Board Members

- Carla Crow- President
- Deneen Carter- Vice President
- Trayci Nelson- Treasurer
- Judi Lynn Jenkins- Secretary
- Christopher Rentie- Member
- Jennifer Boren- Member
- Jennifer Ruiz- Member
- Beverly Smith-Saffold-Member

REACH Leadership Academy
Regular Board Meeting Agenda
5320 Victoria Avenue

Teleconference Location: 7710 Midfield Avenue, Los Angeles, CA 90045
Monday, October 15, 2012
7:00 PM

1.0	**Call to Order**
	Roll Call <table><tr><td></td><td>PRESENT</td><td>ABSENT</td></tr><tr><td>Mrs. Carla Crow</td><td></td><td></td></tr><tr><td>Mrs. Deneen Carter</td><td></td><td></td></tr><tr><td>Ms. Trayci Nelson</td><td></td><td></td></tr><tr><td>Ms. Judi Lynn Jenkins</td><td></td><td></td></tr><tr><td>Mr. Christopher Rentie</td><td></td><td></td></tr><tr><td>Ms. Jennifer Boren</td><td></td><td></td></tr><tr><td>Mrs. Jennifer Ruiz</td><td></td><td></td></tr><tr><td>Mrs. Beverly Smith-Saffold</td><td></td><td></td></tr></table> • Introduction of Guests 1. 2.
2.0	**Approval of the Agenda** **Motion**: **Second**: **Vote:**
3.0	**Invitation to the Public to Address the Board (3 minutes)**:
4.0	**Pledge of Allegiance**
5.0	**Reports**
5.1	**Executive Director's Report**
5.2	**Financial Update (EdTec) – Appendix A**

6.0	**Consent Agenda – Appendix B**
6.1	**Approval of the September 24, 2012 board minutes:** **Approval of the September Check Register:** **Motion**: **Second**: **Vote:**
7.0	**Action Items**
7.1	**Approval of the Independent Contract for Tian Ricketts - Appendix C**

	Aye	Nay	Abstain	Absent
Carla Crow				
Deneen Carter				
Trayci Nelson				
Judi Lynn Jenkins				
Chris Rentie				
Jennifer Boren				
Jennifer Ruiz				
Beverly Saffold				
Totals:				

7.2	**Proposition 39 – Discussion Item**
8.0	**Board Comments:**
9.0	**Adjournment:** **Motion**: **Second**: **Vote:**

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the rights to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. Any such presentations will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY

Pursuant to Rehabilitation Act of 1973 and that Americans with *Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting REACH Leadership Academy
Telephone: 855-77-REACH (73224)

FOR MORE INFORMATION

For more information concerning this agenda, please contact
REACH Leadership Academy
Telephone: 855-77-REACH (73224)
www.reachleadershipacademy.org

Appendix A

edtec

Business and Development
Specialists for Charter Schools

REACH Leadership Academy

Financial Update

October 15, 2012

edtec.com

T: 213.622.2680 F: 888.663.0126 • 700 S. Flower St. #3212, Los Angeles, CA 90017

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REACH Forecast Update

Currently showing a loss of -$104k

- Actual enrollment is lower than projected: 104 vs 150
  - ADA revenues fell $280k
- 20 day report estimates ADA of 82.74; affects cash flow
- Forecast assumes ADA of 99.84 and forecast does not balance. Tough decisions to be made if the board wants to decrease this deficit.

2012/13 Budget Risk Factors

- Enrollment: maintaining a positive budget depends realizing enrollment and ADA targets. Additional enrollment is great, but keep in mind the later the addition, the smaller the ADA benefit
- Funding Rates
  - Funding rates are subject to change.
  - Any further deterioration of CA's economy may have a negative impact on funding rates beyond the current projected cut of $455 per ADA.
- Federal title funds depends on timely LEA plan approval. We recommend submitting by the end of December, will need to have on board agenda for approval in November or December
- PCSGP
  - Application submitted; one opportunity to apply and receive the grant. Awards will be announced November 26
  - Without this grant, the budget will have a further deficit of $225k and will likely need to close

Cash Flow

- Charter School Capital funds received, cash ok through October. We have just enough for October payroll.
- Actual enrollment is less than what reported to the CDE in July → CDE has currently overpaid and will not pay again until the amount owed to the school exceeds the amount due from the school. PENSEC had 144 ADA, 20 day report has about 84 ADA.
- The school will need cash in November and December. Based on the current negative budget, it is $139k. Depending on the 20 day report, this amount will shift.
- Cash flow for the rest of the year depends on PCSGP ($225k) and the CDE Revolving Loan ($250k). If the school is awarded PCSGP, it would arrive anytime between February and April. The CDE Revolving Loan application has not yet been released. Cash flow currently assumes receipt of both of these funds in April.

Cash Flow

- Cash shortfall can be resolved in the following ways:
  - Fundraising – grants
  - Fundraising – personal donations, events
  - Unsecured/personal loans to the school to bridge the gap
  - Charter School Capital funds the school before P-1 is certified.
  - California Finance Authority has a program to be announced where schools can borrow against the 21% held for the Education Protection Act. This program depends on the tax initiative passing since this 21% will be held until June 20. If the tax initiative does not pass, this 21% starts to get released starting in February 2013. However, it is unknown whether first year schools are eligible.

Next Steps

- Purchases are bare bones for school launch, REACH will need to stay in this conservative mindset at least until we know about the November tax initiative and PCSGP.
- Get out and fundraise to support the school!
- Continue targeted recruiting for students in the communities aimed to serve in the petition.

REACH Leadership Academy
Monthly Cash Forecast
As of most recent monthly close

		2012/13 Actual & 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	Forecast	AP/AR
Beginning Cash		**4,243**	**917**	**117,112**	**30,965**	**(45,290)**	**(91,989)**	**(138,688)**	**94,627**	**(76,718)**	**(123,989)**	**274,684**	**194,249**		
Revenue															
8015	Charter Schools General Purpose Entitlement - State Aid	-	-	-	153,108	-	-	(15,098)	-	9,856	6,623	26,631	13,088	348,919	154,710
8019	State Aid - Prior Years	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096	Charter Schools in Lieu of Prop. Taxes (was 8780)	-	-	29,192	43	8,995	8,995	8,995	8,995	15,742	7,871	7,871	7,871	112,442	7,871
	General Block Grant	-	-	29,192	153,151	8,995	8,995	(6,103)	8,995	25,598	14,494	34,502	20,959	461,361	162,581
	Federal Income	-	-	-	-	-	-	-	-	-	225,000	-	-	255,000	30,000
	Other State Income	-	-	-	27,326	-	-	7,149	-	8,073	695	2,795	1,374	84,843	37,431
	Local Revenues	-	1,350	358	(358)	-	-	-	-	-	-	-	-	1,350	-
	Fundraising and Grants	(1,000)	(4,200)	225	4,975	-	-	-	-	-	-	-	-	-	-
	Total Revenue	**(1,000)**	**(2,850)**	**29,775**	**185,094**	**8,995**	**8,995**	**1,047**	**8,995**	**33,671**	**240,190**	**37,298**	**22,333**	**802,554**	**230,012**
Expenses															
	Compensation & Benefits	-	17,289	23,240	25,224	21,942	21,942	23,996	108,588	22,199	33,832	46,173	73,598	417,133	(891)
	Books & Supplies	669	19,865	69,477	(933)	2,039	2,039	2,039	2,039	2,039	2,039	2,039	2,039	101,393	(4,000)
	Services & Other Operating Expenses	1,657	53,385	37,164	29,945	24,253	24,253	24,253	62,253	34,253	42,920	38,003	19,253	387,589	(4,003)
	Capital Outlay	-	900	-	-	-	-	-	-	-	-	-	-	900	-
	Total Expenses	**2,326**	**91,439**	**129,881**	**54,236**	**48,234**	**48,234**	**50,289**	**172,880**	**58,491**	**78,791**	**86,216**	**94,891**	**907,014**	**(8,894)**
Operating Cash Inflow (Outflow)		**(3,326)**	**(94,289)**	**(100,106)**	**130,858**	**(39,239)**	**(39,239)**	**(49,242)**	**(163,885)**	**(24,820)**	**161,398**	**(48,918)**	**(72,558)**	**(104,460)**	**238,905**
	Revenues - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-		
	Expenses - Prior Year Accruals	-	-	-	-	-	-	-	-	-	-	-	-		
	Accounts Receivable - Current Year	-	-	-	-	-	-	-	-	-	-	-	-		
	Accounts Payable - Current Year	-	2,179	12,954	-	-	-	-	-	-	-	-	-		
	Summerholdback for Teachers	-	1,005	1,005	1,180	1,180	1,180	1,180	1,180	1,180	1,180	1,180	1,180		
	Loans Payable (Current)	-	207,300	-	(208,383)	(8,729)	(8,729)	260,087	(8,729)	(23,721)	(13,995)	(32,786)	(20,066)		
	Loans Payable (Long Term)	-	-	-	-	-	-	-	-	-	250,000	-	-		
	Capital Leases Payable	-	-	-	-	-	-	-	-	-	-	-	-		
	Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-		
	Capital Expenditure	-	-	-	90	90	90	90	90	90	90	90	-		
	Other Balance Sheet Changes	-	-	-	-	-	-	-	-	-	-	-	-		
								21,201							
Ending Cash		**917**	**117,112**	**30,965**	**(45,290)**	**(91,989)**	**(138,688)**	**94,627**	**(76,718)**	**(123,989)**	**274,684**	**194,249**	**102,805**		

REACH Leadership Academy
Budget vs. Actuals
As of most recent monthly close

	Actual			Budget vs. Actual			Budget			
	Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
SUMMARY										
Revenue										
General Block Grant	-	-	29,192	29,192	44,363	(15,171)	665,424	461,361	636,232	432,169
Federal Revenue	-	-	-	-	-	-	299,404	255,000	299,404	255,000
Other State Revenues	-	-	-	-	2,228	(2,228)	116,156	84,843	116,156	84,843
Local Revenues	-	1,350	358	1,708	-	1,708	-	1,350	(1,708)	(358)
Fundraising and Grants	(1,000)	(4,200)	225	(4,975)	-	(4,975)	-	-	4,975	4,975
Total Revenue	**(1,000)**	**(2,850)**	**29,775**	**25,925**	**46,591**	**(20,666)**	**1,080,984**	**802,554**	**1,055,059**	**776,629**
Expenses										
Compensation and Benefits	-	17,289	23,240	40,529	43,855	3,326	434,844	417,133	394,315	376,604
Books and Supplies	669	19,865	69,477	90,011	89,258	(752)	162,037	101,393	72,026	11,382
Services and Other Operating Expenditures	1,657	53,385	37,164	92,206	76,606	(15,600)	420,524	387,589	328,317	295,382
Capital Outlay	-	900	-	900	-	(900)	-	900	(900)	-
Total Expenses	**2,326**	**91,439**	**129,881**	**223,646**	**209,720**	(13,926)	**1,017,405**	**907,014**	**793,759**	**683,368**
Operating Income (excluding Depreciation)	**(3,326)**	**(94,289)**	**(100,106)**	**(197,721)**	**(163,129)**	**(34,592)**	**63,580**	**(104,460)**	**261,300**	**93,261**
Operating Income (including Depreciation)							63,580	(103,560)	260,400	93,261
Fund Balance										
Beginning Balance (Unaudited)							-	-		
Audit Adjustment							-	-		
Beginning Balance (Audited)							-	-		
Operating Income (including Depreciation)							63,580	(103,560)		
Ending Fund Balance (including Depreciation)							**63,580**	**(103,560)**		

REACH Leadership Academy
Budget vs. Actuals
As of most recent monthly close

	Actual			Budget vs. Actual			Budget			
	Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
Detail										
Enrollment Summary										
K-3							150	104		
Total Enrolled							**150**	**104**		
ADA %										
K-3							96%	96%		
Average							**96%**	**96%**		
ADA										
K-3							144.0	99.8		
Total ADA							**144.0**	**99.8**		
FTE's							13	12		
Teachers							4	4		
New Teachers							5	5		
New Classrooms							5	5		
# of school days							185	185		

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

		Actual			Budget vs. Actual			Budget			
		Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
REVENUE											
General Block Grant										-	-
8015	Charter Schools General Purpose Entitlement - State Aid	-	-	-	-	15,172	-	503,248	348,919	503,248	348,919
8019	State Aid - Prior Years	-	-	-	-	-	-	-	-	-	-
8096	Charter Schools in Lieu of Prop. Taxes (was 8780)	-	-	29,192	29,192	29,192	58,384	162,176	112,442	132,984	83,250
		-	-	29,192	29,192	44,363	58,384	665,424	461,361	636,232	432,169
8100	**Federal Revenue**	-	-	-							
8220	Child Nutrition Programs	-	-	-	-	-	-	44,404	-	44,404	-
8291	Title I	-	-	-	-	-	-	27,750	27,750	27,750	27,750
8292	Title II	-	-	-	-	-	-	2,250	2,250	2,250	2,250
8298	Implementation Grant	-	-	-	-	-	-	225,000	225,000	225,000	225,000
	SUBTOTAL - Federal Income	-	-	-	-	-	-	299,404	255,000	299,404	255,000
8300	**Other State Revenues**	-	-	-							
8311	Other State Apportionments - Current Year	-	-	-	-	-	-	-	-	-	-
8319	Other State Apportionments - Prior Years	-	-	-	-	-	-	-	-	-	-
8520	Child Nutrition - State	-	-	-	-	-	-	1,553	-	1,553	-
8545	School Facilities Apportionments	-	-	-	-	-	-	-	-	-	-
8560	State Lottery Revenue	-	-	-	-	-	-	20,412	14,152	20,412	14,152
8590	All Other State Revenue	-	-	-	-	-	-	-	-	-	-
8592	Categorical Block Grant	-	-	-	-	1,728	(1,728)	57,312	39,718	57,312	39,718
0	Educationally Disadvantaged Block Grant				-	500	(500)	16,575	16,896	16,575	16,896
8593	New School Categorical	-	-	-	-	-	-	18,288	12,680	18,288	12,680
8594	Charter Mandates Block Grant	-	-	-	-	-	-	2,016	1,398	2,016	1,398
	SUBTOTAL - Other State Income	-	-	-	-	2,228	(2,228)	116,156	84,843	116,156	84,843
8600	**Other Local Revenue**										
8631	Sales	-	-	-	-	-	-	-	-	-	-
8660	Interest	-	-	-	-	-	-	-	-	-	-
8690	Other Local Revenue	-	-	-	-	-	-	-	-	-	-
8693	Field Trips	-	-	-	-	-	-	-	-	-	-
8699	All Other Local Revenue	-	-	-	-	-	-	-	-	-	-
8999	Uncategorized Revenue	-	1,350	-	1,350	-	1,350	-	1,350	(1,350)	-
	SUBTOTAL - Local Revenues	-	1,350	358	1,708	-	1,708	-	1,350	(1,708)	(358)
8800	**Donations/Fundraising**	-	-	-							
8802	Donations - Private	(1,000)	(4,200)	25	(5,175)	-	(5,175)	-	-	5,175	5,175
	SUBTOTAL - Fundraising and Grants	(1,000)	(4,200)	225	(4,975)	-	(4,975)	-	-	4,975	4,975
TOTAL REVENUE		**(1,000)**	**(2,850)**	**29,775**	**25,925**	**46,591**	**52,889**	**1,080,984**	**802,554**	**1,055,059**	**776,629**
						-					-

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

		Actual			Budget vs. Actual				Budget		
		Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
EXPENSES											
Compensation & Benefits											
1000	**Certificated Salaries**	-	-	-							
1100	Teachers Salaries	-	15,273	15,273	30,545	21,818	(8,727)	120,000	120,000	89,455	89,455
1101	Teacher - Stipends	-	-	-	-	-	-	20,000	20,000	20,000	20,000
1103	Teacher - Substitute Pay	-	-	-	-	266	266	2,664	2,664	2,664	2,664
1300	Certificated Supervisor & Administrator Salaries	-	-	-	-	7,818	7,818	178,000	188,000	178,000	188,000
	SUBTOTAL - Certificated Employees	**-**	**15,273**	**15,273**	**30,545**	**29,903**	**(643)**	**320,664**	**330,664**	**290,119**	**300,119**
2000	**Classified Salaries**										
2100	Classified Instructional Aide Salaries	-	-	2,909	2,909	2,592	(317)	25,920	17,280	23,012	14,372
2400	Classified Clerical & Office Salaries	-	-	2,500	2,500	-	(2,500)	25,000	22,417	22,500	19,917
2928	Other Classified - Food	-	-	-	-	-	-	9,000	-	9,000	-
	SUBTOTAL - Classified Employees	**-**	**-**	**5,409**	**5,409**	**2,592**	**(2,817)**	**59,920**	**39,697**	**54,512**	**34,288**
3000	**Employee Benefits**										
3100	STRS	-	1,260	1,260	2,520	2,446	(74)	26,235	27,060	23,715	24,540
3300	OASDI-Medicare-Alternative	-	237	654	891	1,004	114	9,444	8,417	8,553	7,526
3400	Health & Welfare Benefits	-	-	-	-	-	-	-	-	-	-
3500	Unemployment Insurance	-	519	644	1,164	2,765	1,601	5,913	5,136	4,749	3,972
3600	Workers Comp Insurance	-	-	-	-	4,995	4,995	11,418	4,815	11,418	4,815
3700	Retiree Benefits	-	-	-	-	149	149	1,250	1,345	1,250	1,345
	SUBTOTAL - Employee Benefits	**-**	**2,016**	**2,559**	**4,575**	**11,360**	**6,785**	**54,260**	**46,772**	**49,685**	**42,198**

REACH Leadership Academy
Budget vs. Actuals
As of most recent monthly close

		Actual			Budget vs. Actual			Budget			
		Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
4000	**Books & Supplies**	-	-	-							
4100	Approved Textbooks & Core Curricula Materials	-	-	37,875	37,875	36,000	(1,875)	45,000	40,000	7,125	2,125
4315	Custodial Supplies	-	-	-	-	164	164	900	900	900	900
4320	Educational Software	-	-	-	-	1,200	1,200	1,500	1,500	1,500	1,500
4325	Instructional Materials & Supplies	-	-	-	-	6,000	6,000	7,500	5,200	7,500	5,200
4330	Office Supplies	-	-	2,522	2,522	327	(2,195)	1,800	1,800	(722)	(722)
4345	Non Instructional Student Materials & Supplies	-	-	1,063	1,063	-	(1,063)	-	-	(1,063)	(1,063)
4410	Classroom Furniture, Equipment & Supplies	-	19,865	8,669	28,533	12,000	(16,533)	15,000	27,025	(13,533)	(1,508)
4420	Computers (individual items less than $5k)	669	-	17,940	18,609	27,968	9,358	27,968	17,968	9,358	(642)
4423	Classroom Noncapitalized items 1	-	-	-	-	-	-	17,907	-	17,907	-
4430	Non Classroom Related Furniture, Equipment & Supplies	-	-	1,408	1,408	5,600	4,192	7,000	7,000	5,592	5,592
4710	Student Food Services	-	-	-	-	-	-	37,463	-	37,463	-
	SUBTOTAL - Books and Supplies	**669**	**19,865**	**69,477**	**90,011**	**89,258**	**(752)**	**162,037**	**101,393**	**72,026**	**11,382**

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

		Actual			Budget vs. Actual			Budget			
		Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
5000	**Services & Other Operating Expenses**										
5200	Travel & Conferences	-	-	-	-	250	250	1,000	-	1,000	-
5220	Travel and Lodging	-	3,317	-	3,317	-	(3,317)	-	3,317	(3,317)	0
5225	Travel - Meals & Entertainment	-	262	-	262	-	(262)	-	262	(262)	(0)
5305	Dues & Membership - Professional	-	-	-	-	275	275	2,750	1,320	2,750	1,320
5310	Subscriptions	-	-	1,200	1,200	-	(1,200)	-	1,200	(1,200)	-
5450	Insurance - Other	-	-	-	-	2,250	2,250	9,000	9,985	9,000	9,985
5605	Equipment Leases	-	-	-	-	1,818	1,818	10,000	10,000	10,000	10,000
5610	Rent	-	8,237	11,079	19,316	-	(19,316)	100,000	103,000	80,684	83,684
5803	Accounting Fees	-	-	-	-	-	-	8,750	8,750	8,750	8,750
5809	Banking Fees	-	35	80	115	-	(115)	-	-	(115)	(115)
5812	Business Services	530	80	15,062	15,672	15,863	190	63,452	60,000	47,779	44,328
5820	Consultants - Non Instructional - Custom 1	-	150	-	150	-	(150)	-	-	(150)	(150)
5824	District Oversight Fees	-	-	1,232	1,232	1,344	112	7,393	5,180	6,161	3,948
5836	Fingerprinting	-	81	-	81	576	495	720	720	639	639

REACH Leadership Academy
Budget vs. Actuals
As of most recent monthly close

		Actual			Budget vs. Actual			Budget			
		Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
5843	Interest - Loans Less than 1 Year	-	9,662	-	9,662	-	(9,662)	-	-	(9,662)	(9,662)
5845	Legal Fees	-	5,000	1,275	6,275	500	(5,775)	5,000	5,000	(1,275)	(1,275)
5848	Licenses and Other Fees	-	7,027	-	7,027	7,632	605	76,319	76,319	69,292	69,292
5851	Marketing and Student Recruiting	793	1,750	15	2,558	5,000	2,442	5,000	5,000	2,442	2,442
5854	Consultants - Other 1	-	15,000	-	15,000	17,500	2,500	35,000	35,000	20,000	20,000
5855	Consultants - Other 2	-	1,902	1,900	3,802	2,000	(1,802)	2,000	2,000	(1,802)	(1,802)
5857	Payroll Fees	-	177	109	286	262	(25)	1,440	1,440	1,154	1,154
5863	Professional Development	-	-	2,025	2,025	5,009	2,984	27,550	10,000	25,525	7,975
5872	Special Education Encroachment	-	-	-	-	8,973	8,973	49,349	34,216	49,349	34,216
5881	Student Information System	-	-	-	-	5,800	5,800	7,250	6,560	7,250	6,560
5896	Internet/Website consulting	85	425	150	660	-	(660)	-	-	(660)	(660)
5899	Miscellaneous Operating Expenses	-	-	2,227	2,227	-	(2,227)	-	-	(2,227)	(2,227)
5910	Communications - Internet / Website Fees	90	-	-	90	327	237	1,800	1,800	1,710	1,710
5915	Postage and Delivery	-	-	70	70	136	66	750	520	680	450
5920	Communications - Telephone & Fax	159	280	506	945	1,091	146	6,000	6,000	5,055	5,055
	SUBTOTAL - Services & Other Operating Exp.	**1,657**	**53,385**	**37,164**	**92,206**	**76,606**	**(15,600)**	**420,524**	**387,589**	**328,317**	**295,382**

REACH Leadership Academy
Budget vs. Actuals
As of most recent monthly close

		Actual			Budget vs. Actual				Budget		
		Jul	Aug	Sep	Actual YTD	Budget YTD	Variance (YTD less Budget)	Approved Budget	Current Forecast	Budget Remaining	Forecast Remaining
6000	**Capital Outlay**										
6200	Buildings & Improvement of Buildings	-	900	-	900	-	(900)	-	900	(900)	-
	SUBTOTAL - Capital Outlay	**-**	**900**	**-**	**900**	**-**	**(900)**	**-**	**900**	**(900)**	**-**
TOTAL EXPENSES		**2,326**	**91,439**	**129,881**	**223,646**	**209,720**	**(13,926)**	**1,017,405**	**907,014**	**793,759**	**683,368**
6900	**Total Depreciation (includes Prior Years)**	**-**	**-**	**-**	**-**	**-**	-	**-**	**-**	**-**	**-**
TOTAL EXPENSES including Depreciation		**2,326**	**90,539**	**129,881**	**222,746**	**209,720**	**(13,026)**	**1,017,405**	**906,114**	**794,659**	**683,368**

Appendix B

Board Members

- Carla Crow- President
- Deneen Carter- Vice President
- Trayci Nelson- Treasurer
- Judi Lynn Jenkins- Secretary
- Christopher Rentie- Member
- Jennifer Boren- Member
- Jennifer Ruiz- Member
- Beverly Smith-Saffold-Member

REACH Leadership Academy
Board Meeting Minutes
5320 Victoria Avenue
Riverside, CA 92506

1.0	**Call to Order: 7:05 By REACH Board Memeber Treasurer Trayci Nelson**
	Roll Call <table><tr><td></td><td>PRESENT</td><td>ABSENT</td></tr><tr><td>Mrs. Carla Crow</td><td></td><td>x</td></tr><tr><td>Mrs. Deneen Carter</td><td></td><td>x</td></tr><tr><td>Ms. Trayci Nelson</td><td>x</td><td></td></tr><tr><td>Ms. Judi Lynn Jenkins</td><td>x</td><td></td></tr><tr><td>Mr. Christopher Rentie</td><td>x</td><td></td></tr><tr><td>Ms. Jennifer Boren</td><td>x</td><td></td></tr><tr><td>Mrs. Jennifer Ruiz</td><td></td><td>x</td></tr><tr><td>Mrs. Beverly Smith-Saffold</td><td></td><td>x</td></tr></table> • Introduction of Guests 1. Shannon Flores- PTO Parent Board Rep 2. Carol Heller- Vice Pres. PTO 3. Kristin Snider Present PTO
2.0	**Approval of the Agenda** **Motion**: Jennifer Boren **Second**: Chris Rentie **Vote: U**
3.0	**Invitation to the Public to Address the Board (3 minutes)**: Kristin Snider- Asked how monies raised through the PTO (that may be deposited into the school's account) may be redistributed back to the PTO.
4.0	**Pledge of Allegiance**
5.0	**Reports**
5.1	**Executive Director's Report-** Dr. Rentie updated board members on enrollment, parents participation, grants and the campaign to increase enrollment.
5.2	**Financial Update (EdTec) – Appendix A- Dorthy from EdTec** Provided a financial

	update to the Board.
6.0	**Consent Agenda – Appendix B**
6.1	**Approval of the July 30, 2012 board minutes:** **Motion**: Jennifer Boren **Second**: Chris Rentie **Vote: U** **Approval of the August Check Register:** **Motion**: Jennifer Boren **Second**: Chris Rentie **Vote: U**
7.0	**Action Items**
7.1	**Approval of the Revised School Calendar, Bell Schedule and Instructional Minutes- Appendix C**

	Aye	Nay	Abstain	Absent
Carla Crow				**x**
Deneen Carter				**x**
Trayci Nelson	**x**			
Judi Lynn Jenkins	**x**			
Chris Rentie	**x**			
Jennifer Boren	**x**			
Jennifer Ruiz				**x**
Beverly Saffold				**x**
Totals:				
	4			**4**

Motion: Jennifer Boren **Second:** Chris Rentie **Vote**: U

7.2	**Approval of the CCSA JPA Agreement**

	Aye	Nay	Abstain	Absent
Carla Crow				**x**
Deneen Carter				**x**
Trayci Nelson	**x**			
Judi Lynn Jenkins	**x**			
Chris Rentie	**x**			
Jennifer Boren	**x**			
Jennifer Ruiz				**x**
Beverly Saffold				**x**
Totals:	**4**			**4**

Motion: Chris Rentie **Second:** Jennifer Boren **Vote**: U

7.3 **Adopt Resolution 09242012_1 authorizing the temporary appointment of Judi Lynn Jenkins as Office Manager**

	Aye	Nay	Abstain	Absent
Carla Crow				x
Deneen Carter				x
Trayci Nelson	x			
Judi Lynn Jenkins				
Chris Rentie	x			
Jennifer Boren	x			
Jennifer Ruiz				x
Beverly Saffold				x
Totals:	**3**			**4**

Judi Lynn Jenkins, recused herself from the vote due to conflict of interest.

Motion: Jennifer Boren **Second**: Chris Rentie **Vote**: U

7.4 **Approval of the Employee Handbook**

	Aye	Nay	Abstain	Absent
Carla Crow				x
Deneen Carter				x
Trayci Nelson	x			
Judi Lynn Jenkins	x			
Chris Rentie	x			
Jennifer Boren	x			
Jennifer Ruiz				x
Beverly Saffold				x
Totals:	**4**			**4**

Motion: Chris Rentie **Second:** Jennifer Boren **Vote: U**

7.5 **Approval of the Employment Contracts/At Will Agreement**

	Aye	Nay	Abstain	Absent
Carla Crow				x
Deneen Carter				x
Trayci Nelson	x			
Judi Lynn Jenkins	x			
Chris Rentie	x			
Jennifer Boren	x			
Jennifer Ruiz				X
Beverly Saffold				x
Totals:	4			4

Motion: Jennifer Boren **Second:** Chris Rentie **Vote:** U

8.0 **Adjournment: 8:35pm**

Motion: Judi Lynn Jenkins **Second**: Jennifer Boren **Vote: U**

THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

Notice is hereby given that the order of consideration of matters on this agenda may be changed without prior notice.

REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

The Governing Board's presiding officer reserves the rights to impose reasonable time limits on public testimony to ensure that the agenda is completed.

SPECIAL PRESENTATIONS MAY BE MADE

Notice is hereby given that, consistent with the requirements of the *Bagley-Keene Open Meeting Act*, special presentations not mentioned in the agenda may be made at this meeting. Any such presentations will be for information only.

REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH DISABILITY

Pursuant to Rehabilitation Act of 1973 and that Americans with *Disabilities Act of 1990*, any individual with a disability who requires reasonable accommodation to attend or participate in this meeting of the Governing Board may request assistance by contacting REACH Leadership Academy
Telephone: 855-77-REACH (73224)

FOR MORE INFORMATION

For more information concerning this agenda, please contact
REACH Leadership Academy
Telephone: 855-77-REACH (73224)
www.reachleadershipacademy.org

Check Register

REACH Leadership Academy
September 2012

Grand Total 90,039.34

Vendor	Check Number	Date	Description	Check Amount
Wire Transfer	DB091112	9/11/2012	DB091112 Apple	15,031.73
Wire Transfer	DB091112A	9/11/2012	DB091112A - (Need Back Up)	33,202.38
Eduardo Aguilar	3261	9/5/2012	Reimb: Travel & Food	57.00
Bailey Boyd	3262	9/5/2012	Reimb: Food & Transportation	65.82
Anne Dumire	3263	9/5/2012	Reimb: Food & Travel	198.33
Sarah Lopez	3264	9/5/2012	Reimb: Food & Transportation	48.52
Ashley Peebles	3265	9/5/2012	Reimb: Food & Travel	48.48
Chris Rentie	3266	9/5/2012	Reimb: Personal Short-Term Loan & Van Rental	1,699.55
Virgie Rentie	3267	9/5/2012	Reimb: Gas/Car Rental	60.84
Mt. Rubidoux SDA Church	3268	9/5/2012	Lease - Sept 2012	5,000.00
AT&T	3269	9/12/2012	Acct#95127588201316: Montly Svc: 8/23/12 - 9/22/12	457.71
AT&T	3270	9/12/2012	Acct#95177696982190: Monthly Svc: 8/28/12 - 9/27/12	38.56
California Charter Schools Conference	3271	9/12/2012	Conference Fees	1,200.00
CDI Computer Dealers Inc.	3272	9/12/2012	Computers & Equipment	1,146.00
CM School Supplies	3273	9/12/2012	Classroom Supplies & Equipment	8,965.50
Ritt, Tai, Thvedt & Hodges, LLP	3274	9/12/2012	Legal Fees	881.40
Singapore Math	3275	9/12/2012	Textbooks	4,673.06
Beverly Smith	3276	9/12/2012	Professional Development	125.00
The Pi Project	3277	9/12/2012	Professional Development	1,900.00
Judi Lynn Jenkins	3278	9/26/2012	Independent Contractor - Office Mgr (Sub)	1,900.00
Ritt, Tai, Thvedt & Hodges, LLP	3279	9/26/2012	Legal Fees	393.75
Staples	3280	9/26/2012	Cust#LA10025177: Classroom Equipment & Office Supplies	3,550.20
Teachers on Reserve	3281	9/26/2012	Cust#REACH0002: Teachers on Reserve	233.20
Mt. Rubidoux SDA Church	3282	9/27/2012	Lease - Oct 2012	5,000.00
Stromma Systems	3283	9/27/2012	Marketing, Website Development and Maint - Oct 2012	150.00
The Bishop of the Protestant Episcopal Church	3284	9/27/2012	Loan Repayment - Oct 2012	1,079.00
Kristen Grigsby	3285	9/27/2012	Reimb: Storage Shed	300.62
Virgie Rentie	3286	9/27/2012	Reimb: Classroom Furniture, Office Supplies, Phone/Fax, Marketing	2,013.16
Staples	3287	9/27/2012	Cust#LA10025177: Classroom Equipment	79.65
Lowe's	M3028	9/3/2012	M3028; dated 9/3/12; Lowe's	37.26
Big 5	M3028A	9/3/2012	M3028A; dated 9/3/12; Big 5	34.40
Radio Shack	M3029	9/4/2012	M3029; dated 9/4/12; Radio Shack	207.13

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Vendor	Check Number	Date	Description	Check Amount
Radio Shack	M3032	9/9/2012	M3032; dated 9/9/12; Radio Shack	86.19
Lowe's	M9033	9/10/2012	M9033; dated 9/10/12; Lowe's	174.90

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.

Appendix C

INDEPENDENT CONTRACTOR AGREEMENT

This Independent Contract Agreement (the "Agreement") is entered into by and between REACH Leadership Academy (the "Company") and Tina Ricketts (the "Contractor") (collectively, the "Parties").

1. SERVICES OF CONTRACTOR

    a. Contractor agrees to perform the services related to CELDT Assessments, inputting test data, updating AERIES with assessment results.

    b. Contractor will determine the method, details, and means of performing the Services.

    c. Contractor may, at Contractor's own expense, use employees or other Subcontractors to perform the Services under this Agreement.

2. COMPENSATION

    a. Company agrees to pay Contractor $30.00 per hour for the Services. Contractor will bill Company monthly for services rendered.

    b. Contractor shall be responsible for all expenses incurred in association with the performance of the Services.

3. TERM OF AGREEMENT

    a. To become effective, this Agreement must be signed and dated by both Parties. The date of the most recent signature by either of the Parties shall be the effective date of the Agreement.

    b. This Agreement will terminate on the completion of the Services or until terminated as set forth below.

    c. Either party may terminate this Agreement at any time and for any reason by giving thirty (30) days written notice to the other party.

    d. This Agreement terminates automatically on the occurrence of any of the following events: (a) bankruptcy or insolvency of either party; (b) sale of the business of either party; (c) death of either party.

4. RELATIONSHIP OF THE PARTIES

    a. Contractor enters into this Agreement as, and shall continue to be, an independent contractor. Under no circumstances shall Contractor look to Company as his/her employer, or as a partner, agent, or principal. Contractor shall not be entitled to any benefits accorded to Company's employees including worker's compensation, disability insurance, vacation or sick pay.

b. Contractor shall pay, when and as due, any and all taxes incurred as a result of Contractor's compensation, including estimated taxes, and shall provide Company with proof of payment on demand. Contractor indemnifies Company for any claims, losses, costs, fees, liabilities, damages or injuries suffered by Company arising out of Contractor's breach of this section.

c. Contractor agrees to devote up to twenty (20) hours per week to performance of the Services. Consistent with this requirement, Contractor may represent, perform services for, or be employed by any additional persons, or companies as Contractor sees fit.

5. CONTRACTOR'S REPRESENTATIONS AND INDEMNIFICATION

a. Contractor represents that Contractor has the qualifications and ability to perform the Services in a professional manner, without the advice, control or supervision of Company. Contractor shall be solely responsible for the professional performance of the Services, and shall receive no assistance, direction, or control from Company. Contract shall have sole discretion and control of Contractor's services and the manner in which performed.

b. Contractor shall and does hereby indemnify, defend and hold harmless Company, and Company's officers, directors, and shareholders from and against any and all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, and reasonable attorney fees and costs, that Company may incur or suffer and that result from, or are related to any breach or failure of Contractor to perform any of the representations, warranties and agreements contained in this Agreement.

6. OWNERSHIP OF INTELLECTUAL PROPERTY

a. The written, printed, graphic, or electronically recorded materials furnished by Company for use by Contractor are Proprietary Information and the property of Company. Proprietary Information also includes, but is not limited to, specific customer requirements, customer and potential customer lists, including information concerning Company's employees, agents, or divisions, and pricing information.

b. Contractor will maintain in confident and will not, directly or indirectly, disclose or use, either during or after the term of this Agreement, any Proprietary Information or confidential information or know-how belonging to Company, whether or not I is in written or permanent form, except to the extent necessary to perform the Services. On termination of Contractor's services to the Company, or at the request of Company before termination, Contractor shall deliver to Company all material in Contractor's possession relating to Company's business. The obligations concerning Proprietary Information extend to information belonging to customers and suppliers of Company about whom Contractor may have gained knowledge as a result of performing the Services.

7. MISCELLANEOUS PROVISIONS

a. **Notices.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been duly given if delivered, addressed or faxed according to the contact information below.

REACH Leadership Academy, Inc

231 E. Alessandro Blvd., Ste A-408

Riverside, CA 92508

Tina Ricketts

16517 Rancho Escondido

Riverside, CA 92506

b. **Amendments; Waiver.** No supplement, modification or amendment of this Agreement shall be binding unless executed in writing by all the parties. No waiver of any of the provisions of this Agreement shall be deemed, or shall constitute, a waiver of any other provision, whether or not similar, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

c. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties pertaining to its subject matter hereof and supersedes all prior and contemporaneous agreements, representations and understandings of the parties relating to such subject matter.

d. **Choice of Law.** The Agreement shall be construed in accordance with, and governed by, the laws of the State of California, without giving effect to the conflicts of law provisions thereof.

e. **Severability.** In the event that any one or more of the provisions contained in this Agreement, or the application thereof in any circumstances, is held invalid, illegal or unenforceable in any respect for any reason in any jurisdiction, the validity, legality and enforceability in such jurisdiction of any such provision in every other respect and of the remaining provisions contained in this Agreement shall not be in any way impaired thereby, nor shall the validity, legality or enforceability in any other jurisdiction of such provision or of any other provision contained in this Agreement be in any way impaired

thereby, it being intended that all of the rights and privileges of the parties hereto shall be enforceable to the fullest extent permitted by law.

f. **Counterparts; Facsimile Signatures.** This Agreement may be executed in counterparts, each of which shall be deemed an original, but both of which together will constitute one and the same instrument. All signatures of the parties to this Agreement may be transmitted by facsimile, and such facsimile will, for all purposes, be deemed to be the original signature of such party whose signature it reproduces and will be binding upon such party.

g. **Headings.** The subject headings of the articles, sections, paragraphs and subparagraphs of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

WHEREAS, the foregoing Agreement is executed by:

Dated: _____ _____

Contractor

Dated: _____ _____

Company

EXHIBIT A – INDEPENDENT CONTRACTOR SCOPE OF SERVICES

The Contractor shall work no more than twenty (25) hours per week. In no event shall the Contractor work more than 25 hours per week without prior written approval from Company.

The Contractor shall begin providing the Services identified herein on April 30, 2012 and will continue to provide services weekly until July 31, 2012. In no event shall the Contractor perform any Services after July 31, 2012 without prior written approval from Company.

The Contractor is in the business of providing general office and administrative services on an as needed business to various companies and clients. For this engagement, the Contractor will provide administrative support services to the Company by conducting general office duties and activities, including receiving and handling information.

Specific Services to be provided include the following:

- making and receiving phone calls;
- handling inquiries and incoming requests;
- checking and distributing documents and correspondence;
- sending emails;
- typing documents;
- organizing meetings and appointments;
- preparing outgoing mail; and
- assisting with event planning.