



Ronald Reagan Charter School Alliance

**Regular Board Meeting Agenda**

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

**February 8, 2016 @6:00 p.m.**

**Board Members**

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

**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

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

*Other guests present:*

SavantCo Education Services  
Hansberger and Klein, LLC  
Community Bank

**3.0 PLEDGE OF ALLEGIANCE**

**4.0 APPROVAL OF THE AGENDA**

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

**5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:**

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

**6.0 INFORMATION SESSION:**

**6.1 Teacher's Report**

Report on classroom activities and events.

*Presented by: Jenny Ferguson, Sadie Mata, Sycamore Academy Teachers*

**6.2 Financial Report (Attachment 6.2)**

Presentation of the status of Sycamore Academy finances.

*Presented by: Roy Kim, SavantCo Education*

**6.3 Special Education Report**

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

needs.

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

**6.4 Director's Report**

Presentation regarding school administration including our material revision and update on current legislation that may impact the school.

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

**6.5 LCAP (Attachment 6.5)**

Presentation and review of LCAP

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

**6.6 School Report**

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

*Presented by: Jeff Morabito, Assistant Principal*

**6.7 Operations Report**

Presentation on enrollment and attendance data. Operations status report.

*Presented by: Laura Girard, Operations Coordinator*

**7.0 ACTION ITEMS:**

**7.1 2<sup>nd</sup> Interim Report (Attachment 7.1)**

The board will review and consider the 2<sup>nd</sup> Interim Report.

Staff recommendation: The board approve the 2<sup>nd</sup> Interim Report. Staff recommends approval.

*Presented by: Barbara Hale, Director/Principal*

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

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

**8.0 CONSENT CALENDAR**

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

**8.1 Approval of the Minutes: January 11, 2016 (Attachment 8.1)**

**8.2 Approval of the Check Register for January 2016 (Attachment 8.2)**

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

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

**9.0 BOARD COMMENTS:**

**10.0 ADJOURNMENT**

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

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

The meeting was adjourned at \_\_\_\_\_.

**THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE**

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

**REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY**

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

**SPECIAL PRESENTATIONS MAY BE MADE**

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

**REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY**

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

Telephone, (951) 678-5217;

**FOR MORE INFORMATION**

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

Telephone (951) 678-5217.

**Sycamore Academy Financial Update Presentation: by SavantCo Education**

**Agenda**


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



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

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

## Expenditures

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

## Year to Date Actuals as of January 31, 2016

- Revenue
  - Received \$1,857,133 of \$4,131,454 (44.95%)
    - a. LCFF – \$1,572,384K
    - b. Other State Revenue - \$241K
    - c. Other Local Revenue - \$43K
  
- Expenditures
  - Spent \$2,078,333 of \$3,524,246 (58.97%)
    - a. \$1,143K in Salaries & Benefits
    - b. \$187K in Books & Supplies
    - c. \$747K in Services & Operating Expenditures

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

Adopted Budget - July 1st						
Object Code	Description	Adopted Budget (6/30/15)	Revised Budget 1st Interim (1/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>A. REVENUES</b>						
<b>1. LCFF Sources</b>						
8011	State Aid - Current Year	2,375,416.00	2,282,825.54	2,268,616.00	1,012,641.00	44.64%
8012	Education Protection Account (EPA) - Current Year	560,958.00	607,973.73	603,789.00	307,423.00	50.92%
8096	Transfers to Charter Schools in Lieu of Property Taxes	553,565.00	582,090.74	578,084.00	252,320.00	43.65%
	<b>Total, LCFF Sources</b>	<b>3,489,939.00</b>	<b>3,472,890.01</b>	<b>3,450,489.00</b>	<b>1,572,384.00</b>	<b>45.57%</b>
<b>2. Federal Revenues</b>						
8181, 8182	Special Education - Federal	-	59,019.00	46,500.00	-	0.00%
	Other Federal Revenues	-	-	-	-	0.00%
8110, 8260-8299	Title I	-	-	61,000.00	-	0.00%
	Title II	-	-	1,500.00	-	0.00%
	<b>Total, Federal Revenues</b>	<b>-</b>	<b>59,019.00</b>	<b>109,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>3. Other State Revenues</b>						
8311	Special Education - State	237,500.00	238,435.75	187,860.00	-	0.00%
8550	Mandated Cost Reimbursement	6,650.00	5,344.08	5,424.00	5,414.00	99.82%
8550	Mandated Cost Reimbursement - One Time Discretionary	-	-	202,034.00	172,886.00	85.57%
8560	State Lottery Revenue	76,950.00	76,215.30	84,804.00	26,506.48	31.26%
8590	All Other State Revenue	-	-	19,365.00	19,365.23	0.00%
8590	All Other State Revenues - One Time Discretionary	-	202,311.60	-	-	0.00%
8590	All Other State Revenues - Educator Effectiveness	-	21,999.00	21,998.00	17,598.00	0.00%
	<b>Total, Other State Revenues</b>	<b>321,100.00</b>	<b>544,305.73</b>	<b>521,485.00</b>	<b>241,769.71</b>	<b>46.36%</b>
<b>4. Other Local Revenues</b>						
8682	Donations	-	-	3,078.00	3,077.95	0.00%
8699	All Other Local Revenues	-	33,765.00	47,402.00	39,901.70	0.00%
8701	In Lieu of Prop 39	195,000.00	-	-	-	0.00%
	<b>Total, Local Revenues</b>	<b>195,000.00</b>	<b>33,765.00</b>	<b>50,480.00</b>	<b>42,979.65</b>	<b>85.14%</b>
	<b>5. TOTAL REVENUES</b>	<b>4,006,039.00</b>	<b>4,109,979.74</b>	<b>4,131,454.00</b>	<b>1,857,133.36</b>	<b>44.95%</b>



## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

**Accrual Basis (Applicable Capital Assets / Interest on Long-Term Debt / Long-Term Liabilities objects are 6900, 7438, 9400-9499, and 9660-9669;**

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

		Adopted Budget - July 1st				
Object Code	Description	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>B. EXPENDITURES</b>						
<b>1. Certified Salaries</b>						
1100	Certified Teachers' Salaries	955,000.00	1,001,000.00	1,136,158.00	602,497.69	53.03%
1101	Certified Stipends	70,000.00	70,000.00	-	-	#DIV/0!
1200	Certified Pupil Support Salaries	58,000.00	40,000.00	45,766.00	20,941.20	45.76%
1300	Certified Supervisors' and Administrators' Salaries	146,000.00	186,000.00	187,289.00	93,198.91	49.76%
1400	Certified Bonuses	94,400.00	91,200.00	-	-	#DIV/0!
	Total, Certified Salaries	1,323,400.00	1,388,200.00	1,369,213.00	716,637.80	52.34%
<b>2. Non-certificated Salaries</b>						
2100	Non-certificated Instructional Aides' Salaries	168,200.00	180,340.00	138,638.00	57,948.34	41.80%
2200	Non-certificated Support Salaries	-	-	47,625.00	30,125.18	0.00%
2300	Non-certificated Supervisors' and Administrators' Sal.	112,000.00	124,000.00	159,371.00	76,860.55	48.23%
2400	Clerical and Office Salaries	22,625.00	25,480.00	54,865.00	24,044.68	43.83%
2600	Non-certificated Bonuses	8,400.00	12,200.00	-	-	#DIV/0!
2900	Other Non-certificated Salaries	-	-	25,440.00	11,424.76	0.00%
2935	Other Non-certificated Substitute	9,280.00	9,975.00	-	-	#DIV/0!
	Total, Non-certificated Salaries	320,505.00	351,995.00	425,939.00	200,403.51	47.05%
<b>3. Employee Benefits</b>						
3101	State Teachers' Retirement System, certificated positions	142,000.82	148,953.86	127,212.00	70,032.15	55.05%
3102	State Teachers' Retirement System, classified positions	-	-	2,771.00	740.94	0.00%
3202	Public Employees' Retirement System, classified positions	23,960.70	27,018.00	12,905.00	8,110.19	62.85%
3301	OASDI/Medicare/Alternative, certificated positions	19,189.30	20,128.90	25,669.00	13,994.12	54.52%
3302	OASDI/Medicare/Alternative, classified positions	19,871.31	21,823.69	33,288.00	15,108.03	45.39%
3401	Health & Welfare Benefits, certificated positions	220,000.00	190,000.00	120,932.00	77,071.71	63.73%
3402	Health & Welfare Benefits, classified positions	30,000.00	25,000.00	35,341.00	19,140.94	54.16%
3501	State Unemployment Insurance, certificated positions	16,277.82	17,074.86	1,184.00	184.25	15.56%
3502	State Unemployment Insurance, classified positions	9,262.59	10,172.66	126.00	1.48	1.17%
3601	Workers' Compensation Insurance, certificated positions	39,702.00	41,646.00	22,390.00	12,695.06	56.70%
3602	Workers' Compensation Insurance, classified positions	9,615.15	10,559.85	13,204.00	9,438.94	71.49%
3902	Other Benefits, classified positions	-	-	162.00	161.95	0.00%
	Total, Employee Benefits	529,879.69	512,377.82	395,184.00	226,679.76	57.36%

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

		Adopted Budget - July 1st				
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	7,151.50	7,151.50	233.00	232.56	99.81%
Books and Other Reference Materials	4200	1,948.07	1,948.07	701.00	700.97	100.00%
Materials and Supplies	4300	60,747.70	60,747.70	97,377.00	75,541.79	77.58%
Noncapitalized Equipment	4400	36,208.04	268,208.04	103,929.00	103,929.11	100.00%
Food	4700	7,250.19	9,250.19	8,350.00	6,600.47	79.05%
Total, Books and Supplies		113,305.51	347,305.51	210,590.00	187,004.90	88.80%
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	-	-	15,357.00	15,357.37	0.00%
Travel	5210	20,024.20	20,024.20	22,496.00	16,601.10	73.80%
Conference, Convention, Meeting	5220	-	-	2,862.00	2,862.08	0.00%
Dues and Memberships	5300	8,639.01	8,639.01	101,958.00	65,638.40	64.38%
Insurance	5400	102,990.18	103,990.18	32,239.00	26,138.02	81.08%
Operations and Housekeeping Services	5500	62,486.95	62,486.95	12,685.00	9,884.52	77.92%
Rent	5610	14,790.73	14,790.73	404,271.00	240,792.95	59.56%
Utilities	5620	62,486.95	62,486.95	42,469.00	24,769.45	58.32%
Real Estate Taxes	5630	-	-	1,748.00	1,747.90	0.00%
Repairs	5640	16,537.13	16,537.13	22,591.00	7,590.71	33.60%
Other Services & Operating Expenses	5800	57,586.49	57,586.49	70,343.00	58,943.06	83.79%
Accounting	5810	11,160.63	11,160.63	8,552.00	8,552.25	100.00%
Accreditation/Third Party Review	5812	-	-	800.00	800.00	0.00%
Business Services	5813	120,000.00	120,000.00	122,020.00	72,020.00	59.02%
Bank Charges	5815	929.70	929.70	1,660.00	1,139.94	68.67%
Payroll Fees	5816	-	-	9,192.00	5,692.31	0.00%
Education Consultants	5817	48,335.56	48,335.56	-	-	#DIV/0!
Computer Services	5820	-	-	8,924.00	8,923.54	99.99%
Legal	5830	22,321.26	30,751.45	44,462.00	21,962.48	49.40%
Professional Development	5840	35,757.50	35,757.50	43.00	43.00	100.00%
Substitute Teachers (Third Party Vendors)	5851	39,600.00	39,600.00	-	-	#DIV/0!
Contract Labor	5852	-	-	146,458.00	146,457.51	0.00%
Special Education Contractors	5869	33,251.12	30,077.40	-	-	#DIV/0!

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

		Adopted Budget - July 1st					
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget	
Special Education Encroachment	5872	14,250.00	14,820.00	-	-	#DIV/0!	
Communications	5900	14,210.03	14,210.03	17,190.00	11,690.40	68.01%	
Total, Services and Other Operating Expenditures		627,770.94	692,193.90	1,088,320.00	747,606.99	68.69%	
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 modified accrual basis only)							
Land and Land Improvements	6100-6170	-	-	-	-	0.00%	
Buildings and Improvements of Buildings	6200	-	250,000.00	-	-	0.00%	
Equipment	6400	-	-	-	-	0.00%	
Total, Capital Outlay		-	250,000.00	-	-	0.00%	
<b>7. Other Outgo</b>							
Debt Service:							
Interest	7438	145,000.00	466,222.00	-	-	#DIV/0!	
Principal	7439	508,606.00	212,103.00	-	-	#DIV/0!	
District Oversight Fee	7500	-	36,332.74	35,000.00	-	0.00%	
Total, Other Outgo		653,606.00	714,657.74	35,000.00	-	0.00%	
<b>8. TOTAL EXPENDITURES</b>		3,568,467.14	4,256,729.96	3,524,246.00	2,078,332.96	58.97%	
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B6)</b>		437,571.86	(146,750.22)	607,208.00	(221,199.60)		
<b>D. OTHER FINANCING SOURCES / USES</b>							
1. Other Sources	8930-8979	-	-	-	-		
2. Less: Other Uses	7630-7699	-	-	-	-		
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-		
4. TOTAL OTHER FINANCING SOURCES / USES		-	-	-	-		
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		437,571.86	(146,750.22)	607,208.00	(221,199.60)		
<b>F. FUND BALANCE, RESERVES</b>							

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>1. Beginning Fund Balance</b>						
a. As of July 1	9791	-	804,944.00	804,944.00	804,944.00	
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		-	804,944.00	804,944.00	804,944.00	
<b>2. Ending Fund Balance, June 30 (E + F.1.c.)</b>		<b>437,571.86</b>	<b>658,193.78</b>	<b>1,412,152.00</b>	<b>583,744.40</b>	
<b>Components of Ending Fund Balance (Optional):</b>						
Nonspendable Revolving Cash (equals object 9130)	9711	-	-	-	-	
Nonspendable Stores (equals object 9320)	9712	-	-	-	-	
Nonspendable Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Nonspendable All Others	9719	-	-	-	-	
Restricted Fund Balance	9740	-	-	-	-	
Committed Fund Balance	9750, 9760	-	-	-	-	
Assigned Fund Balance	9780	-	-	-	-	
Reserve for Economic Uncertainties	9789	-	-	-	-	
Undesignated/Unappropriated Amount	9790	437,571.86	658,193.78	1,412,152.00	583,744.40	



# LCAP Process

—

Sycamore Academy of Science and Cultural Arts

## What is a Local Control Accountability Plan (LCAP)?

Under the Local Control Funding Formula (LCFF) each district and charter school must complete an LCAP. The new requirements for charter schools to create an LCAP are now included in the Charter Schools Act.

The LCAP is basically an achievement plan that focuses on the state priorities.

The plan must include annual goals for all subgroups of students and identify the resources that will be used.

Annually, the LCAP must be reviewed and revised by the charter's governing body and submitted to its authorizer.

---

# Eight State Priorities

- \*Pupil Achievement
- \*Pupil Engagement
- \*School Climate
- \*Parental Involvement
- \*Basic Services
- \*Implementation of State Standards
- \*Course Access
- \*Other Pupil Outcomes



# Sycamore Goals 2015-2016

- \*Increase parent understanding of CA education standards, accountability and charter schools. (Priority 2, 3,4,6,8)
- \*Increase extra-curricular opportunities for students. (Priority 1,3,5,6,7,8)
- \*Student data will demonstrate progress toward achieving Common Core State Standards (Priority 1-8)





# LCAP for charters...

1. Charter LCAP must address “state priorities, as described in subdivision (d) of Section 52060, that apply for the grade levels served, or the nature of the program operated, by the charter school”.
2. Charter LCAP development must specifically “consult with teachers, principals, administrators, other school personnel, parents, and pupils.”
3. Timeline distinction - for charter schools, the law states that the term of the LCAP may align to its budget submission - therefore our plan can be an annual plan instead of a three year plan.
4. Authorizer receives the LCAP but does not have authority to approve.
5. The LCAP may be used as a means for the Authorizer to monitor SASCA’s progress.



# Timeline

February - presentations to stakeholders regarding the process and timeline

March - collect and disseminate information regarding progress toward current goals and receive input for updating or revising goals

April - review information and determine edits/additions

May - review semi-final product

June - submit final version to LEUSD



2016-16 Cash Flow Projections  
Sycamore Academy of Science & Cultural Arts

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Estimated	Total	Projected	Difference
	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals	Actuals
	988,725	973,462	913,891	398,519	567,139	438,436	264,486	364,462	658,173	929,694	1,069,821	1,176,512	1,248,783	988,725	988,725	0
	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud	% Bud
	0.00%	4.06%	4.68%	7.30%	7.30%	7.30%	7.30%	19.30%	20.41%	24.08%	30.17%	31.16%	31.16%	31.16%	31.16%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	30.27%	52.28%	10.48%	40.37%	6.98%	6.98%	65.15%	65.15%	11.27%	65.15%	65.15%	65.15%	578,684	578,684	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	109,000	109,000	0.00%
	0.00%	0.00%	26.56%	42.49%	0.00%	0.00%	0.00%	0.00%	19.12%	30.66%	0.00%	0.00%	16.74%	62,376	62,376	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.33%	127.31%	18.83%	0.00%	0.00%	0.00%	0.00%	210,288	459,109	459,109	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	7.220	2,454	860	14,743	13,254	19,116	4,828	1,500	1,500	2.97%	1,500	1,499	0.00%	50,480	50,480	(0)
	99,276	124,391	438,369	10,619	220,849	5,359	458,185	505,928	435,369	10.54%	304,386	270,828	691,158	4,131,454	4,131,454	(0)
	0.00%	0.00%	117,728	8,609	120,340	8,799	177,918	128,448	128,448	9.38%	128,448	128,448	138,764	1,369,213	1,369,213	(0)
	2,955	12,693	22,066	40,062	43,159	50,303	11,819	45,107	45,107	10.59%	45,107	45,107	55,107	155,939	155,939	(0)
	14,915	18,936	40,651	34,544	34,521	34,749	8,794	33,701	33,701	8.53%	33,701	33,701	41,718	395,183	395,183	(0)
	14,470	6,878	27,637	13,126	50,759	24,106	11,264	4,717	4,717	2.24%	4,717	4,718	210,390	210,390	(0)	
	62,504	5,585	97,120	8,659	71,985	6,439	154,738	67,933	67,933	6.09%	68,283	68,282	35,000	1,123,321	1,123,321	0
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	94,844	262,270	302,202	336,197	320,764	388,972	11,049	279,806	279,806	7.94%	280,256	290,592	35,000	3,524,248	3,524,248	(0)
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	50,150	(1,003)	(355,256)	215,354	(27,072)	(402,013)	0.00%	164,492	164,492	0.00%	164,492	0.00%	(309,010)	0.00%	0.00%	0.00%
	14,516	(16,920)	0.00%	7,380	(13,457)	(9,554)	0.00%	2,562	2,562	0.00%	2,562	(13,663)	0.00%	0.00%	0.00%	0.00%
	85,323	(61,686)	239,470	(69,264)	(11,741)	(68,324)	0.00%	99,645	50,996	0.00%	50,996	(382,665)	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%	0.00%
	(20,657)	43,763	(593,762)	291,998	(28,788)	(343,243)	0.00%	67,689	116,038	0.00%	116,038	368,940	(309,010)	0.00%	0.00%	0.00%
	960	34,445	(63,677)	0.00%	0.00%	100,000	0.00%	0.00%	0.00%	0.00%	0.00%	(72,728)	0.00%	0.00%	0.00%	0.00%
	960	34,445	(63,677)	0.00%	0.00%	100,000	0.00%	0.00%	0.00%	0.00%	0.00%	(72,728)	0.00%	0.00%	0.00%	0.00%
	(15,263)	(59,571)	(323,373)	176,620	(128,703)	(174,040)	0.00%	293,711	271,521	0.00%	106,630	72,271	347,148	607,267	607,267	0.00%
	973,462	913,891	398,519	567,139	438,436	264,486	364,462	658,173	929,694	1,069,821	1,176,512	1,248,783	1,595,931	988,725	988,725	0.00%

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

Adopted Budget - July 1st						
Object Code	Description	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>A. REVENUES</b>						
<b>1. LCFF Sources</b>						
8011	State Aid - Current Year	2,375,416.00	2,282,825.54	2,268,616.00	1,012,641.00	44.64%
8012	Education Protection Account (EPA) - Current Year	560,958.00	607,973.73	603,789.00	307,423.00	50.92%
8096	Transfers to Charter Schools in Lieu of Property Taxes	553,565.00	582,090.74	578,084.00	252,320.00	43.65%
	<b>Total, LCFF Sources</b>	<b>3,489,939.00</b>	<b>3,472,890.01</b>	<b>3,450,489.00</b>	<b>1,572,384.00</b>	<b>45.57%</b>
<b>2. Federal Revenues</b>						
8181, 8182	Special Education - Federal	-	59,019.00	46,500.00	-	0.00%
	Other Federal Revenues	-	-	-	-	0.00%
8110, 8260-8299	Title I	-	-	61,000.00	-	0.00%
	Title II	-	-	1,500.00	-	0.00%
	<b>Total, Federal Revenues</b>	<b>-</b>	<b>59,019.00</b>	<b>109,000.00</b>	<b>-</b>	<b>0.00%</b>
<b>3. Other State Revenues</b>						
8311	Special Education - State	237,500.00	238,435.75	187,860.00	-	0.00%
8550	Mandated Cost Reimbursement	6,650.00	5,344.08	5,424.00	5,414.00	99.82%
8550	Mandated Cost Reimbursement - One Time Discretionary	-	-	202,034.00	172,886.00	85.57%
8560	State Lottery Revenue	76,950.00	76,215.30	84,804.00	26,506.48	31.26%
8590	All Other State Revenue	-	-	19,365.00	19,365.23	0.00%
8590	All Other State Revenues - One Time Discretionary	-	202,311.60	-	-	0.00%
8590	All Other State Revenues - Educator Effectiveness	-	21,999.00	21,998.00	17,598.00	0.00%
	<b>Total, Other State Revenues</b>	<b>321,100.00</b>	<b>544,305.73</b>	<b>521,485.00</b>	<b>241,769.71</b>	<b>46.36%</b>
<b>4. Other Local Revenues</b>						
8682	Donations	-	-	3,078.00	3,077.95	0.00%
8699	All Other Local Revenues	-	33,765.00	47,402.00	39,901.70	0.00%
8701	In Lieu of Prop 39	195,000.00	-	-	-	0.00%
	<b>Total, Local Revenues</b>	<b>195,000.00</b>	<b>33,765.00</b>	<b>50,480.00</b>	<b>42,979.65</b>	<b>85.14%</b>
	<b>5. TOTAL REVENUES</b>	<b>4,006,039.00</b>	<b>4,109,979.74</b>	<b>4,131,454.00</b>	<b>1,857,133.36</b>	<b>44.95%</b>

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>B. EXPENDITURES</b>						
<b>1. Certificated Salaries</b>						
Certificated Teachers' Salaries	1100	955,000.00	1,001,000.00	1,136,158.00	602,497.69	53.03%
Certificated Stipends	1101	70,000.00	70,000.00	-	-	#DIV/0!
Certificated Pupil Support Salaries	1200	58,000.00	40,000.00	45,766.00	20,941.20	45.76%
Certificated Supervisors' and Administrators' Salaries	1300	146,000.00	186,000.00	187,289.00	93,198.91	49.76%
Certificated Bonuses	1400	94,400.00	91,200.00	-	-	#DIV/0!
Total, Certificated Salaries		1,323,400.00	1,388,200.00	1,369,213.00	716,637.80	52.34%
<b>2. Non-certificated Salaries</b>						
Non-certificated Instructional Aides' Salaries	2100	168,200.00	180,340.00	138,638.00	57,948.34	41.80%
Non-certificated Support Salaries	2200	-	-	47,625.00	30,125.18	0.00%
Non-certificated Supervisors' and Administrators' Sal.	2300	112,000.00	124,000.00	159,371.00	76,860.55	48.23%
Clerical and Office Salaries	2400	22,625.00	25,480.00	54,865.00	24,044.68	43.83%
Non-certificated Bonuses	2600	8,400.00	12,200.00	-	-	#DIV/0!
Other Non-certificated Salaries	2900	-	-	25,440.00	11,424.76	0.00%
Other Non-certificated Substitute	2935	9,280.00	9,975.00	-	-	#DIV/0!
Total, Non-certificated Salaries		320,505.00	351,995.00	425,939.00	200,403.51	47.05%
<b>3. Employee Benefits</b>						
State Teachers' Retirement System, certificated positions	3101	142,000.82	148,953.86	127,212.00	70,032.15	55.05%
State Teachers' Retirement System, classified positions	3102	-	-	2,771.00	740.94	0.00%
Public Employees' Retirement System, classified positions	3202	23,960.70	27,018.00	12,905.00	8,110.19	62.85%
OASDI/Medicare/Alternative, certificated positions	3301	19,189.30	20,128.90	25,669.00	13,994.12	54.52%
OASDI/Medicare/Alternative, classified positions	3302	19,871.31	21,823.69	33,288.00	15,108.03	45.39%
Health & Welfare Benefits, certificated positions	3401	220,000.00	190,000.00	220,932.00	77,071.71	63.73%
Health & Welfare Benefits, classified positions	3402	30,000.00	25,000.00	35,341.00	19,140.94	54.16%
State Unemployment Insurance, certificated positions	3501	16,277.82	17,074.86	1,184.00	184.25	15.56%
State Unemployment Insurance, classified positions	3502	9,262.59	10,172.66	126.00	1.48	1.17%
Workers' Compensation Insurance, certificated positions	3601	39,702.00	41,646.00	22,390.00	12,695.06	56.70%
Workers' Compensation Insurance, classified positions	3602	9,615.15	10,559.85	13,204.00	9,438.94	71.49%
Other Benefits, classified positions	3902	-	-	162.00	161.95	0.00%
Total, Employee Benefits		529,879.69	512,377.82	395,184.00	226,679.76	57.36%

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

		Adopted Budget - July 1st				
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>4. Books and Supplies</b>						
Approved Textbooks and Core Curricula Materials	4100	7,151.50	7,151.50	233.00	232.56	99.81%
Books and Other Reference Materials	4200	1,948.07	1,948.07	701.00	700.97	100.00%
Materials and Supplies	4300	60,747.70	60,747.70	97,377.00	75,541.79	77.58%
Noncapitalized Equipment	4400	36,208.04	268,208.04	103,929.00	103,929.11	100.00%
Food	4700	7,250.19	9,250.19	8,350.00	6,600.47	79.05%
<b>Total, Books and Supplies</b>		<b>113,305.51</b>	<b>347,305.51</b>	<b>210,590.00</b>	<b>187,004.90</b>	<b>88.80%</b>
<b>5. Services and Other Operating Expenditures</b>						
Subagreements for Services	5100	-	-	15,357.00	15,357.37	0.00%
Travel	5210	20,024.20	20,024.20	22,496.00	16,601.10	73.80%
Conference, Convention, Meeting	5220	-	-	2,862.00	2,862.08	0.00%
Dues and Memberships	5300	8,639.01	8,639.01	101,958.00	65,638.40	64.38%
Insurance	5400	102,990.18	103,990.18	32,239.00	26,138.02	81.08%
Operations and Housekeeping Services	5500	62,486.95	62,486.95	12,685.00	9,894.52	77.92%
Rent	5610	14,790.73	14,790.73	404,271.00	240,792.95	59.56%
Utilities	5620	62,486.95	62,486.95	42,469.00	24,769.45	58.32%
Real Estate Taxes	5630	-	-	1,748.00	1,747.90	0.00%
Repairs	5640	16,537.13	16,537.13	22,591.00	7,590.71	33.60%
Other Services & Operating Expenses	5800	57,596.49	57,596.49	70,343.00	58,943.06	83.79%
Accounting	5810	11,160.63	11,160.63	8,552.00	8,552.25	100.00%
Accreditation/Third Party Review	5812	-	-	800.00	800.00	0.00%
Business Services	5813	120,000.00	120,000.00	122,020.00	72,020.00	59.02%
Bank Charges	5815	929.70	929.70	1,660.00	1,139.94	68.67%
Payroll Fees	5816	-	-	9,192.00	5,692.31	0.00%
Education Consultants	5817	48,335.56	48,335.56	-	-	#DIV/0!
Computer Services	5820	-	-	8,924.00	8,923.54	99.99%
Legal	5830	22,321.26	30,751.45	44,462.00	21,962.48	49.40%
Professional Development	5840	35,757.50	35,757.50	43.00	43.00	100.00%
Substitute Teachers (Third Party Vendors)	5851	39,600.00	39,600.00	-	-	#DIV/0!
Contract Labor	5852	-	-	146,458.00	146,457.51	0.00%
Special Education Contractors	5869	33,251.12	30,077.40	-	-	#DIV/0!

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
Special Education Encroachment	5872	14,250.00	14,820.00	-	-	#DIV/0!
Communications	5900	14,210.03	14,210.03	17,190.00	11,690.40	68.01%
Total, Services and Other Operating Expenditures		627,770.94	692,193.90	1,088,320.00	747,606.99	68.69%
<b>6. Capital Outlay</b> (Objects 6100-6170, 6200-6500 modified accrual basis only)						
Land and Land Improvements	6100-6170	-	-	-	-	0.00%
Buildings and Improvements of Buildings	6200	-	250,000.00	-	-	0.00%
Equipment	6400	-	-	-	-	0.00%
Total, Capital Outlay		-	250,000.00	-	-	0.00%
<b>7. Other Outgo</b>						
Debt Service:						
Interest	7438	-	-	-	-	#DIV/0!
Principal	7439	145,000.00	466,222.00	-	-	#DIV/0!
District Oversight Fee	7500	508,606.00	212,103.00	-	-	0.00%
Total, Other Outgo		-	36,332.74	35,000.00	-	0.00%
		653,606.00	714,657.74	35,000.00	-	0.00%
<b>8. TOTAL EXPENDITURES</b>		3,568,467.14	4,256,729.96	3,524,246.00	2,078,332.96	56.97%
<b>C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8),</b>		437,571.86	(146,750.22)	607,208.00	(221,199.60)	
<b>D. OTHER FINANCING SOURCES / USES</b>						
1. Other Sources	8930-8979	-	-	-	-	
2. Less: Other Uses	7630-7699	-	-	-	-	
3. Contributions Between Unrestricted and Restricted Accounts (must net to zero)	8980-8999	-	-	-	-	
<b>4. TOTAL OTHER FINANCING SOURCES / USES</b>		-	-	-	-	
<b>E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)</b>		437,571.86	(146,750.22)	607,208.00	(221,199.60)	
<b>F. FUND BALANCE, RESERVES</b>						

## Sycamore Academy of Science and Cultural Arts

This charter school uses the following basis of accounting:

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

Adopted Budget - July 1st						
Description	Object Code	Adopted Budget (6/30/15)	Revised Budget 1st Interim (11/01/15)	Revised Budget 2nd Interim (2/01/16)	Year To Date Actuals (01/31/16)	% of Budget
<b>1. Beginning Fund Balance</b>						
a. As of July 1	9791	-	804,944.00	804,944.00	804,944.00	
b. Adjustments to Beginning Balance	9793, 9795	-	-	-	-	
c. Adjusted Beginning Balance		-	804,944.00	804,944.00	804,944.00	
<b>2. Ending Fund Balance, June 30 (E + F.1.c.)</b>		<b>437,571.86</b>	<b>658,193.78</b>	<b>1,412,152.00</b>	<b>583,744.40</b>	
<b>Components of Ending Fund Balance (Optional):</b>						
Nonspendable Revolving Cash (equals object 9130)	9711	-	-	-	-	
Nonspendable Stores (equals object 9320)	9712	-	-	-	-	
Nonspendable Prepaid Expenditures (equals object 9330)	9713	-	-	-	-	
Nonspendable All Others	9719	-	-	-	-	
Restricted Fund Balance	9740	-	-	-	-	
Committed Fund Balance	9750, 9760	-	-	-	-	
Assigned Fund Balance	9780	-	-	-	-	
Reserve for Economic Uncertainties	9789	-	-	-	-	
Undesignated/Unappropriated Amount	9790	437,571.86	658,193.78	1,412,152.00	583,744.40	





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

Ronald Reagan Charter School Alliance

**Regular Board Meeting Minutes**

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

January 11, 2016 @6:00 p.m.

**1.0 CALL TO ORDER**

Introduction of Guests

The meeting was called to order by the Board Chair at 6:03 p.m.

**2.0 OPEN GENERAL SESSION**

Establishment of a Quorum

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

*Other guests present:*

SavantCo Education Services

**3.0 PLEDGE OF ALLEGIANCE**

**4.0 APPROVAL OF THE AGENDA**

Agenda modified to include action item 7.5 Single School District Plan

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

**5.0 INVITATION TO ADDRESS THE BOARD, OPEN SESSION ITEMS:**

No comments.

**6.0 INFORMATION SESSION:**

**6.1 Teacher's Report**

Report on classroom activities and events.

*Presented by: Stephanie Lucas, Heather Cicalo, Sycamore Academy Teachers*

**6.2 Financial Report (Attachment 6.2)**

Presentation of the status of Sycamore Academy finances.

*Presented by: John Arndt, SavantCo Education*

**6.3 Special Education Report**

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

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

- 6.4 **Director's Report**  
Presentation regarding school administration including our material revision and update on current legislation that may impact the school.  
*Presented by: Barbara Hale, Executive Director/Principal*
- 6.5 **Material Revision of Charter (Attachment 6.5)**  
Review of the Material Revision of the Charter as submitted to Lake Elsinore Unified School District on January 6, 2016 per collaborative agreement  
*Presented by: Barbara Hale, Executive Director/Principal*
- 6.6 **School Report**  
Update on Sycamore's education program, assessments, WASC and professional development.  
*Presented by: Jeff Morabito, Assistant Principal*
- 6.7 **Operations Report**  
Presentation on enrollment and attendance data. Operations status report.  
*Presented by: Laura Girard, Operations Coordinator*

**7.0 ACTION ITEMS:**

- 7.1 **Independent Study Policy (Attachment 7.1)**  
The board will review and consider the revised Independent Study Policy.

Staff recommendation: The board approve the revised Independent Study Policy. Revision necessary per audit to address audit findings. Staff recommends approval.  
*Presented by: Barbara Hale, Director/Principal*

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

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

- 7.2 **Parent/Student Handbook (Attachment 7.2)**  
The board will review and consider the revised Parent Student Handbook.

Staff recommendation: The board approve the revised Parent Student Handbook. Revisions made update the cell phone policy to ensure student safety. Staff recommends approval.  
*Presented by: Barbara Hale, Director/Principal*

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

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

**7.3 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: Dr. Ingrid Flores (eligible for her 4<sup>th</sup> term)

Motion: Mr. Leavitt Second: Mr. Skumawitz Vote: 3 - 0

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

**7.4 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: Mrs. Elizabeth Halikis (eligible for her 1st term)

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

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

**7.5 Single School District Plan**

The board will review and consider the Single School District Plan.

*Presented by: Barbara Hale, Director/Principal*

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

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

**8.0 CONSENT CALENDAR**

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

**8.1 Approval of the Minutes: November 24 , 2015 (Attachment 8.1)**

**8.2 Approval of the Check Register for November 2015 (Attachment 8.2)**

**8.3 Approval of the Check Register for December 2015 (Attachment 8.3)**

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

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

**9.0 BOARD COMMENTS:**

No comments

**10.0 ADJOURNMENT**

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

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

The meeting was adjourned at 7:00 p.m.

**Sycamore Academy**  
**Check Listing**

For Checks Dated 01/01/2016 through 01/31/2016

Check Date PO #	Check# Account #	Register # Account #	Payee # Account Title	Payee Name Account Title	Description	Amount
01/04/2016	4376	R236	000107	CaISTRs	December 2015 STRS	\$21,742.59
		62-0000-0-0000-0000-9505-00		STRS Payable		21,742.59
01/04/2016	4377	R237	000154	PowerSchool	Annual Subscription/ SaaS Fees	\$456.00
		62-0000-0-0000-0000-5302-00		Subscriptions		456.00
01/05/2016	4378	R238	000148	Original Works Yours, Inc.	Craft Supplies	\$61.30
		62-0000-0-0000-0000-4307-00		Non-Instructional Materials and Supplies		61.30
01/05/2016	4379	R240	000023	Verizon	Verizon Online	\$109.99
		62-0000-0-0000-0000-5940-00		Telephone & Telecommunications		109.99
01/05/2016	4380	R241	000021	Southern California Edison	Electric Bill	\$1,806.94
		62-0000-0-0000-0000-5620-00		Utilities		1,806.94
01/05/2016	4381	R239	000093	GREAT AMERICAN INSURANCE CO.	Employee Insurance	\$1,220.25
		62-0000-0-0000-0000-5450-00		Other Insurance		1,220.25
01/05/2016	4382	R242	000006	Staples Advantage	Office Supplies	\$444.12
		62-0000-0-0000-0000-4301-00		Office Supplies		129.59
		62-0000-0-0000-0000-4301-00		Office Supplies		52.33
		62-0000-0-0000-0000-4301-00		Office Supplies		96.66
		62-0000-0-0000-0000-4301-00		Office Supplies		121.27
		62-0000-0-0000-0000-4301-00		Office Supplies		44.27
01/05/2016	4383	R243	000083	SavantCo Education	January 2016 Monthly Contract Fee	\$10,000.00
		62-0000-0-0000-0000-5813-00		Business Services		10,000.00
01/05/2016	4384	R245	000020	Guardian	Employee Insurance	\$1,123.70
		62-0000-0-0000-0000-9330-00		Prepaid Expenditures (Expenses)		1,123.70
01/05/2016	4385	R244	000155	Cricklet Media	Dig Magazine	\$39.95
		62-0000-0-0000-0000-5302-00		Subscriptions		39.95
01/05/2016	4386	R247	000147	Computer Alert Systems, Inc.	Security System	\$3,816.00
		62-0000-0-0000-0000-5640-00		Repairs & Maintenance - Buildings		3,816.00
01/05/2016	4387	R246	000033	Aflac	Employee Insurance	\$966.01
		62-0000-0-0000-0000-9500-00		Accounts Payable (Current Liabilities)		966.01

**Sycamore Academy**  
**Check Listing**

For Checks Dated 01/01/2016 through 01/31/2016

Check Date PO #	Check# Account #	Register # Account #	Payee # Payee Name	Payee Name Account Title	Description	Amount
01/06/2016	4388	R248	000003	Southwest School & Office Supply	Office Supplies	\$120.96
01/08/2016	4389	R249	000034	Elsinore Valley Municipal Water District	11/13/2015 - 12/14/2015	\$1,995.70
01/18/2016	4390	R251	000156	PJHM Architects	Professional Services - 10/01/15 - 12/31/15	\$23,398.67
01/18/2016	4392	R252	000157	MobyMax	Computer Program	\$699.00
01/18/2016	4393	R253	000097	Laura Girard	Employee Reimbursement	\$61.70
01/18/2016	4394	R254	000006	Staples Advantage	Office Supplies	\$160.65
01/18/2016	4396	R256	000074	Berkshire Hathaway Homestate Companies	Workers' Compensation	\$2,680.02
01/18/2016	4398	R258	000001	Kaiser Foundation Health Plan	February 2016 Health Insurance	\$1,197.78
01/18/2016	4399	R259	000023	Verizon	December 2015 Phone Bill	\$523.97
01/18/2016	4400	R260	000152	Daniel Hale II	IT Support	\$375.94
01/18/2016	4401	R261	000096	Barbara Hale	Reimbursement	\$484.34
01/18/2016	4402	R262	000158	Allison Montejano	Employee Reimbursement - Classroom Supplies	\$71.28
01/19/2016	4403	R263	000159	Jenni Botto	Staff Gift - Cake Pops	\$115.00
01/19/2016	4404	R264	000107	CalSTRS	December 2015 STRS	\$21,742.59

Sycamore Academy

Check Listing

For Checks Dated 01/01/2016 through 01/31/2016

Check Date PO #	Check# Account #	Register # Account #	Payee # Account #	Payee Name Account Title	Description	Amount
01/21/2016	4405 62-0000-0-0000-0000-5830-00	R265	000012	Hansberger & Klein, PLC Legal	Letter Amendments	\$750.00
01/21/2016	4406 62-0000-0-0000-0000-5600-00	R267	000013	Xerox Corporation Rentals, Leases, Repairs, and Noncapitalized Impro	Xerox Rental	\$825.21
01/21/2016	4407 62-0000-0-0000-0000-5500-00	R266	000129	CR&R, Inc. Operations and Housekeeping Services	Waste and Recycling Service	\$326.95
01/25/2016	4408 62-0000-0-0000-0000-9200-00	R268	000072	U.S. Bank National Association Accounts Receivable	February 2016 Bond Payment	\$60,022.74
01/25/2016	4409 62-0000-0-0000-0000-5310-00	R269	000131	Riverside County Treasurer Licenses and Fees	15/16 Property Tax - 2nd Installment	\$5,002.64
01/27/2016	4410 62-0000-0-0000-0000-5210-00	R270	000120	Gabrielle Crouch Travel	Mileage Reimbursement	\$57.03
01/27/2016	4411 62-0000-0-0000-0000-9330-00	R271	000020	Guardian Prepaid Expenditures (Expenses)	02/01/16 - 02/29/16 Insurance	\$1,128.00
01/27/2016	4412 62-0000-0-0000-0000-5450-00	R272	000093	GREAT AMERICAN INSURANCE CO. Other Insurance	Employee Insurance	\$4,052.68
01/27/2016	4413 62-0000-0-0000-0000-5940-00	R273	000023	Verizon Telephone & Telecommunications	Telephone	\$219.98
01/27/2016	4414 62-0000-0-0000-0000-4301-00	R274	000006	Staples Advantage Office Supplies	Office Supplies	\$141.38
01/27/2016	4415 62-0000-0-0000-0000-5620-00	R275	000021	Southern California Edison Utilities	Electric Bill	\$2,302.52
01/29/2016	4416 62-0000-0-0000-0000-5852-00	R276	000084	HAMEL CONTRACTING, INC. Contract Labor	Construction Bonus - 103 Day Early Completion @ \$1,000.00 Per Day	\$103,000.00
<b>38 Checks</b>						<b>\$273,243.58</b>