatory reporting, contractual obligations, and successful charter renewals.
- Securing quality and affordable facilities for growing schools.
- Implement a well-planned strategic vision to increase enrollment and standing in the community.
- Direct the day-to-day operations of the school(s).
- Performs as primary motivational and educational team leader ensuring alignment with the Mission and Vision of the Charter and inspiring management, staff, Board, committees and programs.
- Work with SELPA and special education contractors
- Oversee completion of all mandated compliance (Reports, as required, Renewal, MOU, NCLB and facilities).
- Develop and recommend to the Board long and short range plans consistent with the Charter, meeting the needs of population trends, cultural needs, while utilizing appropriate resources.
- See to the development of specific administrative procedures and programs to implement the intent establish by Board policies, directives and formal actions.
- Ensure the execution of all Board decisions.
- Oversees all student support services including Special Education.
- Oversee facilities management.

Operations

- Approve purchasing reports, reimbursements claims, and attendance reports to the state; review, sign and monitor all independent contracts.
- Complete charter school business with state, county, and district.
- Secure appropriate insurance

BOARD APPROVED _____

Sycamore Academy

Of Science and Cultural Arts

- Handle any complaints and or lawsuits if ever brought, and interface with legal advisors where needed.
- Monitor all business services from back office provider.

Community Relations

- Maintain open and positive relationship with authorizer as well as County (if different) Board members.
- Seek opportunities for community involvement and liaise with other charter school leaders.
- Communicates and cooperates effectively with community agencies and organizations
- Articulates the school mission and vision to parents and the community
- Establishes good working relations with media sources
- Solicits opinions of the community and families on issues of significance to school
- Maintains an appropriate level of visibility and involvement in the community
- Maintains an open-door policy for parents
- Encourages volunteering and implements programs for both parents and community
- Directs community relations activities/events including essential marketing

Staff Management

- Recruiting, developing, managing and retaining high-quality personnel
- Supervise and evaluate personnel
- Oversees the development and facilitation of staff development, in-service and training of all staff
- Develop plans and ensure appropriate staffing.
- Prior to action by the Board, recommend appointment, discipline or termination of employment
- Manage and motivate staff to best ensure a positive team environment, fostering growth and professional development.
- Review, assess, and change current staff hiring levels, responsibilities, work flow, and position duties when needed to best carry out the mission of the school.
- Create personnel policies to ensure professional development of existing staff.
- Oversee all aspects of Human Relations, including but not limited to, employee relations, benefits, and payroll related issues.
- Conduct performance assessments.
- Organize and attend regularly scheduled school staff meetings.

Board Liaisoning and Reporting

- Schedule and attend all board meetings
- Regularly inform the Board of the Charter's educational program, academic, personnel, financial status, legal compliance, current work, project timelines, and organizational progress.
- Drive organizational growth by creating a consensus among Board members, committees, and staff for needed projects, strategic plans, and/or organizational changes.
- Provide the Board with feedback and make recommendations regarding the schools' staffing needs and structure.
- Provide strategic oversight related to the business operation of the school and corporation.

Financial/Accounting Leadership/Budget Creation

- Overseeing the fiscal health of SASCA for effective operation and long-term sustainability.

BOARD APPROVED _____

Sycamore Academy Of Science and Cultural Arts

- Be directly responsible for financial management.
- Supervise and directly manage the schools' financial operations.
- Draft and monitor school budgets.
- Adhere to wise budgeting and spending plans.
- Provide strategic plans for multiyear financial challenges.
- Provide growth and enrollment plans that help overcome organizational challenges.
- Supervise and work with the Board to implement the annual budget.
- Ensure proper tax, reporting, and related financial tasks are being done effectively on the schools behalf.

Marketing & Fundraising Strategy

- Provide conceptual oversight for public relations, websites, marketing, etc.
- Seek and guide opportunities to strengthen, build, and share the schools educational programs, vision, and success with visitors and public.
- Lead innovative low-cost marketing and PR programs to engage and expand the existing enrollment and reach new audiences.
- Make connections to promote the school's educational mission.
- Advise the Board of perspective fundraising/development opportunities.
- Assist in finding appropriate grants to support its programs and mission.
- Support parent fundraising efforts.

EVALUATION: Performance will be evaluated by the School Board.

Sycamore Academy

Of Science and Cultural Arts

Job Description

Job Title: Administrative Assistant

Reports to: Director/Principal

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

Provide administrative and secretarial support to the Executive Director/Principal while overseeing day-to-day office operations. Maintains a positive demeanor and is highly organized in all activities.

Responsibilities include, but are not limited to the following:

- *Facilitate daily operations of the school site under the guidance of school administration.
- *Act as representative of the school; handles questions, concerns, complaints.
- *Greet and assist parents, students, and visitors to the school in a friendly and professional manner.
- *Facilitate facility tours when necessary.
- *Answers the phone using a professional and courteous manner.
- *Frequently monitors voice messages and communicates information in a timely, organized and documented manner.
- *Collect and record payments for events (e.g., bus tickets, student council, donations, fines, fees, fund raisers) for the purpose of completing transactions and/or securing funds; handles petty cash fund.
- *Compile data/reports from a variety of sources (e.g., time sheets, attendance reports, student information system, specialized reports, and personnel records) for the purpose of processing data/reports in compliance with financial, legal, school district, state, and federal and/or administrative requirements.
- *Draft correspondence, agendas, minutes, newsletters, bulletins and reports for the purpose of communicating information and/or creating documentation in conformance with established guidelines.
- *Coordinate board packets in preparation for all board meetings.
- *Coordinate projects, functions and events(e.g., PIE showcases, family events, field trips) and/or program components (e.g., facility usage, guests, meetings, training events, travel and accommodations) for the purpose of completing activities and/or delivering services in a timely fashion.
- *Coordinate daily teacher substitute activities for the purpose of ensuring that staff absences are covered in a timely manner and that student safety and educational process needs are met.
- *Maintain a wide variety of manual and electronic documents files and records (e.g., student enrollment data, master calendar, budget data, financial records, reports) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- *Monitor and record students referred for disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- *Prepare reports, documents and correspondence of a confidential and non-confidential nature (e.g., letters, memorandums, meeting minutes, charts, operational procedures, manuals) for the purpose of documenting activities, providing written reference, and/or conveying information.
- *Support Executive Director/Principal and any other RRCSA personnel when directed in providing assistance with their day-to-day functions and responsibilities as needed.
- *Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the school.
- *Must display a positive attitude at all times.
- *Must display an increase in skills in order to meet changing job conditions.
- *Must work well with others.
- *Will problem solve, identify issues and create action plans when necessary.
- *Satisfactorily perform the functions of the job including: working independently; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; working with constant interruptions; setting priorities; and establishing and maintaining effective working relationships.
- *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

Sycamore Academy
Of Science and Cultural Arts
Job Description

Job Title: Records Clerk

Reports to: Assistant Principal

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

- *Ensure accurate records retention
- *Maintain confidentiality of student information

Responsibilities include, but are not limited to the following:

- *Submit Student Records requests to student's previous school, track receipt and ensure student records are complete.
- *Student enrollment data input.
- *Administering first aid treatment for illness or injuries and contacts parents when necessary.
- *Assesses student health records for adequate immunization and physical examination requirements.
- *Completes spreadsheet for CHDP reporting and forwards to Operations Coordinator.
- *Keeps first aid supplies stocked at site.
- *Dispensing prescribed medication per M.D. orders.
- *Vision/hearing referrals.
- *Types various reports, letters, notices and lists.
- *Provides support to the front office.
- *Monitor inventory of office supplies and provide information as to supply levels to the Administrative Assistant.
- *Uses office machines and software to include multiple line telephones, voice mail, document shredder, computer, e-mail, internet, copier, printers, fax machine, electric stapler, etc. to complete various office tasks.
- *Other duties as requested by administration.

EVALUATION: Performance will be evaluated by the Assistant Principal

QUALIFICATIONS

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