

Charter Success Partners

Service Agreement - Exhibit A

This document is the Charter Success Partners Service Agreement Exhibit A as identified in the Charter Success Partners Service agreement with The Exploris School; in section I - Services, Fees and Term of Agreement, A. Services Rendered.

Selected Services	Service Category as Identified on Contract	Description
<input checked="" type="checkbox"/>	Financial Services	<ul style="list-style-type: none"> • Use Linq to provide monthly accounting, fund management, state reporting, payroll and payroll tax administration. • Accounts receivable and payable • Preparation of monthly financial statements to the Board of Directors as well as required reporting to the Office of Charter Schools. Complete financial portion of Grant reports. Monthly reports generally include: <ul style="list-style-type: none"> • Budget vs Actual w/ Value Add End of Year Projections • Board Level Budget Report • Income Statement • Fund Balance Sheet • Monthly General Ledger • PRC Reports • Budget Detail Report • Bank Statements • Bank Reconciliation Reports <ul style="list-style-type: none"> • Outstanding Items • Cleared Items • Provide audit firm with requested financial information required for audit • Provide information required for audit firm to complete 990 tax return • Communicate regularly with designated school personnel and leadership • Process/print accounts payable with invoice numbers and descriptions • Monthly payroll services <ul style="list-style-type: none"> • Process payroll checks/direct deposits • Payroll tax payments • Federal/State tax reports • 1099/W2/W3 annual forms • Reconcile benefit invoice and payments • Update employee leave balances

		<ul style="list-style-type: none"> • Update staff UID system • Provide reports to school for monitoring federal programs • Reconcile bank statements • Record deposits and receipts • Upload UERS reports • Preparation of sales tax refunds • Preparation of fuel tax refunds • Annual audit preparation and review of financial reports • Prepare management's discussion and analysis (MD&A) • Annual budget planning assistance • Upload school provided Grant information into Linq BAAS system • Comprehensive cash management services and monitoring • Update budget with allotment revisions • Regular communication with administration and board • Provide school staff with view access to Linq • Background checks for school employees • Provide support for ACA reporting • Federal reporting and monitoring of Federal programs • Analyze LEA billing and verification • Present at requested Board meetings (1-2 meeting per year) • Annual budget planning and submission • Attend school administration monthly finance meetings
□	Student Information Services	<ul style="list-style-type: none"> • Create PowerSchool Master Schedule • Create Courses in PowerSchool • Create Sections in PowerSchool • Enter student schedules and make schedule changes as needed • Input new staff to PowerSchool • Enroll new students in PowerSchool • Withdraw students from PowerSchool • Run PowerSchool report cards and section readiness reports • Permanently store historical grades • Produce county invoice reports • On demand CSV PowerSchool reports • Liaison between DPI help desk as needed • Perform EOY and all Pre-EOY activities • Monitor and accurately complete all required PowerSchool reports including: <ul style="list-style-type: none"> • All PMRs • SAR • PowerSchool EC Report • PowerSchool AIG Report • Retention/Promotion Report

		<ul style="list-style-type: none"> • ESSR • Drop Out Data Collection Report • Discipline Report • Homeless Report • Alternative Learning Report • Student Participation Report
<input checked="" type="checkbox"/>	Lottery Services	<ul style="list-style-type: none"> • Guide school through SchoolMint set up process • Assist school in lottery testing process • Assist school in registration packet creation • Monitor and Verify completion of 40 SchoolMint essential tasks • Attend and run lottery as third party arbitrator • Complete data alignment with school's PowerSchool instance and SchoolMint • Sync PowerSchool and SchoolMint Data • Software fee for SchoolMint is negotiated at a reduced rate and is a pass through charge at \$6 per student + one time \$1500 setup fee.
<input type="checkbox"/>	Charter Pay - Online Payments Software	<ul style="list-style-type: none"> • Provide client with Charter Pay online payment processing school dedicated instance. • Complete initial on-boarding process with client • Complete initial Charter Pay programming set up • Create parent accounts in Charter Pay • Provide parent support for Charter Pay • Provide client staff support for Charter Pay • Set up school accounts in Charter Pay • Conduct on-site staff training for Charter Pay • Provide on-demand remote training for Charter Pay users • Accept all payments through Charter Pay, processing fees apply per transaction.
<input type="checkbox"/>	Purchase Order Software	<ul style="list-style-type: none"> • Provide client with Purchase Order Software online system school dedicated instance. • Complete initial on-boarding process with client • Complete initial Purchase Order Software programming set up • Provide client staff support for Purchase Order Software • Set up school accounts in Purchase Order Software • Conduct on-site staff training for Purchase Order Software • Provide on-demand remote training for Purchase Order Software • Load Accounts and Budgets in Purchase Order Software
<input type="checkbox"/>	Car Line Software	<ul style="list-style-type: none"> • Provide client with Car Line Software online system

		<p>school dedicated instance.</p> <ul style="list-style-type: none"> • Complete initial on-boarding process with client • Complete initial Car Line Software programming set up • Provide client staff support for Car Line Software • Set up school accounts in Car Line Software • Conduct on-site staff training for Car Line Software • Provide on-demand remote training for Car Line Software • Load student account data in Car Line Software
<input type="checkbox"/>	Facility Financing Readiness Assessment	<ul style="list-style-type: none"> • Complete a school readiness assessment • Secure a facility partner for school based on project needs • Manage the assignment or completion (when appropriate) of the tasks required by the lending institution • Assist the school in gathering or drafting the documents required by the lender and manage the timeline and approaching deadlines by reminding and urging the pertinent parties to complete required tasks for closing
<input checked="" type="checkbox"/>	Foundation Accounting	<ul style="list-style-type: none"> • Assist in the development of a Foundation • Accounting services for Foundation <ul style="list-style-type: none"> • Record Accounts Payable and Receivable • Quarterly P&L • Quarterly Balance Sheet • Bank Reconciliations • Provide financial information to audit firm
<input type="checkbox"/>	Loan Covenant Maintenance	<ul style="list-style-type: none"> • Provide loan covenant maintenance for instruments including: <ul style="list-style-type: none"> • Bonds • Traditional Financing • USDA Loan • Cash on Hand Calculations • Quarterly Balance Sheet Preparation • Quarterly Budget Report • Debt Service Coverage Ratio Calculations
<input type="checkbox"/>	Attend Meetings	<ul style="list-style-type: none"> • Attend Board of Directors, Committee or Staff Meetings as desired by client • Attend meetings in-person or remotely • Prepare and provide pertinent and/or requested information aligned to the objectives of the meeting.
<input type="checkbox"/>	Grants	<ul style="list-style-type: none"> • Complete grant applications in CCIP or other required program • Complete required ongoing grant documentation • Evaluate grant options and make recommendations for applicable grants to school

<input type="checkbox"/>	Board of Directors Recruitment	<ul style="list-style-type: none"> • Collect applications for potential Board Members • Conduct current Board Member and CSP Weighted Rankings of applicants • Facilitate Interviews with Board Search Committee and CSP representative • Board Member and CSP Weighted Rankings after interview • Submit New Board Member Recommendation Assessment to Board of Directors
<input type="checkbox"/>	Lead Administrator Recruitment and Review	<ul style="list-style-type: none"> • Collect applications for potential Lead Administrator • Conduct Board Member and CSP Weighted Rankings of applicants • Facilitate Interviews with Board Committee and CSP representative • Board Member and CSP Weighted Rankings after interviews • Submit Lead Administrator Recommendation Assessment to Board of Directors • Provide annual performance review of Lead Administrator to Board of Directors
<input type="checkbox"/>	Human Resources	<ul style="list-style-type: none"> • Provide access to Human Resources Specialist to staff and Board of Directors • Review personnel decisions/actions for compliance and provide recommendations as necessary • Review and recommend employment policies and procedures
<input type="checkbox"/>	Board of Directors Reporting	<ul style="list-style-type: none"> • Prepare Monthly School Report Card (MSRC) and present to Board <ul style="list-style-type: none"> • MSRC Includes: <ul style="list-style-type: none"> • Academic Performance Data • Enrollment Data • Culture • Charter Goals • School Improvement Plan • Staff • Students • Financials Data
<input type="checkbox"/>	Board of Directors Training	<ul style="list-style-type: none"> • Conduct board trainings at least 3 board meetings per year - (8 Board meetings required) <ul style="list-style-type: none"> • Trainings will cover: <ul style="list-style-type: none"> • Financial Compliance • Charter Law • Board of Directors Responsibilities • Board Policies • Other topics as requested/needed

<input type="checkbox"/>		<ul style="list-style-type: none"> • Provide separate new board member training once per year
<input type="checkbox"/>	Facility Management	<ul style="list-style-type: none"> • Open Bids for Facility Services • Recommend Providers to Board • Manage Facility work orders and ongoing maintenance vendors
<input type="checkbox"/>	Transportation Planning	<ul style="list-style-type: none"> • Create and collect transportation documents from families to ascertain transportation needs • Design transportation plan with routes/stops • Supervise maintenance budget, drivers and bus management
<input type="checkbox"/>	Athletic Program Management	<ul style="list-style-type: none"> • Collect applications for potential Athletic Director • Conduct Board Member and CSP Weighted Rankings of applicants • Facilitate Interviews with Board Committee and CSP representative • Board Member and CSP Weighted Rankings after interviews • Submit Athletic Director Recommendation Assessment to Board of Directors • Review and Advise the Athletic Director on the creation and implementation of the Athletic Plan • Provide annual performance review of Athletic Director to Board of Directors
<input type="checkbox"/>	B&A Care Program Management	<ul style="list-style-type: none"> • Open bids for B&A Care Services • Recommend provider to Board of Directors • Monitor and review the performance of the Provider
<input type="checkbox"/>	Marketing	<ul style="list-style-type: none"> • Manage social media site postings • Prepare marketing copy material • Prepare digital marketing material • Schedule tours/registrations timeline • Select and advise on purchase of public advertisement (billboard, newspaper) as needed • Provide marketing success rate data to Board of Directors
<input type="checkbox"/>	Faculty Handbook	<ul style="list-style-type: none"> • Create Initial Draft • Review and Recommend to Board • Review and Update on an ongoing basis, at least annually
<input type="checkbox"/>	Student Handbook	<ul style="list-style-type: none"> • Create Initial Draft • Review and Recommend to Board • Review and Update on an ongoing basis, at least annually
<input type="checkbox"/>		

<input type="checkbox"/>	Board Policies	<ul style="list-style-type: none"> • Create Initial Draft • Review and Recommend to Board • Review and Update on an ongoing basis, at least annually
<input type="checkbox"/>	Employee Benefits Administration	<ul style="list-style-type: none"> • Review several benefits providers • Develop a comprehensive employee benefits package • Recommend a comprehensive employee benefits package to Board of Directors • Review benefits package annually
<input type="checkbox"/>	Legal	<ul style="list-style-type: none"> • Provide attorney on retainer for: <ul style="list-style-type: none"> • On-demand consultation • Document preparation • Policy review <p>(Legal fees for services beyond those covered by the retainer will be paid by client)</p>
<input type="checkbox"/>	Professional Development	<ul style="list-style-type: none"> • Advise and assist in planning professional development in line with Charter and School Improvement Plan
<input type="checkbox"/>	Benchmark Assessments	<ul style="list-style-type: none"> • Develop benchmark schedule with Testing Coordinator • Assist in the selection benchmark program aligned to State Standards • Analyze benchmark data for inclusion in MSRC
<input type="checkbox"/>	Testing Planning	<ul style="list-style-type: none"> • Develop Testing Calendar, and Testing Implementation Plan with Testing Coordinator • Monitor implementation of testing plan • Analyze testing data for inclusion in MSRC
<input type="checkbox"/>	Licensure	<ul style="list-style-type: none"> • Develop Teacher Licensure Plan & Beginning Teacher Plan • Prepare Licensure report • Review Teacher Individual Yearly Plan for Renewal or Initial Licensure • Review and Approve Teacher Account Submission of Licensure
<input type="checkbox"/>	IT Planning	<ul style="list-style-type: none"> • Assist in the preparation of the Technology Plan • Collect applications for potential IT Director • Conduct Board Member and CSP Weighted Rankings of applicants • Facilitate Interviews with Board Committee and CSP representative • Board Member and CSP Weighted Rankings after interviews • Submit IT Director Recommendation Assessment to Board of Directors • Provide annual performance review of IT Director to Board of Directors

<input type="checkbox"/>	Performance Framework	<ul style="list-style-type: none"> • Monitor Performance Framework timeline • Prepare and Submit required documentation through online system • Assist in the preparation of the school improvement plan if required
<input type="checkbox"/>	New Applicant Start-Up	<ul style="list-style-type: none"> • Assist in New Charter Application Creation • Complete assigned application sections • Review all sections of application • Provide training to new charter applicant • Assist in the completion of the Ready-to-Open process
<input type="checkbox"/>	Charter Renewal	<ul style="list-style-type: none"> • Assist the school in the completion of the Charter renewal process.

Received by:

Name: Ellie Schollmeyer

E.S.

Initials: _____

Signature Certificate

Document Ref.: GXAUQ-EH3QJ-WRPKY-AWJSN

Document signed by:

	<p>Ellie Schollmeyer</p> <p>Verified E-mail: ellie@exploris.org</p> <p>IP: 152.26.211.26 Date: 10 Sep 2019 20:07:40 UTC</p>	 
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