Language Academy of Sacramento/*Academia de Idiomas de Sacramento*
A Two-Way Spanish Immersion Public Charter School/*Una Escuela Pública de Inmersión Dual en Español*
2850 49th Street, Sacramento, CA 95817

Agenda/*Agenda*
Friday, August 21, 2015/*viernes, 21 de agosto del 2015*
5:30 p.m. in Room M/*5:30 p.m. en el salón M*

I.   PRELIMINARY/PRELIMINARIO

A. CALL TO ORDER/Convocatoria
    Meeting was called to order by/*La junta fue convocada por* _____ *at* ____:____ *p.m.*

B. ROLL CALL/Asistencia

	Name/*Nombre*	Role/*Miembro*	Present/ *Presente*	Absent/ *Ausente*
1.	Erika Ruiz	Parent/*Madre* (13-16) Secretary/*Secretaria*		
2.	Fernando Aceves	Parent/*Padre* (14-17)		
3	Vacant	Parent (15-18)		
4.	Adriana Gutiérrez	Teacher/*Maestra* (13-16)		
5.	Angelita Sepúlveda	Staff/*Personal* (14-17)		
6.	Antonio González	Teacher/*Maestra* (15-18)		
7.	Mary Ann Mellor	Community Member/*Miembro Comunitario* (13-16) President/*Presidente*		
8.	Gustavo González	Community Member/*Miembro Comunitario* (14-17)		
9.	Vacant	Community Member/*Miembro Comunitario* (15-18)		
10.	Sue Lee	SCUSD Representative/*Representante del Distrito*		
11.	Eduardo de León	Academic Director/*Director Académico*		
12.	Judy Morales	Business & Operations Officer/*Oficial de Negocios & Operaciones*		

C.   APPROVAL OF AGENDA/*Aprobación de la Agenda*

D.   MISSION/*Misión*
The LAS mission is to create a learning community where students: Utilize bilingual (Spanish and English) academic knowledge and skills in real-world situations and diverse settings. Develop and exhibit positive self-esteem, pride, confidence and respect for themselves and others. Demonstrate leadership skills in order to build bridges between communities and apply critical thinking skills to solve problems, promote social justice, and create change in society.

La misión de LAS es crear una comunidad de aprendizaje donde los estudiantes: Utilizan el conocimiento académico y habilidades bilingües (español e inglés) en situaciones del mundo real y en diversos entornos. Desarrollan y exhiben una autoestima positiva, orgullo, confianza y respeto por sí mismos y otros. Demuestran habilidades de liderazgo con el fin de establecer puentes entre comunidades y aplicar habilidades de pensamiento crítico para resolver problemas, fomentar la justicia social, y crear un cambio en la sociedad.

II.   COMMUNICATIONS NORMS/*NORMAS DE COMUNICACION*

A.   ORAL COMMUNICATIONS/*Comunicaciones Verbales:* Non-agenda items: no individual presentation shall be for more than three (3) minutes and the total time for this purpose shall not exceed fifteen (15) minutes. Board members will not respond to presentations and no action can be taken. However, the Board may give direction to staff following a presentation./*Temas no presentados en la agenda: Ningún individuo presentará por más de tres (3) minutos y el tiempo total para este segmento no pasará de quince (15) minutos. Los miembros de la Mesa Directiva no contestarán preguntas y ningún voto tomará acabo. Sin embargo, los Miembros de la Mesa Directiva pueden dar instrucciones al personal presentando los temas.*

1. Public Comments (maximum of three (3) minutes per speaker)/*Comentarios Públicos (máximo de 3 minutos por persona)*

III.   ITEMS SCHEDULED FOR DISCUSSION AND/OR ACTION – *ARTICULOS PROGRAMADOS PARA DISCUSIÓN Y/O ACCIÓN*

A. Community Board Candidate Interviews/*Entrevistas para Candidatos Comunitarios de la Mesa Directiva-* de León (30 min.)
i. Public Comments (maximum of three (3) minutes per speaker)/*Comentarios Públicos (máximo de 3 minutos por persona)*

> It is recommended that the Board discuss and/or approve Agenda Item IIIA/*Se recomienda que la Mesa Directiva discuta y/o apruebe IIIA.*
>
> Motion:____   Second:____   Vote:___

B. Transition Plan and EdTec Proposal for Business Services/*Plan de Transición y Propuesta para Servicios de Negocios de EdTec* **-** de León (30 min.)

i. Public Comments (maximum of three (3) minutes per speaker)/*Comentarios Públicos (máximo de 3 minutos por persona)*

> It is recommended that the Board discuss and/or approve Agenda Item IIIB/*Se recomienda que la Mesa Directiva discuta y/o apruebe IIIB.*
>
> Motion:_____ Second:_____ Vote:___

IV. INFORMATIONAL ITEMS - *ARTICULOS DE INFORMACIÓN*

A. 2015-16 School Year Begins/*Comienzo del año escolar 2015-16* **-** de León (5 min.)

V. FUTURE MEETINGS/*Próxima Junta*
September 18, 2015/*18 de septiembre del 2015-* Board Meeting/*Reunión de la Mesa Directiva*

VII. FUTURE AGENDA ITEMS/*Temas para agendas futuras*

VIII. ADJOURNMENT/*Clausura*
The meeting was adjourned at _____:_____ p.m./*La junta terminó a las _____:_____ p.m.*

| Motion:_____ | Second:_____ | Vote:_____ |

In compliance with the Americans with Disabilities Act (ADA) and upon request, the School may furnish reasonable auxiliary aids and services to qualified individuals with disabilities. Individuals who require appropriate alternative modifications of the agenda in order to participate in Board meetings are invited to contact the LAS office. En conformidad con la Acta de Americanos Incapacitados (ADA) y con el pedido formal, la escuela puede proveer servicios o la ayuda a individuos con incapacidades. Individuos que requieren servicios especiales para participar en la junta de la Mesa Directiva están invitados comunicarse con la directora para hacer arreglos.

Academia de Idiomas de Sacramento
Language Academy of Sacramento
A Two-Way Spanish Immersion Charter School

A California Public School

Board Meeting Date: August 21, 2015

Subject: **Board Development**

☐ Information Item Only
☐ Approval on Consent Agenda
☐ Conference (for discussion only)
☐ Conference/First Reading (Action Anticipated:_____)
☒ Conference/Action
☐ Action

Committee: Maryann Mellor, Erika Ruiz

Information:
I.   Charter Schools Development Center Leadership
       Update 2015: November 16-17 in Burlingame, CA.
II. Conduct Community Member Interviews
        a.   Timeline
                i.   Townhall (August 26, 2015 at 8:30am)
                ii. Voting (August 24-28, 2015)

Motion: Advance community members forward as official candidates for the Community Board Member position

Attachments:
    1.   Community Board Member Applications

Board Member Name	Aye	Nay	Abstain	Absent
Aceves, Fernando				
Ruiz, Erika				
Parent Representative-Vacant				
Mellor, MaryAnn				
González, Gustavo				
Community Representative-Vacant				
Gutiérrez, Adriana				
Sepúlveda, Angel				
González, Antonio				
Lee, Sue				
Totals:				

Estimated Time of Presentation: 30 min **Submitted By:** School Leadership **Date:** 8.20.15	**Pertinent Pages in** ( ) Charter, pages_____ ( ) MOU, pages_____

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<u>**Fecha de la Reunión**</u>: 21 de agosto de 2015

<u>**Tema: Desarrollo de la Mesa Directiva**</u>

☐ Artículo de información
☐ Aprobación en la Agenda de Consentimiento
☐ Conferencia (solo para discutir)
☐ Conferencia/Primera lectura (Acción Anticipado:_____)
☒ Conferencia/Acción
☐ Acción

<u>**Comité:**</u> Maryann Mellor, Erika Ruiz

<u>**Información:**</u>
   I. Conducir entrevistas para el miembro de comunidad
       a. Línea Cronológica
           i. Reunión Pública (26 de agosto, 2015)
           ii. Votaciones (24-28 de agosto, 2015)

<u>**Moción:**</u> Avanzar a miembros comunitarios como candidatos oficiales para la posición de miembro comunitario de la mesa directiva

Board Member Name	Aye	Nay	Abstain	Absent
Aceves, Fernando				
Ruiz, Erika				
Parent Representative-Vacant				
Mellor, MaryAnn				
González, Gustavo				
Community Representative-Vacant				
Gutiérrez, Adriana				
Sepúlveda, Angel				
González, Antonio				
Lee, Sue				
Totals:				

<u>**Documentos adjunto:**</u>
   1. Aplicaciones de miembros comunitarios

Tiempo estimado para la presentación: 30 min.
Entregado por: Liderazgo Escolar
Fecha: 8.20.15

Páginas pertinentes en:
( ) **La constitución, páginas**_____
( ) **MOU, páginas**_____

LAS Board Member Interview Protocol

Interview questions:

1. What motivated you to apply to be a LAS board member?
2. What strengths/areas of expertise would you bring to the board?
3. Are you able to fulfill the time commitment required by the Board (monthly Board meetings, at least two committee meetings a month- usually held at 4:00 p.m., create committee agendas and Board resolutions, ongoing communication via email, etc.)

Possible follow up questions:

You mentioned _____. Could you tell us more about that, and how it might inform your work on the board?

According to state and federal law, we cannot ask interview questions about any of the following:

- Race
- Color
- Sex
- Religion
- National origin
- Birthplace
- Age
- Disability
- Marital/family status

Examples of questions that we cannot ask include:

☐ **Where were you born?** While this question seems innocent enough on the surface, it could be used to gather information illegally about national origin. Although it may seem more relevant, hiring managers are also not allowed to ask "Are you a U.S. citizen?" Employers may ask whether you are authorized to work in the United States, but not specifically about citizenship. They may also ask for documents proving your authorization to work in the U.S. after you have been hired.

☐ **What is your native language?** Again, the problem is that this question could be used to determine national origin. The employer can ask whether you know a particular language only if it is required for the job. For example, if job responsibilities include supporting Spanish-speaking customers, it's fair to ask if you speak Spanish.

☐ **Are you married?** Here's another question that would seem innocent in most settings, but is not allowed in a job interview. Employers are not allowed to discriminate on the basis of marital status, so this question is not allowed.

☐ **Do you have children?** Even though this sounds like a casual, innocent question, it is not allowed in a job interview. It's covered by a general prohibition about discrimination over parental status.

☐ **Do you plan to get pregnant?** This question is not legal. Employers used to ask this of women to avoid hiring someone that would go out on maternity leave. It is illegal to discriminate on the basis of gender and on the basis of pregnancy.

☐ **How old are you?** Age discrimination is illegal, so this question is off limits. Some companies have tried to avoid hiring workers over a certain age for fear of higher insurance costs, the potential for more absences and for a general age bias. For this reason, employers are not supposed to ask what year you graduated from college, either, unless there is some job related reason for the question.

Language Academy of Sacramento
Declaration of Candidacy for the Governing Board Representative: (Please choose one)

Deadline: Friday, April 17, 2015
Send it via email or in person by 5:00 p.m..

Declaration of Candidacy for Governing Board:
☑Community Representative ☐Parent Representative ☐Staff Representative

I, _Peter Moulton_ , am announcing my candidacy for the Governing Board
Representative position.

I believe I am qualified for this position because:

My time in the military helped instill within me the value of respect for all, integrity for the mission at hand, and honor of the people around me. I will have enough personal courage to stand up for what the committee decides, and fulfill the duty given to me by the Governing Board of the Language Academy of Sacramento.

My priorities for the LAS Governing Board are:

My first priority is to continue to learn about this school and what has been done to make it extremely successful. My goal then would be to use my experiences in life to help continue this success and make the most positive and safe environment for the children to learn. In the long term I would like to help develop a strategy to duplicate this schools success to more areas in the Sacramento region.

Other comments:

Please attach a current resume

I am aware that if I am voted in as a member of the LAS Governing Board, I must commit to:
♦ Attending the Governing Board's monthly (and occasionally more frequent) meetings.
♦ Attending the Governing Board Retreats.
♦ Attending assigned Committee Meetings.
♦ Parent Representative Only– Attending monthly Parent Council and Parent Association Meetings
♦ Attending trainings and/or workshops (in addition to those offered during Board meetings) so as to learn the roles
   and responsibilities of Charter School Board members

Peter Moulton   _Pete Moulton_   _8/12/15_
Print Name   Signature   Date

PETER MOULTON

2471 El Pavo Way ▪ Rancho Cordova, CA 95670 ▪ Phone: 916-502-2665 ▪ Peter84atc@live.com

Objectives

- Use the skills and discipline I have developed to help build up a strong and safe community. Work hard to be a positive influence in my boys' lives.

Education

Bachelor of Science in Business administration
Concentrations: Finance and Financial Planning
Minor: Economics
California State University, Sacramento:
Sac State GPA: 3.8; Concentration GPA: 4.0
Series 7 General Securities Representative license
Series 66 Uniform Combined State Laws license

Activities

- Student Veteran Organization, Community Service Officer

- Hands on Sacramento, Project Manager for Sacramento Area Emergency Housing Center (SAEHC)

- Student investment fund (SIF) at CSUS; Portfolio Manager (The funds objective is to invest $250,000 in sectors corresponding directly with each sector's relative weight in the S&P 500, and then bring in a total return 1% above the S&P 500)

- Member of the Financial Planning club at CSUS and Financial Planning Association (FPA) of Northern California

Experience

Fountainhead Wealth, 2012 to current

- Financial Advisor for Fountainhead Wealth, a wealth management firm in Sacramento.

AP World Services, Inc., 2011 to 2012

- Served as a Flight Following Controller at Fort Irwin training center.

- Held the responsibility of Shift Leader, insuring personnel received on the job training and remained proficient in their positions.

United States Military, 2003-2008

- Served a total of 5 year 6 months on active duty with 2 years in South Korea and 2 separate tours to Iraq.

- Was awarded 8 decorations and medals including 2 Army commendation medals and an Army good conduct medal.

Language Academy of Sacramento
Declaration of Candidacy for the Governing Board Representative: (Please choose one)

Deadline: Friday, April 17, 2015
Send it via email or in person by 5:00 p.m..

Declaration of Candidacy for Governing Board:
■Community Representative   ☐Parent Representative   ☐Staff Representative

I, **Marbella Sala**_____, am announcing my candidacy for the Governing Board
Representative position.

I believe I am qualified for this position because:

For many years I have been an advocate of bilingual education and to see that Sacramento has a school that promotes true bilingual education is inspiring. Also, I currently work for the UC Davis School of Medicine as the Manager for Resident and Student Diversity. We have multiple programs that target underrepresented minorities in medicine. One of our programs focuses on K-12 and bringing awareness of the many health related opportunities available and how to pursue those opportunities. I believe that I can bridge the gap between the school of medicine and the Language Academy

My priorities for the LAS Governing Board are:

To develop a robust and sustainable relationship with LAS and UCD School of Medicine.

Other comments:

*Please attach a current resume

I am aware that if I am voted in as a member of the LAS Governing Board, I must commit to:
♦ Attending the Governing Board's monthly (and occasionally more frequent) meetings.
♦ Attending the Governing Board Retreats.
♦ Attending assigned Committee Meetings.
♦ Parent Representative Only– Attending monthly Parent Council and Parent Association Meetings
♦ Attending trainings and/or workshops (in addition to those offered during Board meetings) so as to learn the roles
   and responsibilities of Charter School Board members

Marbella Sala_____
Print Name

_____
Signature

6/18/15
Date

Marbella Sala
655 Regatta Drive
Sacramento, CA 95833
916-703-9115
msala@ucdavis.edu

Profile	26 years' experience as a manager in academic and medical settings - Ability to direct complex projects from concept to fully operational - Proven ability to work in collaboration with diverse staff, faculty, students' administrators and community - Specialized knowledge of the national Culturally and Linguistically Appropriate Standards (CLAS) - Expert knowledge with discrimination policies and inclusion and equity issues - Extensive experience working with Sacramento's diverse communities - Goal-oriented with strong leadership abilities - Organized, highly motivated, and detail-directed problem solver - Recipient of the 2009 UCD Chancellor's Citation for Excellence in Supervision

Education	**B.A., Art and Ethnic Studies,** California State University, Sacramento

Relevant Experience & Accomplishments

Program Coordination
- Manage a $ 1.2 million budget for the Office of Student and Resident Diversity.
- Manage a $ 2.2 million budget for the the Center Reducing Health Disparities, an interdisciplinary academic research center consisting of faculty, staff, post-doctoral fellow, Junior Specialist and students
- Collaborated and secured funding for the development of a Statewide Cultural Competency Toolkit for systems change within healthcare facilities
- Grant manager for NIH, Foundations and State grants
- Counseled staff on defining career and work related goals and objectives
- Formulated, wrote, and implemented department policies and strategic business plans
- Successfully expanded and advanced UCD Health System Medical Interpreting Department to national recognition
- Created a "state-of-the-art" national video interpreting program.

Management/Supervision
- Working knowledge of SOM and Hospital budget and financial management of internal and extramural funding
- Analyzed, planned coordinated, and supervised the work of linguistically and ethnically diverse staff
- Excellent working knowledge of the personnel principles, policies, practices and procedures

Employment

Interim Manager, *University of California Davis, School of Medicine Office of Student and Resident Diversity*

2012-present

- Manage and direct a full range of administrative and fiscal activities for the department
- Oversee and manage the Office of Student and Resident Diversity (OSRD) K-14 Pipeline Programs; Medical Student Preparatory Enhancement Program (MSPEP); UC Davis and UC Postbaccalaureate Program; Resident Outreach and Education Program
- Evaluate and ensure that all OSRD programs are culturally and linguistically appropriate and speak to issues that students from socially economically disadvantaged students and residents face
- Supervise and manage all personnel which includes staff, students, medical students and graduate students
- Organize monitor, track and analyze department budget and grants
- Participate in confirming that OSRD goals are aligned with LCMD IS-16 and MS-8
- Collaborate and contribute on several national and local community boards and associations
- Assist with grant coordination for the Student Run Clinics

Operations and Project Manager , *University of California, School of Medicine Center for Reducing Health Disparities*

2006-Present

- Manage and direct a full range of administrative and fiscal activities for the Center
- Pre and post grant administration
- Work with academic affairs on issues involving faculty, post-doctoral fellows, staff and graduate students
- Direct faculty and other academic recruitment activities and appointment, merits and promotion packets
- Project Director for the implementation of collecting Race, Ethnicity, Language, Sexual Orientation and Gender Identification within the Electronic Medical Record
- Program Manager for the Robert Woods Johnson "Speaking Together" project; Department of Mental Health "Assessing Prevention and Intervention needs through Community Partnership" California Reducing Disparities Project, The California Endowment "Assessing Health Impact of Traditional Arts Programs on Underserved Minority Communities Project", California Stigma and Discrimination Reduction Statewide Project, Exploring the Effects of Parental Deportation on U.S. Citizen-Children and Covered California
- Develop and present workshops on health care disparities, cultural and linguistic competencies and community engagement

Manager, *University of California, Davis Health System Medical Interpreting Department*

1997-2006

- Oversaw daily operations of Medical Interpreting department handing over 65,000 annual requests for language services, supervising 45+ staff
- Successfully refined and implemented new projects around culturally and linguistically appropriate patient care services

Manager, Affirmative Action and Diversity, *University of California Davis*   *1990-1997*

- Directed the Campus Affirmative Action and Diversity Program
- Developed training on Affirmative Action, Diversity and Inclusion Principles

Lead Analyst, *University of California Davis Affirmative Action Office*   *1987-1990*

- Prepared statistical workforce analysis and conducted formal presentations on the campus affirmative action progress

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Community Involvement

UCD School of Medicine Team PEACE - Member

UCDHS Collection of REAL Data Workgroup - Member

UCD Health System Equal Opportunity and Diversity – Member

UCDHS Sexual Harassment Advisory Group – Member

UCDHS Latino Caucus - Member

UCD Medical Spanish Student Interest Group – Member

CARES Latino Health Strategy Advisory Board – Member

The California Endowment, Sacramento Healthy Community Collaborative – Member

Sierra Health Foundation Sacramento Creating Healthy Solutions - Member

Well Spring Women's Center – Board Member

Sacramento County Behavior Health MHSA– Steering Committee Member

Sacramento Latino Medical Association - Member

Agenda Item# <u>IIIB</u>

<u>**Board Meeting Date:**</u> August 21, 2015

<u>**Subject**</u>: Transition Plan and EdTec Proposal for Business Services

☐ Information Item Only
☐ Approval on Consent Agenda
☐ Conference (for discussion only)
☐ Conference/First Reading (Action Anticipated:_____)
☒ Conference/Action
☐ Action

<u>**Committee:**</u> School Leadership

<u>**Information**</u>:

As reported at the June, 2015 Governing Board Meeting, School Leadership invested time searching for qualified candidates to fill the Business and Operations Officer position. Simultaneously, proposals were requested from several Back-Office companies that specialize in providing business service support to charter schools. Based on subsequent analysis following this meeting, School Leadership is recommending that the board approve the attached agreement with EdTec for business services in the 2015-2016 year. The outlined services would ensure that an estimated 90% of current needs are met with the remaining 10% being fulfilled through current staffing.

<u>**Motion:**</u> It is recommended that the LAS Board approve the EdTec Statement of Work for the 2015-2016 school year.

<u>**Attachments:**</u> EdTec Statement of Work #11
<u>**Estimated Financial Impact:**</u>
EdTec Contract amount for the 2015-2016 year: $144K

MOTION	Aye	Nay	Abstain	Absent
Aceves, Fernando				
Ruiz, Erika				
Parent Representative-Vacant				
Mellor, MaryAnn				
González, Gustavo				
Community Representative-Vacant				
Gutiérrez, Adriana				
Sepúlveda, Angel				
González, Antonio				
Lee, Sue				
Totals:				

Estimated Time of Presentation: 30 min
Submitted By: School Leadership
Date: 8.20.15

Pertinent Pages in
( ) Charter, pages_____
( ) MOU, pages_____

A California Public School

Agenda Artículo# <u>IIIB</u>

Fecha de la Reunión: 21 de agosto del 2015

Tema: Plan de Transición y Propuesta para Servicios de Negocios de EdTec

☐ Artículo de información
☐ Aprobación en la Agenda de Consentimiento
☐ Conferencia (solo para discutir)
☐ Conferencia/Primera lectura (Acción Anticipado:_____)
☒ Conferencia/Acción
☐ Acción

Comité: Liderazgo Escolar

Información:
De acuerdo con el reporte que se compartió en la junta de la mesa directiva en junio del 2015, el Liderazgo Escolar invirtió tiempo en la búsqueda para candidatos calificados para llenar el puesto de Gerente de Negocios y Operaciones (BOO por sus signos en inglés). A la vez, solicitaron propuestas de varias compañías de ayuda administrativa que especializan en proveer apoyo a escuelas chárter. Debido al análisis a partir de la junta de junio, el liderazgo escolar recomienda que la mesa directiva aprueba el acuerdo para servicios con EdTec para el año escolar 2015-2016. El contrato incluye información detallada relacionada con los servicios y el liderazgo escolar estima que el 90% de necesidades actuales se completaran por este medio. El 10% que sobra se distribuirá dentro del personal actual.

Moción: Se recomienda que la Mesa Directiva aprueba el siguiente contrato para el 2015-2016, EdTec Statement of Work #11

Documentos adjunto: EdTec Statement of Work #11

Impacto Financiero Estimado:
- Cantidad para el Contrato de EdTec para el año 2015-2016: $144K

MOTION	Aye	Nay	Abstai	Absent
Aceves, Fernando				
Ruiz, Erika				
Parent Representative-Vacant				
Mellor, MaryAnn				
González, Gustavo				
Community Representative-Vacant				
Gutiérrez, Adriana				
Sepúlveda, Angel				
González, Antonio				
Lee, Sue				
Totals:				

Tiempo estimado para la presentación: 30 min.
Entregado por: Liderazgo Escolar
Fecha 8.20.15

Páginas pertinentes en:
( ) **La constitución, páginas_____**
( ) **MOU, páginas_____**

STATEMENT OF WORK #11
by and between
EdTec Inc. and Language Academy of Sacramento

Reference:	Master Services Agreement dated November 1, 2004, by and between EdTec Inc. ("EdTec") and Language Academy of Sacramento ("Client").
Term:	August 1, 2015 through June 30, 2016 (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	The philosophy of our Back-Office Services is that we provide a fully-outsourced solution so your school can focus on its educational mission. Moreover, you receive the benefit of our extensive experience with California Charter Schools.

1. FINANCE and ACCOUNTING

Budgeting:
- **Annual and multi-year budgets including cash flows** – For existing clients, EdTec works with the school leader to create annual and multi-year budgets in time for submission to the State by July 1, and for new clients entering their first year of operations, in the spring or when services begin, EdTec will review the school's budget in time for submission to the State by July 1. EdTec strives to ensure that the annual budgets are strategic documents that capture the operations and direction of the school.
- **Budget revisions (as needed, on demand)** – EdTec revises budgets as needed to reflect changing circumstances at the school or in State funding.
- **Updated monthly budget forecasts** – EdTec tracks budget to actuals and updates the budget forecast on a monthly basis (if forecasts move materially off budget, we recommend a budget revision).

Financial Statements:
- **Monthly year-to-date financial statements** – EdTec prepares YTD financials compared to budget in time for the regularly scheduled board or committee meeting. EdTec electronically sends the financials and presentation as part of the board package ahead of the meeting. For schools with board or committee meetings on or before the 15th of the month, EdTec will furnish the financials and presentation in time for (but not in advance of) the meeting. For schools with board or committee meetings on or before the 10th of the month, EdTec will furnish the financials and presentation (for the month prior to the previous month) ahead of the meeting.
- **Monthly cash flow projections** – EdTec monitors the school's cash position and tries to anticipate any cash shortfalls in future months so the school can adjust spending accordingly or attempt to secure cash flow loans.

<div align="right">

_____ _____
EdTec   Client
</div>

- **Financial statement analysis (monthly)** – In addition to financial statements, EdTec provides a succinct PowerPoint summary and analysis of the financial statements so Board and staff can quickly focus on the salient financial issues facing the school.
- **Customized financial analysis** – EdTec performs reasonable financial analysis that the staff or board requests, e.g. providing a comparative analysis of the school's budget relative to industry norms, scenario modeling (within reason), or fulfilling a request from the authorizing entity. EdTec will also provide customized reports (within reason) for grant proposals.
- **Support in resolving financial issues** – EdTec helps the school leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding.

Accounting:
- **Setup of school's chart of accounts and general ledger** – EdTec sets up and maintains the school's chart of accounts, based on EdTec's standard structure which is designed to be compliant with SACS.
- **Customized account codes** – EdTec maintains limited customized account codes for unique features of the school program. These must be established at the beginning of the fiscal year to avoid re-coding of historic transactions.
- **Fund accounting** – EdTec can track revenue and expenditures by fund, e.g. implementation grant funds and expenses or Title I expenditures.
- **Training** – EdTec trains appropriate personnel on accounting procedures and practices designed to ensure accurate record keeping..
- **Transaction recording** – EdTec records in detail all transactions in a computerized accounting system.
- **Journal entries and account maintenance** – EdTec prepares and records journal entries and maintains the general ledger according to accepted accounting standards.
- **Bank reconciliation** – EdTec reconciles primary bank and investment accounts to general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required.
- **Account for capital outlay expenses** – EdTec records capitalized assets as provided by the school. On an annual basis, EdTec records related depreciation and amortization in the general ledger and reconciles expenditures to fixed asset listing.
- **Generate financial reports as requested** – EdTec can generate the following reports upon request: detailed account activity; bank register activity; summary of budget; expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdTec); revenues; general ledger account balances.

Accounts Payable & Receivable:
- **Revenue verification** – EdTec verifies that the school is receiving the correct amount of funds from State and Federal sources.
- **Revenue collection** – If the funds from the State or the county/district are not correct, EdTec tracks down the appropriate officials and alerts them of the problem. EdTec will use reasonable

efforts to negotiate on behalf of the school in disputes with funding agencies over improperly calculated payments.

- **Accounts payable** – EdTec processes all invoices and, pending approval from the school leader or surrogate, pays the bills and codes them, based on school input, in the financial software, typically on a two-week schedule with limited rush payments as needed. EdTec checks to make sure there are no double payments or double billings on multiple invoices. EdTec troubleshoots payment issues with vendors. EdTec also verifies that funds are available to pay the bill.
- **Form 1099 processing** – EdTec prepares and sends 1099 Forms to vendors and government, provided that this SOW remains in effect at the end of the applicable calendar year and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including for any portion of the applicable calendar year that preceded the provision of services under this SOW.

Purchasing:
- **Vendor selection** – EdTec provides guidance on vendors based on its experience with vendors around the State and country.
- **Purchasing assistance on big-ticket items** – EdTec can assist the school in its purchase or leasing of big ticket items such as portables.

Government Financial Reporting:
Subject to timely receipt of information and/or materials from Client, EdTec provides the following:
- **Preliminary and final budget reports** – EdTec prepares and files the preliminary budget report by July 1st based on the board adopted budget and a final budget as required.
- **Interim financial reports** – EdTec prepares and files the two interim financial reports to the district or county by the December 15 and March 15 deadlines.
- **Audited financial reports** – Subject to timely receipt of information and/or materials from the auditor, EdTec prepares and files the unaudited financial report by September 15. EdTec supports the Client and the auditor in the preparation (by the auditor) of the final audited report by December 15.

Audit:
- **Audit support** – EdTec prepares financial documents for the auditors and works side-by-side with the auditors to help ensure a smooth and timely audit process. For clarification, the school is responsible to pay auditor fees. The school shall also provide all non-financial records required by the audit – e.g. attendance records, employee records, teacher certifications.
- **Audit compliance training** – EdTec helps the school leader and audit staff develop financial policies designed to meet requirements and help protect the school from financial mismanagement.
- **Single Audit Act of 1984** – EdTec provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.

EdTec   Client

- **IRS Form 990 support** (and the corresponding State form, if applicable) – EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing. (For clarification, fees for audit and 990 are paid by school and it is the school's and auditor's sole responsibility to ensure these forms are filed).
- **Annual auditor selection form** – EdTec sends auditor information to the county in the spring.
- The school is responsible for attendance and audit of employee work.

SB 740 compliance (Non-classroom based):
- **SB 740 budget compliance** – For non-classroom based schools, EdTec monitors budget compliance with SB 740 and alerts school to potential problems in meeting the full-funding determination.
- **Funding determination form** – EdTec completes and files the school's funding determination form based on school input. At Client's request and subject to staff availability, travel to and attendance at ACCS and State Board meetings by EdTec is available at the then-current discounted hourly fee schedule.
- Note that the school is responsible for compliance with policies and procedures associated with non-classroom based instruction.

2. **PAYROLL and HUMAN RESOURCES**

Payroll:
EdTec uses an external payroll processor to accomplish the following tasks. EdTec interfaces between the school and payroll processor, and performs quality checking so that the school does not need to interact with the payroll processor. The school pays payroll processing fees.
- **Payroll processing** – EdTec calculates and processes payroll and payroll-related payments/deductions for salaried and hourly employees based on information submitted by authorized Client representatives (excluding benefit accrual tracking such as vacation and sick time). EdTec works with the payroll processor to generate checks for signature by authorized Client representatives (or through electronic signature) or facilitates Direct Deposit at the Client's request. The fees set forth below include monthly payroll processing; for semi-monthly payroll an additional fee will apply.
- **Payroll reporting** – EdTec works with the payroll processor to prepare and file all required payroll reports for submission to Federal and State agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities for a single EDD/tax ID number. For multiple reporting numbers, an additional fee will apply.
- **Payroll record maintenance** – EdTec keeps track of payroll information. Client is responsible for maintaining all employee files, including forms based on EdTec-provided template files.
- **W-2 processing** – EdTec prepares and sends Form W-2 to the school and files Forms W-2 and W-3 with the Social Security Administration, provided that this SOW remains in effect at the end of the applicable calendar year, and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including

EdTec ____ Client ____

for any portion of the applicable calendar year that preceded the provision of Services under this SOW.

- **IRS, SDI, WC support** – EdTec assists in resolving payroll tax issues before the IRS and other Federal and State reporting agencies. EdTec also assists school with any State Disability, Workers Comp, or Unemployment Insurance claims by providing supporting payroll reports.
- **STRS/PERS and other retirement plan administration** – EdTec will help the school set up STRS/PERS accounts, and makes appropriate deductions and payments to the county for STRS and/or PERS based on information provided by the school. Note that in some cases it can take approximately 12 months to set up such contributions because of district/county delays. Also, some counties charge separately for this mandated service. The school is responsible for STRS/PERS account setup, administration and enrollments and any fees from outside parties including late fees and interest levied by STRS/PERS.

Human Resources, Benefits and Insurance:
- **Employee file setup** – EdTec provides clients with template employee files and procedures to help ensure compliance with State and Federal requirements regarding Live Scan procedures, TB Test information, and/or credential verification information.
- **Contracts and handbook development support** – EdTec provides schools with non-legal, business advice on employment contracts and employee handbooks and their business implications.
- **Health benefits administration** – EdTec assists in guiding the school in the health benefits procurement process, and assists with re-quotes of insurance on an annual basis. Client is responsible for all benefit reporting under the Affordable Care Act, including without limitation the Forms 1094-C and 1095-C.
- **Teacher credentialing** – EdTec provides information and assistance to school leaders to help them evaluate teacher credentials and "highly qualified" requirements.
- **Insurance procurement** – EdTec provides financial information necessary for the liability insurance quote process.

3. **BUSINESS CONSULTING**

EdTec is a strategic thought partner to its Clients and provides high-value support and guidance in the following areas:
- **Negotiations** – EdTec supports the school director and board with non-legal, business advice in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school's position.
- **Strategic budget development** – EdTec can assist the school director and board with strategic financial planning and budget scenario development.
- **Financing support** – EdTec assists clients in preparing loan packages and connecting the school with non-traditional/specialized funding sources such as bonds, New Market Tax Credits, Community Development Financial Institution (CDFI) resources, and philanthropic funds.

- **Legal services optimization** – EdTec can help clients think through and frame issues in preparation for engaging legal counsel, thereby assisting in a more efficient use of legal services costs.
- **Special projects** – EdTec performs business-related special projects within reason, such as modeling growth, compensation and facilities scenarios, and providing an understanding of and analyzing food service and transportation options. (Note: due to State regulations, EdTec cannot complete the School Food Authority (SFA) application. However, EdTec provides assistance in understanding the process.) EdTec can also assist the school leader, within reason, in the analysis and understanding of best practices regarding a structurally sound pay scale.

4. **BOARD MEETING SUPPORT**

- **Board mailouts (electronic)** – EdTec collects, organizes, and collates materials for each meeting (up to two board meetings per month) and emails the information to board members in advance of the meeting. Client prints board meeting materials to have on hand for attendees.
- **Board meeting attendance** – EdTec attends regularly scheduled board and finance committee meetings in person or by teleconference (at most a total of one meeting per month and at least two meetings per three months), and presents its financial analysis presentation. EdTec can assist the board in staying in compliance with the Brown Act.
- **Board meeting minutes** - Client takes board meeting minutes and provides to EdTec for incorporation into board meeting materials. EdTec reviews and edits minutes, incorporating Client feedback, as needed.

5. **FACILITIES**

- **Facility needs assessment and planning** – EdTec works with clients to help them refine their thinking about key facilities-related considerations and identify important facility requirements based on the school program and industry standards. EdTec helps clients think creatively about their facility needs and come up with workable solutions.
- **Prop 39** – EdTec helps the school prepare Prop 39 requests, including analyzing student data, and helps to manage timelines related to the Prop 39 process.
- **District negotiations** – EdTec will help the school negotiate deals with the district regarding facilities.
- **SB 740** – As State funding is available, EdTec prepares and submits SB 740 facilities reimbursements on the school's behalf.
- **Financial reporting to lender** - EdTec provides financial data to lenders for loan covenants.
- **Facilities funding support** – EdTec provides financial data for compliance-related reporting on State facility funding programs such as Prop 1D.
- *Facility acquisition/lease negotiation – On a separate fee basis and subject to staff availability, EdTec can assist clients with*

business, non-legal advice in negotiating purchase and/or lease terms. The school's attorney should review these.

6. COMPLIANCE and ACCOUNTABILITY

- Note that compliance and accountability are the responsibility of the school. EdTec will provide advice on some matters, but this information is not comprehensive. In addition, since rules, regulations and interpretations regularly change, schools should seek independent verification from their attorneys or other sources.
- **Mid-year internal review** – From time to time, EdTec may perform an internal review with client designed to help the school comply with many school regulations, or in preparation for a potential authorizer site visit. Using an EdTec-developed checklist, we assist the school staff in testing compliance in key areas, such as: Board resolutions and policies; risk management; food service; restricted funding; student and personnel files; and attendance reporting and student data.
- **Employee files** – As noted above, EdTec provides schools with templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues.)
- **NCLB compliance support** – EdTec will track the financial reporting and provide backup necessary for compliance. On an hourly basis, EdTec can provide assistance on LEA Plans and School Wide Plans.
- **SPED compliance** – EdTec provides partial checklists and general information to help schools understand their responsibilities related to Special Education. EdTec assistance does not include educational program compliance and we recommend getting specialized assistance in this area to ensure complete compliance. EdTec assists the school in completing the following reports: Maintenance of Effort (MOE), Mental Health expenditure reporting, Excess Cost Report, and year-end reporting.
- **Funding compliance** – EdTec makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation grant funding and other restricted funds. Note that NCLB Funding compliance is especially complex with many school obligations.
- **District and State regulation compliance** – EdTec can help the school identify areas where it may not be in compliance with district or State regulations.

7. ATTENDANCE and DATA REPORTING

- **Local attendance reporting** – EdTec will provide support with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work.
- **State attendance reporting** – Using school-provided data, and at the school's request, EdTec will provide support on government attendance reports, including the 20-day report, P-1, P-2, and Annual Attendance Report. For specific support level, please refer to the Roles and Responsibilities in Attachment 1.

	Non-attendance reporting – EdTec will support school on CALPADS and CBEDS reporting. For specific support level, please refer to the Roles and Responsibilities in Attachment 1. **Attendance procedures assistance** – EdTec will provide assistance reviewing schools' attendance accounting procedures and advising on areas for improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance. **Quarterly ADA analysis** – EdTec reviews ADA data to ensure the school is on track with projections, if EdTec is provided access by the school to their Student Information System. **Start of year setup and support** – EdTec will provide start of year systems setup and support to the school. If the school has not chosen a Student Information System ("SIS"), EdTec will assist the school leader in evaluating the school's need for an SIS. If the school has already sourced an SIS, the school may use the designated hours for general SIS support for an EdTec-supported SIS or other data service supported by EdTec. If the school asks EdTec to access, use or troubleshoot an SIS not supported by EdTec, hourly charges will apply for EdTec to learn and use the SIS. (Note: The school is responsible for taking accurate attendance, on a system provided by the school, at the school's expense.) - School requests for EdTec assistance on items not listed in this section shall be billed hourly. 8. **CHARTER DEVELOPMENT and GRANTS ADMINISTRATION** **Financial reports** – EdTec prepares customized financial reports for grant purposes, within reason. **Fund accounting** – EdTec sets up fund accounting to track direct and allocated costs to grants. **Public Charter School Grant Program (PCSGP) grant reporting** – EdTec assists the school in preparing and submitting the PCSGP Quarterly Expenditure Report (QER) to the CDE, and manages the review/finalization process. **Consolidated Application (ConApp)** – EdTec prepares the Consolidated Application parts 1 and 2 for eligible schools and files in the Consolidated Application Reporting System (CARS). **State Revolving Loan** – EdTec prepares the application for this loan program (up to $250,000). **After School Education and Safety Program (ASES)** – EdTec submits annual budget and quarterly expenditure reports. **School-Based Medi-Cal Administrative Activities (SMAA)** – EdTec completes quarterly reports. **Charter School Facilities Incentive Grant (CSFIG)** – EdTec completes semi-annual disbursement requests. **Deferral Exemption Application** – EdTec completes the application for the school. *Charter renewal* – *On a separate fee basis, EdTec will prepare and advocate a charter petition for school renewal.*
Excluded Services:	Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing. Examples of Excluded Services include, but are not limited to, outside legal costs, computer installation and

EdTec   Client

	support, purchasing of small items or of curriculum materials, printing and graphic arts, grant writing or fundraising, hiring and associated legal requirements (e.g., background checks, credential reviews) and recordkeeping, meetings with outside parties (e.g., the Board or District) beyond those meetings required to accomplish the included services, Special Ed administration, testing, assessment, compliance with NCLB, compliance with government grant requirements, audits, attendance accounting, and other outside professional services costs.
Compensation:	▪ **Back Office Services**: Our fees for back-office services range from 3.0% to 7.5% of the school's government revenues accrued for the then-current school fiscal year, depending on the size of your school. "Government Revenues" include all attendance-driven government funding, plus government grants, but exclude Special Education funding, Federal subsidized meal funding, and State child nutrition payments. This fee includes all normal postage, telephone, copying, faxing, etc., except for bank and payroll fees that will be passed through. The fee excludes a charge on private philanthropy that you raise, unless there are extra-ordinary reporting requirements for these funds, in which case we would mutually-agree on a solution. The fee is payable monthly commencing on August 1, 2015, based on a pro-rated estimate of the annual fee derived from the projected enrollment and funding rates reflected in the materials submitted to the State by July 1. For the avoidance of doubt, the fee for the period ending June 30, 2016 will also be pro-rated to reflect 11 months of services, rather than twelve months. o We charge a higher percentage rate for your first 200 students (ADA) and then a lower rate on additional students because of our economies of scale in servicing larger schools. Our rate for your first 0-200 students is 3.5%. The incremental rate for 201 to 300 students is 3.25% of those students; 301 to 400 students, 3.0%; 401 to 500 students, 2.75%; 501 to 600 students, 2.50%; and 601 and above students, 2.25%. [To calculate your total rate, apply 3.5% to the first 200 ADA; 3.25% for the next 100 ADA, and so on.] o For the 2015/16 fiscal year, the annual fee resulting from the above fee schedule will be reduced by $10,000 prior to being pro-rated to reflect 11 months of services for the period ending June 30, 2016. o Notwithstanding the above fee schedule, the minimum fee for our back office service for a school fiscal year is $60,250. o The fees above are for the scope of services contained herein solely for those school(s) for which Client holds a granted charter or that have been in operation prior to the date of this SOW. o In addition to the fees calculated as provided above, there will be an incremental fee for the following: • Benefit accrual tracking, such as vacation and sick time, for a fee of $150 per month. • Attendance and Data Reporting support, as described in item #7 of the above Scope of Services, for a fee of $275 per month. • CALPADS Services, as described in Annex A, for a fee of $340 per month. • Second payroll cycle per month, if applicable. • Use by school personnel of debit cards, if applicable.

	▪ **Consulting**: Should you desire additional services not in the above scope, we would be pleased to provide these, subject to staff availability, at the then-current discounted hourly fee schedule for back-office clients (travel time is billed at ½ of the applicable hourly rate). Typical additional services that are not in the above scope are charter petition writing and the implementation of computer systems or computerized Student Information Systems. Again, this rate includes normal phone, copying and incidental costs. Additional costs would include mileage reimbursement for travel, overnight delivery charges, and pre-approved out-of-pocket expenses.
	▪ **Setup Charges**: EdTec will absorb the expenses of setting up clients on our systems. However, if reconciliations due to incomplete or unorganized records require more than twenty hours of our staff time, we will charge for the additional reconciliation time at our discounted hourly consulting rate.
	▪ **Fee Increases**: EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable.
	▪ **Payment Terms**: All fees payable to EdTec must be received by EdTec within thirty (30) days of the date of invoice. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty days past due.
School Obligations	EdTec's services will assist with the operations of Client's back-office operations, but do not include auditing Client's provided information and operations for completeness and compliance. It is Client's responsibility to adopt and adhere to reasonable policies and procedures, and to ensure the school remains in compliance with all applicable rules and regulations and maintains sound fiscal operations. In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, and to cooperate reasonably with EdTec. Furthermore, Client must immediately inform EdTec of any material change that could affect EdTec's ability to complete its responsibilities and to assist Client in complying with all applicable laws and regulations.
	Client will comply with the attached Roles and Responsibilities document (Attachment 1).
Termination	Either party may, upon giving thirty (30) days' written notice identifying specifically the basis for such notice, terminate this Statement of Work for breach of a material term or condition of this Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. In addition, EdTec may terminate this Statement of Work immediately upon written notification and without liability, (a) if Client, in EdTec's reasonable judgment, violates any of the "School Obligations" above, (b) if Client does not open by September 30, 2015, or (c) upon any revocation of Client's charter. Upon any early termination under this section, Client shall pay EdTec for all services rendered by EdTec prior to the effective date of termination. In addition, if EdTec terminates this Statement of Work under this section, Client shall also pay EdTec for any demobilization or other costs resulting from such early termination.

EDTEC INC.	LANGUAGE ACADEMY OF SACRAMENTO
By: _____	Signature: _____
Name: Steve Campo	Name: _____
Title: President & CEO	Title: _____
Date: _____	Date: _____
1410A 62nd Street Emeryville, CA 94608	Address: _____
	_____
Fax: 510.663.3503	Email: _____
	Phone: _____
	Fax: _____

ATTACHMENT 1

Roles and Responsibilities

Clarity on roles and responsibilities between EdTec and Language Academy of Sacramento ("Client") will help ensure high quality, timely business services. Table 1 below outlines the roles and responsibilities of both parties:

<u>Table 1: Roles & Responsibilities</u>

	EdTec	Client
Payroll	- Accurate, complete payroll on a monthly/semi-monthly basis (additional fees apply for semi-monthly payroll) - Published calendar of payroll deadlines - Reminders for payroll deadlines - Final payroll information sent to client for approval prior to client's payroll approval deadline - Advice on setting up STRS/PERS - Primer on health insurance terminations, COBRA, and employee vs. contractor classifications	**Timecards and changes**: Submission to EdTec of the timesheet summary, payroll client change summary, and other payroll changes and backup forms by the payroll calendar deadlines and using EdTec forms/processes **Payroll approval**: Approval (email or fax) to EdTec by payroll calendar deadlines **New hires**: Timely submission to EdTec of new hire paperwork on EdTec new hire forms by payroll calendar deadline - Enrolling (or working with a broker to enroll) staff in any STRS, PERS, 403b, health plans, and other insurance/retirement/contribution/ deduction programs - Terminating staff from health plans, other insurance, and other applicable contribution/deduction programs.
Accounts Payable	- Timely and accurate check payments - Payment of invoices according to client's approval policies - Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors - Payment systems linked to financial statements and analyses for informed managerial decision-making - Bank account reconciliations - Invoice/payment research - Advising clients on outstanding checks to ensure adequate cash availability	**Submission of payment and deposit information; view-only access to bank account** - Weekly submission to EdTec of invoices, reimbursement requests, deposits, and other expenditures using EdTec forms and processes - Coding all expenses and non-State funding deposits using EdTec forms and processes and codes from the most recent budget. **Banking**: Monitoring and maintaining adequate bank account balances to meet expense obligations; securing view-only access to school bank account(s) for use by EdTec.

_____ _____
EdTec   Client

Attendance and Data Reporting	• **Start of year setup and support**: EdTec will provide SIS evaluation, initial setup and support (up to 3 hours in first year of Initial Term). Support beyond the initial 3 hours is available on an hourly billable or project billable basis. • **Monthly attendance reports**: Generation of complete, accurate attendance reports (based on school provided data) by the deadline (up to 1.5 hours per report). Resolution of data discrepancies and attendance revisions will be charged at the hourly rate. • **20-Day and P-Reports**: Generation of complete, accurate attendance reports (based on school provided data) by the deadline (up to 1.5 hours per report). Resolution of data discrepancies and attendance revisions will be charged at the hourly rate. • **CALPADS**: See Annex A. • **CBEDS**: EdTec will provide up to 2 hours to train Client on CBEDS procedures and report generation. CBEDS support beyond the initial 2 hours is available on an hourly billable or project billable basis. • **Training**: Conduct Attendance Primer training before the start of the school year to educate Client staff on basic attendance processes and procedures.	• Accurate and complete collection of attendance data in compliance with State rules. • **Monthly reports**: Preparation and submission of data to EdTec at least 3 business days before the deadline • **20-Day and P-Reports**: Submission of data to EdTec at least 5 business days before the deadline • Clients without student information system software will submit student and attendance data to EdTec using EdTec forms • Clients using a non-EdTec-supported SIS will provide student and attendance data to EdTec in an EdTec-approved format • **Training**: Key Client staff to attend start of year Attendance Primer training; EdTec will not be able to complete the Attendance / Data deliverables until the training is completed

The payroll, accounts payable, and attendance deadlines / calendars referenced above shall be provided separately.

1. **LATE FEES and PROCESSING CHARGES**

   Payroll:

   - **Timecards and payroll changes**: A late fee of $100 will be imposed for each business day timecards for hourly staff and payroll changes are submitted late to EdTec based on the published Payroll Calendar. The latest Timecards and Changes can be accepted is one business day prior to Payroll Approval deadlines.
   - **Manual checks**: EdTec will generate and distribute manual checks, as needed and without charge, for employee terminations and payroll corrections due to EdTec error. For manual checks for employee terminations, EdTec will bill the overnight delivery charges to the school if overnight delivery is requested. For all other manual check requests processed by EdTec, EdTec will charge a fee of $35 plus overnight delivery charges (if overnight delivery is requested), and for all manual check requests processed by the payroll processor, school will pay the additional fee charged by the payroll processor plus overnight delivery charges (if overnight delivery is requested).

Accounts Payable:

- **Weekly submittal**: Client must submit a weekly package conforming to EdTec forms and processes. The submittal shall contain invoices with appropriate coding, reimbursement requests, deposits, and/or other payment documents to EdTec using EdTec forms. If Client fails to submit this weekly package or fails to submit all necessary invoices and receipts to process payment, Client will be charged an additional processing fee of $35.
- As a courtesy, EdTec may waive the first two occurrences (i.e. up to $70) of the Weekly Submittal processing fee.

Attendance and Data Reporting:

- **Start of year setup and support**: EdTec fees include up to 3 hours in first year of Initial Term to assist Client with the evaluation of SIS systems, initial setup, and support.
- **Monthly, 20-Day and P-Reports**: EdTec fees include 1.5 hours of quality assurance and troubleshooting when processing and generating each report. Any EdTec work beyond this hour (including data correction and reconciliation with other periods) will be charged at the then-current discounted data service rate.
- **Expedite fee**: If Client misses an EdTec deadline for providing data and subsequently requests assistance in generating reports on an expedited basis, a $100 expedite fee per occurrence may apply.
- **CBEDS reports**: EdTec fees include up to two hours for training and guidance on report generation. CBEDS support beyond the initial 2 hours is available on an hourly billable or project billable basis.
- EdTec can provide additional assistance for reports at the then-current discounted data service rate.
- If Client requires EdTec assistance for work with external deadlines (e.g. P-Reports), EdTec may set a deadline for receiving the request, data, and/or other materials from the Client to ensure timely and accurate processing. EdTec may charge an expedite fee for requests, data, and/or other materials not received from the client by the EdTec deadline.
- If Client does not have a student information software system, Client will use EdTec forms when submitting information to EdTec. Failure to use EdTec forms will result in a processing fee of $100.
- As a courtesy, EdTec may waive the first occurrence of the forms processing fee.

ANNEX A: CALPADS Services

The services described below will be provided for the fees set forth in this Statement of Work; provided, however, in the event Client uses a non-EdTec-supported SIS, Client shall only be entitled to a maximum of 30 hours/school per school fiscal year of such services and hours in excess of this maximum shall be billed at the then-current discounted data service rate.

Task Description	EdTec Responsibilities	School Responsibilities
A. Fall 1 Submission (October - December)		
Data Review and Reconciliation	-Provide schools with list of required data and project calendar -Manage submission deadlines for each school site and provide regular reminders -Review Fall 1 required data in School's SIS and identify missing/inaccurate data -Review of CALPADS Fall 1 setup in School's SIS (race/ethnicity, exit code mappings) -Train staff how to review Fall 1 certification reports and resolve fatal errors	-Populate School's SIS with all Fall 1 required data per EdTec's guidance -Adhere to project calendar deadlines as set forth by EdTec -Review and certify Fall 1 snapshot reports and make corrections, as needed
Student Enrollment Submission	-Mass request SSIDs and update student enrollments through an SENR submission -Generate and troubleshoot SENR extracts -Train school how to manually generate single SSIDs in CALPADS for new students enrolling throughout the school year	-Enter required student demographic information into School's SIS -Follow up with other districts/schools to resolve CCE and MID anomalies
Student Information Submission	-Generate, upload and troubleshoot SINF extracts	-Enter lunch eligible (free and reduced), foster youth and special education records into School's SIS -Ensure English Language Learner Information in School's SIS is up-to-date and accurate
Student Programs Submission	-Review student program records in School's SIS for completeness. Add student program records, if necessary -Generate, upload and troubleshoot SPRG extracts	
B. Fall 2 Submission (October - January)		
Data Review and Reconciliation	-Provide schools with list of required data and project calendar -Manage submission deadlines for each school site and provide regular reminders -Review State required data in School's SIS and identify missing/inaccurate data -Review of CALPADS Fall 2 setup in School's SIS -Train staff how to review Fall 2 certification reports and resolve fatal errors	-Populate School's SIS with all Fall 2 required data per EdTec's guidance -Adhere to project calendar deadlines as set forth by EdTec -Review and certify Fall 2 snapshot reports and make corrections, as needed
Staff Demographics Submission	-Generate reports that identify missing or inaccurate staff demographic data -Provide guidance on data requirements for staff demographic records -Provide guidance on obtaining SEID numbers for credentialed staff	-Request Statewide Educator ID (SEID) numbers for certificated staff -Enter staff demographic data and fix any error identified by EdTec
Staff Assignments Submission	-Update school-provided Staff Assignment data into School's SIS, as needed -Provide guidance on data requirements for staff assignment records -Generate, upload and troubleshoot SASS extract(s)	-Enter staff assignments records in the staff assignments into School's SIS
Course Sections Submission	-Update school-provided Course/Section data into School's SIS -Provide guidance on data requirements for course-section records (including HQT) -Generate, upload and troubleshoot CRSE extract(s)	-Enter required course and section information in School's SIS
Student Course Sections Submission	-Generate, upload and troubleshoot SCSE extracts	-Ensure student schedules are up-to-date and accurate through Census Day
C. End-of-Year Submission (July - September)		
Data Review and Reconciliation	-Provide schools with list of required data and project calendar -Manage submission deadlines for each school site and provide regular reminders -Review State required data in School's SIS and identify missing/inaccurate data -Review of CALPADS EOY setup in School's SIS (discipline codes, program codes) -Train staff how to review EOY certification reports and resolve fatal errors	-Populate School's SIS with all EOY required data per EdTec's guidance -Adhere to project calendar deadlines as set forth by EdTec -Review and certify End-of-Year certification snapshot reports and make corrections, as needed
Student Enrollment Update Submission	-Generate and submit SENR and SINF extracts for all changes since the Fall 1 Submission	-Populate School's SIS with required student demographic information for students since the last enrollment update
End-of-Year Program Submission	-Submit and troubleshoot the End-of-Year program submission (SPRG) -Provide guidance on data requirements for additional program records	-Enter student End-of-Year student program records into School's SIS
End-of-Year Discipline Submission	-Submit and troubleshoot the End-of-Year Discipline submission (SDIS) -Provide guidance on data requirements and process for adding discipline records in School's SIS	-Enter student discipline information into School's SIS
End-of-Year Course Completion Submission	-Submit and troubleshoot the End-of-Year Course Completion submission (CRSC and SCSC)	-Confirm all term grades have been entered into School's SIS for Grades 7-12
End-of-Year Waivers Submission	-Submit and troubleshoot the Waivers Submission (SWAV)	-Enter student End-of-Year waiver data into School's SIS
D. Anomaly Resolution (Year-long, as needed)		
Anomaly Resolution Support	-Assist school with identifying and fixing CCE, MID and ERD anomalies in CALPADS and School's SIS -Provide schools with CALPADS contact info for other LEAs	-Follow up with other LEAs to resolve anomalies
E. Address Verification (Year-long, as needed)		
Address Verification Support	-Train school on proper address format for direct certification and foster youth verification -Train school how to generate and interpret direct certification list	-Review addresses that were not certified by CALPADS and correct -Submit address corrections, as needed

*This service does not include data remediation support. If it is determined that the initial data quality and set up requires a significant amount of intervention by EdTec, a separate scope of work for data remediation services may be required.

EdTec   Client

Agenda Item# <u>IVA</u>

<u>Board Meeting Date:</u> August 21, 2015

<u>Subject</u>: 2015-2016 School Year Begins

☒ Information Item Only
☐ Approval on Consent Agenda
☐ Conference (for discussion only)
☐ Conference/First Reading (Action Anticipated:_____)
☐ Conference/Action
☐ Action

<u>Committee</u>: School Leadership

<u>Information:</u>
The start of the 2015-2016 school year has been a great success. Throughout the summer, the office and custodial teams have worked extra hard to ensure that our campus was ready for students and their families. In addition, the near completed construction project has greatly enhanced the school environment and excitement leading to the first day of school. On Monday, August 17th, a ribbon-cutting ceremony was celebrated and included the participation of Governing Board members, staff, SCUSD staff and board members, community members, as well as individuals and organization involved in the facility project. On Tuesday, August 18, we began the new school year with 542 student enrolled. In this first week, there have been an abundance of positive feedback about the start of the year, including the positive school climate. School Leadership looks forward to updating the Governing Board throughout the 2015-16 school year.

Estimated Time of Presentation: 5 min **Submitted By:** de León **Date:** 8.20.15	**Pertinent Pages in** ( ) **Charter, pages**_____ ( ) **MOU, pages**_____