



# East Bay Innovation Academy

## Board Meeting

### Date and Time

Wednesday October 15, 2014 at 8:00 PM PDT

### Location

3400 Malcolm Ave, Oakland 94605

### Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>8:00 PM</b>
Opening items			
<b>A. Record Attendance and Guests</b>		Laurie Jacobson Jones	
<b>B. Call the Meeting to Order</b>		Laurie Jacobson Jones	
<b>C. Approve Minutes</b>	Approve Minutes	Tali Levy	
Approve minutes for Board Meeting on September 17, 2014			
<b>D. Adjourn Open Session</b>		Laurie Jacobson Jones	
<b>II. Closed Session - pursuant to Section 54957</b>			<b>8:00 PM</b>
CEO Support And Eval Agenda Stock Description			
<b>A. Call Closed Session to Order</b>	FYI	Laurie Jacobson Jones	
<b>B. Public Employment TITLE: Head of School</b>	Discuss	Laurie Jacobson Jones	15 m

	<b>Purpose</b>	<b>Presenter</b>	<b>Time</b>
<b>C. Adjourn Closed Session</b>	FYI	Laurie Jacobson Jones	
<b>III. Open Session</b>			<b>8:15 PM</b>
<b>A. Call Meeting to Order</b>	FYI	Laurie Jacobson Jones	
<b>B. Record Attendance</b>	FYI	Laurie Jacobson Jones	
<b>IV. Academic Excellence</b>			<b>8:15 PM</b>
Academic Excellence Agenda Stock Description			
<b>A. School Report</b>	FYI	Devin Krugman	15 m
<b>V. Operations</b>			<b>8:30 PM</b>
<b>A. 2015/16 Student Recruitment Plan</b>	FYI	Laurie Jacobson Jones	10 m
<b>B. Hiring Update</b>	FYI	Laurie Jacobson Jones	5 m
<b>VI. Finance Report</b>			<b>8:45 PM</b>
Finance Agenda Stock Description			
<b>A. September 2014 Budget vs Actuals</b>	FYI	Dena Koren	15 m
<b>VII. Facility</b>			<b>9:00 PM</b>
Facility Agenda Stock Description			
<b>A. 2015/16 Prop 39 Application</b>	Discuss	Rochelle Benning	5 m
<b>B. Shelley to represent EBIA in the Preparation and Submission of the Prop 39 application</b>	Vote	Rochelle Benning	5 m
<b>VIII. Board Expansion Committee</b>			<b>9:10 PM</b>
Board Expansion Committee Agenda Stock Description			
<b>A. Board Roles and Commitment</b>	Discuss	Tom Pryor	5 m
<b>B. Review and Approve New Members (if any)</b>	Vote	Tom Pryor	5 m
<b>C. Executive Management Committee</b>	Discuss	Kim Smith	5 m

	Purpose	Presenter	Time
<b>IX. Development</b>			<b>9:25 PM</b>
Development Agenda Stock Description			
<b>A. Development Strategy Update</b>	Discuss	Laurie Jacobson Jones	5 m
<b>B. Proposed Board Development Committee</b>	Discuss	Laurie Jacobson Jones	5 m
<b>X. Other Business</b>			<b>9:35 PM</b>
<b>A. Board Policy: Students Left on Campus</b>	Vote	Laurie Jacobson Jones	5 m
<b>B. Independent Study Policy Proposal</b>	Discuss	Laurie Jacobson Jones	5 m
<b>XI. Closing Items</b>			<b>9:45 PM</b>
<b>A. Public Comment - 3 minutes per person</b>	FYI	Laurie Jacobson Jones	10 m
<b>B. Adjourn Meeting</b>	Vote		

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on September 17, 2014

APPROVED



## East Bay Innovation Academy

### Minutes

#### Board Meeting

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**Date and Time**

Wednesday September 17, 2014 at 8:00 PM

**Location**

3400 Malcolm Ave, Oakland 94605

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**Directors Present**

Amber Banks, Laurie Jacobson Jones, Rochelle Benning, Tali Levy, Tom Pryor (remote)

**Directors Absent**

Kim Smith

**Directors who arrived after the meeting opened**

Tom Pryor

**Guests Present**

Alex Harp, Devin Krugman

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**I. Opening Items****A. Record Attendance and Guests****B. Call the Meeting to Order**

Laurie Jacobson Jones called a meeting of the board of directors of East Bay Innovation Academy to order on Wednesday Sep 17, 2014 at 8:04 PM.

**C.**

### **Approve Minutes**

Laurie Jacobson Jones made a motion to approve minutes from the Board Meeting on 08-13-14 Board Meeting on 08-13-14.

Rochelle Benning seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **D. Approve Minutes**

Laurie Jacobson Jones made a motion to approve minutes from the Board Meeting on 08-13-14 Board Meeting on 08-13-14.

Rochelle Benning seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **E. Approve Minutes**

Laurie Jacobson Jones made a motion to approve minutes from the Board Meeting on 09-04-14 Board Meeting on 09-04-14.

Rochelle Benning seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **II. Academic Excellence**

### **A. Innovative Instruction Report**

Tom Pryor arrived.

D. Krugman updated the board on EBIA's Model Realization, reviewed the Baseline Performance Data, presented the draft plan for the October Intersession and discussed the implementation of the students' Personalized Learning Plan.

## **III. CEO Report**

### **A. Executive Directors Report**

A. Harp presented an update on provision of Special Education services. He also addressed planning for student intersession, the development of the School Culture, and EBIA's future Growth. Action item: A. Harp to present at next board meeting on progress and provision of services for English Learners and Free and Reduced Lunch students.

### **B. Hiring Update**

A. Harp updated the board on progress of hiring a math teacher and Director of Operations. Recruitment of teachers for next year will commence in November.

## **IV. Governance**

### **A. Board Assessment**

Action Item: Board members to take 5 baseline board assessments in Board on Track.

## **B. Board Committees**

L. Jacobson stated need for two Board Committees: (1) Executive Committee and (2) Fundraising/Development Committee to work in collaboration with Parent Advisory Counsel on fundraising.

## **C. Board Retreat**

Action Item: scheduling of Board Retreat through Doodle Poll.

## **D. CEO Goals Tracker**

## **E. Board Meeting Dates - 3rd Wednesdays**

L. Jones stated the need to move the board meeting to the 3rd Wednesday of the month, starting next month.

## **V. Facility**

### **A. Prop 39 Update**

R. Benning updated the board on the facility status.

## **VI. Finance**

### **A. Finance Update**

D. Koran presented a report on Finance. Action item: consider re-approval of Budget, given changes in expenditures and projections.

## **VII. Development**

### **A. Fundraising Overview**

Continued to next meeting.

## **VIII. Committee Reports**

### **A. Board Development Committee**

T. Pryor reported on the progress for EBIA board expansion.

### **B. Hiring Committee**

Laurie Jacobson Jones made a motion to disband the Hiring Committee and move hiring to an operational update from A. Harp.

Rochelle Benning seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **IX. Other Business**

### **A. Consent Agenda**

Amber Banks made a motion to approve the consent agenda.

Rochelle Benning seconded the motion.

The board **VOTED** unanimously to approve the motion.

## **X. Closing Items**

### **A. Adjourn Meeting**

Laurie Jacobson Jones made a motion to adjourn.

Rochelle Benning seconded the motion.

The board **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted,

Tali Levy



# Coversheet

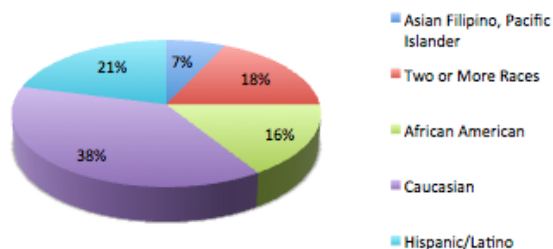
## School Report

**Section:** IV. Academic Excellence  
**Item:** A. School Report  
**Purpose:** FYI  
**Submitted by:** Devin Krugman and David Philhower  
**Related Material:** 101514 Board Meeting School Update.pdf

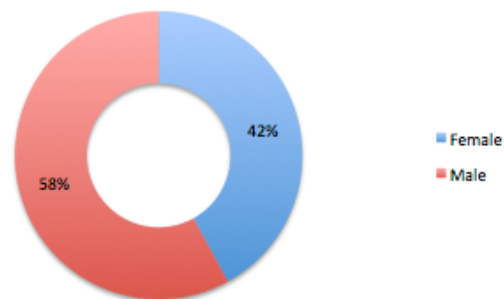
# The Numbers: Good Start. 2015/16

## Outreach Focus On FRL and Girls

### Representation from All Zip Codes in OAK



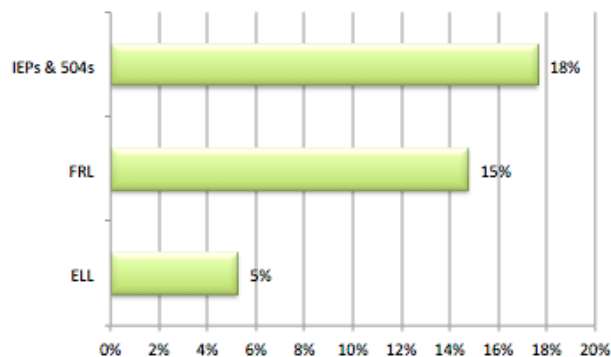
### Strong Female Enrollment, but Male Majority



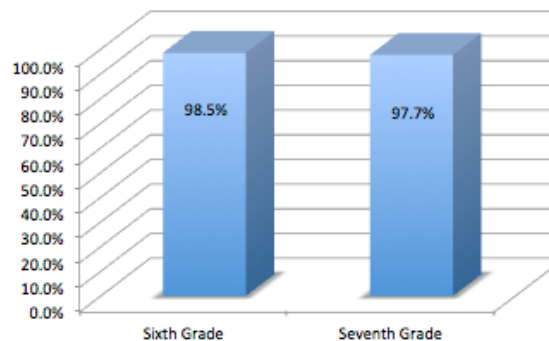
91% of Parents and 94% of students would recommend EBIA to another family

5 Departures since the start of school. 3 overly challenged by the model, 2 relocations.

### Special Populations Served



### ADA is strong



# October Intersession – October 13-24

**Vision:** 6-8 weeks of in-depth elective courses run in collaboration with local organizations, exploring their passions and gaining real-world experience.

## Partners:



**DESTINY**  
ARTS CENTER

chabot  
space & science center



**Berkeley Rep**  
BERKELEY REPERTORY THEATRE



Oakland  
Ballet Company  
Graham Lustig  
Artistic Director



CONSERVATION & EDUCATION  
**OAKLAND ZOO**

## Numbers:

- 12,900 hours of instruction
- 8 Areas of Academic support
- 80% Students to receive support in one or more area
- Forecasted Cost: \$37,735, 31% over plan

## Anticipated Outcome

### Academic Acceleration

- Revise or complete assignments
- Blended learning self-management
- SpEd and ELD small groups
- Advanced topic groups

### Skill Building

- Interact with service providers in a crossfunctional context
- Critique & feedback

### Arts Infusion

- Theater, Dance

### Design Thinking

- Design enrichment for Oakland Zoo animals
- Maker Space: circuits and electronics

### SEL

- Curiosity
- Perseverance
- Community: new grade level groups

# School Culture Update

In gathering formal and informal feedback throughout EBIA's leadership transition process, we have identified three main themes of need from our stakeholders.

## Transition Navigation

- Community Meetings
- Faculty Support
- Phone Banking

## Student Courseload

- Grade Level and Department Team Meetings
- Data Conferencing and Student Portfolios
- Project Management Integration

## Communication

- Recurring Monthly Potlucks
- Technology Skills Shares
- Family Outreach

# Coversheet

## September 2014 Budget vs Actuals

**Section:** VI. Finance Report  
**Item:** A. September 2014 Budget vs Actuals  
**Purpose:** FYI  
**Submitted by:**  
**Related Material:** EBIA-2 Yr CF Projections-dk-20141015.pdf  
EBIA-1415 Sept Financials-dk-20141015.pdf  
EBIA-Oct Board Meeting-dk-20141015vF.pdf

**East Bay Innovation Academy**  
 Monthly Cash Forecast  
 As of September 30, 2014

	2014/15												Forecast	AP/AR
	Projected													
	Jul Actual	Aug Actual	Sep Actual	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
<b>Beginning Cash</b>	16,264	187,401	14,239	62,000	191,724	9,129	(139,405)	23,468	(114,068)	(108,021)	425,427	425,133		
<b>Revenue</b>														
General Block Grant	-	-	-	568,177	-	-	304,122	-	158,939	134,512	124,300	124,300	1,548,861	134,512
Federal Income	26,275	-	-	18,725	-	-	51,391	6,391	6,391	51,391	6,391	8,891	348,247	172,400
Other State Income	-	-	-	-	-	-	559	559	19,226	19,226	12,170	1,137	128,549	75,674
Local Revenues	0	0	0	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	0	-
Fundraising and Grants	-	84	100	(80)	10	10	10	10	10	500,010	10	10	500,184	-
<b>Total Revenue</b>	<b>26,275</b>	<b>84</b>	<b>100</b>	<b>586,822</b>	<b>10</b>	<b>10</b>	<b>356,082</b>	<b>6,960</b>	<b>184,566</b>	<b>705,139</b>	<b>142,870</b>	<b>134,338</b>	<b>2,525,841</b>	<b>382,586</b>
<b>Expenses</b>														
Compensation & Benefits	27,509	81,170	104,493	110,968	105,066	105,066	112,868	106,041	106,041	104,730	104,730	101,547	1,168,705	(1,524)
Books & Supplies	87,288	26,516	11,432	27,619	5,674	9,680	17,117	7,274	11,880	7,274	9,674	7,880	229,308	-
Services & Other Operating Ex	71,974	51,298	30,530	72,359	75,250	37,183	66,609	34,566	63,982	63,072	32,145	32,145	690,705	59,593
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>186,771</b>	<b>158,983</b>	<b>146,454</b>	<b>210,946</b>	<b>185,990</b>	<b>151,929</b>	<b>196,594</b>	<b>147,881</b>	<b>181,904</b>	<b>175,075</b>	<b>146,549</b>	<b>141,572</b>	<b>2,088,717</b>	<b>58,069</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(160,496)</b>	<b>(158,899)</b>	<b>(146,354)</b>	<b>375,876</b>	<b>(185,980)</b>	<b>(151,919)</b>	<b>159,488</b>	<b>(140,921)</b>	<b>2,663</b>	<b>530,063</b>	<b>(3,679)</b>	<b>(7,234)</b>	<b>437,124</b>	<b>324,516</b>
Revenues - Prior Year Accrual	42,672	-	-	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accrual	(28,791)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	63,852	(16,543)	(1,272)	(49,537)	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	-	2,280	3,519	3,385	3,385	3,385	3,385	3,385	3,385	3,385	3,385	3,385	3,385	-
Loans Payable (Current)	-	-	200,000	(200,000)	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	250,000	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreci	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	3,901	-	(8,132)	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>187,401</b>	<b>14,239</b>	<b>62,000</b>	<b>191,724</b>	<b>9,129</b>	<b>(139,405)</b>	<b>23,468</b>	<b>(114,068)</b>	<b>(108,021)</b>	<b>425,427</b>	<b>425,133</b>	<b>421,284</b>		

**East Bay Innovation Academy**  
 Monthly Cash Forecast  
 As of September 30, 2014

	2015/16												Forecast	AP/AR
	Projected													
	Jul Projected	Aug Projected	Sep Projected	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected		
<b>Beginning Cash</b>	<b>421,284</b>	<b>405,056</b>	<b>325,326</b>	<b>114,860</b>	<b>295,480</b>	<b>203,697</b>	<b>108,660</b>	<b>191,190</b>	<b>142,483</b>	<b>62,895</b>	<b>512,590</b>	<b>484,265</b>		
<b>Revenue</b>														
General Block Grant	-	78,865	99,649	342,312	132,257	132,257	239,690	132,257	176,448	330,753	137,351	137,351	2,269,942	330,753
Federal Income	-	-	-	-	-	-	14,895	8,795	13,265	44,365	13,265	13,265	240,372	132,521
Other State Income	4,667	4,667	9,109	9,109	9,109	9,109	10,994	18,959	9,610	9,610	17,575	9,610	203,950	81,823
Local Revenues	-	-	0	0	0	0	0	0	0	0	0	0	0	-
Fundraising and Grants	-	-	10	10	10	10	10	10	10	250,010	10	10	250,190	87
<b>Total Revenue</b>	<b>4,667</b>	<b>83,531</b>	<b>108,768</b>	<b>351,431</b>	<b>141,376</b>	<b>141,376</b>	<b>265,589</b>	<b>160,022</b>	<b>199,334</b>	<b>634,739</b>	<b>168,202</b>	<b>160,236</b>	<b>2,964,454</b>	<b>545,183</b>
<b>Expenses</b>														
Compensation & Benefits	50,005	148,960	157,696	153,111	152,347	152,347	158,460	153,111	153,111	150,406	150,406	179,917	1,759,880	-
Books & Supplies	28,224	61,439	74,505	10,309	10,309	16,521	10,309	10,309	16,521	10,309	10,309	16,521	282,436	6,853
Services & Other Operating Ex	12,204	33,915	81,707	47,065	81,109	70,219	42,715	39,982	114,380	38,169	40,903	69,990	715,069	42,711
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>90,432</b>	<b>244,315</b>	<b>313,908</b>	<b>210,485</b>	<b>243,765</b>	<b>239,087</b>	<b>211,484</b>	<b>203,402</b>	<b>284,012</b>	<b>198,884</b>	<b>201,618</b>	<b>266,428</b>	<b>2,757,384</b>	<b>49,564</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(85,766)</b>	<b>(160,784)</b>	<b>(205,140)</b>	<b>140,946</b>	<b>(102,389)</b>	<b>(97,711)</b>	<b>54,105</b>	<b>(43,380)</b>	<b>(84,679)</b>	<b>435,854</b>	<b>(33,416)</b>	<b>(106,192)</b>	<b>207,070</b>	<b>495,620</b>
Revenues - Prior Year Accrual	163,292	75,962	-	45,000	15,932	8,000	33,750	-	-	8,750	-	-	-	-
Expenses - Prior Year Accrual	(58,069)	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current Year	\$0.00	-	-	-	-	-	-	-	-	-	-	-	-	-
Summerholdback for Teachers	(35,685)	5,091	5,091	5,091	5,091	5,091	5,091	5,091	5,091	5,091	5,091	5,091	5,091	5,091
Loans Payable (Current)	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	-	-	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	(10,417)	-	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Depreci	-	-	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Changes	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>405,056</b>	<b>325,326</b>	<b>114,860</b>	<b>295,480</b>	<b>203,697</b>	<b>108,660</b>	<b>191,190</b>	<b>142,483</b>	<b>62,895</b>	<b>512,590</b>	<b>484,265</b>	<b>383,164</b>		

**East Bay Innovation Academy**

Budget vs. Actuals

As of September 30, 2014

	Actual			Budget vs. Actual			Budget				
	Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
<b>SUMMARY</b>											
<b>Revenue</b>											
General Block Grant	-	-	-	-	-	-	1,708,198	1,548,861	1,548,861	-	1,548,861
Federal Revenue	26,275	-	-	26,275	26,275	-	398,372	348,247	348,247	-	321,972
Other State Revenues	-	-	-	-	-	-	107,903	128,549	128,549	-	128,549
Local Revenues	0	0	0	0	0	0	99,873	0	0	-	(0)
Fundraising and Grants	-	84	100	184	10	174	105,466	500,084	500,184	100	500,000
<b>Total Revenue</b>	<b>26,275</b>	<b>84</b>	<b>100</b>	<b>26,459</b>	<b>26,285</b>	<b>174</b>	<b>2,419,812</b>	<b>2,525,741</b>	<b>2,525,841</b>	<b>100</b>	<b>2,499,383</b>
<b>Expenses</b>											
Compensation and Benefits	27,509	81,170	104,493	213,171	218,945	5,774	1,462,566	1,269,272	1,168,705	100,567	955,534
Books and Supplies	87,288	26,516	11,432	125,236	138,645	13,410	413,540	229,308	229,308	-	104,072
Services and Other Operating Exp.	71,974	51,298	30,530	153,802	141,573	(12,228)	473,226	690,436	690,705	(269)	536,903
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>186,771</b>	<b>158,983</b>	<b>146,454</b>	<b>492,208</b>	<b>499,163</b>	<b>6,955</b>	<b>2,349,332</b>	<b>2,189,016</b>	<b>2,088,717</b>	<b>100,298</b>	<b>1,596,509</b>
<b>Operating Income (excluding Depreciation)</b>	<b>(160,496)</b>	<b>(158,899)</b>	<b>(146,354)</b>	<b>(465,750)</b>	<b>(472,879)</b>	<b>7,129</b>	<b>70,480</b>	<b>336,726</b>	<b>437,124</b>	<b>100,398</b>	<b>902,874</b>
<i>Operating Income (including Depreciation)</i>	<i>(160,496)</i>	<i>(158,899)</i>	<i>(146,354)</i>	<i>(465,750)</i>	<i>(472,879)</i>	<i>7,129</i>	<i>70,480</i>	<i>336,726</i>	<i>437,124</i>	<i>100,398</i>	<i>902,874</i>
<b>Fund Balance</b>											
Beginning Balance (Unaudited)	22,414	(138,083)	(296,982)	22,414	22,414	-	22,414	22,414	22,414	-	-
Audit Adjustment	-	-	-	-	-	-	-	-	-	-	-
Beginning Balance (Audited)	22,414	-	-	22,414	22,414	-	22,414	22,414	22,414	-	-
Operating Income (including Depreciation)	(160,496)	(158,899)	(146,354)	(465,750)	(472,879)	7,129	70,480	336,726	437,124	100,398	902,874
<b>Ending Fund Balance (including Depreciation)</b>	<b>(138,083)</b>	<b>(296,982)</b>	<b>(443,336)</b>	<b>(443,336)</b>	<b>(450,465)</b>	<b>7,129</b>	<b>92,894</b>	<b>359,139</b>	<b>459,538</b>		



**East Bay Innovation Academy**  
Budget vs. Actuals

As of September 30, 2014

	Actual			Budget vs. Actual			Budget				
	Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
<b>Detail</b>											
<b>Enrollment Summary</b>							-	-	-		
4-6							139	140	140	-	
7-8							93	75	75	-	
9-12							-	-	-	-	
<b>Total Enrolled</b>							<b>232</b>	<b>215</b>	<b>215</b>		
<b>ADA %</b>											
4-6							97%	95%	95%		
7-8							97%	95%	95%		
9-12							97%	95%	95%		
<b>Average</b>							<b>97%</b>	<b>95%</b>	<b>95%</b>		
<b>ADA</b>											
4-6							135.0	133.0	133.0		
7-8							90.0	71.3	71.3		
9-12							0.0	0.0	0.0		
<b>Total ADA</b>							<b>225.0</b>	<b>204.3</b>	<b>204.3</b>		

**East Bay Innovation Academy**

Budget vs. Actuals

As of September 30, 2014

		Actual			Budget vs. Actual			Budget				
		Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
<b>REVENUE</b>												
<b>General Purpose Entitlement</b>												
8011	Charter Schools General Purpose Entitl	-	-	-	-	-	-	1,015,797	1,161,611	1,161,611	-	1,161,611
8012	Education Protection Account Entitlement	-	-	-	-	-	-	310,126	40,850	40,850	-	40,850
8096	Charter Schools in Lieu of Prop. Taxes (w	-	-	-	-	-	-	382,275	346,400	346,400	-	346,400
		-	-	-	-	-	-	1,708,198	1,548,861	1,548,861	-	1,548,861
<b>8100</b>	<b>Federal Revenue</b>	-	-	-	-	-	-	-	-	-	-	-
8220	Child Nutrition Programs	-	-	-	-	-	-	37,872	38,347	38,347	-	38,347
8291	Title I	-	-	-	-	-	-	10,000	10,000	10,000	-	10,000
8292	Title II	-	-	-	-	-	-	500	500	500	-	500
8298	Implementation Grant	26,275	-	-	26,275	26,275	-	350,000	299,400	299,400	-	273,125
8299	All Other Federal Revenue	-	-	-	-	-	-	-	-	-	-	-
<b>SUBTOTAL - Federal Income</b>		26,275	-	-	26,275	26,275	-	398,372	348,247	348,247	-	321,972
<b>8300</b>	<b>Other State Revenues</b>	-	-	-	-	-	-	-	-	-	-	-
8381	Special Education - Entitlement (State)	-	-	-	-	-	-	100,000	93,333	93,333	-	93,333
8520	Child Nutrition - State	-	-	-	-	-	-	3,343	3,353	3,353	-	3,353
8550	Mandated Cost Reimbursements	-	-	-	-	-	-	4,560	-	-	-	-
8560	State Lottery Revenue	-	-	-	-	-	-	-	31,863	31,863	-	31,863
<b>SUBTOTAL - Other State Income</b>		-	-	-	-	-	-	107,903	128,549	128,549	-	128,549
<b>8600</b>	<b>Other Local Revenue</b>	-	-	-	-	-	-	-	-	-	-	-
8634	Food Service Sales	-	-	-	-	-	-	99,873	-	-	-	-
8660	Interest	0	0	0	0	0	0	-	0	0	-	(0)
<b>SUBTOTAL - Local Revenues</b>		0	0	0	0	0	0	99,873	0	0	-	(0)
<b>8800</b>	<b>Donations/Fundraising</b>	-	-	-	-	-	-	-	-	-	-	-
8801	Donations - Parents	-	-	100	100	10	90	-	-	100	100	-
8802	Donations - Private	-	-	-	-	-	-	105,466	500,000	500,000	-	500,000
8803	Fundraising	-	84	-	84	-	84	-	84	84	-	-
<b>SUBTOTAL - Fundraising and Grants</b>		-	84	100	184	10	174	105,466	500,084	500,184	100	500,000
<b>TOTAL REVENUE</b>		26,275	84	100	26,459	26,285	174	2,419,812	2,525,741	2,525,841	100	2,499,383

**East Bay Innovation Academy**

Budget vs. Actuals

As of September 30, 2014

		Actual			Budget vs. Actual			Budget				
		Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
<b>EXPENSES</b>												
<b>Compensation &amp; Benefits</b>												
1000	<b>Certificated Salaries</b>	-	-	-								
1100	Teachers Salaries	-	24,476	54,637	79,113	79,714	601	500,000	574,286	574,286	-	495,173
1101	Teacher - Stipends	-	-	-	-	-	-	33,000	-	-	-	-
1111	Teacher - Bonuses	-	-	-	-	-	-	-	18,960	18,960	-	18,960
1148	Teacher - Special Ed	-	2,905	5,810	8,714	9,143	429	55,000	64,000	64,000	-	55,286
1300	Certificated Supervisor & Administrator Salaries	16,096	19,833	19,833	55,763	55,913	150	228,000	234,413	106,413	128,000	50,650
1311	Cert Admin - Bonuses	-	-	-	-	-	-	-	11,520	6,600	4,920	6,600
1401	Certificated bonuses - Custom 1	-	-	-	-	-	-	23,370	-	-	-	-
1402	Certificated bonuses - Custom 2	-	-	-	-	-	-	10,800	-	-	-	-
<b>SUBTOTAL - Certificated Employees</b>		<b>16,096</b>	<b>47,214</b>	<b>80,279</b>	<b>143,590</b>	<b>144,770</b>	<b>1,180</b>	<b>850,170</b>	<b>903,179</b>	<b>770,259</b>	<b>132,920</b>	<b>626,669</b>
<b>2000 Classified Salaries</b>												
2101	Classified - PE	-	-	-	-	-	-	45,000	-	-	-	-
2102	Classified - Computer Science	-	-	-	-	-	-	70,000	-	-	-	-
2103	Classified - Tutors	-	1,400	6,566	7,967	9,551	1,584	60,000	63,670	63,670	-	55,703
2300	Classified Supervisor & Administrator Salaries	6,667	7,902	3,989	18,557	19,057	500	80,000	84,235	133,590	(49,355)	115,033
2311	Classified Admin - Bonuses	-	-	-	-	-	-	-	11,400	8,472	2,928	8,472
2400	Classified Clerical & Office Salaries	-	2,948	3,069	6,017	5,760	(257)	36,000	31,680	31,680	-	25,664
2601	Classified bonuses - Custom 1	-	-	-	-	-	-	3,450	-	-	-	-
2602	Classified bonuses - Custom 2	-	-	-	-	-	-	4,800	-	-	-	-
2603	Classified bonuses - Custom 3	-	-	-	-	-	-	1,080	-	-	-	-
<b>SUBTOTAL - Classified Employees</b>		<b>6,667</b>	<b>12,250</b>	<b>13,624</b>	<b>32,540</b>	<b>34,368</b>	<b>1,827</b>	<b>300,330</b>	<b>190,985</b>	<b>237,412</b>	<b>(46,427)</b>	<b>204,872</b>
<b>3000 Employee Benefits</b>												
3100	STRS	1,429	4,193	6,624	12,246	12,856	610	80,196	80,202	68,399	11,803	56,153
3300	OASDI-Medicare-Alternative	1,754	3,747	2,461	7,961	5,359	(2,602)	35,674	27,867	29,499	(1,631)	21,538
3400	Health & Welfare Benefits	-	12,272	(1,200)	11,072	10,800	(272)	123,480	44,000	39,600	4,400	28,528
3500	Unemployment Insurance	423	1,114	1,944	3,481	8,777	5,296	15,190	18,662	19,505	(843)	16,024
3600	Workers Comp Insurance	1,140	380	760	2,281	2,015	(265)	57,526	4,377	4,031	346	1,750
<b>SUBTOTAL - Employee Benefits</b>		<b>4,746</b>	<b>21,706</b>	<b>10,589</b>	<b>37,041</b>	<b>39,807</b>	<b>2,766</b>	<b>312,066</b>	<b>175,108</b>	<b>161,034</b>	<b>14,075</b>	<b>123,993</b>

**East Bay Innovation Academy**

Budget vs. Actuals

As of September 30, 2014

		Actual			Budget vs. Actual			Budget				
		Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
<b>4000</b>	<b>Books &amp; Supplies</b>											
4100	Approved Textbooks & Core Curricula M	-	14,511	3,825	18,335	22,065	3,729	40,000	31,665	31,665	-	13,329
4200	Books & Other Reference Materials	71	-	52	123	325	202	1,200	1,300	1,300	-	1,177
4300	Materials & Supplies	-	502	1,376	1,877	1,564	(314)	-	8,600	8,600	-	6,723
4315	Custodial Supplies	-	-	-	-	-	-	2,400	-	-	-	-
4320	Educational Software	-	-	2,251	2,251	1,881	(370)	15,000	7,525	7,525	-	5,274
4326	Art & Music Supplies	-	-	-	-	-	-	6,000	-	-	-	-
4330	Office Supplies	480	3,087	1,610	5,178	3,680	(1,498)	6,500	8,000	8,000	-	2,822
4400	Noncapitalized Equipment	15,301	158	1,048	16,507	21,500	4,993	140,325	38,972	38,972	-	22,465
4410	Classroom Furniture, Equipment & Supp	1,972	4,723	-	6,694	7,594	900	55,480	7,594	7,594	-	900
4420	Computers (individual items less than \$5	68,204	4,033	476	72,712	74,631	1,919	-	80,224	80,224	-	7,512
4430	Non Classroom Related Furniture, Equip	670	93	-	763	959	196	835	959	959	-	196
4710	Student Food Services	590	(590)	794	794	4,447	3,653	145,800	44,469	44,469	-	43,675
	<b>SUBTOTAL - Books and Supplies</b>	<b>87,288</b>	<b>26,516</b>	<b>11,432</b>	<b>125,236</b>	<b>138,645</b>	<b>13,410</b>	<b>413,540</b>	<b>229,308</b>	<b>229,308</b>	<b>-</b>	<b>104,072</b>

**East Bay Innovation Academy**

Budget vs. Actuals

As of September 30, 2014

		Actual			Budget vs. Actual			Budget				
		Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
<b>5000</b>	<b>Services &amp; Other Operating Expenses</b>											
5210	Conference Fees	1,500	4,500	-	6,000	6,000	-	4,200	7,500	7,500	-	1,500
5220	Travel and Lodging	172	(172)	-	-	-	-	2,100	2,250	2,250	-	2,250
5300	Dues & Memberships	319	253	40	612	633	21	3,850	6,326	6,326	-	5,714
5450	Insurance - Other	2,761	920	1,841	5,522	5,522	(0)	13,000	11,043	11,043	-	5,522
5515	Janitorial, Gardening Services & Supplie	-	183	3,667	3,850	7,000	3,150	150	70,000	70,000	-	66,150
5535	Utilities - All Utilities	639	1,798	3,516	5,953	7,398	1,445	33,600	40,688	40,688	-	34,735
5605	Equipment Leases	-	-	-	-	-	-	4,800	-	-	-	-
5611	Prop 39 Related Costs	-	-	-	-	-	-	115,505	115,505	115,505	-	115,505
5615	Repairs and Maintenance - Building	-	254	1,023	1,277	480	(797)	4,800	4,800	4,800	-	3,523
5800	Other Services & Operating Expenses	55	-	70	125	-	(125)	-	3,900	125	3,775	-
5803	Accounting Fees	-	-	-	-	-	-	8,200	8,200	8,200	-	8,200
5809	Banking Fees	-	-	21	21	30	9	300	-	300	(300)	279
5810	Intersession	-	-	2,800	2,800	-	(2,800)	-	86,000	86,000	-	83,200
5812	Business Services	9,138	9,138	9,138	27,414	9,675	(17,739)	111,033	106,424	106,424	-	79,010
5815	Consultants - Instructional	52,007	12,338	5,046	69,391	66,694	(2,697)	80,000	72,694	72,694	-	3,303
5824	District Oversight Fees	-	-	-	-	-	-	17,082	15,489	15,489	-	15,489
5830	Field Trips Expenses	-	-	-	-	-	-	6,000	6,450	6,450	-	6,450
5836	Fingerprinting	200	-	25	225	834	609	1,080	760	834	(74)	609
5839	Fundraising Expenses	-	2	-	2	0	(2)	-	2	2	-	-
5845	Legal Fees	-	234	462	695	1,750	1,055	-	10,500	10,500	-	9,805
5857	Payroll Fees	114	198	245	557	375	(182)	2,400	1,500	1,500	-	943
5863	Professional Development	-	16,223	-	16,223	18,740	2,517	18,000	28,740	28,740	-	12,517
5869	Special Education Contract Instructors	-	2,313	-	2,313	3,750	1,438	5,906	41,375	41,375	-	39,063
5875	Staff Recruiting	-	-	195	195	-	(195)	3,500	-	195	(195)	-
5878	Student Assessment	-	2,863	-	2,863	3,000	138	-	3,000	3,000	-	138
5881	Student Information System	4,667	-	-	4,667	4,667	0	14,000	14,000	14,000	-	9,333
5884	Substitutes	-	-	-	-	1,809	1,809	-	18,090	18,090	-	18,090
5887	Technology Services	-	-	-	-	348	348	7,200	-	3,475	(3,475)	3,475
5899	Miscellaneous Operating Expenses	-	-	412	412	-	(412)	-	-	-	-	(412)
5900	Communications	335	322	598	1,255	2,700	1,445	14,400	13,500	13,500	-	12,245
5905	Communications - Cell Phones	-	-	-	-	-	-	120	-	-	-	-
5915	Postage and Delivery	68	(68)	-	-	170	170	2,000	1,700	1,700	-	1,700
	<b>SUBTOTAL - Services &amp; Other Operati</b>	<b>71,974</b>	<b>51,298</b>	<b>30,530</b>	<b>153,802</b>	<b>141,573</b>	<b>(12,228)</b>	<b>473,226</b>	<b>690,436</b>	<b>690,705</b>	<b>(269)</b>	<b>536,903</b>

**East Bay Innovation Academy**  
Budget vs. Actuals

As of September 30, 2014

		Actual			Budget vs. Actual			Budget				
		Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)	Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)	Forecast Remaining
6000	Capital Outlay											
	<b>SUBTOTAL - Capital Outlay</b>	-	-	-	-	-	-	-	-	-	-	-
	<b>TOTAL EXPENSES</b>	<b>186,771</b>	<b>158,983</b>	<b>146,454</b>	<b>492,208</b>	<b>499,163</b>	<b>6,955</b>	<b>2,349,332</b>	<b>2,189,016</b>	<b>2,088,717</b>	<b>100,298</b>	<b>1,596,509</b>
6900	Total Depreciation (includes Prior Year)	-	-	-	-	-	-	-	-	-	-	-
	<b>TOTAL EXPENSES including Depreciation</b>	<b>186,771</b>	<b>158,983</b>	<b>146,454</b>	<b>492,208</b>	<b>499,163</b>	<b>6,955</b>	<b>2,349,332</b>	<b>2,189,016</b>	<b>2,088,717</b>	<b>100,298</b>	<b>1,596,509</b>

# East Bay Innovation Academy

## 2014-15 Sept Actuals and Cash Flow Update



Oct 15, 2014

Presented by Dena Koren

# Agenda



- 2014-15 Update
  - Sept actual expenditures
  - Sept forecast update
  - Updated cash flow projections



# 2014-15 Update

# 2014-15 Update: Sept Actuals

Expenses in Sept ran 146K – lower in all categories than projected;  
No additional revenue deposited



As of September 30, 2014		Actual			Budget vs. Actual		
		Jul	Aug	Sep	Actual YTD	Forecast YTD	Variance (YTD less Forecast)
<b>SUMMARY</b>							
<b>Revenue</b>							
	General Block Grant	-	-	-	-	-	-
	Federal Revenue	26,275	-	-	26,275	26,275	-
	Other State Revenues	-	-	-	-	-	-
	Local Revenues	0	0	0	0	0	0
	Fundraising and Grants	-	84	100	184	10	174
	<b>Total Revenue</b>	<b>26,275</b>	<b>84</b>	<b>100</b>	<b>26,459</b>	<b>26,285</b>	<b>174</b>
<b>Expenses</b>							
	Compensation and Benefits	27,509	81,170	104,493	213,171	218,945	5,774
	Books and Supplies	87,288	26,516	11,432	125,236	138,645	13,410
	Services and Other Operating Exp.	71,974	51,298	30,530	153,802	141,573	(12,228)
	Capital Outlay	-	-	-	-	-	-
	<b>Total Expenses</b>	<b>186,771</b>	<b>158,983</b>	<b>146,454</b>	<b>492,208</b>	<b>499,163</b>	<b>6,955</b>
	<b>Operating Income (excluding Depreciation)</b>	<b>(160,496)</b>	<b>(158,899)</b>	<b>(146,354)</b>	<b>(465,750)</b>	<b>(472,879)</b>	<b>7,129</b>
	<i>Operating Income (including Depreciation)</i>	(160,496)	(158,899)	(146,354)	(465,750)	(472,879)	7,129

Comp & benefits ran light due to departures (perm) and timing of health insurance payment (temp); All other changes may be due to timing, but will be reconsidered in next reforecast

# 2014-15 Update: Sept Forecast Update

Improvement of \$101K driven by changes in school leadership



As of September 30, 2014		Budget			
		Approved Budget	Previous Month's Forecast	Current Forecast	Variance (Prev vs. Curr Forecast)
<b>SUMMARY</b>					
<b>Revenue</b>					
	General Block Grant	1,708,198	1,548,861	1,548,861	-
	Federal Revenue	398,372	348,247	348,247	-
	Other State Revenues	107,903	128,549	128,549	-
	Local Revenues	99,873	0	0	-
	Fundraising and Grants	105,466	500,084	500,184	100
	<b>Total Revenue</b>	<b>2,419,812</b>	<b>2,525,741</b>	<b>2,525,841</b>	<b>100</b>
<b>Expenses</b>					
	Compensation and Benefits	1,462,566	1,269,272	1,168,705	100,567
	Books and Supplies	413,540	229,308	229,308	-
	Services and Other Operating Exp.	473,226	690,436	690,705	(269)
	Capital Outlay	-	-	-	-
	<b>Total Expenses</b>	<b>2,349,332</b>	<b>2,189,016</b>	<b>2,088,717</b>	<b>100,298</b>
	<b>Operating Income (excluding Depreciation)</b>	<b>70,480</b>	<b>336,726</b>	<b>437,124</b>	<b>100,398</b>
	<i>Operating Income (including Depreciation)</i>	70,480	336,726	437,124	100,398

### Personnel Changes

- -\$165K comp & benefits due to departures
- +\$65K comp due to new staff joining team



With three months complete, school leadership is reviewing budget – additional reforecasting expected next month

# 2014-15 Cash Flow Projection

Most significant shift from last month's projection is decrease in second PCSGP payment - loss of \$32K in October, to be recovered after year-end



	2014/15											
	Jul Actual	Aug Actual	Sep Actual	Oct Projected	Nov Projected	Dec Projected	Jan Projected	Feb Projected	Mar Projected	Apr Projected	May Projected	Jun Projected
<b>Beginning Cash</b>	16,264	187,401	14,239	62,000	191,631	8,968	(139,634)	23,161	(114,444)	(108,466)	424,916	424,556
<b>Revenue</b>												
General Block Grant	-	-	-	568,177	-	-	304,122	-	158,939	134,512	124,300	124,300
Federal Income	26,275	-	-	18,725	-	-	51,391	6,391	6,391	51,391	6,391	8,891
Other State Income	-	-	-	-	-	-	559	559	19,226	19,226	12,170	1,137
Local Revenues	0	0	0	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)	(0)
Fundraising and Grants	-	84	100	(80)	10	10	10	10	10	500,010	10	10
<b>Total Revenue</b>	<b>26,275</b>	<b>84</b>	<b>100</b>	<b>586,822</b>	<b>10</b>	<b>10</b>	<b>356,082</b>	<b>6,960</b>	<b>184,566</b>	<b>705,139</b>	<b>142,870</b>	<b>134,338</b>
<b>Expenses</b>												
Compensation & Benefits	27,509	81,170	104,493	111,061	105,134	105,134	112,946	106,111	106,111	104,796	104,796	101,613
Books & Supplies	87,288	26,516	11,432	27,619	5,674	9,680	17,117	7,274	11,880	7,274	9,674	7,880
Services & Other Operating E	71,974	51,298	30,530	72,359	75,250	37,183	66,609	34,566	63,982	63,072	32,145	32,145
Capital Outlay	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total Expenses</b>	<b>186,771</b>	<b>158,983</b>	<b>146,454</b>	<b>211,038</b>	<b>186,058</b>	<b>151,997</b>	<b>196,672</b>	<b>147,950</b>	<b>181,973</b>	<b>175,142</b>	<b>146,615</b>	<b>141,638</b>
<b>Operating Cash Inflow (Outflow)</b>	<b>(160,496)</b>	<b>(158,899)</b>	<b>(146,354)</b>	<b>375,783</b>	<b>(186,048)</b>	<b>(151,987)</b>	<b>159,410</b>	<b>(140,990)</b>	<b>2,593</b>	<b>529,997</b>	<b>(3,745)</b>	<b>(7,300)</b>
Revenues - Prior Year Accru	42,672	-	-	-	-	-	-	-	-	-	-	-
Expenses - Prior Year Accru	(28,791)	-	-	-	-	-	-	-	-	-	-	-
Accounts Receivable - Current	-	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable - Current	63,852	(16,543)	(1,272)	(49,537)	-	-	-	-	-	-	-	-
Summerholdback for Teacher	-	2,280	3,519	3,385	3,385	3,385	3,385	3,385	3,385	3,385	3,385	3,385
Loans Payable (Current)	-	-	200,000	(200,000)	-	-	-	-	-	-	-	-
Loans Payable (Long Term)	250,000	-	-	-	-	-	-	-	-	-	-	-
Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-
Capital Expenditure & Deprec	-	-	-	-	-	-	-	-	-	-	-	-
Other Balance Sheet Change	3,901	-	(8,132)	-	-	-	-	-	-	-	-	-
<b>Ending Cash</b>	<b>187,401</b>	<b>14,239</b>	<b>62,000</b>	<b>191,631</b>	<b>8,968</b>	<b>(139,634)</b>	<b>23,161</b>	<b>(114,444)</b>	<b>(108,466)</b>	<b>424,916</b>	<b>424,556</b>	<b>420,641</b>

Cash need increases in December, February, and March due to lower-than-expected PCSGP

# Coversheet

## Board Policy: Students Left on Campus

**Section:** X. Other Business  
**Item:** A. Board Policy: Students Left on Campus  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** Board Policy re students left on campus v3.pdf

## **EBIA Board Policy Students Left on Campus After School Hours**

East Bay Innovation Academy (“EBIA”) is committed to providing a safe campus for all students. When students are left on school property after the close of business hours, EBIA will follow certain steps to ensure students are safe until their parents/guardians come to pick them up. In the event students are left on campus after school hours, EBIA staff will:

1. Notify the Head of School or designee immediately.
2. Attempt to reach parents/guardians through the phone number provided to the school by parents/guardians at the beginning of the year. This may include contacting any emergency contact(s) listed for the student.
3. Bring students into the lobby of the building. Parents/guardians will be asked to come into the building to collect their student.
4. Remain on site until an adult comes to retrieve the student.
5. Notify the Head of School or designee by 45 minutes following the close of business if there is a possibility that law enforcement may be called to assist the student.
6. As a last resort, at 60 minutes after the close of business, contact law enforcement and/or child welfare services who may remove the student and may assume responsibility for the student until the parent/guardian retrieves the student.
7. In cases of repeated incidents where parents/guardians have been late in picking up their child, notify the parents/guardians in writing of parental responsibilities and consequences for their child. A consequence may include: refusal to allow the student to attend after school programs if the parent is repeatedly late in retrieving the child.

Executed on  
October 15, 2014  
at Oakland, California.

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Tali Levy  
Secretary

# Coversheet

## Independent Study Policy Proposal

**Section:** X. Other Business  
**Item:** B. Independent Study Policy Proposal  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:**  
Independent Study Sample Master Agreement - CCSA Conf 2014(1).pdf  
Independent Study Sample Policy - CCSA Conf 2014.pdf  
Independent Study Sample Program and Attendance Tracking Sheet - CCSA Conf 2014.pdf

**DO NOT USE WITHOUT TAILORING FOR YOUR PROGRAM AND WITHOUT RECEIVING LEGAL AND/OR AUDITOR REVIEW AND APPROVAL.**

**Charter School  
Master Agreement for Independent Study**

**Student Name:**  
**Student Number:**  
**Address:**  
**City/Location:**  
**Phone Number:**  
**DOB:**  
**Program Placement:**

**Agreement Duration:**  
**Beginning Date:**  
**End Date:**  
**Year:**  
**Grade Level:**  
**2<sup>nd</sup> Phone Number:**

**Students are required to report to their teacher as follows to submitting work and reporting progress:**

**Manner of Reporting:**  One-on-one  Small Group  E-mail  Fax.

**Time:** \_\_\_\_\_.

**Frequency:** \_\_\_\_\_.

**Place of Meeting:** \_\_\_\_\_.

**Method of Study:** Specific methods of study will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of methods of study for the student will include but are not limited to:  Independent Reading  Textbook Activities  Problem Solving  Study Projects  Drill & Practice  Experiential Learning  Computerized Curriculum  Web/Internet Research  Library Research  Field Trips  Learning Center Courses  Other \_\_\_\_\_.

**Method of Evaluation:** Academic evaluations will be designated on the Student Assignment Sheet and Attendance Record incorporated herein. Examples of acceptable methods of evaluation include but are not limited to:  Teacher-made Tests  Student Conferences  Progress/Report Cards  Chapter/Unit Tests  Work Samples  Observations  Portfolios  State Standards Testing  CA High School Exit Exams  Learning Journals  Presentations  Quizzes  Labs  Finals  Other \_\_\_\_\_.

**Resources:** The school will provide appropriate instructional materials and personnel to enable the student to complete the assigned work. Resources must include those reasonably necessary to the achievement of the objectives and must include resources that are normally available to all students on the same terms as the terms on which they are available to all. Assignments and specific resources will be designated on the Assignment and Attendance Record incorporated herein.

**Board Policies:**

(a) For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be **[INSERT # FROM BOARD POLICY]** school days.

(b) A pupil may miss **[INSERT # FROM BOARD POLICY]** assignment during any period of **[INSERT # FROM BOARD POLICY]** school days before an evaluation is conducted to determine whether it is in the best interests of the pupil to remain in independent study. Therefore, when any pupil fails to complete **[INSERT # FROM BOARD POLICY]** assignments during any period of **[INSERT # FROM BOARD POLICY]** school days, the Principal or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school.





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**Objectives:** The student will complete the courses listed below. All course objectives will be consistent with the established Charter School Board Policy and are consistent with Charter School standards, as outlined in the Charter School's subject/course descriptions. The Assignment Sheet and Attendance Record will include additional descriptions of the major objectives and activities for the courses of study covered by this agreement including the evaluation of student work, and are incorporated herein. The term "Course Value" ("CV") refers to the number of credits (secondary education) or weeks of work (elementary education) the student will attempt.

**Course Credits or Other Measures of Academic Achievement to be Earned Upon Completion**  
**[TAILOR COURSES AND CREDIT FOR EACH INDIVIDUAL STUDENT]**

Category	Subject	CV	Modified
Language Arts	English 9	5	No
Mathematics	Algebra 1	5	No
Social Studies	World History	5	No

**Voluntary Statement:** It is understood that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.

**Signatures and Dates:**

I have read and I understand the terms of this agreement, and agree to all provisions set forth.

Student: \_\_\_\_\_ Date: \_\_\_\_\_

Parent/Guardian/Caregiver: \_\_\_\_\_ Date: \_\_\_\_\_

Supervising Teacher: \_\_\_\_\_ Date: \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

Other Person Who Has Direct Responsibility for Providing Assistance to the Pupil: \_\_\_\_\_ Date: \_\_\_\_\_

**[PUT N/A IF THERE IS NO "OTHER PERSON"]**



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**Policy**

**No. 0001**

**OSOGOOD CHARTER SCHOOL**

**Independent Study**

Osogood Charter School may offer independent study to meet the educational needs of pupils enrolled in the charter school. Independent study is an alternative education designed to teach the knowledge and skills of the core curriculum. Osogood Charter School shall provide appropriate existing services and resources to enable pupils to complete their independent study successfully. The following written policies have been adopted by the Board for implementation at the Charter School:

1. For pupils in all grade levels offered by the School, the maximum length of time that may elapse between the time an assignment is made and the date by which the pupil must complete the assigned work shall be \_\_\_\_\_ school days.  
**[BREAK OUT BY GRADE LEVELS IF NEEDED.]**
2. When any pupil fails to complete \_\_\_\_\_ assignments during any period of \_\_\_\_\_ school days, the Principal or his or her designee shall conduct an evaluation to determine whether it is in the best interests of the pupil to remain in independent study. A written record of the findings of any evaluation conducted pursuant to this policy shall be treated as a mandatory interim pupil record. This record shall be maintained for a period of three years from the date of the evaluation and if the pupil transfers to another California public school, the record shall be forwarded to that school. **[BREAK OUT BY GRADE LEVELS IF NEEDED]**
3. A current written agreement shall be maintain on file for each independent study pupil, including but not limited to, all of the following:
  - ◆ The manner, time, frequency, and place for submitting a pupil's assignments and for reporting his or her progress.
  - ◆ The objectives and methods of study for the pupil's work, and the methods utilized to evaluate that work.
  - ◆ The specific resources, including materials and personnel, that will be made available to the pupil.
  - ◆ A statement of the policies adopted herein regarding the maximum length of time allowed between the assignment and the completion of a pupil's assigned work, and the number of missed assignments allowed prior to an



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evaluation of whether or not the pupil should be allowed to continue in independent study.

- ◆ The duration of the independent study agreement, including beginning and ending dates for the pupil's participation in independent study under the agreement. No independent study agreement shall be valid for any period longer than one semester, or one-half year for a school on a year-round calendar.
  - ◆ A statement of the number of course credits or, for the elementary grades, other measures of academic accomplishment appropriate to the agreement, to be earned by the pupil upon completion.
  - ◆ The inclusion of a statement in each independent study agreement that independent study is an optional educational alternative in which no pupil may be required to participate. In the case of a pupil who is referred or assigned to any school, class or program pursuant to Education Code Section 48915 or 48917, the agreement also shall include the statement that instruction may be provided to the pupil through independent study only if the pupil is offered the alternative of classroom instruction.
  - ◆ Each written agreement shall be signed, prior to the commencement of independent study, by the pupil, the pupil's parent, legal guardian, or care giver, if the pupil is less than 18 years of age, the certificated employee who has been designated as having responsibility for the general supervision of independent study, and all persons who have direct responsibility for providing assistance to the pupil. For purposes of this paragraph "caregiver" means a person who has met the requirements of Part 1.5 (commencing with Section 6550) of the Family Code.
4. Osogood Charter School shall comply with the Education Code Sections 51745 through 51749.3 and the provisions of the Charter School's Act and the State Board of Education regulations adopted there under.
  5. The Principal shall establish regulations to implement these policies in accordance with the law.



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**SAMPLE  
Charter School  
Assignment Sheet and Attendance Record**

Student Name: \_\_\_\_\_ Grade: \_\_\_\_\_ Teacher: \_\_\_\_\_

Assignment Period: \_\_\_\_\_ to \_\_\_\_\_  
Month/Day/Year Month/Day/Year

STUDENT ASSIGNMENTS	
<i>Teachers, please include a brief summary of the assignment, the resources to be used to complete the assignment, and the method of evaluation of the assignment. (Attach additional sheet as necessary)</i>	
Language Arts	
Social Studies	
Mathematics	
Science	
Spanish	
Physical Education	
Other	

The Charter School recognizes that families may not evenly distribute student’s work assignments over weekdays. However, due to strict State law requirements for charter school attendance, the Charter School expects each student to be engaged in an educational activity required of them in the assignments on each weekday that the Charter School is in session, and asks that this “daily engagement” be documented on a daily basis on this sheet by the parent/guardian. This should not be read to prohibit schoolwork on weekends and should not be read to dictate the manner in which a family distributes the assignments over the independent study period. The Charter School asks that a parent/guardian refrain from documenting any “daily engagement” on a day where a student did not engage in any educational activity required of them by the assignments. By law, work done on weekends or other days when school is not in session cannot be used to “make-up” weekdays where no “daily engagement” occurred.

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week One					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Ed					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week Two					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					



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Science					
Spanish					
Physical Ed					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week Three					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Daily Engagement In Educational Activities Assigned by the School on Days the School is in Session					
Week Four					
	Monday / /	Tuesday / /	Wednesday / /	Thursday / /	Friday / /
Language Arts					
Social Studies					
Mathematics					
Science					
Spanish					
Physical Education					
Other					

Parent – Please fill in date and **initial** on subjects in which student was engaged on each day.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Supervising Teacher Completion:

- a. Days of Daily Engagement on Educational Activities Required by the School on Days the School is in Session: \_\_\_\_\_
- b. Time Value of Student Work Product (measured in days): \_\_\_\_\_

Attendance Approved by Teacher: \_\_\_\_\_ [insert lesser of a & b]

Signature of Supervising Teacher \_\_\_\_\_ Date: \_\_\_\_\_

