

SEBASTOPOL INDEPENDENT CHARTER SCHOOL
REGULAR MEETING OF THE BOARD OF DIRECTORS

October 1, 2018, 6:00 p.m.
1111 Gravenstein Hwy N, Sebastopol, CA 95472 (STEAM Classroom)

Sebastopol Charter welcomes your participation at the School's Board of Director meetings. The purpose of a public meeting is to conduct the affairs of the school in public. We are pleased that you are in attendance and hope that you will attend these meetings often.

- This meeting will be conducted in accordance with the Brown Act, Government Code Section 54950 et seq.
- This meeting is being held in a wheelchair accessible location. To request a disability-related accommodation(s) to participate in the meeting, please contact John Azzizzi, the School's Operations Director, at 707-824-9700 at least three business days before the meeting date.
- Agendas and informational packets are available to members of the public. These are also posted online at: www.sebastopolcharter.org/forms-and-publications/
- **PUBLIC COMMENT INSTRUCTIONS:** The public may comment at board meetings. **If you wish to speak, please fill out a "Request to Speak" form and hand it to the Board President.** Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record.
 1. **Items not on the agenda:** Each speaker may speak for up to three minutes, with fifteen minutes total allotted for public comment on non-agenda items. Note that the Board cannot discuss items that are not on the agenda and will therefore not respond substantively to comments addressing such items.
 2. **Items on the agenda:** Before the Board begins its consideration of an agenda item interested public will have the opportunity to comment on that particular item. Each speaker may speak for up to three minutes with thirty minutes total allotted for public comment on each agenda item. Note that once the Board begins its discussion the item is closed for public comment unless the Board re-opens public comment.

BOARD MEETING CODE OF CONDUCT

- Maintain open, respectful body language.
- Give your full listening attention
- Stand in the other's shoes.
- Use a normal tone of voice.
- Don't interrupt.
- Use respectful language.
- Own your mistakes
- Share the floor/air time.
- Take the high road.
- Monitor your inner thoughts.
- Give each other the benefit of the doubt.
- Don't talk behind others' backs.
- Express gratitude and appreciation.

**SEBASTOPOL INDEPENDENT CHARTER SCHOOL
REGULAR MEETING OF THE BOARD OF DIRECTORS**

October 1, 2018, 6:00 p.m.
1111 Gravenstein Hwy N, Sebastopol, CA 95472 (STEAM Classroom)

AGENDA

OPEN SESSION

Procedural

- A. CALL TO ORDER
Meeting called to order by President Holbrook at:

- B. ROLL CALL

	Present	Absent	Late	Arrival Time
Stett Holbrook, President (SH)				
Matt Langley, Vice President (ML)				
Maureen Graney, Treasurer (MG)				
Jennifer Klein, Secretary (JK)				
Nick Sanders, Member at Large (NS)				
Ryan Prichard, Member at Large (RP)				
Josh Bradt, Member at Large (JB)				

Others attending:
Recording Secretary for the meeting:

Communications

- A. PUBLIC COMMENT (ON ITEMS NOT ON THE AGENDA)
If you wish to speak on an item not on the agenda, please fill out a "Request to Speak" form and hand it to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record. Each speaker may speak for up to three minutes, with fifteen minutes total allotted for public comment on non-agenda items. Note that the Board cannot discuss items that are not on the agenda and will therefore not respond substantively to comments addressing such items.

- B. OFFICIAL CORRESPONDENCE: none

- C. NEXT MEETING: REGULAR MEETING - Monday, November 5, 2018, 6:00 pm

Procedural

- A. ADJUSTMENT OF AGENDA

Consent Agenda Items

All matters listed under the consent agenda are considered by the Board to be routine and will be approved/enacted by the Board in one motion in the form listed below. Unless specifically requested by a Board member for further discussion or removed from the agenda, there will be no discussion of these items prior to the Board votes on them.

- A. MINUTES FROM SEPTEMBER 10, 2018 REGULAR MEETING
- B. SEPTEMBER 2018 REGULAR WARRANTS AND EXPENDITURES
- C. 2019 YTD FINANCIAL STATEMENT (FISCAL13a) through SEPTEMBER 28, 2018 *(Note: Only includes Operating Statement since Balance Sheet accounts have not yet been rolled over to the new year by SCOE)*

Staff Recommendation: Approve all consent agenda items

Motion:

Moved By:		(SH)		(JK)		(JB)	
Seconded By:		(ML)		(NS)			
Action:		(MG)		(RP)			

Information (Reports and other items scheduled for information):

EXECUTIVE DIRECTOR'S REPORT

FACULTY REPORT
 CHARTER FOUNDATION REPORT
 BOARD OF DIRECTORS' REPORTS
 OTHER REPORTS (Committees, Task Forces, etc.)

Items Scheduled For Consideration (Action may be taken on items discussed):

PUBLIC COMMENT ON ITEMS THAT ARE ON THE AGENDA: If you wish to speak on an item that is on the agenda (including closed session agenda items), please fill out a "Request to Speak" form and hand it to the Board President. Your name will be called when it is your turn to speak. Bear in mind that your comments become part of the public record. Before the Board begins its consideration of an agenda item, interested public will have the opportunity to comment. Each speaker may speak for up to three minutes with thirty minutes total allotted for public comment on each agenda item. Note that once the board begins its discussion, the item is closed for public comment.

A. PRESENTATION: 2017-18 CAASPP TEST SCORE RESULTS (C Topham)

B. EMERGING ISSUES / LEGISLATIVE UPDATES

Review / Discuss legislative updates affecting 2019-20 School Year

- AB 1871 – Requires charter schools to provide at least one meal a day to free or reduced-price meal eligible students (80 students qualified for FRPM in 2017-18)
- AB 2601 – Requires charter schools to provide age-appropriate sexual health and HIV prevention education.

Motion:

Moved By:		(SH)		(JK)		(JB)	
Seconded By:		(ML)		(NS)			
Action:		(MG)		(RP)			

C. AUDIT PLANNING / BOARD MEMBER INTERVIEW

The school's annual audit is scheduled for Thursday October 11th. One board member who served last year needs to be available for an interview with the auditor between 10:00 am and 3:00 pm. Need one volunteer and time that he/she will be available.

Motion:

Moved By:		(SH)		(JK)		(JB)	
Seconded By:		(ML)		(NS)			
Action:		(MG)		(RP)			

D. BOARD PLANNING, STRATEGIZING AND PRIORITIZING SESSION

Continue discussion as necessary from September 29 planning session.

Motion:

Moved By:		(SH)		(JK)		(JB)	
Seconded By:		(ML)		(NS)			
Action:		(MG)		(RP)			

Identify Items for Future Agenda

- MOU Between Charter Foundation and Sebastopol Charter School for current year
- Conflict of Interest Policy Review / Biennial Notice to Sonoma County Board of Supervisors

ADJOURNMENT - The meeting was adjourned at:

**SEBASTOPOL INDEPENDENT CHARTER SCHOOL
REGULAR MEETING OF THE BOARD OF DIRECTORS**

September 10, 2018, 6:00 p.m.
1111 Gravenstein Hwy N, Sebastopol, CA 95472 (STEAM Classroom)

MINUTES

OPEN SESSION

Procedural

A. CALL TO ORDER
Meeting called to order by President Holbrook at: 6:12 pm

B. ROLL CALL

		Present	Absent	Late	Arrival Time
Stett Holbrook, President	(SH)	X			
Matt Langley, Vice President	(NS)	X			
Maureen Graney, Treasurer (Open), Secretary	(MG)	X			
Nick Sanders, Member at Large	(NS)	X			
Ryan Prichard, Member at Large	(RP)	X			
Jennifer Klein, Member at Large	(JK)	X			
Josh Bradt, Member at Large	(JB)	X			

Others attending: Executive Director (E.D.) - Chris Topham (CT); Business Manager (B.M.) - John Azzizzi (JA); Operations Manager (O.M.) Carrie Vazquez (CV); Laura Gilbert (LG) – Charter Foundation; Bob Haroche (BH) – Charter Foundation; Alysson Baker (AB) – FAC Committee/Board Member Emeritus
Recording Secretary for the meeting: JA

Communications

- A. PUBLIC COMMENT (ON ITEMS NOT ON THE AGENDA) - none
- B. OFFICIAL CORRESPONDENCE: none
- C. NEXT MEETING: BOARD RETREAT - Saturday, September 29, 2018, 9:00 am
REGULAR MEETING - Monday, October 1, 2018, 6:00 pm

Procedural

A. ADJUSTMENT OF AGENDA - none

Consent Agenda Items

- A. MINUTES FROM JUNE 18, 2018 REGULAR MEETING
- B. MINUTES FROM AUGUST 15, 2018 SPECIAL MEETING
- C. JUNE, JULY, AUGUST 2018 REGULAR WARRANTS AND EXPENDITURES
- D. JUNE 2018 LOCAL WARRANTS AND EXPENDITURES
- E. 2019 YTD FINANCIAL STATEMENTS (FISCAL13a) through AUGUST 31, 2018

Motion: Approve all consent agenda items

Moved By:	NS	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	ML	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Aye	(JK)	Aye		

Information (Reports and other items scheduled for information):

EXECUTIVE DIRECTOR’S REPORT - attached

FACULTY REPORT - none

CHARTER FOUNDATION REPORT – LG reported on YTD CF Pledge results; Alice Stroud hired to replace Anna O’Neill as Community Development and Engagement Director 25-30 hrs/week

BOARD OF DIRECTORS’ REPORTS – Directors reported on several items of interest.

OTHER REPORTS (Task Forces, etc.) – AB reported on the FAC, see attached report.

Items Scheduled For Consideration (Action may be taken on items discussed):

PUBLIC COMMENT ON ITEMS THAT ARE ON THE AGENDA: None

A. DIRECTORS AND OFFICERS - OATH OF OFFICE / CODE OF CONDUCT

All directors recited, affirmed, and took the Sebastopol Independent Charter School “Oath of Office for Board Members” [B.P.#91409A dated 9/15/09] They also reviewed and assented to the Board “Code of Conduct”.

Director Graney momentarily leaves meeting :

6:45 pm

B. RECOGNITION OF EXTRAORDINARY SERVICE TO SCHOOL AND COMMUNITY

The board recognized the extraordinary contributions of Alysson Baker and Bob Haroche in bringing the new campus to fruition and dedicated a plaque honoring their service in the Administration Building.

Motion: Approve Resolution 20180910 in recognition of extraordinary service to the school and its community

Moved By:	NS	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	SH	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Absent	(JK)	Aye		

AB, BH, LG depart meeting:

6:57 pm

Director Graney returns :

7:05 pm

C. REVIEW / REFLECTION ON STATUS OF NEW CAMPUS AND START UP OF NEW YEAR

The board discussed several matters related to the new campus. No further action was taken.

D. BOARD SECRETARY – ELECTION

Replace Director/Secretary who resigned from office

“Officers shall be elected by the Board of Directors at a noticed meeting and each officer shall hold office until he or she resigns...or until his or her successor shall be elected, whichever occurs first.”

“The Officers of the Corporation shall be a President/Chairperson of the Board, a Vice President/Vice Chairperson of the Board, both of whom shall concurrently serve as members of the Board; and a Secretary, and a Treasurer, both of whom may concurrently serve as members of the Board of Directors.”

The following candidates were put forth as nominees:

Nominee:	
1. Jennifer Klein	2.

The following officer was elected for the office of Secretary:

Nominee & Office	Tally of Votes (Y/N)							Result
	SH	ML	MG	NS	RP	JK	JB	
Jennifer Klein - Secretary	Y	Y	Y	Y	Y	Y	Y	Elected

E. SUMMIT STATE BANK ACCOUNTS

The board discussed additional actions required to open Summit State Bank for new After Care account and to change signatories on current account to include current Board Treasurer (MG) and new school Operations Manager (CV)

Motion (1 of 2): Name the positions/signatories on the new Summit State Bank account to be opened for the After Care program. Executive Director (Chris Topham); Board Treasurer (Maureen Graney); Business Manager (John Azzizzi); Operations Manager (Carrie Vazquez).

Moved By:	SH	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	RP	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Aye	(JK)	Aye		

Motion (2 of 2): Change the positions/signatories on the existing Summit State Bank account (#750006025). Add current Board Treasurer (Maureen Graney) and remove former Board Treasurer (Matthew Morgan). Add current Operations Manager (Carrie Vazquez). Signatories on bank account should be current Executive Director (Chris Topham), current Business Manager (John Azzizzi) and current Board Treasurer and Operations Manager.

Moved By:	NS	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	SH	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Aye	(JK)	Aye		

F. EPA FUNDS

Utilize education protection act funds to support instructional programs (teacher salaries) 2018-19 Plan/Estimate \$55,680; 2017-18 Actual \$55,940

Motion: In accordance with standing board Resolution 2013 11 20 (dated November 18, 2013), spend the monies received from the Education Protection Act on current certificated teacher salaries and benefits (roll call vote)

Moved By:	MG	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	JK	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Aye	(JK)	Aye		

G. UNAUDITED ACTUALS 2017-18

Review and approve the 2017-18 Unaudited Actuals financial report.

Motion: Approve 2017-18 Unaudited Actuals financial report as submitted

Moved By:	MG	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	ML	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Aye	(JK)	Aye		

H. GENERAL COMPLAINT POLICY

Review and consider revision of General Complaint Policy

Motion: Adopt twice-revised General Complaint Policy

Moved By:	ML	(SH)	Aye	(NS)	Aye	(JB)	Aye
Seconded By:	SH	(ML)	Aye	(RP)	Aye		
Action:	Passed	(MG)	Aye	(JK)	Aye		

CV departs meeting:

8:51 pm

I. BOARD PRIORITIES AND PLANNING

The board discussed planning of the Saturday Sep 29 Board Planning meeting to be held at the Santa Rosa Golf Club from 9:30 am – 12:00 pm

Identify Items for Future Agenda none

ADJOURNMENT - The meeting was adjourned at:

8:55 pm

Respectfully submitted

Minutes Approved by Board:

John Azzizzi

Director

Date

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1664015	09/07/2018	Merry D. Mcllroy	62-4310	LC Curtain Rods, Chairs, Lights	310.72	
				LC File Cabinets, Desk, Shelves	2,423.90	
			62-4312	LC Curtain Rods, Chairs, Lights	113.49	
			62-4430	LC Curtain Rods, Chairs, Lights	549.30	
			62-9580	LC Curtain Rods, Chairs, Lights	39.25-	
				LC File Cabinets, Desk, Shelves	118.39-	3,239.77
1664016	09/07/2018	Heather Carpenter	62-4312	Gr5 Binders, Curtains Rods, Botany	232.73	
			62-5803	Gr5 Rosicrucian Museum FT	471.00	
			62-9580	Gr5 Binders, Curtains Rods, Botany	10.78-	692.95
1664017	09/07/2018	Rebecca A. Davenport	62-4110	Math Books, Games, Grids	122.36	
			62-4323	Math Books, Games, Grids	176.94	
			62-9580	Math Books, Games, Grids	4.10-	295.20
1664018	09/07/2018	Christopher Topham	62-4352	Campus Volunteer Coffee/Pizza	221.43	
				Staff Dev'p Coffee (4 days)	84.75	306.18
1664019	09/07/2018	Carrie Vazquez	62-3402	Emp HC Prem Sept'18		293.00
1664020	09/07/2018	Shari J. Thierry	62-4312	Gr3 Pencils, Cabinet Pulls, Curtain Rods	336.79	
			62-9580	Gr3 Pencils, Cabinet Pulls, Curtain Rods	16.97-	319.82
1664021	09/07/2018	Timothy M. Zieminski	62-4314	Music Batteries, Floor tape	42.21	
			62-9580	Music Batteries, Floor tape	3.44-	38.77
			62-5205	CELDT Tsting Wkshp Lodging		65.84
1664022	09/07/2018	Heather L. Topham	62-4326	RTI Ball Chairs, Chalkboard, Window Film	393.66	
				RTI Mat, Bin, Office Supplies	118.70	
			62-9580	RTI Ball Chairs, Chalkboard, Window Film	6.22-	
				RTI Mat, Bin, Office Supplies	3.84-	502.30
1664024	09/07/2018	Benjamin J. Klocek	62-3402	HC Prem Sept'18		500.00
1664025	09/07/2018	Maria I. Vallejo	62-5204	FP Reimbursement - New Hire		25.00
1664026	09/07/2018	ABIR	62-5630	Lock Services and Keys		190.00
1664027	09/07/2018	Bedtime for Big Monsters c/o Daniel Swid	62-5830	PS Consulting Aug'18		700.00
1664028	09/07/2018	Brown Sheep Co Inc	62-4315	Yarn Order		35.16
1664029	09/07/2018	Charter Foundation	62-5500	Main Campus Util July'18	74.40	
			62-5601	Sept'18 Rent	18,334.00	
			62-9341	Security Dep New Campus	18,333.00	36,741.40
1664030	09/07/2018	Harmony Ag Supply	62-4381	Straw for Erosion Control		570.90
1664031	09/07/2018	J.W. Pepper & Son Inc.	62-4314	Sheet Music (2)		117.78
1664032	09/07/2018	Melo Mar	62-4350	Ink Cartridges for Mail Machine		120.81
1664033	09/07/2018	Office Depot Business Services Division	62-4350	Orig Inv not paid/Doc Covers		43.83
1664034	09/07/2018	Ready SF	62-5205	CPR/AED Training		495.00

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1664035	09/07/2018	Restorative Resources	62-5205	Restorative Practices Training-Staff Dev'p		1,000.00
1664036	09/07/2018	Santa Rosa Fire Equip Serv Inc	62-5501	Fire Extinguishers (2)		161.14
1664037	09/07/2018	Sebastopol Hardware Center	62-4310	RSP Classroom Keys (5)	16.28	
			62-4312	Gr5 Mat'l	3.58	
			62-4316	5Gal Bucket	10.87	
				Tool Set	92.53	
			62-4381	Admin Building Keys (4)	13.02	
				Admin Building Keys (5)	16.28	
				Cleaning Supplies	77.28	
				Fasteners	24.39	
				Hardware Mat'l	37.59	
				Hardware Mat'ls	29.29	
				Screws, Saber Drive	16.85	337.96
1664038	09/07/2018	Seeds of Awareness	62-5811	Counselling Svc Sept'18		2,341.00
1664039	09/07/2018	Sonoma Co. Office of Education	62-5205	HR Office Wkshp - C.Vazquez		75.00
1664040	09/07/2018	West County Computers	62-5640	Network Svces		415.00
1664041	09/07/2018	Will Cunningham	62-4312	Gr5 Bookcase Straps		42.82
1664042	09/07/2018	Wolfe Communications	62-5640	IT/Fax Line		150.00
1666497	09/19/2018	Barbara E. Philipp	62-4352	New Parent Orientation Refreshments		41.26
1666498	09/19/2018	Pamela J. Barlow	62-4312	RKG Light Kit	107.64	
				RKG Paint, Lanterns, Lamps	243.23	350.87
1666499	09/19/2018	Merry D. McIlroy	62-4310	LC Furniture, TrashCans, Hardware	1,605.39	
			62-4430	LC Furniture, TrashCans, Hardware	222.74	
			62-9580	LC Furniture, TrashCans, Hardware	46.54-	1,781.59
1666500	09/19/2018	Rebecca A. Davenport	62-4318	STEAM Rm Supplies		340.58
1666501	09/19/2018	Linden B. Fye	62-3402	Emp HC PremSept'18/SKG Rug	500.00	
			62-4312	Emp HC PremSept'18/SKG Rug	34.74	
				SKG Snack Prg	403.27	
			62-9340	SKG Snack Prg	400.00-	538.01
1666502	09/19/2018	Jana M. Lombardo	62-4312	SKG Silks,Curtain Rods, Carpet Cleaners		934.00
1666503	09/19/2018	Blick Art Materials	62-4310	LC Drawing Paper		114.06
1666504	09/19/2018	Claudia Avalos dba C Janitorial Services	62-5501	Janitorial Svc - Aug'18		490.00
1666505	09/19/2018	Department Of Justice	62-5802	Fingerprinting Aug'18		128.00
1666506	09/19/2018	Emmett Hopkins	62-4312	RKG Wood, Glue		20.11
1666507	09/19/2018	Faik Cimen	62-4310	Cup Holders for RSP		21.69
1666508	09/19/2018	Fairfield Inn & Suites	62-5200	Alliance Visit 3/21/18		875.10
1666509	09/19/2018	Fishman Supply Co.	62-4370	Soap, Towels, Toilet Paper		355.01

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

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Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
1666510	09/19/2018	H&M Landscape Materials, Inc	62-4381	Gr1-3 Topsoil for Planters		1,401.30
1666511	09/19/2018	Jive Communications, Inc.	62-5911	Phone Svce Aug'18		535.45
1666512	09/19/2018	Mercurius	62-4312	Gr2 ML Books	932.07	
				Gr4 Graph Paper Booklets	67.53	
			62-4323	Math Graph Paper Booklets	53.64	1,053.24
1666513	09/19/2018	Office Depot Business Services Division	62-4314	Music Binders	105.57	
				Music Pencils	3.73	109.30
1666514	09/19/2018	Recology Sonoma Marin	62-5500	Trash/Recycling Aug'18		122.22
1666515	09/19/2018	Ryan Hole	62-4312	RKG Wood, Brooms, Broomholders		55.16
1666516	09/19/2018	Sebastopol Hardware Center	62-4316	WW dowels, pliers		55.19
1666517	09/19/2018	Simpson Sheet Metal Inc.	62-5630	HVAC Repair for all Buildings	13,442.50	
				HVAC/Thermostat Svce	542.50	13,985.00
1666518	09/19/2018	Young, Minney & Corr, LLP	62-5823	Legal Svces Aug'18	2,131.93	
			62-8699	Legal Svces Aug'18	102.85-	2,029.08
1667308	09/21/2018	Merry D. McIlroy	62-4310	Curtains/Rods		143.29
1667309	09/21/2018	Heather Carpenter	62-4110	Gr5 Class Readers, Iron Ring		153.06
1667310	09/21/2018	Rebecca A. Davenport	62-4430	Math Office Supplies		132.41
1667311	09/21/2018	Carrie Vazquez	62-3402	Emp HC Prem Oct'18		289.00
1667312	09/21/2018	Kimberly A. McCormick	62-4312	RKG Snack Program (219.85) & Supplies (167.66)		387.51
1667313	09/21/2018	Linden B. Fye	62-4312	SKG Shelves/Cabinet		140.08
1667314	09/21/2018	Benjamin J. Klocek	62-3402	Emp HC Prem Oct'18		500.00
1667315	09/21/2018	Cynthia Albers	62-5832	Music Pgm Mentor May-Aug'18		120.00
1667316	09/21/2018	Lilipoh Publishing Inc	62-4211	Lilipoh #92	13.07	
			62-9580	Lilipoh #92	1.07-	12.00
1667317	09/21/2018	Mobile Modular	62-5602	Mnthly Pmt - Assmby Rm - Sept'18		1,642.92
1667318	09/21/2018	Office Depot Business Services Division	62-4312	Gr8 Portfolios	67.55	
			62-4314	Music Binders Return	79.17-	
			62-4430	Math Folders, Tape, Markers	104.48	92.86
1667319	09/21/2018	Paul Archibald	62-5630	Maintenance Aug/Sept'18		2,694.65
1667320	09/21/2018	School Tech Supply	62-4430	Chromebooks (35) & Cart		13,826.73
1667321	09/21/2018	Sebastopol Hardware Center	62-4316	WW File Chainsaw	9.79	
				WW Nails	5.00	
				WW Nails & Fencing	57.70	72.49
1667322	09/21/2018	Southpoint Self Storage	62-5610	Storage Oct'18		204.00
Total Number of Checks					65	95,563.85

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Checks Dated 09/01/2018 through 09/30/2018

Check Number	Check Date	Pay to the Order of	Fund-Object	Comment	Expensed Amount	Check Amount
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Fund Summary

<u>Fund</u>	<u>Description</u>	<u>Check Count</u>	<u>Expensed Amount</u>
62	Charter - Non-profit Corp	65	95,563.85
	Total Number of Checks	65	95,563.85
	Less Unpaid Sales Tax Liability		.00
	Net (Check Amount)		95,563.85

The preceding Checks have been issued in accordance with the District's Policy and authorization of the Board of Trustees. It is recommended that the preceding Checks be approved.

ESCAPE ONLINE

Fund 62 - Charter - Non-profit Corp

Fiscal Year 2018/19 Through September 2018

Object	Description	Adopted Budget	Revised Budget	Revenue	Balance	% Rcvd
Revenue Detail						
LCFF Revenue Sources						
8011	Principal Apport-State Aid	758,150.00	758,150.00	151,939.00	606,211.00	20.04
8012	EPA	55,680.00	55,680.00	13,985.00	41,695.00	25.12
8019	Revenue Limit St Aid-prior Yrs			12,033.00-	12,033.00	NO BDGT
8096	In Lieu Property Taxes	1,528,853.00	1,528,853.00	281,181.00	1,247,672.00	18.39
Total LCFF Revenue Sources		2,342,683.00	2,342,683.00	435,072.00	1,907,611.00	18.57
Federal Revenue						
8181	Sp Ed-entitlement Per Udc	51,798.00	51,798.00		51,798.00	
Total Federal Revenue		51,798.00	51,798.00	.00	51,798.00	
Other State Revenues						
8550	Mandated Cost Reimbursements	49,320.00	49,320.00		49,320.00	
8560	State Lottery Revenue	54,262.00	54,262.00		54,262.00	
8590	All Other State Revenues	17,859.00	17,859.00	6,965.00-	24,824.00	-39.00
Total Other State Revenues		121,441.00	121,441.00	6,965.00-	128,406.00	-5.74
Other Local Revenue						
8660	Interest Income	6,000.00	6,000.00	270.01	5,729.99	4.50
8689	All Other Fees & Contracts	72,110.00	72,110.00		72,110.00	
8699	All Other Local Revenues	78,949.00	78,949.00	177.78	78,771.22	0.23
8792	Trans Of Apportion From Co Off	133,217.00	133,217.00	25,988.00	107,229.00	19.51
Total Other Local Revenue		290,276.00	290,276.00	26,435.79	263,840.21	9.11
Total Year To Date Revenues		2,806,198.00	2,806,198.00	454,542.79	2,351,655.21	16.20

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail							
Certificated Salaries							
1100	Teachers' Salaries - Regular	757,899.00	757,899.00	605,385.98	149,514.38	2,998.64	19.73
1140	Teacher Substitute Salaries	4,000.00	4,000.00			4,000.00	
1153	Stipend	7,100.00	7,100.00	3,958.65	1,041.75	2,099.60	14.67
1200	Cert.pupil Supp.salaries-reg.	30,000.00	30,000.00			30,000.00	
1300	Supervisor/Administrator	129,305.00	129,305.00	102,366.68	26,938.60	.28-	20.83
Total Certificated Salaries		928,304.00	928,304.00	711,711.31	177,494.73	39,097.96	19.12
Classified Salaries							
2100	Instructional Aides' Salaries	326,556.00	326,556.00	241,138.31	55,724.95	29,692.74	17.06
2140	Instr Aides - Substitute Sals	15,000.00	15,000.00		100.00	14,900.00	0.67

Selection Grouped by Account Type - Sorted by Org, Fund, Object, Filtered by (Org = 2, Starting Period = 1, Ending Account Period = 0, Stmt Option? = R, Zero Amounts? = N, SACS? = N, Restricted? = Y)

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Fund 62 - Charter - Non-profit Corp

Fiscal Year 2018/19 Through September 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Classified Salaries (continued)							
2153	Stipend	3,000.00	3,000.00	2,375.19	625.05	.24-	20.84
2200	Clssf Support Salaries	9,720.00	9,720.00			9,720.00	
2411	Salaried Office Staff	140,448.00	140,448.00	111,763.89	26,684.27	1,999.84	19.00
2900	Other Classified	80,223.00	80,223.00	20,781.25	3,467.75	55,974.00	4.32
Total Classified Salaries		574,947.00	574,947.00	376,058.64	86,602.02	112,286.34	15.06
Employee Benefits							
3101	STRS	150,314.00	150,314.00	115,866.94	28,896.22	5,550.84	19.22
3311	OASDI	124.00	124.00			124.00	
3312	OASDI	35,647.00	35,647.00	22,676.31	5,238.02	7,732.67	14.69
3331	Medicare	13,460.00	13,460.00	9,980.51	2,488.34	991.15	18.49
3332	Medicare	8,337.00	8,337.00	5,303.28	1,224.98	1,808.74	14.69
3401	H & W Benefits - Certificated	164,645.00	164,645.00	122,018.95	29,756.03	12,870.02	18.07
3402	H & W Benefits - Classified	99,402.00	99,402.00	61,484.00	17,919.58	19,998.42	18.03
3501	Unemployment Insurance	2,266.00	2,266.00	344.47	85.90	1,835.63	3.79
3502	Unemployment Insurance	286.00	286.00	182.78	42.21	61.01	14.76
3601	Worker's Comp	10,770.00	10,770.00	8,250.18	2,057.46	462.36	19.10
3602	Worker's Comp	6,668.00	6,668.00	4,362.21	1,004.56	1,301.23	15.07
3922	403(b) Retirement	23,748.00	23,748.00			23,748.00	
Total Employee Benefits		515,667.00	515,667.00	350,469.63	88,713.30	76,484.07	17.20
Books and Supplies							
4110	Textbooks	6,000.00	6,000.00		338.93	5,661.07	5.65
4211	Teacher Resource Books	800.00	800.00		13.07	786.93	1.63
4305	Graduation/Cermony Supplies	1,300.00	1,300.00			1,300.00	
4310	Text Books & Classroom Mat'ls	4,000.00	4,000.00		4,635.33	635.33-	115.88
4312	Inst Mtls/Student Reimbursed	33,120.00	33,120.00		5,213.30	27,906.70	15.74
4314	Music Supplies	1,350.00	1,350.00		190.12	1,159.88	14.08
4315	Handwork Supplies	4,000.00	4,000.00		35.16	3,964.84	0.88
4316	Woodworking Supplies	750.00	750.00		252.84	497.16	33.71
4317	Lang. Supplies	500.00	500.00			500.00	
4318	Middle School Supplies	1,500.00	1,500.00		340.58	1,159.42	22.71
4319	Game/Sports Supplies	1,200.00	1,200.00			1,200.00	
4322	Eurythmy Supplies	50.00	50.00			50.00	
4323	Math Supplies	500.00	500.00		230.58	269.42	46.12
4326	RTI Prgm Supp				512.36	512.36-	NO BDGT
4350	Office Supplies	6,500.00	6,500.00		605.65	5,894.35	9.32

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Fund 62 - Charter - Non-profit Corp

Fiscal Year 2018/19 Through September 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Books and Supplies (continued)							
4352	Acad Prg & Event Supplies	1,800.00	1,800.00		347.44	1,452.56	19.30
4353	Development & PR	200.00	200.00			200.00	
4357	Fundraising Prgm Supplies	3,000.00	3,000.00			3,000.00	
4370	Custodial Supplies	3,000.00	3,000.00		355.01	2,644.99	11.83
4381	General Maintenance Supplies	11,950.00	11,950.00		10,318.58	1,631.42	86.35
4391	Garden & Pract Arts Supl	1,000.00	1,000.00		506.00	494.00	50.60
4400	Non Capitalized Equip	33,600.00	33,600.00		1,335.01	32,264.99	3.97
4430	Non Cap Student Equip	42,500.00	42,500.00		14,835.66	27,664.34	34.91
Total Books and Supplies		158,620.00	158,620.00	.00	40,065.62	118,554.38	25.26
Services and Other Operating Expenditures							
5200	Conferences & Prof Development	7,500.00	7,500.00		1,424.10	6,075.90	18.99
5204	Recruitment And Travel	1,500.00	1,500.00		45.00	1,455.00	3.00
5205	Prof Dev/Teacher Education	15,800.00	15,800.00		6,160.84	9,639.16	38.99
5300	Dues & Memberships	7,180.00	7,180.00		145.00	7,035.00	2.02
5440	Pupil Insurance	1,200.00	1,200.00		1,176.40	23.60	98.03
5450	Property & Liability Insurnce	19,643.00	19,643.00			19,643.00	
5500	Utilities	28,000.00	28,000.00		1,961.14	26,038.86	7.00
5501	Operations & Housekeeping Svcs	53,275.00	53,275.00		1,274.45	52,000.55	2.39
5601	Building Leases	220,000.00	220,000.00		42,418.00	177,582.00	19.28
5602	Brookhaven Leases	19,716.00	19,716.00		4,794.84	14,921.16	24.32
5607	Admin Equipment Rentals	7,853.00	7,853.00		74.85	7,778.15	0.95
5610	Other Space Rental	4,662.00	4,662.00		816.00	3,846.00	17.50
5630	Repairs & Maintenance	34,700.00	34,700.00		19,457.93	15,242.07	56.07
5640	Computer Repairs & Maintenance				565.00	565.00-	NO BDGT
5800	Other Svcs & Oper Expenditures	50.00	50.00		10.30	39.70	20.60
5801	SUSD Admin Fee	23,427.00	23,427.00			23,427.00	
5802	Fingerprinting	2,500.00	2,500.00		226.00	2,274.00	9.04
5803	Field Trips Expenses	36,000.00	36,000.00		849.10	35,150.90	2.36
5806	Coaching/sports	3,000.00	3,000.00			3,000.00	
5811	Non-public Agency (NPA) Costs	62,460.00	62,460.00		3,053.50	59,406.50	4.89
5815	Assemblies And Festivals	850.00	850.00			850.00	
5821	Audit Costs	6,500.00	6,500.00			6,500.00	
5823	Legal Costs	9,000.00	9,000.00		3,630.43	5,369.57	40.34
5825	Advertisement (legal, Etc.)	1,500.00	1,500.00		146.25	1,353.75	9.75
5830	Professional/consultant Svcs	14,200.00	14,200.00		700.00	13,500.00	4.93
5832	Mentors And Lecturers	5,150.00	5,150.00		120.00	5,030.00	2.33

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Fund 62 - Charter - Non-profit Corp

Fiscal Year 2018/19 Through September 2018

Object	Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Balance	% Used
Expenditure Detail (continued)							
Services and Other Operating Expenditures (continued)							
5833	Contract Accounting	64,494.00	64,494.00			64,494.00	
5834	Special Education Services	1,350.00	1,350.00			1,350.00	
5840	Computer Technician Services	1,000.00	1,000.00			1,000.00	
5854	Health Screening	1,600.00	1,600.00			1,600.00	
5899	Site Acquisition Costs	24,500.00	24,500.00		11,160.00	13,340.00	45.55
5911	Telephone	7,020.00	7,020.00		535.45	6,484.55	7.63
5940	Internet Service	7,013.00	7,013.00		6,151.61	861.39	87.72
5950	Postage	2,100.00	2,100.00			2,100.00	
5960	SCOE Info Tech Svc	5,277.00	5,277.00			5,277.00	
	Total Services and Other Operating Expenditures	700,020.00	700,020.00	.00	106,896.19	593,123.81	15.27
6600 - 6999							
6900	Depreciation	21,400.00	21,400.00			21,400.00	
	Total 6600 - 6999	21,400.00	21,400.00	.00	.00	21,400.00	
	Total Year To Date Expenditures	2,898,958.00	2,898,958.00	1,438,239.58	499,771.86	960,946.56	17.24

Fund 62 - Charter - Non-profit Corp		Fiscal Year 2018/19 Through September 2018				
Description	Adopted Budget	Revised Budget	Encumbrance	Actual	Budget Balance	% of Budget
Revenues, Expenditures, and Changes in Fund Balance						
A. Revenues	2,806,198.00	2,806,198.00		454,542.79	2,351,655.21	16.20
B. Expenditures	2,898,958.00	2,898,958.00	1,438,239.58	499,771.86	960,946.56	17.24
C. Subtotal (Revenue LESS Expense)	92,760.00-	92,760.00-		45,229.07-	1,390,708.65	
D. Other Financing Sources and Uses						
Sources						
LESS Uses						
E. Net Change in Fund Balance	92,760.00-	92,760.00-		45,229.07-	1,390,708.65	
F. Fund Balance:						
Beginning Balance (9791)	979,850.00	979,850.00				
Audit Adjustments (9793)						
Other Restatements (9795)						
Adjusted Beginning Balance	979,850.00	979,850.00		.00		
G. Calculated Ending Balance	887,090.00	887,090.00		45,229.07-		
*Components of Ending Fund Balance						
Legally Restricted (9740)						
Other Designations (9780)						
Undesig/Unapprop (9790)	887,090.00	887,090.00				
Other				1,438,239.58		