

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
April 13, 2015
Regular Meeting
This meeting is being video recorded.

Board Members

Kou Xiong, President (Term Expires June 2016)
Miles E. Myles, Vice President (Term Expires June 2015)
Dennis Mah, Board Treasurer (Term Expires June 2015)
Therese Jaspersen; Board Secretary (Term Expires June 2017)
Lance Fang, Board Member (Term Expires June 2017)
____ Vacant, SCUSD Representative (no expiration)
____ Vacant Term Expires June 2016)

6:00 p.m. Convene
6:05 Closed Session
6:35 Reconvene Open Session
9:00 Adjourn

Lisbon Elementary Staff Room
7555 S. Land Park Drive, Sacramento 95831

* Supporting materials will be distributed at the meeting.

- 1. CALL TO ORDER 6:00 PM**
- 2. BOARD ROLL CALL 6:01 PM**
- 3. ADJUST AGENDA ITEMS AS NEEDED 6:02 PM**
- 4. PUBLIC COMMENT – Limit Two Minutes Per Person and Ten Minutes Per Issue Listed in the Agenda 6:05 PM**

Closed Session: 6:05 PM

C-1. Transitions: Hires, Resignations, and Leaves

C-2. Update on OCR Pending Issues

Closed session minutes from previous month's meeting will be distributed during closed session.

Closed session intended for:

- 1) considering appointment, employment, evaluation of performance, discipline or dismissal of an employee (employee may request hearing of discipline or complaint be done in opens session);*
- 2) meeting with law enforcement or security personnel concerning the security of public buildings and services;*
- 3) receiving advice from legal counsel concerning existing litigation, initiating litigation, or situations involving significant expose to litigation;*
- 4) considering labor negotiations, although final decisions concerning salaries must be made in public;*
- 5) considering price and term in connection to purchase, sale, exchange or lease of real property.*

Definition: Significant exposure to litigation is created when: 1) existing facts and circumstances are not known to plaintiffs, 2) a claim is received threatening litigation, 3) a person at a public meeting threatens litigation, 4) a person outside a public meeting threatens litigation and an agency official having knowledge of the threat makes a record of the statement prior to the meeting. Brown Act 54956.9(b)(3)

- 5. REPORT OUT CLOSED SESSION 6:35 PM**
- 6. CONSENT AGENDA 6:40 PM**
 - a) Approval of Regular Meeting Minutes on March 9, 2015 and Special Meeting Minutes on March 26, 2015 and approval of correction to the February 10, 2015 Regular Meeting Minutes, Action Item 6A.
- 7. INFORMATIONAL ITEM – Monthly Administrative Reports 6:45 PM***
 - 7.1 Principal's Report on Instruction & Learning *
 - 7.1.1 Enrollment, Attendance & Student Disciplinary Actions
 - 7.1.2 Core Curriculum & Instruction
 - 7.1.3 Assessment Data
 - 7.1.4 Academy Council
 - 7.1.5 YPSA's Renewal Process

7.2 Business Office Manager's Summary of Finance & Operation 7:10 PM*

- 7.2.1 Financials through Previous Month: Profit & Loss Statement, Balance Sheet and Actual to Budget
- 7.2.2 Submission of 14-15 2nd Interim Financial Report
- 7.2.3 Update on Current Technology Maintenance Expenses
- 7.2.4 Update on Prop 39 Clean Energy Planning
- 7.2.5 Pertinent Updates in Human Resources, Risk Management, Benefits, Etc.

8. INFORMATION ITEM – Review/Feedback to Academy Council on Proposed Budget Recommendations for Next School Year 7:25 PM*

9. INFORMATIONAL ITEM – Review Middle School Principal Job Description 7:35 PM*

10. INFORMATIONAL ITEM – Staff Retention Committee Report to Board on First Meeting Findings 7:45 PM*

11. ACTION ITEM – Approve Salary Schedule For 2015-16 7:55 PM*

12. ACTION ITEM – Approve 2nd Budget Revisions To 2014-15 Budget 8:00 PM*

13. INFORMATIONAL ITEM – Review Parent Involvement Policy 8:10 PM

14. INFORMATIONAL ITEM – Discuss Staff Release Procedures 8:15 PM *

15. INFORMATIONAL ITEM – Superintendent's Report/Update 8:25 PM*

16. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA 8:50 PM

17. ADJOURN 9:00 PM

Calendar of Regular Board Meetings

Approved and Adopted on July 7, 2014

Regularly Scheduled UCSC Board meetings are held on the second Monday of each month, except as noted below for November and June. All meetings start at 6:00 PM and are conducted in the Lisbon Staff Lounge located at 7555 South Land Park Drive in Sacramento, CA 95831.

Each regular meeting will have the following two agenda items:

- 1) Principal's Report on Instruction & Learning which includes: ELAC update, Academy Council update, enrollment & attendance update, and suspension & referral update.
- 2) Business Office Manager's summary of Finance & Operation which includes: profit & loss statement for through the end of the prior month and cash flow update,

August 11, 2014	September 8, 2014	October 13, 2014	November 10, 2014
<ul style="list-style-type: none"> Review actual enrollment and attendance and compare to projected Review work of board nominating committee Sick Leave/Vacation Policy Staff evaluation process Preparing for annual board self-evaluation Approve new hires Appoint nominating committee for vacant board position(s) Update Board priorities 	<ul style="list-style-type: none"> Annual Board organizational meeting Annual Board self-evaluation Review annual program audit before submission to SCUSD by the principal Approve prior year unaudited actuals – due to SCOE 9/15 Set goals for next 12 months Approve Public Charter Schools Grant's Application Discuss Academy Council and Board relationship; See governance section of charter Micromanagement Update progress of YPSA's renewal process Update Board priorities 	<ul style="list-style-type: none"> Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Update Board priorities Update progress of YPSA's renewal process
December 8, 2014	January 12, 2015	February 10, 2015 (Tuesday)	March 9, 2015
<ul style="list-style-type: none"> Receive & review prior year fiscal audit conducted by Gilbert Associates –due to district, county, CDE, and state controller by 12/15 Approve 1st Interim Financial Report for July 1-Oct. 31' due to SCUSD and SCOE by Dec. 15 Introduce mid-year budget revisions to 2014-15 budget for approval at January meeting Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Reviewing the Hmong Language Development Program Review P-1 Attendance report submitted to CDE to compare project & actual attendance. P-1 ended on Dec. 31 Approve mid-year budget revisions to 2014-15 budget Review random drawing (lottery procedure) when applicants outnumber available seats Plan for board member and academy council training Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve Budget Development Calendar for creating next year's budget Review enrollment and staffing projections in preparation for next year's staffing. Review preliminary budget for next fiscal year based on governor's proposal Approve ConApp Part 2. Due to CDE on Feb 24 Discuss staff release procedures Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve 2nd Interim Financial Report for July 1 - Jan. 31st and due to SCUSD and SCOE by Mar. 15 Review parent involvement policy Approve instructional calendar for the next school year Review admin, teacher, and other staff compensation Update Board priorities Update progress of YPSA's renewal process
April 13, 2015	May 11, 2015	June 8, 2015	June 22, 2015 (4 th Monday)
<ul style="list-style-type: none"> Board reviews and gives feedback to Academy Council on their budget recommendations for next year Approve 2nd budget revisions to 2014-15 budget Update one-year study and application process to join new SELPA Salary schedule for 2015-16 Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> If released, review governor's May revisions to next year's proposed budget. Might not be released until the 15th Review P-2 Attendance report submitted to CDE to compare project and actual attendance. P-1 ended on April 15th Approve new hires Approve list of employees with reasonable assurance of returning next year Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Public hearing on the updated-LCAP and 2015-2016 budget. Update Board priorities Update progress of YPSA's renewal process 	<ul style="list-style-type: none"> Approve next year's budget and submit to SCUSD and SCOE by July 1st Annual review and affirmation of Title I Parent Involvement Policy ConApp Part 1 due June 30 for Title I, II, & III funding Review all staff evaluations Approve new hires Approve updated-LCAP and 2015-16 Budget Update Board priorities Update progress of YPSA's renewal process

Urban Charter School Collective (UCSC)
Board Meeting Agenda
March 9, 2015
Regular Meeting Minutes

Board Members

Kou Xiong, President (Term Expires June 2016)
Miles E. Myles, Vice President (Term Expires June 2015)
Dennis Mah, Board Treasurer (Term Expires June 2015)
Therese Jasperson; Board Secretary (Term Expires June 2017)
Lance Fang, Board Member (Term Expires June 2017)
____ Vacant, SCUSD Representative (no expiration)
____ Vacant Term Expires June 2016)

6:00 p.m. Convene
6:05 p.m. Closed Session
6:35 p.m. Reconvene Open Session
9:00 p.m. Adjourn

Lisbon Elementary Staff Room
7555 S. Land Park Drive Sacramento
95831

1. CALL TO ORDER

The Board of the UCSC met on Monday, March 9, 2015 for a regular board meeting. K. Xiong called the meeting to order at 6:11 p.m.

2. BOARD ROLL CALL

Members Present: Kou Xiong, Dennis Mah, Miles E. Myles, and Lance Fang (late arrival)
Member(s) Absent: Therese Jasperson
Vacancies: 2 seats, one vacant UCSC member seat and one vacant SCUSD Representative seat

Staff in Attendance: Superintendent Lee Yang, Principal Vince Xiong, Business Office Manager, Megan Lao and Office Assistant, Annette Tornberg

Guest(s): Academy Council Representative, Edward Lee, Movement Teacher, Leeseng Thao, ATT Staff, Ralph Moyco and Allen Thao, Core Teachers, Claudia Sherry and Michelle Lee, HLD Instructor, Surapong Lee and Executive Local Office Director for Teach for America, Nick Howard.

3. ADJUST AGENDA ITEMS AS NEEDED

Lao asked for deferment of Item #10, Approval of 2nd Interim Financial Report for July 1-Jan 31st, due to SCUSD and SCOE by March 15, 2015. This item will be brought back as an informational item at the next board meeting.

4. PUBLIC COMMENT

Leeseng Thao thanked the board for the reinstatement of the staff attendance bonus, the development and proposal of a performance based salary incentives and the proposed alternative salary schedule.

Claudia Sherry commented that performance based incentives should be honored for all faculty and not just a particular classification. Examples provided by Sherry with regard to her comment included, Hmong teachers who performed home visits to assist teachers with language barriers and office personnel working beyond their scheduled work day to attend to scholar and staff needs.

Ralph Moyco commented that recognition should be given to those who go above and beyond their normal work.

Edward Lee commented that consistency in an incentive based salary schedule should be applied to all staff. He inquired about how comparable rates were determined for certificated staff, and would like to see this same process applied to all other non-certificated staff when determining staff salary.

Mah addressed guests questions, stating that the rates proposed on the draft salary schedules for certificated staff were determined by looking at salaries paid to teachers within other local area school districts. The proposed salary schedules for certificated staff are comparable to that of surrounding schools. Mah encouraged Edward Lee to research comparable dance schools to come up with proposals to Academy Council. Mah indicated a second staff retention meeting should take place before the end of the month and has instructed the Superintendent to organize and inform staff of the next meeting date.

5. CLOSED SESSION AND REPORT OUT OF CLOSED SESSION

K. Xiong announced that during the closed session the Board discussed and approved the following:

Hiring of one full time Registered Nurse. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.

Accepted staff recommendation for the release of one part-time Achievement through Technology staff. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.

K. Xiong noted that the board discussed two other confidential items.

No updates on OCR

6. CONSENT AGENDA

Motion was made by K. Xiong to approve the consent agenda which included the Regular Meeting Minutes on February 10, 2015 and Special Board Meeting Minutes on February 26, 2015. Mah seconded the motion. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried

7. INFORMATION ITEMS – Monthly administrative reports

7.1. Principal's report on Instruction and Learning

7.1.1. Enrollment, Attendance, & Student Disciplinary Actions

V. Xiong presented updates on student enrollment counts show a decline in enrollment. 1st grade has the lowest enrollment. The Academy Council discussed incentives to bringing up the attendance. No changes in suspension data.

7.1.2. Core Curriculum & Instruction

V. Xiong advised that on June 4th the new staff recommendations will be presented to the board for the next school year.

7.1.3. Assessment Data

V. Xiong stated that he will put together next month for the board the Fall/Winter Assessments. K. Xiong asked that percentages be included in the data. EL classifications will be on Wednesday, March 18th at 5:30 pm around seventeen scholars will be reclassified.

7.1.4. Academy Council

Staff spoke during public comment.

7.1.5. YPSA's Renewal Process

There will be a public hearing on Thursday, March 19th at 6:30 pm., letters went home; support is needed. V. Xiong advised that the board members should also be in attendance.

7.2. Business Office Manager's summary of Finances and Operation

7.2.1. Financials through Previous Month

Balance Sheet and Profit & Loss Actual to Budget was provided to the Board.

7.2.2. Submission of ConApp Part 2 Due to CDE on February 28, 2015

Lao presented the 2014 Winter ConApp report to Board

7.2.3. Update on Current Technology Maintenance Expenses

Lao provided an update on current expenses associated with the technology plan and current consultant contract. Mah advised a cap on maintenance expenses of an additional \$10,000 to for the remainder of the year.

7.2.4. Update on Prop. 39 Clean Energy Planning

Lao provided update on progress of planning, previous year and current utilities expenses have been provided to CPM for review.

7.2.5. Pertinent Updates in Human Resources, Risk Management, Benefits, Etc.

Lao presented information to the board regarding SCUSD's annual audit findings which required YPSA to make a correction to its 2013-14 P-annual report due to an overstatement of four (4)

unduplicated student counts in its CALPADS reporting. YPSA has made the correction, and anticipates a revenue adjustment in July, decreasing revenue between \$10,000 to \$20,000.

8. **ACTION ITEM** – Approve Teach for America Partnership starting 2015-16 through 201718 (3 years) School Year
Yang recommended the approval of a three (3) year partnership with Teach for America for five (5) teacher candidates for the next three years. Teacher candidates will be determined as needed year to year and there is no obligation to use all five teachers if there is not a need. Motion was made by Mah to approve the contract with Teach for America as drafted (5 positions in 3 years) and recommended by the Superintendent. Fang seconded the motion. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.
9. **ACTION ITEM** – Approve Travel Request Process and Upcoming Staff Travels and Expenses
 - a) Designate Board Member to Approve Travel Requests for Administrative Staff
Lao asked if there could be a designated Board member who would authorize travel for the Superintendent and other Board members. Mah moved to make a motion for the board to be the approver. K. Xiong seconded the motion for discussion. Mah advised for transparency for the whole board to see the request and withdrew original motion. K. Xiong acknowledged a new motion to have the checks and balances noted between the Treasurer and the BOM with an eye on expenses over \$5,000 that is not budgeted. Fang seconded the motion. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.
 - b) FY 14-15 Superintendent and Principal to attend the 17th Hmong National Development Conference located at the Crown Plaza, St. Paul, MN. Event dates are April 17-19, 2015, total anticipated cost of \$2,700.
K. Xiong made a motion to approve but later amended the motion to include the attendance of the Board Vice President at the 17th Hmong National Development Conference along with staff. Fang seconded the motion. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.
 - c) FY 14-15 Superintendent and Board Treasurer to attend Charter Schools Development Center's 17th Annual Charter School's Leadership Institute located at Marshall, CA. Event dates are June 21-25, 2015, total anticipated cost is \$3,290 – *Motion established through Item 9a.*
 - d) FY 15-16 Administrators and Teaching Staff (total of 29 participants) to attend the Center for Effective Learning's Summer Institute located at Granlibakken Resort near Lake Tahoe. Event dates are July 20-23, 2015, total anticipated cost of \$32,605.00.
K. Xiong made a motion to approve and include board member(s) and five parents from the Academy Council to attend this institute. Fang seconded the motion. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.
10. **ACTION ITEM** – Approve 2nd Interim Financial Report for July 1-Jan 31st, due to SCUSD and SCOE by March 15, 2015 - *Deferred per request by staff to the next board meeting.*
11. **ACTION ITEM** –Second Look at 2015-16 Instructional Calendar Recommended by Academy Council -
K. Xiong moved to approve the adopted calendar for the next school year. Mah seconded the motion. All ayes by K. Xiong, Myles, Mah, and Fang. Jasperson was absent. Motion carried.
12. **INFORMATIONAL ITEM** – Review Mobile Device Management Services Needed to Support K-2 iPads -
Lao presented information on a Mobile Device Management Service which would aid in the maintenance and deployment of applications on iPads. The board recommended staff research more, run trials and demos and report back on the findings. Staff to update Board at a later time.
13. **INFORMATIONAL ITEM** – Review Parent Involvement Policy
Deferred due to time constraints.
14. **INFORMATIONAL ITEM** – Staff Retention Board Sub Committee Report on First Meeting Findings
Deferred due to time constraints.
15. **INFORMATIONAL ITEM** – Discuss Staff Release Procedures
Deferred due to time constraints.
16. **INFORMATIONAL ITEM** – Superintendent's Report/Update
Deferred due to time constraints.

17. BOARD MEMBERS IDENTIFY ITEMS FOR NEXT BOARD AGENDA

Deferred due to time constraints.

18. ADJOURN

K. Xiong adjourned the meeting at 9:15 p.m.

Urban Charter Schools Collective (UCSC)
Board Meeting Agenda
March 26, 2015
Special Board Meeting Minutes

Members

Kou Xiong, President (Term Expires June 2016)
Miles E. Myles, Vice President (Term Expires June 2015)
Dennis Mah, Board Treasurer (Term Expires June 2015)
Therese Jasperson; Board Secretary (Term Expires June 2017)
Lance Fang, Board Member (Term Expires June 2017)
____ Vacant, SCUSD Representative (No Expiration.)
____ Vacant (Term Expires June 2016)

6:00 p.m. Convene

7:00 p.m. Adjourn

Lisbon Elementary Staff Room

7555 S. Land Park Drive, Sacramento, CA 95831

1. CALL TO ORDER

The Board of the UCSC met on Thursday, March 26, 2015 for a special board meeting. K. Xiong called the meeting to order at 5:45 p.m.

2. BOARD ROLL CALL

Members Present: Kou Xiong, Lance Fang and Dennis Mah

Member(s) Absent: Gennel Miles and Therese Jasperson

Staff in Attendance: Superintendent Lee Yang, Principal Vince Xiong, and Business Office Manager, Megan Lao.

3. ADJUST AGENDA ITEMS AS NEEDED –None

4. PUBLIC COMMENT –None

5. ACTION ITEM

Motion was made by K. Xiong to approve the Administrative Staff responses and amendment to YPSA's charter renewal in accordance to SCUSD's preliminary findings. Fang seconded the motion. All ayes by K. Xiong, Mah and Fang. Miles and Jasperson were absent. Motion carried.

6. ADJOURN

K. Xiong adjourned the meeting at 7:36 p.m.

Urban Charter School Collective (UCSC)
Board Meeting Agenda
February 10, 2015
Regular Meeting Minutes

Board Members

Kou Xiong, President (Term Expires June 2016)
Miles E. Myles, Vice President (Term Expires June 2015)
Dennis Mah, Board Treasurer (Term Expires June 2015)
Therese Jasperson; Board Secretary (Term Expires June 2017)
Lance Fang, Board Member (Term Expires June 2017)
____ Vacant, SCUSD Representative (no expiration)
____ Vacant Term Expires June 2016)

6:00 p.m. Convene
6:05 p.m. Closed Session
6:35 p.m. Reconvene Open Session
9:00 p.m. Adjourn

Lisbon Elementary Staff Room
7555 S. Land Park Drive Sacramento
95831

1. CALL TO ORDER

The Board of the UCSC met on Tuesday, February 10, 2015 for a regular board meeting. K. Xiong called the meeting to order at 6:04 p.m.

2. BOARD ROLL CALL –

Members Present: Kou Xiong, Dennis Mah, Miles Myles, Lance Fang, and Therese Jasperson (late arrival)
Member(s) Absent: Sue Lee (Letter of Resignation received)
Staff in Attendance: Superintendent Lee Yang, Principal Vince Xiong, Business Office Manager, Megan Lao and Office Assistant, Annette Tornberg
Guest(s): Channing Vang, Web Developer; Doua Moua, representative for Optimal Teks; Edward Lee, Xee Vang, and Kimberlee Jackson, representatives from the Academy Council and Mr. Nick Howard Executive Local Office Director for Teach for America

3. ADJUST AGENDA ITEMS AS NEEDED –

Lao asked the board to defer Item #14; Approval of ConApp application which is not due until February 28, 2015. Lao does not have the document and information for the board at this time. There were no objections from the board.

Mah requested item #B pulled from the consent agenda for discussion. Item #B will be acted on as a regular action item and was designated Action Item 6a. No objections from the board.

Mah asked to move the closed session to the end of the agenda as guest representatives from the Academy Council were in attendance. No objections from the board.

4. PUBLIC COMMENT –

Academy Council representatives: Edward Lee, Xee Vang, and Kimberlee Jackson informed the board of their wish to have a couple of representatives attend the monthly board meetings on a regular basis. They asked that the Academy Council reports be moved ahead on the agenda prior to closed session. K. Xiong advised the representatives that the board will discuss this request.

5. CLOSED SESSION AND REPORT OUT OF CLOSED SESSION –

K. Xiong announced that during the closed session the Board discussed and approved the following:

Hiring of four part-time Achievement through Technology staff and one part-time Yard Supervisor staff to fill vacant positions. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried.

Accepted staff recommendation for the release of one part-time Achievement through Technology staff, resignation of two part-time Achievement through Technology staff, and the resignation of a part-time Achievement through Technology & Yard Supervisor staff. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried.

6. CONSENT AGENDA -

Motion was made by Mah to approve the consent agenda excluding item B. K. Xiong seconded the motion. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried

K. Xiong acknowledges that board member, Therese Jasperson arrived at 6:16 PM.

6A ACTION ITEM - Approval of Website and Technology Infrastructure Plan with Budget

Channing Vang, Web Developer and Doua Moua, representative from Optimal Teks presented a Website and Technology plan for the board to review. Motion was made by Mah to approve the ~~purchase of a plan that is beneficial to what we need and launching the website~~ purchase of the technology infrastructure plan as described in the spreadsheet titled “YPSA to be an enterprise environment” with a total cost of \$64, 421.94. Mah further stated that the purchase be made from reserves and that ~~we set aside~~ each year moving forward staff budget 1/3 of the cost ~~be set aside and saved to allow for future purchases. and include in the budget; including using reserve.~~ K. Xiong seconded the motion. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried. Board members agreed on the launching of the website, its web hosting cost of \$191.40 can be covered in the current budget. No motion needed.

7. INFORMATION ITEMS – Monthly administrative reports

7.1 Principal’s report on Instruction and Learning

- 7.1.1 Enrollment, Attendance, & Student Disciplinary Actions – V. Xiong presented updates on student Enrollment counts, waiting list process, and student disciplinary counts.
- 7.1.2 Core Curriculum and Instruction – V. Xiong stated that on the reclassification/CELDT; anything Less than 350 would not meet criteria.
- 7.1.3 Academy Council – Edward, Kimberlee, and Xee shared information on the low attendance rates, a school wide open closet, and the influx of A T & T applications.
- 7.1.4 Staffing Plans/Projections – V. Xiong shared when the dates and notices are given out along with how staff retention will be determined.

7.2 Business Office Manager’s summary of Finances and Operation

- 7.2.1 Financials through Previous Month: Profit & Loss Statement, Balance Sheet – provided to the board
- 7.2.2 Pertinent Updates in Human Resources, Risk Management, Benefits, etc. – no information to report at this time.

8. ACTION ITEM – Update and Review of Multi-School Policies and Employee Handbook

Lao presented the updated multi-school Board, Curriculum and Facilities/Operations policies and the Employee handbook as reviewed by Young, Minney & Corr for approval. Motion was made by Mah to approve the UCSC Board policies. Myles seconded the motion. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried.

9. ACTION ITEM – Reinstatement of Staff Attendance Bonus

Lao provided the board with a cost projection for current staff, identifying the maximum attendance bonus to be paid. Motion was made by K. Xiong to approve the reinstatement of staff attendance Bonus effective 2/10/15. Mah seconded the motion. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried.

10. ACTION ITEM – Approve Request for Proposal to Implement Prop 39 Clean Energy Planning Funds

Lao presented bid from Capital Program Management, Inc. who responded to the RFP. Motion was made by K. Xiong to approve Capital Program Management, Inc. for the implementation of Prop 39 Clean Energy Planning. Mah seconded the motion. All ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was Absent. Motion carried.

11. ACTION ITEM –Approve Budget Development Calendar for creating next year’s budget

Lao presented a budget calendar for the 15-16 budgeting process, and noted any and all revisions moving forward will be reported to the board. Motion was made by K. Xiong to approve the budget planning calendar

subject to possible changes; Mah seconded the motion. All Ayes by K. Xiong, Myles, Mah, Fang, and Jasperson. Lee was absent. Motion carried.

12. INFORMATIONAL ITEM – Review preliminary budget for next fiscal year based on governor’s proposal
Mah provided a partial budget outlining LCFF calculation and anticipated revenues.

13. ACTION ITEM – Annual Election of Officers and Appointment of Vice President and Secretary
K. Xiong nominated Jasperson for VP and Myles for Secretary. Jasperson nominated Myles for VP with a second from Fang. Called for a vote, Myles as Vice President received 3 votes and Jasperson for Vice President received 2 votes. Myles was elected Vice President and Jasperson elected Secretary.

14. ACTION ITEM – Approve ConApp 2014 Winter Release Due to CDE on February 28, 2015
Deferred per request by staff to the next board meeting.

15. INFORMATIONAL ITEM – Review enrollment and staffing projections in preparation for next year’s
Staffing and discuss staff release procedures.
This item was included in the Principal’s report in item 7.1.4

16. INFORMATIONAL ITEM – Teach for America Partnership
Mr. Nick Howard, Executive Local Office Director for Teach for America presented information on services and outlined what a partnership with Teach for America would entail.

17. INFORMATION ITEM – Plan for Board Member and Academy Council Training
Deferred due to time constraints.

18. INFORMATION ITEM – Superintendent’s Report/Update YPSA’s renewal process/Update on Board
Priorities
Deferred due to time constraints.

19. ADJOURN
K. Xiong adjourned the meeting at 10:05 p.m.

CHARTER SCHOOL
2nd Interim -- ALTERNATIVE FORM
Date: January 31, 2015
CHARTER SCHOOL CERTIFICATION

REPORT FOR: Yav Pem Suab Academy
(Charter School's Name)

CDS Number: 1186

CHARTER APPROVING

ENTITY: Sacramento City Unified School District
(Approving Entity's Name)

County: Sacramento

To the Entity that approved the charter school:

☒ 2014/15 CHARTER SCHOOL INTERIM PERIOD FINANCIAL REPORT -- ALTERNATIVE FORMAT: This report has been approved, and is hereby filed by the charter school pursuant to Education Code Section 42100(b).

Printed

Name: Megan Lao Title: Business Office Manager
Urban Charter Schools Collective

Signed:  Date: 03-16-15
Charter School Official
Original signature required

To the County Superintendent of Schools:

☐ 2014/15 CHARTER SCHOOL INTERIM FINANCIAL REPORT -- ALTERNATIVE FORMAT: This report has been reviewed, and is hereby filed with the County Superintendent pursuant to Education Code Section 42100(a).

Printed

Name: _____ Title: _____

Signed: _____ Date: _____
Authorized Representative of
Charter Approving Entity
(Original signature required)

To the Superintendent of Public Instruction:

☐ 2014/15 CHARTER SCHOOL INTERIM FINANCIAL REPORT -- ALTERNATIVE FORMAT: This report has been verified for mathematical accuracy by the County Superintendent of Schools pursuant to Education Code Section 42100(a).

Printed

Name: _____ Title: _____

Signed: _____ Date: _____
County Superintendent
Original signatures required

For additional information on the unaudited actuals report, please contact:

For Approving Entity:

Name

Title

Telephone

E-mail address

For Charter School:

Megan Lao

Name
Business Office Manager

Title
916-433-5057

Telephone
Megan-Lao@scusd.edu

E-mail address

CHARTER SCHOOL FINANCIAL REPORT -- ALTERNATIVE FORM

Date: January 31, 2015

Charter School Name: Yav Pcm Suab Academy Charter

Charter Approving Entity: Sacramento City Unified School District

County: Sacramento

CDS #: 34 67439 0121665

Charter# 1186

Description	Object Code	Adopted Budget			Interim			Actual To Date		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
A. REVENUES										
1. Revenue Limit Sources										
LCFF State Aid	8011	1,908,642		1,908,642	1,843,716			932,370		932,370
Education Protection Account	8012		463,044	463,044		456,416			231,522	231,522
State Aid - Prior Years	8019			-						-
Tax Relief Subventions (for rev. limit funded schools)	8020-8039			-				-		-
County and District Taxes (for rev. limit funded schools)	8040-8079			-				-		-
Miscellaneous Funds (for rev. limit funded schools)	8080-8089			-				-		-
Revenue Limit Transfers (for rev. limit funded schools):				-				-		-
Transfers to Charter School In-lieu of Property Taxes	8096	565,779		565,779	551,330		551,330	192,364		192,364
Other Revenue Limit Transfers	8091, 8097			-				-		-
Total, Revenue Limit Sources		2,474,421	463,044	2,937,465	2,395,047	456,416	2,851,463	1,124,734	231,522	1,356,256
2. Federal Revenues (see NOTE on last page)										
No Child Left Behind - Title 1A	8290		172,321	172,321		172,961	172,961		100,188	100,188
Special Education - Federal	8181, 8182			-				-		-
Child Nutrition - Federal	8220			-				-		-
Other Federal Revenues	8110, 8260			-				-		-
	8299			-				-		-
Total, Federal Revenues		-	172,321	172,321	-	172,961	172,961	-	100,188	100,188
3. Other State Revenues										
Charter Schools Categorical Block Grant	8480			-				-		-
Special Education - State				-				-		-
All Other State Revenues		81,093	52,406	133,499	58,403	81,019	139,422	58,980	46,886	105,865
Total, Other State Revenues		81,093	52,406	133,499	58,403	81,019	139,422	58,980	46,886	105,865
4. Other Local Revenues										
All Other Local Revenues - Short-term loans				-				-		-
All Other Local Revenues - Misc. Funds		3,085	15,549	-	2,024	17,111		5,564	1,500	7,064
Total, Local Revenues		3,085	15,549	-	2,024	17,111	19,135	5,564	1,500	7,064
5. TOTAL REVENUES		2,558,600	703,320	3,261,920	2,455,474	727,506	3,182,980	1,189,278	380,096	1,569,373

CHARTER SCHOOL **FINANCIAL REPORT -- ALTERNATIVE FORM**

Date: January 31, 2015

Charter School Name: Yav Parn Subst Academy Charter

Charter Approving Entity: Sacramento City Unified School District

County: Sacramento

CDS #: 34 67439 0121665

Charter# 1198

Description	Object Code	Adopted Budget			Interim			Actual To Date		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
B. EXPENDITURES										
1. Certificated Salaries										
Teachers' Salaries	1100	448,866	463,044	911,910	479,832	456,416	936,248	264,217	231,522	495,739
Certificated Pupil Support Salaries	1200	32,575		32,575	31,873		31,873	15,860		15,860
Certificated Supervisors' and Administrators' Salaries	1300	218,688		218,688	218,688		218,688	124,313		124,313
Other Certificated Salaries	1900	-		-			-			-
Total, Certificated Salaries		700,129	463,044	1,163,173	730,392	456,416	1,186,808	404,389	231,522	635,911
2. Non-certificated Salaries										
Classified Instructional Salaries	2100	167,470		167,470	167,044		167,044	134,826		134,826
Classified Support Salaries	2200	59,916	48,402	108,318	58,532	46,904	105,436	32,447	27,893	60,340
Classified Supervisors' and Administrators' Sal	2300	69,643		69,643	69,643		69,643	40,625		40,625
Clerical and Office Salaries	2400	63,999		63,999	66,479		66,479	35,226		35,226
Other Classified Salaries	2900	147,231		147,231	144,040		144,040	16,674		16,674
Total, Non-certificated Salaries		508,259	48,402	556,661	505,738	46,904	552,642	259,798	27,893	287,691
3. Employee Benefits										
STRS	3101-3102	98,963		98,963	98,424		98,424	48,073		48,073
PERS	3201-3202			-			-			-
OASDI / Medicare / Benefits	3301-3302	52,064	3,703	55,767	52,214	3,588	55,802	34,558		34,558
Health and Welfare Benefits	3401-3402	180,999	7,400	188,399	173,818	7,400	181,218	98,001	6,307	104,307
Unemployment Insurance	3501-3502	6,007		6,007	5,785		5,785	1,371		1,371
Workers' Compensation Insurance	3601-3601	31,182		31,182	31,182		31,182	21,829		21,829
Retiree Benefits	3701-3702			-			-			-
PERS Reduction (for revenue limit funded schools)	3801-3802			-			-			-
Other Employee Benefits	3901-3902			-			-			-
Total, Employee Benefits		369,215	11,103	380,318	361,424	10,988	372,412	203,832	6,307	210,139
4. Books and Supplies										
Approved Textbooks and Core Curricula Materials	4100			-			-			-
Books and Other Reference Materials	4200	28,785	12,221	41,006	28,785	12,221	41,006	15,581	3,983	19,564
Materials and Supplies	4300	102,356		102,356	102,976		102,976	39,137	868	40,004
Noncapitalized Equipment	4400	155,386	55,610	210,996	155,386	55,610	210,996	166,501	14,629	181,130
Food	4700	3,370		3,370	3,292		3,292	1,387		1,387
Total, Books and Supplies		289,897	67,831	357,728	290,438	67,831	358,269	222,606	19,480	242,086

CHARTER SCHOOL FINANCIAL REPORT -- ALTERNATIVE FORM

Date: January 31, 2015

CDS #: 34 67439 0121665

Charter School Name: Yav Pelm Suab Academy Charter
Charter Approving Entity: Sacramento City Unified School District

Charter# 1186

County: Sacramento

Description	Object Code	Adopted Budget			Interim			Actual To Date		
		Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
5. Services and Other Operating Expenditures										
Travel and Conferences	5200	580		580	824		824	642		832
Dues and Memberships	5300	6,524		6,524	6,524		6,524	6,544		6,544
Insurance	5400-5450	16,449		16,449	16,449		16,449	16,449		16,449
Operations and Housekeeping Services	5500	79,442		79,442	71,319		71,319	17,758		17,758
Rentals, Leases, Repairs, and Noncap. Improvements	5600	93,671		93,671	93,671		93,671	58,707		60,790
Transfer of Direct Costs	5710-5750			-			-			-
Professional/Consulting Services and Operating Expend	5800	166,873	120,724	287,597	154,783	126,139	280,922	69,991	64,404	134,395
Communications	5900	44,382		44,382	44,382		44,382	19,654		19,654
Total, Services and Other Operating Expenditures		407,921	120,724	528,645	387,953	126,139	514,091	189,744	66,676	256,420
6. Capital Outlay										
Sites and Improvements of Sites	6100			-			-			-
Buildings and Improvements of Buildings	6200			-			-			-
Books and Media for New School Libraries or Major				-			-			-
Expansion of School Libraries Equipment	6300			-			-			-
Equipment	6400			-			-			-
Equipment Replacement	6500			-			-			-
Depreciation Expense (for full accrual only)	6900			-			-			-
Total, Capital Outlay		-		-			-			-
7. Other Outgo										
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-			-			-
Special Education SELPA Transfer of Apportionment	7221-7223SP			-			-			-
Other Transfers of Apportionments	7221-7223AO			-			-			-
All Other Transfers to District	7261	269,458		269,458	268,596		268,596			-
Debt Service:										
Interest	7438			-			-			-
Principal	7439			-			-			-
Total, Other Outgo		269,458	-	269,458	268,596	-	268,596	-	-	-
8. TOTAL EXPENDITURES		2,544,880	711,103	3,255,983	2,544,542	708,278	3,252,819	1,280,369	351,878	1,632,247
C. EXCESS (DEFICIENCY)		13,720	(7,783)	5,937	(89,068)	19,229	(69,839)	(91,092)	28,218	(62,874)

CHARTER SCHOOL **FINANCIAL REPORT -- ALTERNATIVE FORM**

Date: January 31, 2015

Charter School Name: Yav Pcm Suab Academy Charter

Charter Approving Entity: Sacramento City Unified School District

County: Sacramento

CDS #: 34 67439 0121665

Charter# 1186

Description		Object Code	Adopted Budget			Interim			Actual To Date		
			Unrestricted	Restricted	Total	Unrestricted	Restricted	Total	Unrestricted	Restricted	Total
D. OTHER FINANCING SOURCES USES											
1. Other Sources		8930-8979			-						-
2. Other Uses		7630-7699			-						-
3. Contribution between unrestricted and restricted accounts		8980-8999			-						-
4. Total Other Financing Sources (Uses)			-	-	-						
E. Net Increase (Decrease) in Fund Balance (C+D4)			13,720	(7,783)	5,937	(89,068)	19,229	(69,839)	(91,092)	28,218	(62,874)
F. Fund Balance Reserves											
1. Beginning Fund Balance, July 1		9791	920,890		920,890	1,136,536		1,136,536	1,136,536		1,136,536
a. Adjustments to Beginning Balance		9793, 9795	-		-			-			-
b. Adjusted Beginning Balance			920,890		920,890	1,136,536	-	1,136,536	1,136,536	-	1,136,536
2. Ending Funding Balance, June 30 (E+F.1b.)			934,610	(7,783)	926,827	1,047,468	19,229	1,066,697	1,045,444	28,218	1,073,662
Components of Ending Fund Balance (optional)											
Reserve for Revolving Cash		9711			-						
Reserve for Stores		9712			-						
Reserve for Prepaid Expenditures		9713			-						
All Others		9719			-						
General Reserve		9730			-						
Legally Restricted Balance		9740			-						
Designated for Economic Uncertainties		9770			-						
Other Designations		9775, 9780			-						
Undesignated / Unappropriated Amount		9790	934,610	(7,783)	926,827	1,047,468	19,229	1,066,697	1,045,444	28,218	1,073,662
G. ASSETS											
1. Cash in Banks		9120			-						
2. Accounts Receivable		9200			-						
3. Prepaid Expenditures		9330			-						
4. Other Currents Assets		9340			-						
5. Capital Assets (for accrual basis only)		9340			-						
6. TOTAL ASSETS					-						
H. LIABILITIES											
1. Accounts Payable		9500			-						
2. Current Loans		9640			-						
3. Deferred Revenue		9650			-						
4. Due to Grantor Governments		9590			-						
5. TOTAL LIABILITIES					-						
I. FUND BALANCE											
Ending Fund Balance, June 30, (G6-H6) (must agree with Line F2)			-	-	-						

**CHARTER SCHOOL
MULTI-YEAR PROJECTION - ALTERNATIVE FORM
2nd Interim-Multi Year Projection**

Charter School Name: Yav Pem Suab Academy Charter
CDS #: 34 67439 0121665
Charter Approving Entity: Sacramento City Unified
County: Sacramento
Charter #: 1186

Description	Object Code	Current Year FY 2014-15			Totals for 2015-16	Totals for 2016-17
		Unrestricted	Restricted	Total		
A. REVENUES						
1. Revenue Limit Sources						
LCFF - State Aid	8011	1,843,716		1,843,716	2,061,400	2,229,466
Education Protection Act	8012		456,416	456,416	613,964	530,570
Charter Schools Funding in lieu of Property Taxes	8096	551,330		551,330	556,025	556,025
Total, Revenue Limit Sources		2,395,046	456,416	2,851,462	3,231,389	3,316,060
2. Federal Revenues				-		
No Child Left Behind	8290		172,961	172,961	155,511	154,555
Total, Federal Revenues		-	172,961	172,961	155,511	154,555
3. Other State Revenues						
All Other State Revenues		58,403	81,019	139,422	148,163	71,064
Total, Other State Revenues		58,403	81,019	139,422	148,163	71,064
4. Other Local Revenues						
All Other Local Revenues		2,024	17,111	19,135		
Total, Local Revenues		2,024	17,111	19,135	0	0
5. TOTAL REVENUES		2,455,473	727,507	3,182,980	3,535,063	3,541,679
B. EXPENDITURES						
1. Certificated Salaries						
Teachers' Salaries	1100	479,832	456,416	936,248	973,601	1,014,236
Certificated Pupil Support Salaries	1200	31,873		31,873	30,000	30,000
Certificated Supervisors' and Administrators' Salaries	1300	218,688		218,688	228,765	231,053
Other Certificated Salaries	1900			-		
Total, Certificated Salaries		730,392	456,416	1,186,808	1,232,366	1,275,289
2. Non-certificated Salaries						
Classified Instructional Salaries	2100	167,044		167,044	444,734	454,376
Classified Support Salaries	2200	58,532	46,904	105,436	124,017	126,497
Classified Supervisors' and Administrators' Sal.	2300	69,643		69,643	70,340	71,043
Clerical and Office Salaries	2400	66,479		66,479	75,450	76,978
Other Classified Salaries	2900	144,040		144,040	42,000	44,100
Total, Non-certificated Salaries		505,738	46,904	552,642	756,541	772,994
Description	Object Code	Current Year FY 2014-15			Totals for 2015-16	Totals for 2016-17
		Unrestricted	Restricted	Total		
3. Employee Benefits						
STRS	3101-3102	98,424		98,424	132,233	160,431
OASDI / Medicare / Benefits	3301-3302	52,214	3,588	55,802	57,875	59,134
Health and Welfare Benefits	3401-3402	173,818	7,400	181,218	232,500	237,150
Unemployment Insurance	3501-3502	5,785		5,785	5,455	5,619
Workers' Compensation Insurance	3601-3601	31,182		31,182	32,500	33,475
Total, Employee Benefits		361,424	10,988	372,412	460,563	495,809
4. Books and Supplies						
Approved Textbooks and Core Curricula Materials	4100			-		
Books and Other Reference Materials	4200	28,785	12,221	41,006	42,622	37,996
Materials and Supplies	4300	102,977		102,977	61,164	62,999
Noncapitalized Equipment	4400	155,386	55,610	210,996	70,000	42,000
Food	4700	3,292		3,292	3,391	3,492
Total, Books and Supplies		290,439	67,831	358,270	177,177	146,487

Charter School Name: Yav Pem Suab Academy Charter
CDS #: 34 67439 0121665
Charter Approving Entity: Sacramento City Unified
County: Sacramento
Charter #: 1186

Description	Object Code	Current Year FY 2014-15			Totals for 2015-16	Totals for 2016-17
		Unrestricted	Restricted	Total		
5. Services and Other Operating Expenditures						
Travel and Conferences	5200	824		824	2,250	3,927
Dues and Memberships	5300	6,524		6,524	5,960	5,960
Insurance	5400-5450	16,449		16,449	16,942	17,451
Operations and Housekeeping Services	5500	71,319		71,319	73,459	75,663
Rentals, Leases, Repairs, and Noncap. Improvements	5600	93,671		93,671	94,618	94,906
Professional/Consulting Services and Operating Expend.	5800	154,783	126,139	280,922	370,996	328,935
Communications	5900	44,382		44,382	2,302	2,371
Total, Services and Other Operating Expenditures		387,952	126,139	514,091	568,527	529,213
6. Capital Outlay						
Sites and Improvements of Sites	6100					
Buildings and Improvements of Buildings	6200					
Books and Media for New School Libraries or Major Expansion of School Libraries Equipment	6300					
Equipment	6400					
Equipment Replacement	6500					
Depreciation Expense (for full accrual only)	6900					
Total, Capital Outlay		-	-	-	-	-
7. Other Outgo						
Transfers of Pass-through Revenues to Other LEAs	7211-7213			-		
Special Education SELPA Transfer of Apportionment	7221-7223SP			-		
Other Transfers of Apportionments	7221-7223AO			-		
All Other Transfers to District	7281	268,596		268,596	292,714	297,761
Debt Service:						
Interest	7438			-		
Principal	7439			-		
Total, Other Outgo		268,596	-	268,596	292,714	297,761
8. TOTAL EXPENDITURES		2,544,541	708,278	3,252,819	3,485,887	3,517,553
C. EXCESS (DEFICIENCY) OF REVENUES OVER EXPEND. BEFORE OTHER FINANCING SOURCES AND USES (A5-B8)		-89,068	19,229	-69,839	49,176	24,126
Description	Object Code	Current Year FY 2014-15			Totals for 2015-16	Totals for 2016-17
		Unrestricted	Restricted	Total		
D. OTHER FINANCING SOURCES / USES						
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		0	0	0	0	0
E. NET INCREASE (DECREASE) IN FUND BALANCE (C + D4)		-89,068	19,229	-69,839	49,176	24,126
F. FUND BALANCE, RESERVES						
1. Beginning Fund Balance						
a. As of July 1	9791	1,136,536		1,136,536	1,047,468	1,096,644
b. Adjustments to Beginning Balance	9793, 9795	-		-	-	-
c. Adjusted Beginning Balance		1,136,536	-	1,136,536	1,047,468	1,096,644
2. Ending Fund Balance, June 30 (E + F.1.c.)		1,047,468	19,229	1,066,697	1,096,644	1,120,770
Components of Ending Fund Balance:						
a. Unassigned/Unappropriated						
Reserve for Economic Uncertainties	9789					
Unassigned/Unappropriated Amount	9790	1,047,468	19,229	1,066,697	1,096,644	1,120,770

2014-15 Cash Flow

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Total
Beginning Cash Balance	782,655.22	1,028,426.39	884,798.00	1,036,154.65	985,647.92	1,050,576.10	1,048,170.65	1,164,210.88	1,125,320.51	1,209,324.90	1,162,633.01	1,128,028.70	1,050,968.96	1,286,812.81
Receipts														
1. Local Control Funding Formula														
A. District In Lieu property tax @ \$1,212.91/ADA			101,840.00		90,524.00				132,288.00	37,757.57	37,757.57	37,757.57	118,854.17	556,778.81
B. Educational Protection Act @17% of LCFF amount			115,761.00				115,761.00		113,305.00			118,217.00		463,044.00
C. State Aid	101,345.00		101,345.00	182,420.00	182,420.00	182,420.00	182,420.00	182,240.00	166,228.00	166,228.00	166,228.00	166,228.00	129,119.97	1,908,641.97
2. Other State Funding														
A. Mandated Block Grant @ \$14/prior year ADA at P-2. <u>Apply Aug 1-30, 2014.</u>					30,491.00									30,491.00
B. Lottery Unrestricted @ \$128/ADA. Receive next fiscal year.							16,083.91		13,137.60			21,276.09		50,497.60
C. Lottery Restricted @ \$34/ADA. Receive next fiscal year							413.25		3,489.68			8,003.03		11,905.95
D. Unrestricted Statewide Student Identifier Maintenance (SSIM/SSID)														-
3. Federal Funding														
A. Federal Title 1 - socioeconomically disadvantaged @ \$300/ADA. Minus 20% SES			53,656.00			36,745.00			54,474.00			6,911.00		151,786.00
B. Federal Title 2 - professional development				1,556.00					679.00					2,235.00
C. Federal Title 3 - English Learners @85/ADA based on 2 prior years.				8,231.00			3,980.00		6,631.00					18,842.00
D. Federal Title 3 - Immigrant												94.00		94.00
4. Other including donations														
A. Microsoft voucher program of 15,111												15,110.71		15,110.71
B. e-Rate												40,000.00		40,000.00
C. Other donations, rebates, refunds	915.41			1,687.10	2,667.55	1,808.09	90.62							7,168.77
Total Revenue	102,260.41	-	372,602.00	193,894.10	306,102.55	220,973.09	318,748.78	182,240.00	490,232.28	203,985.57	203,985.57	413,597.40	247,974.14	3,256,595.81
														0.08
Disbursements	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Total
1000 Staff Salaries - Certificated	12,062.50	102,544.57	109,696.03	98,674.84	103,270.05	107,614.88	102,048.38	105,538.06	104,620.56	105,620.56	105,220.56	106,262.47	-	1,163,173.47
2000 Staff Salaries - Classified	10,440.16	46,904.57	44,461.77	55,637.02	65,796.10	39,130.40	24,866.19	46,847.72	46,157.96	53,899.96	50,726.36	53,296.38	6,089.29	544,253.88
3000 Employee Benefits	27,730.07	16,977.87	32,049.39	28,003.94	30,669.14	41,893.33	32,815.08	30,929.51	31,301.73	33,532.25	32,549.85	33,572.86	240.99	372,266.01
4000 Books & Supplies	119,303.47	80,354.11	5,560.30	10,844.83	16,181.73	5,961.34	3,879.94	2,618.15	8,257.00	220.00	220.00	105,163.46	-	358,564.33
5000 Services & Operating Expenditures	46,983.04	24,017.79	26,554.91	62,901.42	30,052.90	29,208.16	20,742.37	36,311.98	34,256.46	57,404.69	49,873.11	104,538.51	5,800.00	528,645.33
6000 Capital Improvement	-	-	-	-	-	-	-	-	-	-	-	-	-	-
7000 Other Outgo	-	-	-	-	-	-	-	-	181,634.18	-	-	87,823.47	-	269,457.65
Total Expenses 2014-15	216,519.24	270,798.91	218,322.40	256,062.05	245,969.92	223,808.11	184,351.96	222,245.42	406,227.89	250,677.46	238,589.88	490,657.15	12,130.28	3,236,360.67
														-
Balance Sheet Items	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	April	May	June	July	Total
Accounts Receivables														-
Due From Oher Funds														-
Prepaid Expenditures														-
Other Current Assets	357,353.16	122,524.00		16,093.42				640.09						496,610.67
Accounts Payables	2,676.84	4,646.52	(2,922.95)	(4,432.20)	4,795.55	429.57	(18,356.59)	474.96						-
Total Balance Sheet Items	360,030.00	127,170.52	(2,922.95)	11,661.22	4,795.55	429.57	(18,356.59)	1,115.05	-	-	-	-	-	483,922.37
Net Change in Cash	245,771.17	(143,628.39)	151,356.65	(50,506.73)	64,928.18	(2,405.45)	116,040.23	(38,890.37)	84,004.39	(46,691.88)	(34,604.31)	(77,059.75)	235,843.86	504,157.51
Ending Cash Balance	1,028,426.39	884,798.00	1,036,154.65	985,647.92	1,050,576.10	1,048,170.65	1,164,210.88	1,125,320.51	1,209,324.90	1,162,633.01	1,128,028.70	1,050,968.96	1,286,812.81	

UCSC IT COSTS SUMMARY - FOR AN ENTERPRISE ENVIRONMENT

Prepared by Optimal Teks for UCSC

1/20/2015

For YPSA to be an enterprise environment - Board Approved on February 10, 2015

Hardware:				Quoted for Board Approval			Actual Purchase as of 03/31/15		
Item Detail	QTY needed		Cost per item	Total cost			Cost per item	Total Cost	Net Change
HP Servers	2	\$	5,000.00	\$ 10,000.00			\$4,064.89	\$8,129.77	\$1,870.23
Quantum LTO5 tape drive	1	\$	2,819.99	\$ 2,819.99			\$1,080.16	\$1,080.16	\$1,739.83
LTO 5 media	20	\$	29.00	\$ 580.00					
Printers - wireless	20	\$	200.00	\$ 4,000.00					
UPS	1						\$643.38	\$643.38	-\$643.38
				\$ 17,399.99				\$9,853.31	\$2,966.68
Software:				Quoted for Board Approval			Actual Purchase as of 03/31/15		
Item Detail	QTY needed		Cost per item	Total cost			Cost per item	Total Cost	Net Change
Microsoft Windows Server 2012 CALs	305	\$	35.99	\$ 10,976.95			\$7.45	\$2,272.25	\$8,704.70
Microsoft Office 2013 Pro	36	\$	86.99	\$ 3,131.64			\$0.00	\$0.00	\$3,131.64
Microsoft Windows 8 Pro Upgrade	241	\$	69.99	\$ 16,867.59			\$64.95	\$15,652.95	\$1,214.64
Symantec Backup Exec 14 (1 yr.)	2	\$	1,162.66	\$ 2,325.32			\$393.00	\$393.00	\$1,932.32
Symantec Antivirus (1 yr.)	305	\$	23.99	\$ 7,316.95			\$7.00	\$2,135.00	\$5,181.95
Symantec Ghost	25	\$	34.14	\$ 853.50					
				\$ 41,471.95				\$20,453.20	\$20,165.25
Implementation costs:				Quoted for Board Approval			Actual Purchase as of 03/31/15		
Item Detail	QTY hours		Current rate	Total cost			Cost per item	Total Cost	Net Change
Plan, review, and design architecture	16	\$	30.00	\$ 480.00					
Implement network switches	0	\$	30.00	\$ -					
Implement servers, active directory, and create accounts	16	\$	30.00	\$ 480.00					
Implement workstations	153	\$	30.00	\$ 4,590.00					
				\$ 5,550.00					

NCLB PARENTAL/FAMILY INVOLVEMENT POLICY

I. Introduction

Research has shown that the attitudes, behavior and achievement of children are enhanced when parents or other caregivers are involved in their children's education. To that end, the **UCSC/YPSA Charter** (the "School") has adopted this parent involvement policy in order to promote learning and provide a more positive learning experience for the students of the School.¹

II. Annual Meeting

Within 60 days of the first day of school, the School shall convene an annual meeting to which all parents of children participating in Title I, Part A programs are invited and encouraged to attend. The School will hold additional meetings, as needed, to maximize parental participation, to provide the same information, and to be offered at flexible times, such as in the morning or evening.

The information provided at the meetings will inform parents of the School's receipt of Title I, Part A funds and the specific requirements of Title I, Part A. Additionally, parents shall be informed of their rights to be involved in Title I, Part A programs.

III. Notice

Within 60 days of the beginning of school, the School will send to all parents a notice containing, but not limited to, the following information:

- Information about Title I, Part A programs;
- An explanation of the requirements of Title I, Part A programs;
- A description of the rights parents have for participation in Title I, Part A programs;
- A description (including timing of meetings, location, etc.) of how parents can participate in the planning, review and/or improvement of the parent involvement policy and the schoolwide program (aka the LEA Plan).
- A description and explanation of the curriculum in use at the School, the forms of academic assessment used to measure student progress and the proficiency levels students are expected to meet;
- An invitation to attend the annual meeting and additional meetings, providing information about the purpose of the meetings and the dates and times.
- A copy of the most current Parent Involvement Policy and a feedback form for parents to comment on its content.

With this notice, the School will include a survey for parents to complete identifying whether they will require child care or home visits in order to participate in the parental involvement program of the

¹ Within this policy, the word "parent" is employed. This word is intended to reach any caregiver of students enrolled in the School, including but not limited to, parents, guardians, grandparents, aunts, uncles, foster parents, stepparents, etc.

School. If there is sufficient need for child care at any of the parental involvement activities identified in this policy, the School may provide such services and notify the parents of such provided services.

In addition to sending this notice to parents of participating children, the School will post the information on its website.

IV. Title I, Part A Program Involvement

In order to involve parents in an organized, ongoing and timely way in the planning, review and improvement of Title I, Part A programs, the parent involvement policy and, the schoolwide program plan, the School will involve parents of participating students as follows:

- The School will conduct monthly meetings during the day and during the evening (i.e., Parents on the Move) where all parents of participating children will be invited to the School to learn about the different Title I, Part A programs, details of this policy and the schoolwide program plan (aka LEA Plan).
- Parents not attending the monthly meetings will be contacted by telephone (i.e., Connect Ed) to encourage participation and inform them of future meetings.
- The School will publish a regular Newsletter with notification of upcoming participation opportunities.
- The School will create a Parent Council/ Academy Council for planning, reviewing and improving Title I, Part A programs (aka the LEA Plan), the parent involvement policy and the schoolwide program plan. The Parent Council will meet at least monthly at the School and will be made up of five parents and five staff members.
- Each year, the School will hold an End of Year Celebration, at which parents of participating children will be invited to review/evaluate: 1) Title I, Part A programs and their effectiveness, 2) the parent involvement policy and 3) the Schoolwide Program Plan; and recommend any changes to the program. Changes will be articulate in the LEA Plan.
- If requested by parents of participating children, the School will schedule regular meetings where parents are able to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children. The School will respond to such suggestions within 30 days.
- If the schoolwide program plan (aka the LEA Plan) is not satisfactory to parents of participating children, the School will submit any parent comments on the plan when it submits the plan to the UCSC Board.

V. Building Capacity for Involvement

A. Standards, Assessments, Title I Requirements, Monitoring Progress and Improving Student Achievement

In order to ensure effective parental involvement and support a partnership among the School, parents and the community to improve student academic achievement, the School will provide the following programs to assist parents in understanding State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children (collectively referred to as "Standards and Requirements"):

- The School will regularly publish in its Newsletter, and/or on its website, descriptions and explanations of State academic content standards and State student academic achievement standards, State and local academic assessments, Title I requirements, and how to monitor their child's progress and work with educators to improve the academic achievement of their children.
- Monthly meetings (e.g., Parents on the Move) will be held at the School to discuss how parents can work with educators to improve their child's academic achievement.
- Teachers will conference with parents four times each year so that parents may find out specific ways to help with educating their child.
- Parents will be invited to meetings to learn about State and local academic assessments and to take sample tests.
- The report cards issued by the School for its students will be standards-based reflecting the students' performance on the State's academic standards and assessments.
- The School will develop individual learning plans for each student and review them each year with each student's parent. The School will also review with parents each student's individual learning plan at the conclusion of each year to measure progress and success in meeting the goals.
- On the School's website, it will provide a link to its School Accountability Report Card on the California Department of Education's website.

B. Helping Parents to Work with their Children

In an effort to foster parental involvement, the School will provide materials and training to help parents to work with their children to improve their children's achievement through the following programs:

- The School will hold classes for parents and students to learn how to use computers and the Internet in accordance with the School's Internet use policy. The training will enable parents to access their children's homework; communicate with teachers; and review information posted about School.

- The School will assist parents of limited English proficiency find English as a Second Language (ESL) classes through SCUSD or other organizations to increase their English language proficiency to assist their children with homework.
- The School will provide parents with access to literacy programs that bond families around reading and using the public library.
- The School will provide seminars on parenting skills and parent-child communication.
- The School will train parents how to tutor their children.

C. Education of Staff on Parent Involvement

The School will annually educate teachers, pupil services personnel, principals and other staff, with the assistance of parents, in the value and utility of contributions of parents, and in how to reach out to, communicate with, and work with parents as equal partners, implement and coordinate parent programs and build ties between parents and the School. The training shall take place each year in staff orientations, annual staff development materials and other in-service trainings held throughout the school year.

In order to better understand what works best for the current parents of participating children attending the School, the education will take place after a survey is sent home to parents of participating students which solicits information on what skills each parent has to offer the School and what types of parental involvement programs in which parents would most likely participate.

D. Coordination with Other Programs

The School shall, to the extent feasible and appropriate, coordinate and integrate parent involvement programs and activities with Head Start, Reading First, Early Reading First, Even Start, the Home Instruction Programs for Preschool Youngsters, the Parents as Teachers Program, and public preschool and other programs and conduct other activities, such as parent resource centers, that encourage and support parents in more fully participating in the education of their children. 20 U.S.C. § 6318(e)(4).

E. Other Optional Parent Participation

The School will involve parents in the development of the training regarding the importance of parent involvement for teachers, principals and other educators to improve the effectiveness of such training.

The School will provide quarterly trainings for parents to enhance the involvement of other parents.

In order to maximize parental involvement and participation, the School will arrange school meetings at various times or conduct in-home conferences between teachers or other educators, who work directly with participating children, with parents who are unable to attend such conferences at the School.

The School will adopt and implement model approaches to improving parental involvement.

The School will develop appropriate roles for community-based organizations and businesses in parent involvement activities, such as sponsoring events, providing volunteers for school activities, creating internships for students.

VI. School-Parent Compact

At the beginning of each school year, the School will enter in to School-Parent Compacts with parents of participating children. The School-Parent Compact will outline how parents, the entire school staff and students will share the responsibility for improved student academic achievement and the means by which the School and parents will build and develop a partnership to help children achieve the State's high standards.

The Parent Council/ Academy Council will annually evaluate the effectiveness of the School-Parent Compact and provide feedback and suggestions for revision.

VII. Involvement of Parents of Limited English Proficient Students, Disabled Parents and Parents of Migratory Children

The School will provide full opportunities for participation for parents of limited English proficient students, disabled parents and parents of migratory children. To accomplish this goal, the School will do the following:

- The School will provide language translators at parent meetings to the extent practicable.
- The School will schedule meetings to enable families to share information about culture, background, children's talents and particular needs for the schools.
- The School will help parents of limited English proficiency find English as a Second Language (ESL) classes to increase their English language proficiency to assist their children with homework.

Miscellaneous

The School shall ensure that all information related to School and parent programs, meetings and other activities is sent to the parents of participating children in a format and, to the extent practicable, in a language the parents can understand.

The School will provide other reasonable support for parental involvement activities as requested by parents.

Adopted: September 12, 2011

Amended: