



Element Education

Empowering Students to Discover Their Element

Community Montessori and Dimensions Collaborative School

AGENDA

**Regular Board Meeting
Element Education, Inc.
April 1, 2020
1:30 P.M. Public Meeting**

BOARD MEMBERS

**Barbara Rohrer – President (2020)
Rosella Childers Vice President (2021)
Tim Tweeten – Board Clerk (2020)
Rebecca Raymond (2020)
Briana Schultz (2020)**

NON-VOTING MEMBERS

Terri Novacek – Executive Director

LOCATION

Please Use Link Below to Begin Meeting:

<https://global.gotomeeting.com/join/980274821>

PURPOSE

The purpose of Element Education, Inc. (EEI) is to develop and operate charter schools which create avenues for “new instruction, new management, and new governance in public schools.” The organization operates from a place of Servant Leadership in supporting the elements of personalized learning.

VISION

The vision of EEI is to create model programs for deep and meaningful learning and attract and develop innovative and effective educators who instill the mindset and skills for developing agency in, and ownership of, life-long learning.

MISSION

The mission of its schools and programs is to promote a culture of mastery, autonomy, and purpose for all stakeholders through personalized learning plans developed with insight and experience of learning styles, appropriate resources, and learning networks for success in work, life, and citizenship.

1. OPENING PROVISIONS

- 1.a. Call to Order and Establishment of Quorum
- 1.b. Pledge of Allegiance
- 1.c. Approval of Agenda
- 1.d. Disclosure of Board actions from Closed Session, pursuant to Government Code 54957.

2. RECOGNITIONS AND PRESENTATIONS

- 2.a. Recognition: Brandon Jones, Dimensions Collaborative School Instructor and Emily Snow, Assistant Registrar.
- 2.b. Presentation: Community Montessori (CM), Roland Yung
- 2.c. Presentation: Dimensions Collaborative School (DCS), Tony Drown



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3. COMMUNICATIONS - Agenda and Non-Agenda Items

Individual speakers shall be allowed three (3) minutes to address the Board on each agenda or non-agenda item (public comments at Special Board meetings are limited to agenda items only). The Board shall limit to 21 minutes the total time for public input on each item. A person who wishes to address the Board must complete a Speaker Card and indicate the topic of the agenda item on which he/she wishes to speak. The Speaker Card shall be submitted to the Secretary of the Board or designee prior to the commencement of the meeting. Speaker Cards related to items specified on the meeting agenda will also be accepted during the meeting if submitted prior to the Board's consideration of the item.

3.a. Public

3.b. Members of the Board

4. APPROVAL OF CONSENT ITEMS

Quick Summary / Abstract:

Items listed in this section are considered routine and are acted on by the Board in one motion. It is understood that the Executive Director recommends approval on all Consent Items. Each item of the Consent agenda approved by the Board shall be deemed to have been considered in full and adopted as recommended.

4.a. Approval of Minutes of Regular Meeting on March 4, 2020

4.b. Ratification of Check Run for February 2020.

5. DISCUSSION/INFORMATION ITEMS - NO ACTION

5. a. Chief Business Officer Report

1. Financial Position of Schools
2. Facility Management
3. Technology Update

5. b. Director of Human Resources Report

1. Employment Activity
2. Professional Learning Activity
3. Remote Worker Procedure

5. c. Executive Director Report

1. Material Revision Update
2. Key Dates for 21-22

6. ACTION ITEMS

6.a. Element Education

1. Consideration of 20-21 Calendar
2. Consideration of Revised 20-21 Key Dates
3. Consideration of Executive Authority Related to COVID-19



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7. FUTURE AGENDA ITEMS

Quick Summary/Abstract:

Items for next Agenda (Future Agenda items are not considered on the agenda and Board Members will not be able to discuss per the Brown Act)

8. NEXT MEETING DATE - Regular Board Meeting

Date: April 29, 2020
Location: Escondido Administrative Office
Time: 1:30 PM

9. ADJOURNMENT

DISABILITY INFORMATION:

In accordance with the Americans with Disabilities Act, if accommodations are required, please call the Board Secretary 48 hours in advance at (760) 703-9997 and every effort will be made to accommodate your request. In compliance with Government Code section 54957.5, non-exempt writings that are distributed to a majority or all of the board in advance of a meeting, may be viewed at 1441 Montiel Road #143 Escondido, CA 92026; at our website at www.myelement.org, or at the scheduled meeting. In addition, if you would like a copy of any record related to an item on the agenda, please contact Susan Michaels at (760) 703-9997.

Published:

I, Susan Michaels, Board Secretary Designee of Element Education, Inc., hereby certify that I posted a copy of the foregoing agenda in the lobby of the Administrative Office at 1441 Montiel Road, Ste. 143, Escondido, CA 92026 at least 72 hours prior to the meeting, in accordance with Govt. Code Sec. 54954.2

Date: _____



To: Members of the Board
From: Terri Novacek
Subject: March 4, 2020
Meeting Minutes
Scope: Element Education

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background: In accordance with the Brown Act, minutes are recorded at every Board meeting. The minutes are typed and presented to the Board at the following meeting for review and approval.

Quick Summary/Abstract: The meeting minutes for the March 4, 2020 Board Meeting are provided here for Board review.

Financial Impact: N/A

Recommended Motion: Approve Meeting Minutes.

Agenda Item #: 4.a.



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MEETING MINUTES

Regular Board Meeting
Element Education, Inc.
March 4, 2020
1:00 P.M. Closed Session
1:30 P.M. Public Meeting

NON-VOTING MEMBERS:

Terri Novacek – Executive Director

ELEMENT STAFF MEMBERS:

Roland Yung, Community Montessori School Director
Tony Drown, Dimensions Collaborative School Director
Kiran Sihota, Director of Human Resources
Earl Otte, Community Montessori Lead Manager
Susan Michaels, Executive Assistant

BOARD MEMBER NOMINEE:

Briana Schultz

LOCATIONS

1441 Montiel Road #143
Escondido, CA 92026

1816 Oak Hill Drive
Escondido, CA 92026

3751 Mary Lane
Escondido, CA 92026

12370 Adobe Ridge Road
Poway, CA 92064

4646 Mission Gorge Place
San Diego, CA 92120

1800 North Broadway
Escondido, CA 92026

9580 Carlton Hills
Santee, CA 92071

6797 Embarcadero Lane
Carlsbad, CA 92011

1. OPENING PROVISIONS

1.a. Call to Order and Roll Call

1:01 p.m.

Members present: Childers, Raymond, Rohrer,

Members absent: Tweeten

Secretary: Novacek

Recording Secretary: Michaels

1.b. No public comments related to closed session.

1.c. Adjourn to Closed Session.

2. CLOSED SESSION

3. PUBLIC SESSION

3.a. Ms. Rohrer called meeting to order and a quorum was established.

3.b. Ms. Childers led the Pledge of Allegiance.

3.c. The Agenda was approved with the following additions:

9.b.2. Consideration of Second Interim Budget for Community Montessori

9.c.1. Consideration of Second Interim Budget for Dimensions Collaborative School

Approved on:

MSC (Childers/Raymond) to approve Agenda. Motion passed (3-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, **Nays:** None **Abstain:** None

3.d. Ms. Rohrer stated there was no action taken during closed session.

4. RECOGNITIONS AND PRESENTATIONS

4.a. Recognition: Mr. Drown recognized Ms. Charlotte Byrne, Career Technical Education (CTE) Specialist, for her 16 years of exemplary service, commitment, and leadership in building the CTE program.

4.b. Presentation: Mr. Yung reported the lottery for fall 2020 is closed, installation of the Poway play structure is complete, Carlsbad middle school students have finished building garden boxes, staff is working on implementing a healthy snacks/lunches program, and current enrollment is at 752.

4.c. Presentation: Mr. Drown reported enrollment at 478 and there was a 90% participation rate and an overall positive achievement trend for the second iReady diagnostic. Ms. Mary Beth Molina, Educational Facilitator and member of the Parent Advisory Council (PAC), reported the Parent Advisory Council met and discussed LCAP goals, STMath and iReady Assessments and future projects, events, and field trips.

5. COMMUNICATIONS - Agenda and Non-Agenda Items

5.a. No public comment.

5.b. Ms. Childers complimented Ms. Novacek on her being asked to present at the Charter Accountability Resource and Support Network (CARSNet) Conference next fall.

6. BOARD ELECTIONS

Ms. Rohrer reported the nominating committee unanimously recommends Briana Schultz, a community volunteer and Dimensions Collaborative School parent.

1. Ms. Rohrer nominated Ms. Schultz for Board Member.
2. Ms. Raymond seconded the nomination.
3. The vote was unanimous, and Ms. Schultz became a Member of the Board.

Ms. Schultz committed to the oath of office, given to her by Ms. Novacek, for a term which will end December 2020.

7. APPROVAL OF CONSENT ITEMS

7.a. Approval of Minutes of Regular Meeting on January 29, 2020

7.b. Approval of Minutes of Special Meeting on January 29, 2020

7.c. Ratification of Check Run for January 2020.

MSC (Childers/Raymond) to approve Consent Items. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz **Nays:** None **Abstain:** None



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8. DISCUSSION/INFORMATION ITEMS - NO ACTION

8. a. Chief Business Officer Report

1. Mr. Miller presented current financial information for Community Montessori and Dimensions Collaborative School.
2. Mr. Miller reported on the completion of the Poway playground and the replacement of the portable buildings at the Oak Hill Learning Center.
3. Mr. Miller reported the mobile device management system was not a good fit and they are in the process of evaluating other options that best fit our needs. The back-up project will begin once a mobile device management system is put in place.

8. b. Director of Human Resources Report

1. Ms. Sihota reported there were no new hires nor open positions.
2. Ms. Sihota reported staff will be hosting an exhibit booth at three job fairs this month.

8. c. Executive Director Report

1. Ms. Novacek reported she attended the North County CEO Forum, an APlus Advisory Committee meeting, a California Charter School Association Regional meeting, Carlsbad Education Committee meeting, a North County Chamber Workgroup, and the Chula Vista School District Governing Board meeting.
2. Ms. Novacek reported she attended a CARSNet Bootcamp, the San Diego County Office of Education completed a review of the First Interim Reports and the results were shared with the Board, four staff members attended the Learning Innovation Summit, and staff is working on submitting reports for the Public Charter School Grant.
3. Ms. Novacek shared the proposed 2020-21 Calendar with the Board for review.
4. Ms. Novacek shared the proposed 2020-21 Key Dates with the Board for review.
5. Ms. Novacek shared a special education update and answered questions of the Board.

9. ACTION ITEMS

9.a. Element Education

1. Approval of Balance Sheet Transfer to Charter Schools

MSC (Raymond/Schultz) to approve Balance Sheet Transfer to Charter Schools. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz **Nays:** None **Abstain:** None

9.b. Community Montessori

1. Approval of Purchase of Portables for Oak Hill

MSC (Childers/Raymond) to approve the Replacement of Portables for Oak Hill. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz **Nays:** None **Abstain:** None



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2. Approval of Second Interim Budget

MSC (Raymond/Schultz) to approve Second Interim Budget. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz **Nays:** None **Abstain:** None

9.c. Dimensions Collaborative School

1. Approval of Second Interim Budget

MSC (Schultz/Childers) to approve Second Interim Budget. Motion passed (4-0)

Ayes: Ms. Childers, Ms. Raymond, Ms. Rohrer, Ms. Schultz **Nays:** None **Abstain:** None

10. FUTURE AGENDA ITEMS

Calendar and Key Dates

11. NEXT MEETING DATE - Regular Board Meeting

Date: April 1, 2020

Location: Escondido Administrative Office

Time: 1:00 PM Closed Session; 1:30 PM Public Meeting

12. ADJOURNMENT

2:44 p.m.

Date: _____
Board President

Date: _____
Board Secretary

Approved on:



Element Education

Empowering Students to Discover Their Element

To: Members of the Board

From: Terri Novacek

Subject: Check Run
Element Education

Scope: Element Education

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background:

The Chief Business Officer provides a report on the status of the organization's finances on a monthly basis.

Quick Summary / Abstract:

Enclosed is the February 2020 check run for Board review.

Financial Impact:

NA

Recommended Motion:

NA

Agenda Item #: 4.b.

ESP-CA
EdTec Network : Element Education, Inc.
AP Bill Payments
February 1, 2020 - February 29, 2020
A listing of bill payments

Date	Check Number	Company Name	Memo	Paid
2/6/2020	75139	Harris, Alicia	Last Check- CM	\$539.78
2/7/2020	75140	5 Element Martial Arts & Wellness Center, I	Batch #53556403	\$390.00
2/7/2020	75141	Aelott Air Conditioning	Invoice 13777	\$1,169.00
2/7/2020	75142	All About Learning Press, Inc.	Invoice 901824, PO 53540694	\$48.68
2/7/2020	75143	Allen, Andrew	Batch #53560442	\$280.00
2/7/2020	75144	AT&T - 9391008740	Bill Payer: 9391008740	\$20.99
2/7/2020	75145	Brave Writer LLC	Invoice 53440317, PO 53440317	\$239.00
2/7/2020	75146	Caberte, Elsa	Batch #53560444	\$480.00
2/7/2020	75147	California Department of Tax and Fee Admi	Account 42-123452, Jan - Dec 2019	\$1,190.00
2/7/2020	75148	Cartwright Termite & Pest Control, Inc.	Invoice 0217110	\$85.00
2/7/2020	75149	Catiller, Noelle	Batch #53556404	\$55.00
2/7/2020	75150	Chediak, Maren	Reimbursement- Mileage	\$14.26
2/7/2020	75151	Citibank	Invoice 37190485	\$274.36
2/7/2020	75152	Coworking Connection	Invoice C20448430004711	\$22.51
2/7/2020	75153	Dapper, Robin	Batch #53556405	\$588.00
2/7/2020	75154	Downs, Jennifer	Batch #53556410	\$180.00
2/7/2020	75155	EDCO Waste & Recycling Service	Account 25-5A 043413, Jan 2020	\$124.01
2/7/2020	75156	Edwards, Peter	Batch #53560457	\$600.00
2/7/2020	75157	Escondido Disposal Inc.	Account 53-ED 184837, Jan 2020	\$322.21
2/7/2020	75158	Goettsch, Laine	Last Check- CM	\$200.38
2/7/2020	75159	Hall-McNary, Lori	Batch #53556409	\$300.00
2/7/2020	75160	Highline Charter, Inc.	Reservation 38768	\$8,255.00
2/7/2020	75161	KDO Capital, Inc.	Invoice 53160, Carlsbad	\$3,634.00
2/7/2020	75162	Krause- Whyte, Sara	Batch #53563586	\$360.00
2/7/2020	75163	Lakeshore Learning Materials	Invoice 1968120120, PO 53510963	\$103.08
2/7/2020	75164	Learning Without Tears	Invoice INV55027, PO 53546017	\$19.41
2/7/2020	75165	Lewit, Ondrej	Batch #53556406	\$360.00
2/7/2020	75166	Lindley, Cheryl	Batch #53556401	\$1,580.00
2/7/2020	75167	Longbottom, Mary	Batch #53560447	\$870.00
2/7/2020	75168	McCarthy, Heather	Training -Professional Development	\$100.00
2/7/2020	75169	Montessori Research & Development	Invoice 15776, PO 53500198	\$556.04
2/7/2020	75170	Office Depot, Inc.	Invoice #433509302001	\$745.46
2/7/2020	75171	Outschool, Inc.	Invoice 12227, PO 53467803	\$12.00
2/7/2020	75172	Pearson Education Inc.	Account 2465600	\$758.86
2/7/2020	75173	Perpetual Parks & Playground, Inc.	Invoice 2986	\$24,690.60
2/7/2020	75174	Pitney Bowes	Account 800-9090-0131-7531, Jan 26, 2020	\$503.50
2/7/2020	75175	Rainbow Resource Center	Invoice 2842863, PO 53539432	\$793.83
2/7/2020	75176	Recreational Music Center	Batch #53560451	\$435.00
2/7/2020	75177	Reflective Educational Perspectives LLC	PO 53540421	\$500.88
2/7/2020	75178	Riverside Insights	Invoice INV028919, PO 53532337	\$92.69
2/7/2020	75179	Rockstar Recruiting LLC	Invoice SS-35464, Jan 21, 2020 - Jan 24, 2020	\$4,726.00
2/7/2020	75180	San Diego Civic Youth Ballet	Batch #53560452	\$250.00
2/7/2020	75181	San Diego Gas & Electric- Mission Gorge	3186 964 020 2	\$1,002.09
2/7/2020	75182	San Diego Gas & Electric- Ste. 103C	3048 053 026 3	\$251.35
2/7/2020	75183	San Diego Junior Theatre	Batch #53560454	\$150.00
2/7/2020	75184	Santana, Heather (P)	YMCA Reimbursement, PO 53554384	\$122.40
2/7/2020	75185	Singapore Math Inc.	Invoice 351037, PO 53497726	\$132.44
2/7/2020	75186	Skinner, Mary Jo	Batch #53556411	\$568.00
2/7/2020	75187	Smith, Ruth	Batch #53560448	\$620.00
2/7/2020	75188	Smith, Wilborne F.	Invoice 945866	\$225.00
2/7/2020	75189	Sparkletts	23915555762122	\$276.60
2/7/2020	75190	Stith, Kim	Settlement Agreement- DIM/Services/Travel	\$3,627.84
2/7/2020	75191	Teaching Textbooks Inc.	Invoice 26313, PO 53518421	\$43.08
2/7/2020	75192	Temecula Music Teacher, LLC	Batch #53560449	\$220.00
2/7/2020	75193	The Critical Thinking Co.	Invoice 136366A, PO 53526686	\$55.82

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Date	Check Number	Company Name	Memo	Paid
2/7/2020	75194	The Lampo Group, Inc.	Invoice 8140935, PO 53543238	\$140.06
2/7/2020	75195	Thinkwell Corporation	Invoice 204217, PO 53516776	\$150.00
2/7/2020	75196	Transparent Classroom	Invoice 21922	\$1,049.86
2/7/2020	75197	Unum Life Insurance Company of America	E0712190, Period 01/10/2020- 02/06/2020	\$772.76
2/7/2020	75198	VSP	Account 30 027769 0001-0003, 0006, Coverage Feb 2020	\$905.10
2/7/2020	75199	Waste Management of El Cajon - San Diego	Account 131-0192896-1584-1	\$116.76
2/7/2020	75200	Whispering Oaks Stables	Batch #53556400	\$280.00
2/7/2020	75201	William H. Sadlier, Inc.	Account 1879444	\$20.88
2/7/2020	75202	Wilson, Randall S.	Batch #53556398	\$260.00
2/7/2020	75203	Xerox Corporation - Carlsbad	BOW592629	\$256.92
2/7/2020	75204	Xerox Corporation - D.O.	BOW592316	\$307.29
2/7/2020	75205	Xerox Corporation - Mary Lane	BOW592584	\$256.93
2/7/2020	75206	Xerox Corporation - Mission Valley	MX4761365	\$256.92
2/7/2020	75207	Xerox Corporation - Oak Hill	MX4761436	\$513.84
2/7/2020	75208	Xerox Corporation - Poway	MX4761434	\$256.92
2/7/2020	75209	Xerox Corporation - Santee	MX4761438	\$256.92
2/7/2020	75210	Xerox Corporation - Suite 145	MX4761423	\$256.92
2/7/2020	75211	Xerox Corporation- Broadway	MX4761308	\$256.93
2/13/2020	75212	Alison's Montessori	Customer ID 13324	\$518.57
2/13/2020	75213	AT&T - 111801147	Account 111801147	\$18.19
2/13/2020	75214	BBD Properties, LLC	Invoice 1130-6797-02/06/20- CAM Reconciliation	\$112.26
2/13/2020	75215	BYU Independent Study	Invoice DEC-00004471	\$352.00
2/13/2020	75216	Carlsbad Community Theatre	Community Montessori - Carlsbad	\$928.00
2/13/2020	75217	CASBO	irmation 307799- Student Attendance Accounting 3/10/2020	\$445.00
2/13/2020	75218	Catalina Island Camps, Inc.	Community Montessori Middle- Mar 23-25, 2020	\$16,936.00
2/13/2020	75219	Chediak, Maren	Mileage Reimbursement - 12/4/19, 12/18/19	\$14.38
2/13/2020	75220	Cintas Corporation #055	Payer 13226890, 01/2/20-1/30/20	\$433.15
2/13/2020	75221	City of Escondido - Business License	License No. 180056, 02/29/2020	\$8.00
2/13/2020	75222	Corodata Records Management, Inc.	016540	\$221.88
2/13/2020	75223	Coworking Connection	Invoice C20448430004739	\$140.00
2/13/2020	75224	Cox Communications San Diego	001 3410 123567301	\$309.31
2/13/2020	75225	Cox Communications San Diego - (From SI	001 3110 112593201	\$223.40
2/13/2020	75226	Cox Communications San Diego - Carlsbad	001 3110 123574001	\$250.51
2/13/2020	75227	Cox Communications San Diego - D.O.	001 3410 110240101	\$223.40
2/13/2020	75228	Cox Communications San Diego- Mission C	001 3110 123567401	\$111.06
2/13/2020	75229	Cox Communications San Diego- Oak Hill	001 3410 073337102	\$418.40
2/13/2020	75230	Cox Communications San Diego- Poway	001 3110 053765001	\$418.40
2/13/2020	75231	CSUSM Foundation	Invoice 431, Education Job Fair	\$250.00
2/13/2020	75232	Dunamix Dance Project, Inc.	Batch #53569721	\$165.00
2/13/2020	75233	EdTec Inc.	Invoice 18234	\$1,041.66
2/13/2020	75234	EMH Sports USA, Inc.	Invoice 242-233694-1	\$1,190.00
2/13/2020	75235	Evernote	Invoice INV00279646; 06/09/19-06/08/20	\$269.98
2/13/2020	75236	FHEG Mira Costa College Bookstore - Oce	Invoice 965631	\$357.76
2/13/2020	75237	Follett School Solutions, Inc.	Customer ID 0414364	\$107.79
2/13/2020	75238	Hebert, Lori R.	Invoice 1081, CMCS	\$8,470.00
2/13/2020	75239	Jive Communications Inc.	Invoice IN6000584222	\$636.02
2/13/2020	75240	Junior Achievement of San Diego	Invoice 12445	\$4,320.00
2/13/2020	75241	Kawar, Marci	Invoice 600, Class Dates 11/18/19-02/03/20	\$640.00
2/13/2020	75242	Kohtz, Janet E	Invoice JC02032020, PO 53565402	\$300.00
2/13/2020	75243	L7 Technology, LLC	Invoice 20202778	\$1,155.00
2/13/2020	75244	Lakeshore Learning Materials	Invoice 2256630120, PO 53541239	\$140.48
2/13/2020	75245	Learning Without Tears	Invoice INV55153, PO 53554571	\$80.51
2/13/2020	75246	Lee, Kristen Lyn	Batch #53569728	\$316.65
2/13/2020	75247	Lloyd Pest Control	Invoice 6755833	\$168.00
2/13/2020	75248	Logic of English, Inc.	Invoice INV8574, PO 53552961	\$105.85

ESP-CA
EdTec Network : Element Education, Inc.
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A listing of bill payments

Date	Check Number	Company Name	Memo	Paid
2/13/2020	75249	Martial Art Concepts, LLC (NEW)	Batch #53572020	\$298.00
2/13/2020	75250	Martinez, Matthew	Batch #53569722	\$240.00
2/13/2020	75251	Menchaca, Jesse D	Invoice 20-0205	\$925.00
2/13/2020	75252	Montessori Outlet	Customer# C000016	\$97.26
2/13/2020	75253	Mulvany, Barbara F.	Batch #53570975	\$150.00
2/13/2020	75254	Mystery Science, Inc.	Invoice 67374, PO 53546002	\$138.00
2/13/2020	75255	Nichols Speech, Inc.	Invoice 13975	\$3,100.00
2/13/2020	75256	OD a Professional Optometric Corporation	Invoice 0131220, PO 53574589	\$240.00
2/13/2020	75257	Office Depot, Inc.	Invoice #434779124001	\$433.26
2/13/2020	75258	Perpetual Motion Solutions, Inc.	Batch # 53569719	\$110.00
2/13/2020	75259	Pitney Bowes - 0015453985	0015453985	\$70.34
2/13/2020	75260	Play-Well TEKnologies	Invoice DB19490	\$1,600.00
2/13/2020	75261	Proverbs Wisdom, Inc.	Batch #53574462	\$220.00
2/13/2020	75262	Rainbow Resource Center	Invoice 2844787, PO 53545285	\$1,812.20
2/13/2020	75263	Republic Indemnity Co of America	Account 415943318/Policy 252787/02/01/2020	\$5,363.00
2/13/2020	75264	Rockstar Recruiting LLC	Invoice SS-35988, Jan 27, 2020- Jan 31, 2020	\$2,600.58
2/13/2020	75265	San Diego County Superintendent of Schoc	Invoice/Confirmation sih-nxyuh9	\$250.00
2/13/2020	75266	San Diego Gas & Electric - D.O.	1891-302-276-8	\$1,162.72
2/13/2020	75267	San Diego Gas & Electric - Mary Lane	2409-073-947-1	\$709.49
2/13/2020	75268	San Diego Gas & Electric - Oak Hill	6863 092 224 6	\$836.68
2/13/2020	75269	San Diego Gas & Electric - Suite 145	0363-908-776-6	\$453.55
2/13/2020	75270	Schaumann, Emily	Batch #53569729	\$440.00
2/13/2020	75271	SenseAbilities, A Professional Speech Ther	Invoice DEH0120, PO 53574578, 53574579	\$360.00
2/13/2020	75272	Softchoice Corporation	Invoice 5858501	\$2,500.00
2/13/2020	75273	Synapse Advanced Audiology, Inc.	Invoice 129	\$225.00
2/13/2020	75274	The Lampo Group, Inc.	Invoice 8160778, PO 53557470	\$131.99
2/13/2020	75275	Top N Catering, LLC	Invoice January 2020	\$1,962.12
2/13/2020	75276	University of Redlands	Dimension Collaborative- Deanna Wheeler	\$200.00
2/13/2020	75277	Unum Life Insurance Company of America	E0712190, 020720, Premium 01/10/2020-02/06/2020	\$768.64
2/13/2020	75278	Vector Resources Inc.	Invoice 83335, PO VCTR-082919-2	\$34,191.27
2/13/2020	75279	Western Psychological Services (WPS)	Customer 154697	\$459.88
2/27/2020	75280	Aelott Air Conditioning	Invoice 13874	\$1,356.63
2/27/2020	75281	All About Learning Press, Inc.	Invoice 901914, PO 53567472	\$155.36
2/27/2020	75282	Amazon	Account 60457 8781 025153 4, Statement Date 2/10/2020	\$5,131.95
2/27/2020	75283	AT&T - 9391002094	Invoice 000014266091, Payer: 9391002094	\$62.44
2/27/2020	75284	AT&T - 9391002914	Invoice 000014266113, Payer: 9391002914	\$40.07
2/27/2020	75285	AT&T - 9391002915	Invoice 0000142661114, Payer: 9391002915	\$89.91
2/27/2020	75286	AT&T - 9391002916	Invoice 000014266112, Payer: 9391002916	\$47.46
2/27/2020	75287	AT&T - 9391036574	9391036574	\$20.86
2/27/2020	75288	AT&T - 9391046056	Invoice 000014266534, Payer: 9391046056	\$28.69
2/27/2020	75289	AT&T- 9391050624	9391050624	\$20.86
2/27/2020	75290	Barnes & Noble, Inc.	Account 6849012	\$377.04
2/27/2020	75291	BBD Properties, LLC	Carlsbad Rent, March 2020	\$27,941.65
2/27/2020	75292	BG Consolidated	Escondido Rent#143- March 2020	\$17,311.80
2/27/2020	75293	BookShark LLC	Invoice 30985073, PO 53553641	\$265.00
2/27/2020	75294	Cartwright Termite & Pest Control, Inc.	Invoice 0218143	\$85.00
2/27/2020	75295	Caster Family Enterprises, Inc.	Mission Valley 2 Rent- March 2020	\$7,985.57
2/27/2020	75296	Caster Family Trust	Mission Valley Rent- March 2020	\$3,205.82
2/27/2020	75297	CDW Government	Customer 11334462	\$169.44
2/27/2020	75298	City Of Carlsbad- Utility	05012465-00	\$165.62
2/27/2020	75299	City of Escondido - Utility Billing	9457917442	\$384.33
2/27/2020	75300	City of San Diego Treasurer	Invoice 11513518, Permit#00176819	\$10.00
2/27/2020	75301	Cox Communications San Diego - Santee	J 052439201, Monthly Charges Feb 12, 2020- Mar 11, 2020	\$788.51
2/27/2020	75302	EMH Sports USA, Inc.	Invoice 2355-380617-2	\$1,170.00
2/27/2020	75303	Enrollhand Inc.	Invoice INV-20802	\$1,020.00

ESP-CA
EdTec Network : Element Education, Inc.
AP Bill Payments
February 1, 2020 - February 29, 2020
A listing of bill payments

Date	Check Number	Company Name	Memo	Paid
2/27/2020	75304	Euclid Managers	EM Cust# 9800147, 3/1/2020-3/31/2020	\$120.00
2/27/2020	75305	First Congregational Church of Escondido	Broadway Rent- March 2020	\$4,513.23
2/27/2020	75306	Gradisnean, Inc.	Mary Lane Rent- March 2020	\$12,407.56
2/27/2020	75307	Home Depot Credit Services	Account 6035 3225 3882 8843/ 2/13/2020	\$550.55
2/27/2020	75308	Infinisource, Inc.	Invoice 91111730	\$126.50
2/27/2020	75309	Jostens	Invoice 24088945	\$584.54
2/27/2020	75310	Junior Achievement of San Diego	Invoice 12442-1	\$216.00
2/27/2020	75311	Krause- Whyte, Sara	Batch #53589245	\$480.00
2/27/2020	75312	Leonard, Karin	Batch #53589240	\$388.13
2/27/2020	75313	Math-U-See, Inc.	Customer# 0078992	\$100.69
2/27/2020	75314	MetLife - Group Benefits	KM05985459 0001	\$10,050.00
2/27/2020	75315	Moving Beyond the Page	Invoice 209652, PO 53516775	\$12.93
2/27/2020	75316	MRC Smart Technology Solutions	Invoice IN1384366, Account DC23-150165	\$1,310.75
2/27/2020	75317	Noonan Family Swim School - San Diego	Batch #53591531	\$336.00
2/27/2020	75318	Office Depot, Inc.	Invoice #437980783001	\$1,059.87
2/27/2020	75319	Padre Dam M.W.D	Acct. 053494-23307550	\$559.51
2/27/2020	75320	Pearson Education Inc.	Account 2465600	\$16.26
2/27/2020	75321	Philadelphia Insurance Companies	82248170	\$3,291.56
2/27/2020	75322	Ree, Renea	Batch #53589243	\$450.00
2/27/2020	75323	Rockstar Recruiting LLC	Invoice SS-36597, 2/3/2020-2/7/2020	\$2,623.00
2/27/2020	75324	San Diego Gas & Electric - Santee	3565 358 888 1	\$596.26
2/27/2020	75325	San Diego Gas & Electric- Poway	4768 764 856 5	\$557.09
2/27/2020	75326	San Diego Gas and Electric- Carlsbad	8461 085 798 9	\$458.22
2/27/2020	75327	Sentinel Security Systems	Invoice 68409	\$916.00
2/27/2020	75328	Shred-it	Invoice 8129190107	\$118.03
2/27/2020	75329	Singapore Math Inc.	Invoice 351421, PO 53563992	\$364.20
2/27/2020	75330	Swenson, Melissa	Invoice 402	\$10,500.00
2/27/2020	75331	U.S. Bank	Account 4246 0445 5571 4504, Statement Date 1/15/2020	\$7,113.27
2/27/2020	75332	United Healthcare Insurance Company	Invoice U00001545528, March 2020	\$10,463.62
2/27/2020	75333	Unum Life Insurance Company of America	ng Number 0142807-001, Billing Period 3/1/2020-3/31/2020	\$1,063.14
2/27/2020	75334	Villanueva, Monique M.	Batch #53591526	\$360.00
2/27/2020	75335	Wess Transportation Services, Inc.	Invoice 02-56122	\$1,206.96
2/27/2020	75336	Whitworth, Jamie	Invoice 021420	\$91.00
				\$314,763.63



To: Members of the Board
From: Terri Novacek
Subject: Financial Report
Scope: Community Montessori

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background:

The Chief Business Officer provides a report on the status of the organization's finances on a monthly basis.

Quick Summary / Abstract:

Enclosed is the financial report for the month of February 2020 for Board review.

Financial Impact:

NA

Recommended Motion:

NA

Agenda Item #: 5.a.1.



April 1, 2020

COMMUNITY MONTESSORI
February 2020 Financials

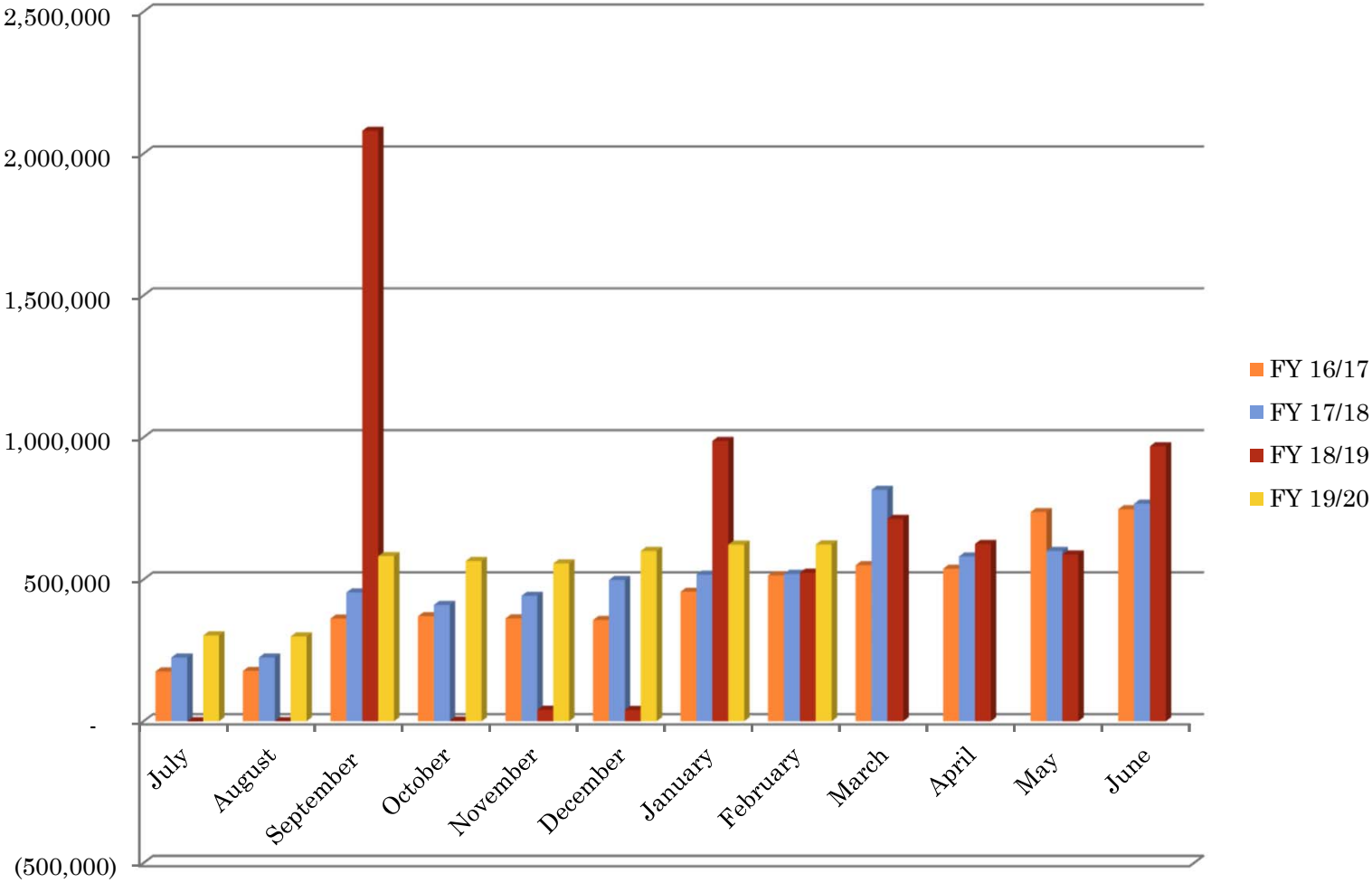
CONTENTS

- FY 19-20 February Financials

FY 19 -20 FINANCIALS

- REVENUE
- Revenue was \$0 more than forecasted
 - \$0 – General Block Grant
 - On budget
 - \$0 – Federal Income
 - On budget
 - \$0 – Other State Income
 - On budget
 - \$0 – Local Income
 - On budget

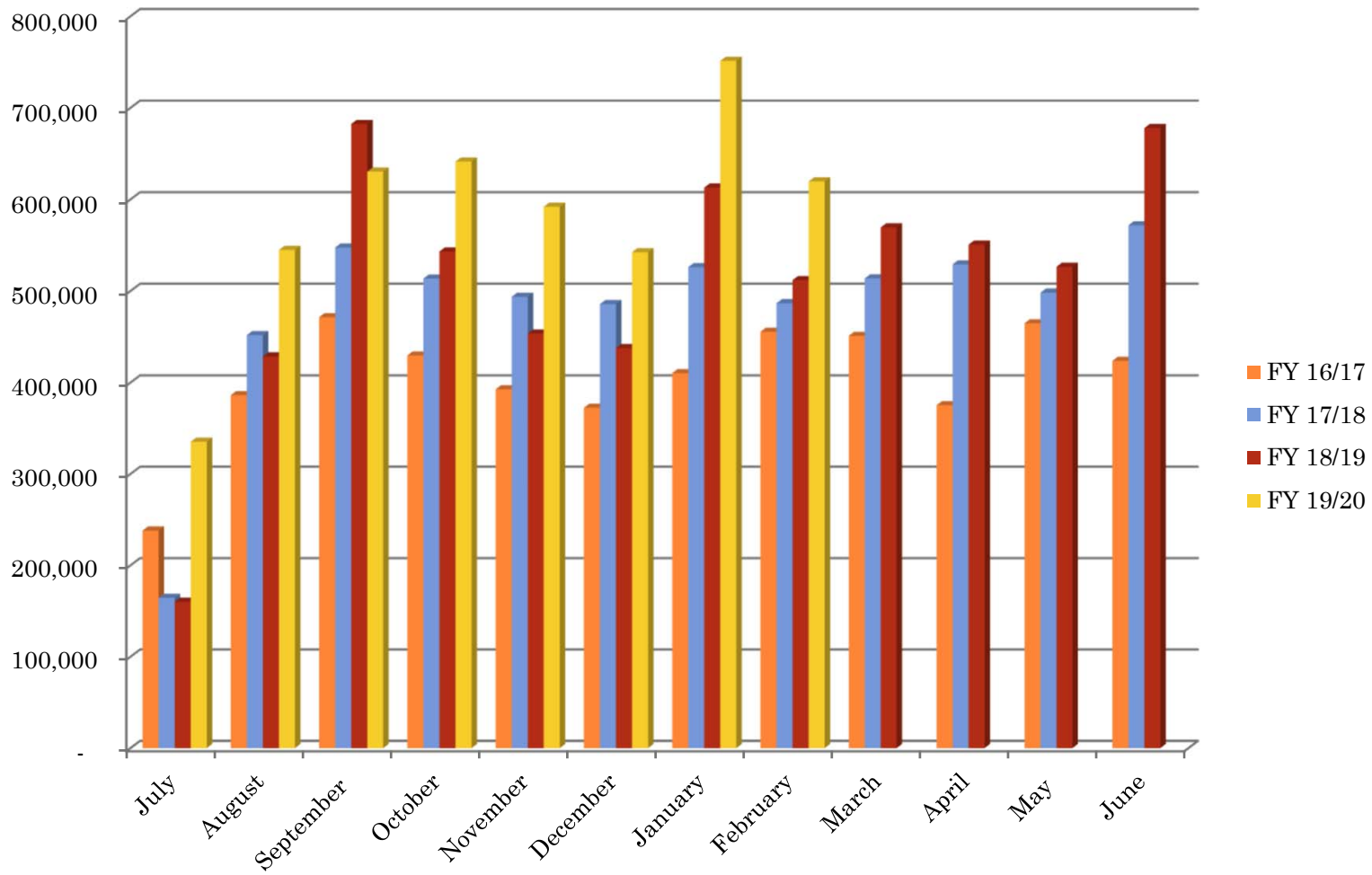
CM REVENUE YEAR OVER YEAR



FY 19 -20 FINANCIALS

- EXPENSES
- Expenditures were \$0 more than forecasted
 - \$0 – Certificated Employees
 - On budget
 - \$0 – Classified Employees
 - On budget
 - \$0 – Employee Benefits
 - On budget
 - \$0 – Books and Supplies
 - On budget
 - \$0 – Services and Other Operating Expenses
 - On budget
 - \$0 – Capital Expenditures
 - On budget

CM EXPENDITURES YEAR OVER YEAR



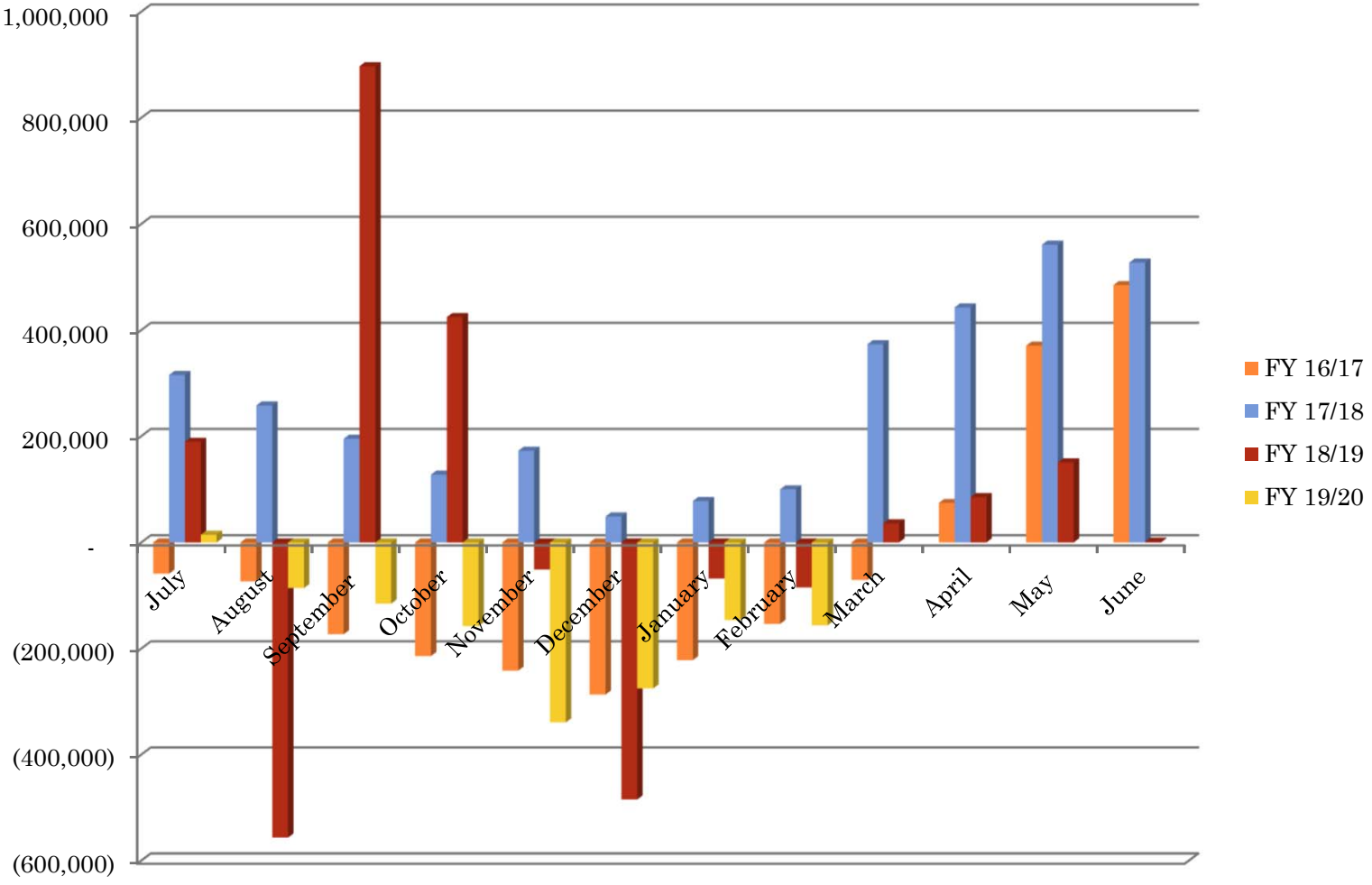
FISCAL YEAR FINANCIAL UPDATE

- We are currently 67 percent through the fiscal year
 - Certificated Salaries are at 65 percent of total budget
 - Classified Salaries are at 63 percent of total budget
 - Employee Benefits are at 62 percent of total budget
 - Books and Supplies are at 79 percent of total budget
 - Services and Other Operating Expenses are at 68 percent of total budget
 - Capital Expenditures are at 99 percent of budget
 - Total Expenses are at 66 percent of total budget

CASH FORECAST

- CM started off February 2020 with **(\$146,313)** in cash
 - CM spent **(\$9,709)** more in cash than they spent in the month of
 - CM ended the month of February 2020 with **(\$156,022)** in cash

CM CASH YEAR OVER YEAR



Community Montessori As of February 29, 2020	February Actuals	February Budget	Variance	YTD	Actuals	YTD	Budget	Budget
REVENUE								
General Block Grant	608,244	608,244	-	3,782,099	3,782,099	6,428,246		
Other State Income	1,440	1,440	-	263,994	263,994	585,668		
Federal Income	-	-	-	-	-	86,500		
Local Revenue	13,731	13,731	0	106,291	106,290	219,556		
Total Revenue	\$ 623,415	\$ 623,415	\$ 0	\$ 4,152,383	\$ 4,152,383	\$ 7,319,970		
EXPENSES								
Certificated Employees	205,904	205,905	1	1,528,217	1,528,218	2,352,892		
Classified Employees	143,411	143,411	0	965,694	965,696	1,536,781		
Employee Benefits	55,524	55,523	(1)	585,267	585,266	937,849		
Books and Supplies	25,104	25,103	(1)	199,327	199,329	253,070		
Services and Other Operating Expenses	165,002	165,003	1	1,195,383	1,195,382	1,751,864		
Capital Outlay	24,691	24,691	0	183,318	183,318	185,000		
Total Expenditure	\$ 619,636	\$ 619,636	\$ 0	\$ 4,657,206	\$ 4,657,209	\$ 7,017,456		
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -		
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ 3,780	\$ 3,779	\$ 1	\$ (504,823)	\$ (504,826)	\$ 302,514		
Fund Balance, Beginning of Period	\$ 1,015,839	\$ 1,015,837		\$ 1,524,442	\$ 1,524,442	\$ 1,524,442		
Fund Balance, End of year	\$ 1,019,619	\$ 1,019,616		\$ 1,019,619	\$ 1,019,616	\$ 1,826,956		

Community Montessori As of February 29, 2020	February Actuals	February Budget	YTD Actuals	YTD Budget	Budget
REVENUE					
8012 - Education Protection Account	-	-	77,881	77,881	150,688
8011 - Charter School General Purpose Aid	608,244	608,244	3,704,218	3,704,218	6,075,862
8096 - In Lieu of Property Taxes	-	-	-	-	201,696
8592 - Charter Schools Categorical Block Grant	-	-	-	-	-
General Block Grant	\$ 608,244	\$ 608,244	\$ 3,782,099	\$ 3,782,099	\$ 6,428,246
8297 - Prior Year Revenue not Accrued	-	-	19,061	19,061	19,061
8310 - Implementation Grant	-	-	-	-	-
8311 - Other State Apportionments	-	-	195,238	195,238	395,325
8319 - Other State Apportionments - Prior Years	-	-	-	-	-
8550 - Mandated Cost Reimbursement	-	-	11,670	11,670	11,670
8560 - State Lottery Revenue	-	-	36,585	36,585	153,612
8590 - All Other State Revenue	1,440	1,440	1,440	1,440	6,000
Other State Income	\$ 1,440	\$ 1,440	\$ 263,994	\$ 263,994	\$ 585,668
8182 - Special Education Reimbursement	-	-	-	-	86,500
8290 - Other Federal Revenue	-	-	-	-	-
Federal Income	\$ -	\$ -	\$ -	\$ -	\$ 86,500
8639 - Sales	-	-	-	-	-
8650 - Leases and Rentals	-	-	-	-	-
8660 - Interest	-	-	12,229	12,229	18,000
8699 - All Other Local Revenue	-	-	528	528	528
8701 - Student Fees	261	261	261	261	500
8781 - All Other Transfers From Districts or Charter Schools	-	-	-	-	-
8803 - Fundraising	13,470	13,470	93,272	93,272	200,000
8999 - Uncategorized Revenue	-	-	-	-	528
Local Revenue	\$ 13,731	\$ 13,731	\$ 106,291	\$ 106,290	\$ 219,556
Total Revenue	\$ 623,415	\$ 623,415	\$ 4,152,383	\$ 4,152,383	\$ 7,319,970
EXPENSES					
1100 - Teachers Salaries	163,251	163,251	1,194,162	1,194,163	1,849,346
1101 - Teacher Stipends	2,825	2,825	17,675	17,675	27,850
1200 - Certified Pupil Support Salaries	5,733	5,733	41,459	41,459	64,391
1300 - Certificated Supervisors and Administrators Salaries	34,096	34,096	274,921	274,921	411,305
Certificated Employees	\$ 205,904	\$ 205,905	\$ 1,528,217	\$ 1,528,218	\$ 2,352,892
2100 - Instructional Aide Salaries	62,019	62,019	427,782	427,782	692,037
2101 -Club E Hourly	-	-	-	-	-
2200 - Classified Support Salaries	30,577	30,577	190,144	190,144	294,135
2201 -Club E Salary	-	-	-	-	-
2300 - Classified Supervisors and Administrators Salaries	14,455	14,455	101,184	101,185	159,005
2400 - Clerical, Technical and Office Staff Salaries	36,360	36,360	246,584	246,585	391,604
2930 - Maintenance and Grounds	-	-	-	-	-
Classified Employees	\$ 143,411	\$ 143,411	\$ 965,694	\$ 965,696	\$ 1,536,781
3101 - CalSTRS	32,309	32,309	239,416	239,416	369,214
3202 - PERS	-	-	-	-	-
3301 - OASDI/Medicare- Certificated Postions	3,179	3,179	23,433	23,433	36,157
3302 - OASDI/Medicare- Classified Postions	10,848	10,848	71,708	71,708	118,887
3401 - Health & Welfare Benefits, Certificated Positions	(1,305)	(1,305)	129,882	129,880	198,296
3402 - Health & Welfare Benefits, Classified Positions	8,085	8,085	102,893	102,893	189,650
3501 - SUI- Certificated Positions	1,925	1,925	15,624	15,624	18,210
3502 - SUI- Classified Postions	482	482	2,312	2,312	7,435
3503 - Employer Other - Certificated	-	-	-	-	-
3504 - Employer Other - Classified	-	-	-	-	-

Community Montessori As of February 29, 2020	February Actuals	February Budget	YTD Actuals	YTD Budget	Budget
Employee Benefits	\$ 55,524	\$ 55,523	\$ 585,267	\$ 585,266	\$ 937,849
4100 - Approved Textbooks and Core Curricula Materials	-	-	-	-	-
4205- Subscriptions	-	-	-	-	-
4300 - Materials and Supplies	-	-	-	-	-
4320 - Educational Software	3	3	26,775	26,776	29,130
4325 - Instructional Materials	3,268	3,268	62,248	62,249	75,000
4330 - Supplies	3,140	3,140	43,538	43,537	60,075
4352 - Staff Meetings	1,044	1,044	9,856	9,856	13,865
4353 - Testing Materials	93	93	8,923	8,923	10,500
4355 - EU Consumable	-	-	-	-	-
4400 - Noncapitalized Expenditures	-	-	18,847	18,847	22,000
4420 - Computers	-	-	-	-	-
4423 - Instructional Technology	16,452	16,452	25,427	25,427	26,000
4433 - Administrative Technology	-	-	-	-	10,000
4700 - Food	1,103	1,103	3,714	3,714	6,500
Books and Supplies	\$ 25,104	\$ 25,103	199,327	\$ 199,329	\$ 253,070
5103 - Learning Center Instructor	-	-	-	-	5,000
5104 - Shredding	70	70	479	479	1,200
5105 - Educational Units (EU's)	-	-	-	-	-
5115 - Tutoring Services (Non-EU)	-	-	-	-	-
5125 - Student Memberships	-	-	-	-	-
5200 - Travel and Conferences	456	456	6,289	6,289	8,500
5300 - Dues and Memberships	11	11	6,353	6,353	10,000
5305- Dues and Memberships Professional	64	64	10,187	10,188	20,000
5400 - Insurance	5,110	5,110	65,742	65,742	86,210
5500 - Operations and Housekeeping	1,599	1,599	38,298	38,298	48,000
5510 - Electricity	3,844	3,844	29,955	29,956	39,750
5515 - Janitorial Services/Gardening	2,980	2,980	26,325	26,325	40,500
5520 - Alarm Services	583	583	7,208	7,208	9,500
5525 - Trash	563	563	4,169	4,168	6,500
5530 - Water	1,311	1,311	19,589	19,589	31,500
5600 - Rentals, Leases and Repairs	-	-	-	-	-
5605 - Equipment Lease	1,764	1,764	12,065	12,065	18,305
5610 - Facility Leases	56,273	56,273	480,861	480,860	624,065
5615 - Repairs and Maintenance Building	1,869	1,869	12,236	12,235	15,000
5617 - Equipment Maintenance Contracts & License Fees	2,077	2,077	26,977	26,977	33,900
5618 - Repair & Maintenance - Auto	-	-	657	657	1,000
5800 - Professional/Consulting Services	5,875	5,875	48,431	48,433	54,000
5804 - Board Reimbursement	-	-	1,520	1,520	3,440
5805 - Administrative Fee	-	-	70,177	70,177	70,177
5808 - Property Tax	-	-	1,570	1,570	1,570
5809 - Banking Fees	8	8	49	50	150
5843 - Interest Expense	7,049	7,049	56,752	56,750	85,150
5824 - District Oversight Fees	-	-	-	-	64,282
5830 - Fieldtrips	29,989	29,989	33,418	33,418	125,000
5839 - Fundraising	3,824	3,824	36,507	36,506	58,750
5845 - Legal Fees	-	-	524	524	3,000
5851 - Marketing and Student Recruitment	295	295	6,562	6,561	12,500
5860 - Printing and Delivery	1,213	1,213	9,311	9,310	12,850
5863 - Professional Development	1,608	1,608	36,034	36,033	40,000
5869 - Special Education Services	22,245	22,245	83,556	83,557	132,050
5887 - IT Consultants	9,881	9,881	26,826	26,826	40,000
5905 - Cell Service	1,279	1,279	14,659	14,660	19,750
5910 - Internet	2,340	2,340	15,227	15,227	20,000

Community Montessori As of February 29, 2020	February Actuals	February Budget	YTD	Actuals	YTD	Budget	Budget
5915 - Postage	288	288		2,207		2,206	3,300
5920 - Telephone	535	535		4,665		4,665	6,965
Services and Other Operating Expenses	\$ 165,002	\$ 165,003		1,195,383	\$	1,195,382	\$ 1,751,864
6000 - Capital Outlay	24,691	24,691	\$	183,318		183,318	\$ 185,000
Capital Outlay	\$ 24,691	\$ 24,691	\$	183,318	\$	183,318	\$ 185,000
Total Expenditure	\$ 619,636	\$ 619,636	\$	4,657,206	\$	4,657,209	\$ 7,017,456
Total Other Financing Sources (Uses)	\$ -	\$ -	\$	-	\$	-	\$ -
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	3,780	3,779	\$	(504,823)	\$	(504,826)	\$ 302,514
Fund Balance, Beginning of year	\$ 1,015,839	\$ 1,015,837	\$	1,524,442	\$	1,524,442	\$ 1,524,442
Fund Balance, End of Period	\$ 1,019,619	\$ 1,019,616	\$	1,019,619	\$	1,019,616	\$ 1,826,956

2019/20
Actual & Forecast

	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast
Beginning Cash	1,529	14,459	(85,952)	(115,138)	(157,511)	(339,415)	(275,308)	(146,313)	(156,022)	(25,374)	77,227	(123,173)
Revenue												
General Block Grant	281,452	281,452	549,886	506,614	506,614	541,223	506,614	608,244	637,993	608,224	308,224	839,689
Federal Income	-	-	-	-	-	-	-	-	-	-	-	86,500
Other State Income	17,749	17,749	31,948	31,948	43,618	31,948	87,594	1,440	74,832	37,602	37,602	118,064
Local Revenues	3,509	38	417	26,527	6,265	27,133	28,671	13,731	21,782	24,872	21,872	25,495
Total Revenue	302,710	299,239	582,250	565,089	556,497	600,304	622,879	623,415	734,607	670,698	367,698	1,069,748
Expenses												
Compensation & Benefits	104,420	380,689	441,985	454,931	413,937	423,821	454,557	404,839	430,728	419,866	419,866	359,770
Books & Supplies	3,248	28,431	40,224	37,299	28,051	13,264	23,705	25,104	16,140	16,140	16,140	16,159
Services & Other Operating Expenses	227,539	120,235	132,681	149,142	138,192	79,154	183,438	165,002	146,666	121,666	121,667	179,174
Capital Outlay	-	15,500	15,457	-	11,863	26,150	89,657	24,691	-	-	-	1,673
Total Expenses	335,207	544,855	630,347	641,372	592,043	542,389	751,357	619,636	593,534	557,672	557,673	556,776
Operating Cash Inflow (Outflow)	(32,497)	(245,617)	(48,097)	(76,283)	(35,546)	57,915	(128,478)	3,780	141,073	113,026	(189,975)	512,972
Accounts Receivable	11,513	2,327	-	8,235	-	-	250,833	-	-	-	-	-
Other Current Assets	71,319	-	29,178	-	(136,016)	-	-	-	-	-	-	-
Accounts Payable	-	-	-	-	-	-	-	-	-	-	-	-
Fixed Asset	-	-	-	-	-	-	-	-	-	-	-	-
Other Current Liabilities	(26,978)	153,108	-	36,209	-	16,799	17,055	(3,035)	-	-	-	-
Other Assets	-	-	-	-	-	-	-	-	-	-	-	-
Long Term Liabilities	(10,426)	(10,230)	(10,267)	(10,535)	(10,341)	(10,608)	(10,415)	(10,454)	(10,425)	(10,425)	(10,425)	(10,425)
Ending Cash	14,459	(85,952)	(115,138)	(157,511)	(339,415)	(275,308)	(146,313)	(156,022)	(25,374)	77,227	(123,173)	379,374

Cycle: FY2019-2020; Fund Class: <All>; Fund Columns: <All Funds>,62; Account Code
 Expression: ([Fund] = '62') ; Balance Date: 02/29/2020; Detail: No

Description	Total
9110-7638 - Cash In Treasury	\$ 1,438,834.53
9122-2841-09 - Cash in Bank - Mission Federal	\$ (1,678,333.31)
9122-2841-10 - Cash in Bank - Mission Federal Clearing Account	\$ 81,886.75
9121 - Cash In Bank - Pacific Western	\$ -
9123-5688 - Cash In Treasury	\$ -
9124 - Cash In Bank - Wells Fargo	\$ 15.00
9129 - Revolving Cash Account	\$ 1,575.11
9191 - Due to / from - Dehesa	\$ -
9232- AR Property Tax	\$ 162,605.00
9233- AR Lottery	\$ -
9239- Special Education	\$ -
9260- Miscellaneous	\$ -
9330 - Prepaid Expenditures	\$ -
9340 - Other Current Assets	\$ -
9410 - Land	\$ 2,100,000.00
9420 - Improvement of Site	\$ 122,073.97
9425 - Accumulated Depreciation - Site	\$ (21,411.10)
9430 - Buildings	\$ 2,780,219.58
9436 - Accumulated Depreciation - Building Improvements	\$ (414,944.97)
9440 - Equipment	\$ 24,470.58
9445 - Accumulated Depreciation- Equipment	\$ (8,508.58)
9360 - Other Assets Deposits	\$ 26,535.53
Subtotal of Account Group: Assets	\$ 4,615,018.09
9500 - Accounts Payable	\$ 18,773.29
9501- Accrued Accounts Payable	\$ 1,384.36
9514 - AP Other	\$ -
9520 - Met Legal	\$ (94.60)
9522 - Life Insurance	\$ 207.08
9523 - Unum	\$ 402.98
9525 - FSA	\$ 5,279.88
9540 - Payroll Taxes Liability - Fed	\$ 23,749.88
9545 - Payroll Taxes - State	\$ 5,083.83
9550 - PERS Liability	\$ -
9555 - STRS Liability	\$ 46,745.10
9570 - Wages Payable	\$ 127,331.96
9572 - Accrued PTO/Vacation	\$ 54,614.00
9580 - 403B	\$ 2,551.37
9585 - Training	\$ 4,437.14
9622 - Due to (From) DCS	\$ 1,210,000.00
9655 - Deferred Rent	\$ 175,450.00
9669 - Wells Fargo Mortgage	\$ 1,919,482.53
APSB - AP Balancing	\$ -
Subtotal of Account Type: Liability	\$ 3,595,398.80
9760 - Fund Balance	\$ 1,524,442.10
Net Increase/Decrease	\$ (504,822.81)
Subtotal of Account Type: Fund Balance/Retained Earnings	\$ 1,019,619.29
Subtotal of Account Group: Liabilities/Fund Balance	\$ 4,615,018.09



To: Members of the Board

From: Terri Novacek

Subject: Financial Report

Scope: Dimensions
Collaborative School

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background:

The Chief Business Officer provides a report on the status of the organization's finances on a monthly basis.

Quick Summary / Abstract:

Enclosed is the financial report for the month of February 2020 for Board review.

Financial Impact:

NA

Recommended Motion:

NA

Agenda Item #: 5.a.1.



April 1, 2020
**DIMENSIONS COLLABORATIVE
SCHOOL**
February 2020 Financials

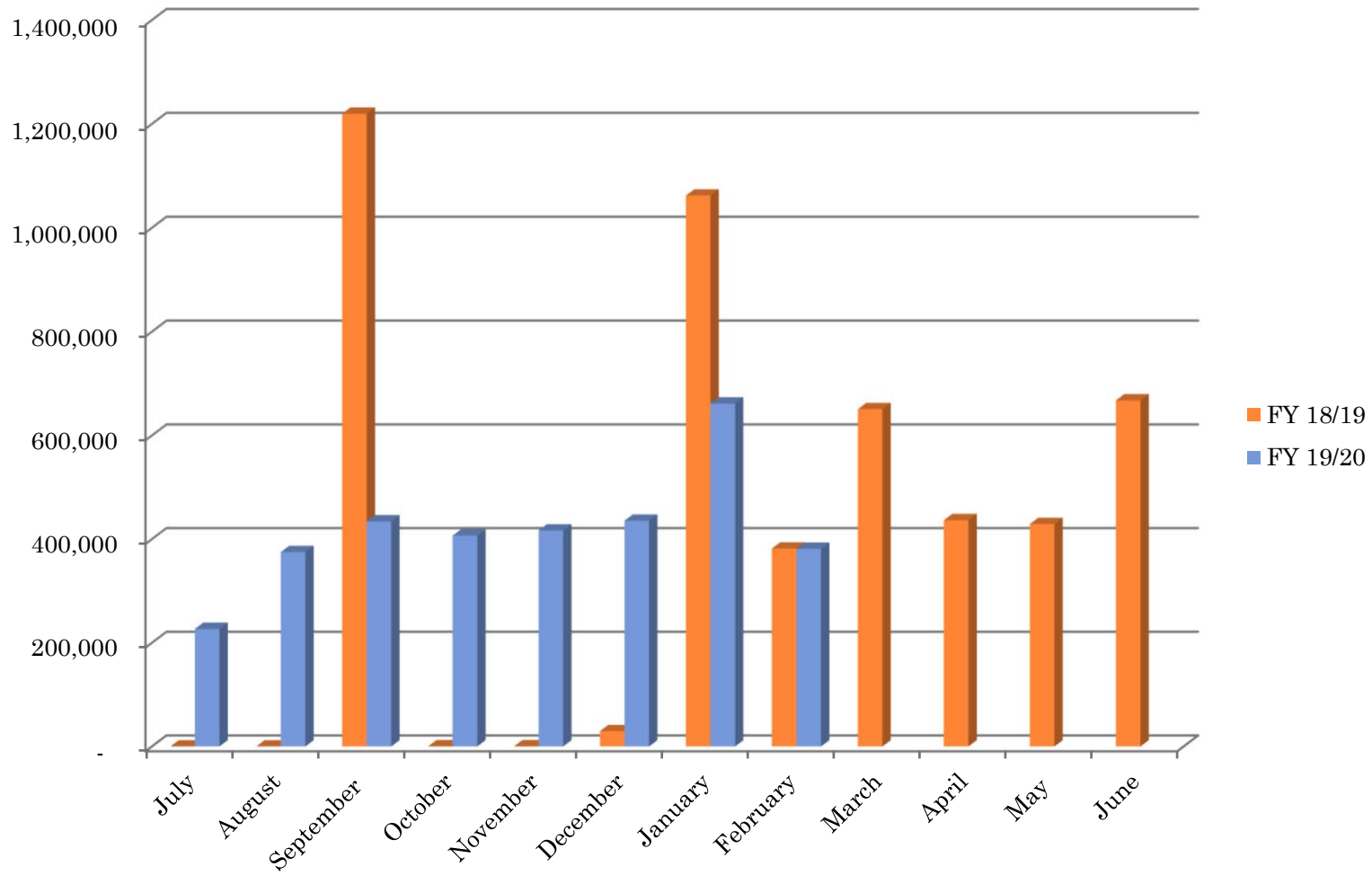
CONTENTS

- FY 19-20 February Financials

FY 19 -20 FINANCIALS

- REVENUE
- Revenue received was \$0 more than was forecasted
 - \$0 – General Block Grant
 - On budget
 - \$0 – Other State Income
 - On budget
 - \$0 – Federal Income
 - On budget
 - \$0 – Local Income
 - On budget

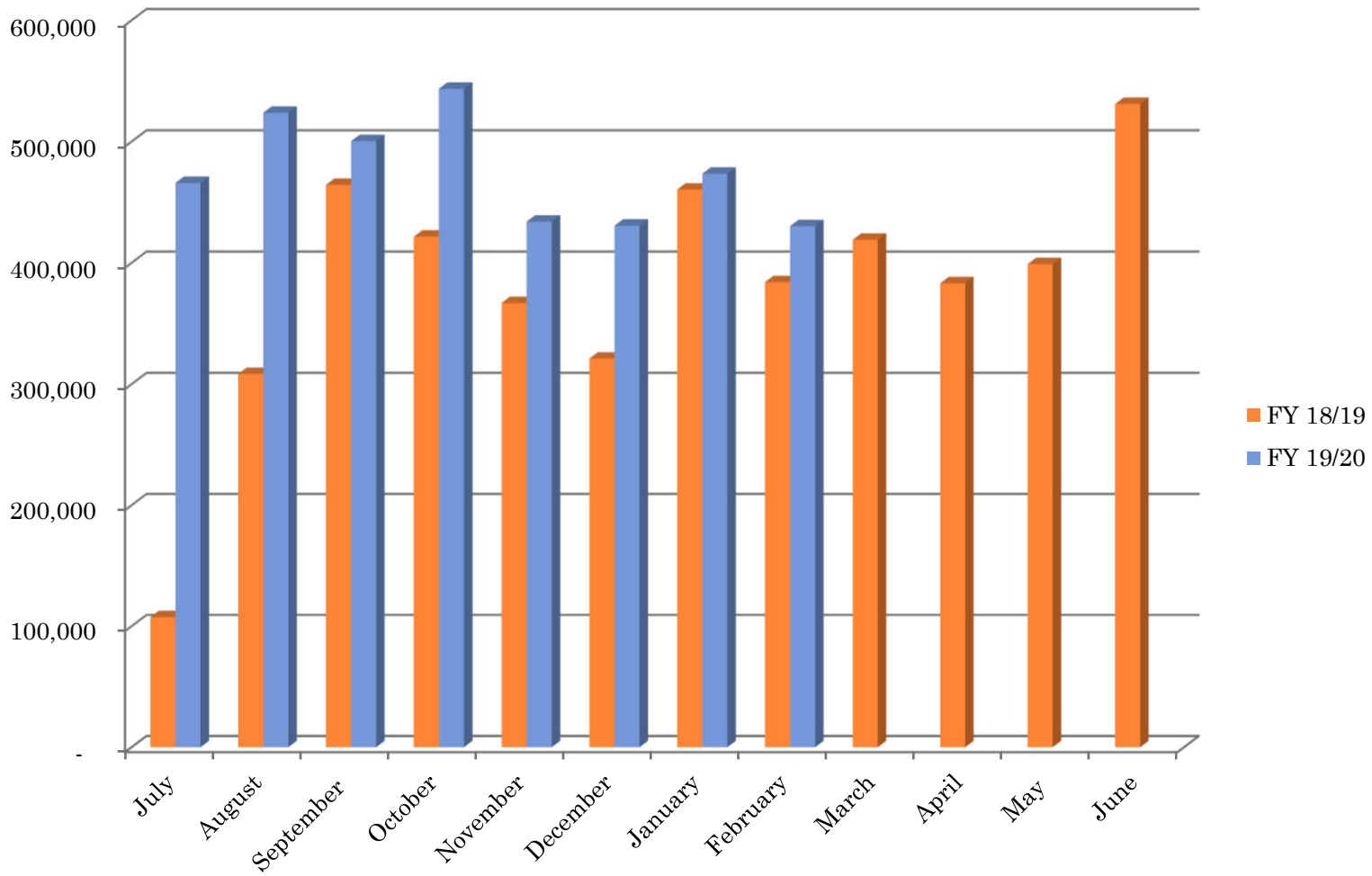
DIM REVENUE YEAR OVER YEAR



FY 19 -20 FINANCIALS

- EXPENSES
- Expenditures were \$0 more than forecasted
 - \$0 – Certificated Employees
 - On budget
 - \$0 – Classified Employees
 - On budget
 - \$0 – Employee Benefits
 - On budget
 - \$0 – Books and Supplies
 - On budget
 - \$0– Services and Other Operating Expenses
 - On budget
 - \$0 – Capital Outlay
 - On budget

DIM EXPENDITURES YEAR OVER YEAR



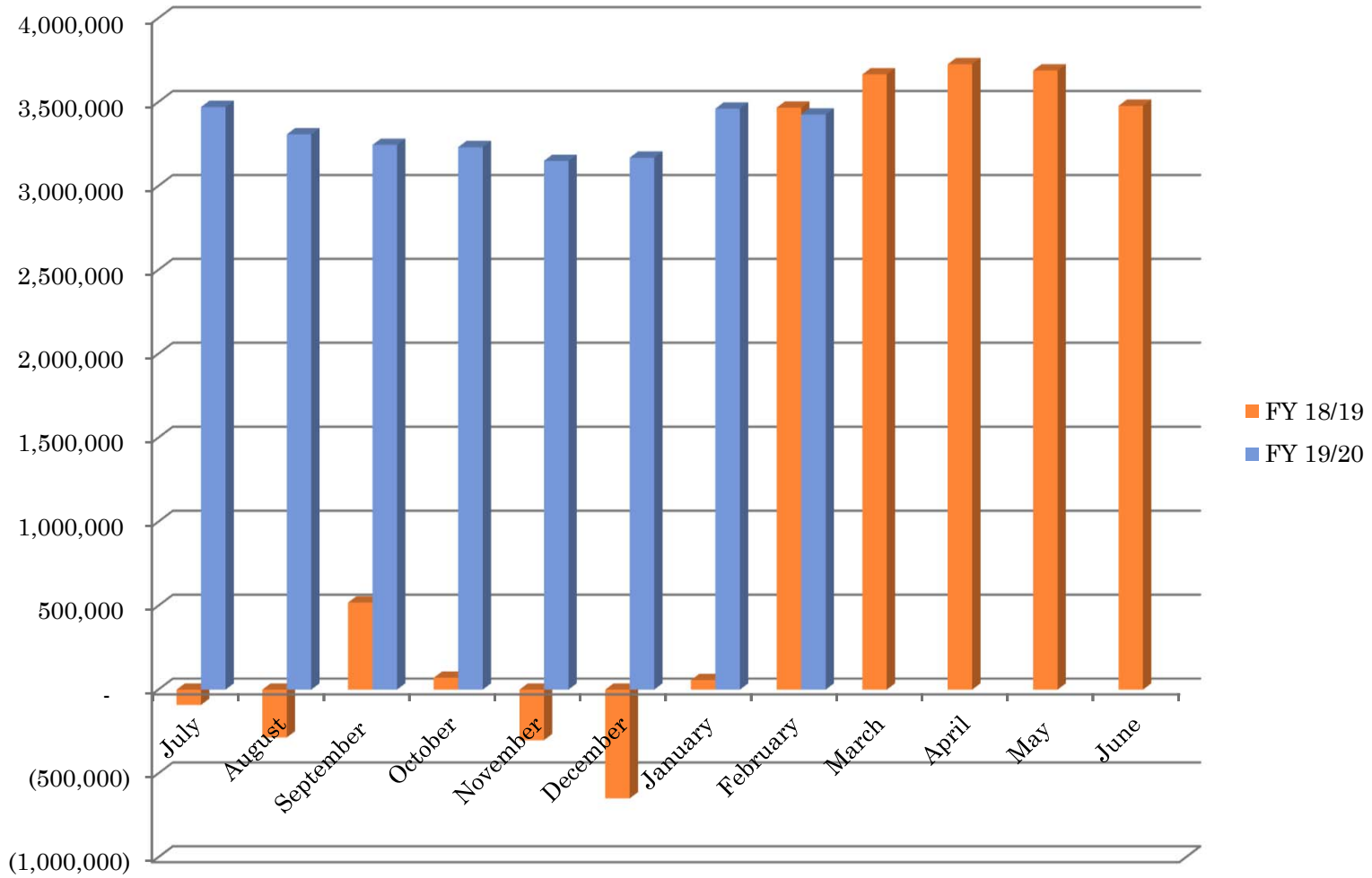
FISCAL YEAR FINANCIAL UPDATE

- We are currently **67** percent through the fiscal year
 - Certificated Salaries are at 64 percent of budget
 - Classified Salaries are at 63 percent of budget
 - Employee Benefits are at 63 percent of budget
 - Books and Supplies are at 82 percent of budget
 - Services and Other Operating expenses are at 73 percent of budget
 - Capital Outlay expenses are at 93 percent of budget
 - Total Expenses are at 68 percent of budget

CASH FORECAST

- DIM started off February 2020 with \$3,461,455 in cash
 - DIM spent **(\$35,278)** more in cash than they received in the month of February
 - DIM ended the month of February 2020 with \$3,426,177 in cash

DIM CASH YEAR OVER YEAR



Dimensions Collaborative School As of February 29, 2020	February Actuals	February Budget	Variance	YTD	Actuals	YTD	Budget	Budget
REVENUE								
General Block Grant	373,005	373,005	-	2,753,393	2,753,393	2,753,393	4,311,642	
Other State Income	7,947	7,947	-	343,919	343,919	343,919	527,838	
Federal Income	-	-	-	217,406	217,406	217,406	328,030	
Local Revenue	336	336	(0)	23,938	23,706	23,706	32,000	
Total Revenue	\$ 381,288	\$ 381,288	\$ (0)	\$ 3,338,656	\$ 3,338,424	\$ 3,338,424	\$ 5,199,510	
EXPENSES								
Certificated Employees	209,987	209,986	(1)	1,523,658	1,523,658	1,523,658	2,365,241	
Classified Employees	40,131	40,132	1	279,065	279,067	279,067	440,472	
Employee Benefits	43,259	43,258	(1)	492,715	492,716	492,716	776,535	
Books and Supplies	21,079	21,080	1	553,342	549,213	549,213	678,397	
Services and Other Operating Expenses	115,808	115,809	1	902,202	902,068	902,068	1,236,460	
Capital Outlay	-	-	-	51,298	51,298	51,298	55,000	
Other Outflows	-	-	-	-	-	-	-	
Total Expenditure	\$ 430,264	\$ 430,265	\$ 1	\$ 3,802,280	\$ 3,798,020	\$ 3,798,020	\$ 5,552,105	
Total Other Financing Sources (Uses)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (48,976)	\$ (48,977)	\$ 1	\$ (463,624)	\$ (459,596)	\$ (459,596)	\$ (352,595)	
Fund Balance, Beginning of Period	\$ 3,296,431	\$ 3,300,460		\$ 3,711,079	\$ 3,711,079	\$ 3,711,079	\$ 3,711,079	
Fund Balance, End of year	\$ 3,247,456	\$ 3,251,483		\$ 3,247,456	\$ 3,251,483	\$ 3,251,483	\$ 3,358,484	

Dimensions Collaborative School As of February 29, 2020	February Actuals	February Budget	YTD Actuals	YTD Budget	Budget
REVENUE					
8012 - Education Protection Account	-	-	47,771	47,771	92,890
8011 - Charter School General Purpose Aid	373,005	373,005	2,705,622	2,705,622	4,191,408
8096 - In Lieu of Property Taxes	-	-	-	-	27,344
8592 - Charter Schools Categorical Block Grant	-	-	-	-	-
General Block Grant	\$ 373,005	\$ 373,005	\$ 2,753,393	\$ 2,753,393	\$ 4,311,642
8019 - Prior Year Revenue not Accrued	-	-	13,037	13,037	13,037
8311 - Other State Apportionments	-	-	134,726	134,726	244,125
8319 - Other State Apportionments - Prior Years	-	-	-	-	-
8550 - Mandated Cost Reimbursement	-	-	12,726	12,726	13,094
8560 - State Lottery Revenue	-	-	24,992	24,992	99,144
8590 - All Other State Revenue	7,947	7,947	158,438	158,438	158,438
Other State Income	\$ 7,947	\$ 7,947	\$ 343,919	\$ 343,919	\$ 527,838
8182 - Special Education Reimbursement	-	-	-	-	58,125
8290 - Other Federal Revenue	-	-	217,406	217,406	269,905
Federal Income	\$ -	\$ -	\$ 217,406	\$ 217,406	\$ 328,030
8639 - Sales	-	-	2,986	2,800	3,000
8650 - Leases and Rentals	-	-	500	500	500
8660 - Interest	271	271	18,371	18,325	25,000
8699 - All Other Local Revenue	-	-	-	-	-
8701 - Student Fees	65	65	1,007	1,007	1,000
8803 - Fundraising	-	-	1,074	1,074	2,500
8999 - Uncategorized Revenue	-	-	-	-	-
Local Revenue	\$ 336	\$ 336	\$ 23,938	\$ 23,706	\$ 32,000
Total Revenue	\$ 381,288	\$ 381,288	\$ 3,338,656	\$ 3,338,424	\$ 5,199,510
EXPENSES					
1100 - Teachers Salaries	149,279	149,279	1,073,104	1,073,104	1,670,775
1101 - Teacher Stipends	17,582	17,582	126,980	126,980	198,392
1200 - Certified Pupil Support Salaries	6,638	6,638	37,033	37,032	63,586
1300 - Certificated Supervisors and Administrators Salaries	36,487	36,487	286,541	286,542	432,488
Certificated Employees	\$ 209,987	\$ 209,986	\$ 1,523,658	\$ 1,523,658	\$ 2,365,241
2100 - Instructional Aide Salaries	-	-	-	-	-
2200 - Classified Support Salaries	5,987	5,987	36,335	36,338	54,295
2300 - Classified Supervisors and Administrators Salaries	10,045	10,045	78,565	78,565	118,745
2400 - Clerical, Technical and Office Staff Salaries	24,100	24,100	164,165	164,164	267,432
2930 - Maintenance and Grounds	-	-	-	-	-
Classified Employees	\$ 40,131	\$ 40,132	\$ 279,065	\$ 279,067	\$ 440,472
3101 - CalSTRS	32,623	32,623	237,355	237,355	372,914
3202 - PERS	-	-	-	-	-
3301 - OASDI/Medicare- Certificated Postions	2,907	2,907	30,485	30,485	42,553
3302 - OASDI/Medicare- Classified Postions	3,021	3,021	21,148	21,149	33,756
3401 - Health & Welfare Benefits, Certificated Positions	1,643	1,643	162,883	162,882	260,976
3402 - Health & Welfare Benefits, Classified Positions	2,525	2,525	30,479	30,480	52,273
3501 - SUI- Certificated Positions	247	247	8,591	8,592	11,874
3502 - SUI- Classified Postions	292	292	1,773	1,773	2,189
3503 - Employer Other - Certificated	-	-	-	-	-
3504 - Employer Other - Classified	-	-	-	-	-
Employee Benefits	\$ 43,259	\$ 43,258	\$ 492,715	\$ 492,716	\$ 776,535
4100 - Approved Textbooks and Core Curricula Materials	1,679	1,679	157,106	157,106	205,000
4105 - Digital Text Books	-	-	717	500	1,500
4205- Subscriptions	-	-	-	-	250

Dimensions Collaborative School As of February 29, 2020	February Actuals	February Budget	YTD	Actuals	YTD	Budget	Budget
4300 - Materials and Supplies	-	-	-	-	-	-	-
4320 - Educational Software	1,728	1,728	65,663	62,477	75,000	75,000	
4325 - Instructional Materials	685	685	9,239	9,238	14,947	14,947	
4330 - Supplies	1,392	1,392	31,023	31,023	38,200	38,200	
4352 - Staff Meetings	673	673	6,934	6,934	10,000	10,000	
4353 - Testing Materials	-	-	6,088	6,088	8,500	8,500	
4355 - EU Consumable	9,158	9,158	92,030	92,029	115,000	115,000	
4400 - Noncapitalized Expenditures	-	-	167,526	166,802	180,000	180,000	
4420 - Computers	-	-	-	-	-	-	
4423 - Instructional Technology	4,906	4,906	5,205	5,205	10,000	10,000	
4433 - Administrative Technology	-	-	9,557	9,557	15,000	15,000	
4700 - Food	859	859	2,254	2,254	5,000	5,000	
Books and Supplies	\$ 21,079	\$ 21,080	553,342	\$ 549,213	\$ 678,397	\$ 678,397	
5103 - Resource Center Instructor	450	450	900	900	2,500	2,500	
5104 - Shredding	48	48	333	193	500	500	
5105 - Educational Units (EU's)	13,829	13,829	78,173	78,174	100,000	100,000	
5108 - Student Memberships	-	-	-	-	-	-	
5115 - Tutoring Services (Non-EU)	-	-	-	-	-	-	
5200 - Travel and Conferences	362	362	10,310	10,310	12,500	12,500	
5300 - Dues and Memberships	8	8	11,206	11,207	15,000	15,000	
5305 - Dues and Memberships Professional	103	103	17,967	17,967	20,000	20,000	
5400 - Insurance	3,544	3,544	41,424	41,425	62,000	62,000	
5500 - Operations and Housekeeping	261	261	5,470	5,470	9,000	9,000	
5510 - Electricity	2,184	2,184	16,925	16,925	25,387	25,387	
5515 - Janitorial Services	992	992	7,667	7,667	11,500	11,500	
5520 - Alarm Services	343	343	2,115	2,115	3,500	3,500	
5525 - Trash	-	-	1,084	1,084	1,600	1,600	
5530 - Water	-	-	-	-	-	-	
5808 - Property Tax	-	-	-	-	-	-	
5600 - Rentals, Leases and Repairs	-	-	-	-	-	-	
5605 - Equipment Lease	926	926	7,454	7,456	10,000	10,000	
5610 - Facility Leases	28,221	28,221	242,825	242,825	332,315	332,315	
5615 - Repairs and Maintenance Building	1,189	1,189	2,026	2,026	3,500	3,500	
5617 - Equipment Maintenance Contracts & License Fees	2,563	2,563	61,214	61,213	65,000	65,000	
5618 - Repairs & Maintenance - Auto	-	-	456	456	1,000	1,000	
5800 - Professional/Consulting Services	14,540	14,540	88,262	88,263	112,500	112,500	
5804 - Board Reimbursement	-	-	1,520	1,520	3,440	3,440	
5805 - Management Fee	-	-	48,767	48,767	48,767	48,767	
5809 - Banking Fees	8	8	41	41	75	75	
5887 - ITConsultants	2,794	2,794	14,491	14,491	35,000	35,000	
5821 - Interest Expense	-	-	-	-	-	-	
5824 - District Oversight Fees	-	-	-	-	43,116	43,116	
5830 - Fieldtrips	1,170	1,170	28,316	28,316	42,750	42,750	
5839 - Fundraising	-	-	293	293	500	500	
5843 - Interest	-	-	5	5	10	10	
5845 - Legal Fees	-	-	4,564	4,564	7,500	7,500	
5851 - Marketing and Student Recruitment	1,227	1,227	18,512	18,513	25,000	25,000	
5860 - Printing and Delivery	97	97	6,375	6,375	9,000	9,000	
5863 - Professional Development	1,378	1,378	27,951	27,950	32,000	32,000	
5869 - Special Education Services	37,224	37,224	125,880	125,881	150,000	150,000	
5905 - Cell Service	1,258	1,258	19,326	19,327	35,000	35,000	
5910 - Internet	421	421	4,573	4,573	8,000	8,000	
5915 - Postage	216	216	2,199	2,199	3,200	3,200	
5920 - Telephone	453	453	3,576	3,577	5,300	5,300	
Services and Other Operating Expenses	\$ 115,808	\$ 115,809	902,202	\$ 902,068	\$ 1,236,460	\$ 1,236,460	
6000 - Capital Outlay	-	-	51,298	51,298	55,000	55,000	

Dimensions Collaborative School As of February 29, 2020	February Actuals	February Budget	YTD	Actuals	YTD	Budget	Budget
Capital Outlay	\$ -	\$ -	\$	51,298	\$	51,298	\$ 55,000
7000 - Other Outflows	-	-		-		-	-
Other Outflows	\$ -	\$ -	\$	-	\$	-	\$ -
Total Expenditure	\$ 430,264	\$ 430,265	\$	3,802,280	\$	3,798,020	\$ 5,552,105
Total Other Financing Sources (Uses)	\$ -	\$ -	\$	-	\$	-	\$ -
Excess (deficiency) of revenues and other financing sources over expenditures and other financing uses	\$ (48,976)	\$ (48,977)	\$	(463,624)	\$	(459,596)	\$ (352,595)
Fund Balance, Beginning of year	\$ 3,296,431	\$ 3,300,460	\$	3,711,079	\$	3,711,079	\$ 3,711,079
Fund Balance, End of Period	\$ 3,247,456	\$ 3,251,483	\$	3,247,456	\$	3,251,483	\$ 3,358,484

2019/20
Actual & Forecast

	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast
Beginning Cash	3,477,862	3,470,874	3,307,942	3,245,021	3,231,748	3,149,768	3,168,762	3,461,455	3,426,177	3,415,010	3,360,794	3,303,328
Revenue												
General Block Grant	212,056	212,056	405,587	381,701	381,701	405,586	381,701	373,005	368,289	346,779	346,779	395,633
Federal Income	-	-	-	-	-	-	217,406	-	-	-	-	110,624
Other State Income	12,248	162,739	22,046	22,046	34,772	22,046	60,075	7,947	45,510	20,724	20,724	70,300
Local Revenues	2,470	240	6,752	3,168	323	8,135	2,513	336	518	3,768	518	3,225
Total Revenue	226,774	375,035	434,385	406,915	416,796	435,767	661,696	381,288	414,317	371,271	368,021	579,782
Expenses												
Compensation & Benefits	101,162	294,553	313,942	325,359	316,419	324,400	326,227	293,377	320,361	320,361	320,361	320,354
Books & Supplies	156,085	126,152	69,524	105,972	37,227	21,194	16,110	21,079	22,037	22,037	22,037	22,034
Services & Other Operating Expenses	208,691	81,529	106,173	112,226	77,075	71,935	128,765	115,808	83,086	83,089	83,089	99,426
Capital Outlay	-	21,600	10,741	-	3,315	13,243	2,399	-	-	-	-	3,702
Other Outflows	-	-	-	-	-	-	-	-	-	-	-	-
Total Expenses	465,938	523,833	500,380	543,557	434,036	430,771	473,501	430,264	425,484	425,487	425,487	445,516
Operating Cash Inflow (Outflow)	(239,164)	(148,799)	(65,995)	(136,642)	(17,240)	4,996	188,195	(48,976)	(11,167)	(54,216)	(57,466)	134,266
Accounts Receivable	30,577	3,629	-	88,164	-	-	106,077	-	-	-	-	-
Other Current Assets	119,860	-	-	-	-	-	-	-	-	-	-	-
Accounts Payable	-	(381)	-	(6,845)	-	(1,705)	-	-	-	-	-	-
Other Current Liabilities	81,738	(17,382)	3,075	42,049	(85,923)	15,703	(1,579)	13,698	-	-	-	-
Fixed Assets	-	-	-	-	-	-	-	-	-	-	-	-
Other Assets	-	-	-	-	21,183	-	-	-	-	-	-	-
Ending Cash	3,470,874	3,307,942	3,245,021	3,231,748	3,149,768	3,168,762	3,461,455	3,426,177	3,415,010	3,360,794	3,303,328	3,437,594

Cycle: FY2019-2020; Fund Class: <All>; Fund Columns: <All Funds>,62; Account Code
 Expression: ([Fund] = '62') ; Balance Date: 02/29/2020; Detail: No

Description	Total
9110-7639 - Cash In Treasury	\$ 1,221,599.22
9122-2841-09 - Cash in Bank - Mission Federal	\$ 2,203,290.33
9122 - Cash In Bank - Mission Federal Clearing	\$ -
9124-8887 - Cash In Bank - Wells Fargo	\$ 401.80
9129-2845 - Revolving Cash Account	\$ 885.30
9191 - Due to / from - Dehesa	\$ -
9210- AR PCSGP Grant	\$ (0.03)
9232- AR Property Tax	\$ 47,823.00
9233- AR Lottery	\$ -
9239- AR Special Education	\$ -
9260- AR Misc	\$ -
9312 - Due from CMCS	\$ -
9330- Prepaid Expenditures	\$ -
9420 - Land Improvement	\$ -
9425 - Accumulated Depreciation - Land Improvements	\$ -
9430 - Buildings	\$ -
9436 - Accumulated Depreciation - Buildings	\$ -
9440 - Equipment	\$ -
9445 - Accumulated Depreciation- Equipment	\$ -
9360 - Other Assets Deposits	\$ -
Subtotal of Account Group: Assets	\$ 3,473,999.62
9500 - Accounts Payable	\$ 20,508.94
9501- Accrued Accounts Payable	\$ 955.42
9514 - AP Other	\$ -
9520 - Met Legal	\$ (79.40)
9522 - Life Insurance	\$ (370.70)
9523 - UNUM	\$ 311.03
9525 - FSA	\$ 3,916.48
9540 - Payroll Taxes Liability - Fed	\$ 26,101.61
9545 - Payroll Taxes - State	\$ (6,948.79)
9550 - PERS Liability	\$ -
9555 - STRS Liability	\$ 50,817.57
9570 - Wages Payable	\$ 95,713.10
9572 - Accrued PTO/Vacation	\$ 22,929.99
9580 - 403B	\$ 2,209.79
9585 - Training	\$ -
9650 - Deferred Revenue	\$ -
9655 - Deferred Rent	\$ 10,479.00
APSB - AP Balancing	\$ -
Subtotal of Account Type: Liability	\$ 226,544.04
9760 - Fund Balance, unreserved	\$ 3,711,079.45
Net Increase/Decrease	\$ (463,623.87)
Subtotal of Account Type: Fund Balance/Retained Earnings	\$ 3,247,455.58
Subtotal of Account Group: Liabilities/Fund Balance	\$ 3,473,999.62

To: Members of the Board

From: Terri Novacek

Subject: Remote Work
Procedure

Scope: Employees of the
Organization

Meeting Date: 04/01/2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background: When the Organization needs employees to work remotely the procedures presented will be observed.

Report: The remote work procedure is provided to the Board.

Financial Impact: Stipends to be provided to all remote employees to cover home office, supplies, internet, and phone expenses.

Student Impact: Students will be instructed virtually.

Recommendation:

Remote Worker Procedure

Remote Work Definition

Remote work is defined as an employee who does not come into the office to work every day but works from home or another established location either full or part-time. Employee must be available and accessible by phone and email during agreed upon scheduled core business hours as determined by their Supervisor.

Responsibilities

Responsibilities and expectations may include, but are not limited to:

- Review class material with students by discussing text, working solutions to problems, or reviewing assignments.
- Create virtual lesson plans
- Provide virtual instruction to individual or groups of students to improve academic performance.
- Assess students' progress throughout tutoring sessions.
- Evaluate students' progress in order to see where improvements can be made.
- Motivate and encourage students through frequent interaction.
- Prepare for tutoring sessions by reviewing any notes, handouts, and other materials.
- Be punctual, begin all sessions promptly.
- Help students set academic and personal goals, and monitor progress toward those goals
- Attend and participate in all meetings
- Engage in professional development both within and beyond the organization
- Assist with virtual and technical support to staff, parents, and students
- Assist with resource distribution
- Provide technology support to colleagues, students, and parents, as appropriate
- Assist with facility maintenance
- Assist with resource management and distribution

An employee must be willing and able to fulfill any and all the listed duties, along with any additional duties as required by their Supervisor.

These responsibilities are in addition to duties listed in an Employee's job description.

Expenses Incurred While Working Remotely

A stipend will be provided to cover expenses incurred as a result of working remotely including, but not limited to supplies, internet, and phone use. If an employee feels his or her expenses exceed the allocated reimbursement amount, the employee shall meet with the Director of Human Resources for further consideration.

At-Will Agreement

Being a remote worker does not change or alter the at-will relationship between the Organization or the employee.

Confidentiality

Security of confidential information is of primary concern and importance to the Organization. Remote workers, like all Organization employees, are expected to adhere to all applicable laws, rules, regulations, policies, and procedures regarding confidential student and employee/employer information.

Health and Safety

Failure to maintain a proper and safe work environment may be cause for terminating an employee from the remote worker program.

If an employee incurs a work-related injury while working remotely, worker's compensation laws and rules apply just as they would if such an injury occurred at the main office. Employees must notify their supervisor immediately and complete all necessary documents regarding the injury.

Employee Name

Employee Signature

Date



Element Education

Empowering Students to Discover Their Element

2021-2022 Key Dates

July 5-9	Office Closed – Independence Day Observance
August 19	CPR/First Aid Training
August 20	New Hire Orientation
August 23	8/23 Kick-off (All staff)
August 24	Leadership Meetings
August 24-25	Professional Development
August 23 – September 3	Initial parent meetings
September 6	Labor Day Observance
September 7	First Day of School
November 11	Veterans Day Observance
November 22-26	Office Closed – Thanksgiving Observance
December 17	All Staff Winter Event
December 20 – December 31st	Office Closed – Winter Break
January 17	Martin Luther King Day Observance
February 21 – 25	Office Closed – Presidents' Day Observance
April 11-15	Office Closed – Spring Break
May 30	Memorial Day Observance
June 16	Last Day of School
June 17	DCS Graduation (Friday)
June 22	All Paperwork Due
June 23	Staff Meeting, Year End Event and Last Day for EF's

Board Meetings 2021-2022

Date of Meeting	Key Reports/Action
August 25	Course Descriptions; Safety Plan; Handbook Approval (Employee and Parent)
September 29	Unaudited Actuals
October 27	Student Performance Report; SPED Report; EL Report; Advisory Council Report
December 1	Annual Meeting (elections); Course Descriptions; Audit
January 26	Board reorganization/Officer elections; Board Training
March 2 (office closed week prior)	Draft Calendar and Key Dates; SPED report; Advisory Council Report
March 30	Final calendar and Key dates;
April 27	Handbook Revisions (discussion); LCAP Public Hearing;
May 25	Draft budget; Salary Analysis; Advisory Council Report
June 29	Student Performance Report; Final Budget; Executive Director Contract



To: Members of the Board

From: Terri Novacek

Subject: 2020- 2021
Calendar

Scope: Element Education

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background: Discuss and review 2020-2021 Calendar.

Report: Enclosed is draft of the 2020-21 Calendar.

Financial Impact: N/A

Student Impact: N/A

Recommendation: Approve 2020-21 Element Education Calendar

Agenda Item: 6.a.1.

**Element Education, Inc.
2020-2021 Calendar**

		Mon	Tues	Wed	Thurs	Fri	7/3-7/10/2020 Office Closed for Summer Break	
175 School Days	August/ September	10	11	12	13	14		
		17	18	19	20	21	CPR/1 st Aid/AED Training 8/20; New Hire Orientation 8/21	
		24	25	26	27	28	8/24 All Staff Kick Off; Professional Dev 8/25-8/26 Initial Meetings 8/24-9/4	
		31	1	2	3	4	Labor Day 9/7 First Day of School 9/8	
MONTH 1 19 days	September/ October	7	8	9	10	11	Membership/Subscription Deadline 9/11	
		14	15	16	17	18	DCS LC Classes Begin 9/14	
		21	22	23	24	25		
		28	29	30	1	2	Vendor Deadline 10/2	
MONTH 2 20 days	October	5	6	7	8	9	DCS Parent Meeting Week 10/5-10/9 Community Learning Add/Drop Deadline 10/9	
		12	13	14	15	16		
		19	20	21	22	23		
		26	27	28	29	30		
MONTH 3 14 days	November	2	3	4	5	6	DCS Parent Meeting Week 11/2-11/6 High School Add/Drop Deadline 11/6	
		9	10	11	12	13	Veteran's Day 11/11	
		16	17	18	19	20		
		23	24	25	26	27	Thanksgiving Break 11/23-11/27	
MONTH 4 15 days	November/ December	30	1	2	3	4	DCS & CM Parent Meeting Week 11/30-12/4	
		7	8	9	10	11		
		14	15	16	17	18	Winter Event 12/18	
		21	22	23	24	25	Winter Break 12/21-1/1	
MONTH 5 19 days	January	28	29	30	31	1		
		4	5	6	7	8	DCS & CM Parent Meeting Week 1/4-1/8	
		11	12	13	14	15		
		18	19	20	21	22	Martin Luther King Jr. 1/18 End of 1 st Semester 1/29	
MONTH 6 15 days	February	25	26	27	28	29		
		1	2	3	4	5	DCS & CM Parent Meeting Week 2/1-2/5 Start of 2 nd Semester 2/1	
		8	9	10	11	12		
		15	16	17	18	19	President's Week 2/15-2/19	
MONTH 7 20 days	March	22	23	24	25	26	Vendor Deadline 2/26	
		1	2	3	4	5	DCS Parent Meeting Week 3/1-3/5 Community Learning Add/Drop Deadline 3/5	
		8	9	10	11	12		
		15	16	17	18	19		
MONTH 8 15 days	March/ April	22	23	24	25	26	Order Deadline 3/26	
		29	30	31	1	2	Spring Break 3/29-4/2	
		5	6	7	8	9	DCS Parent Meeting Week 4/5-4/9 HS Add/Drop Deadline 4/9	
		12	13	14	15	16		
MONTH 9 20 days	April/May	19	20	21	22	23		
		26	27	28	29	30	DCS & CM Parent Meeting Week 4/26-4/30	
		3	4	5	6	7		
		10	11	12	13	14		
MONTH 10 18 days	May/June	17	18	19	20	21		
		24	25	26	27	28	DCS Parent Meeting Week 5/24-5/28	
		31	1	2	3	4	Memorial Day 5/31	
		7	8	9	10	11		
June/July		14	15	16	17	18	DCS Parent Meeting Week 6/17-6/22 Senior Meeting Day 6/17; Last Day of School 6/17 Graduation 6/18	
		21	22	23	24	25	All Paperwork Due 6/23	
		28	29	30	1	2	Staff Mtg, Year End Event, Last Day for EFs 6/24	
School & SPED Meetings 8:30 AM-3:00 PM	Holidays & Other Important Dates	Governing Board 1:00 P.M.	CM Leadership Team 9:00 AM-11:00 AM	DCS Leadership Team 10:00 AM-2:00 PM	Advisory Council DCS 10:00 AM -11 AM CM 11:00 AM -NOON	Assistant Training Prof. Development 8:30 a.m.-3:30 p.m.	DCS & CM Standardized Testing 5/3-6/3	MTSS Meetings Thur: 10:30 -Noon Fri: EF Go-To 10:30 -11:30 a.m.

*All Directors meet weekly on Mondays at 10 a.m.
*Element Admin meets weekly on Mondays at 11 a.m.



To: Members of the Board

From: Terri Novacek

Subject: Revised 2020-2021
Key Dates

Scope: Element Education

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background: A list of key dates is prepared for the 2020-2021 school year.

Quick Summary / Abstract: There were some recent revisions to Element Education 2020-2021 list of Key Dates.

Financial Impact: N/A

Recommended Motion: Approve Revised 2020-2021 Key Dates

Agenda Item: 6.a.2.

2020-2021 Key Dates

July 3-10	Office Closed – Independence Day Observance
August 20	CPR/First Aid Training
August 21	New Hire Orientation
August 24	Kick-off (All staff)
August 25	Leadership Meetings
August 25-26	Professional Development
August 24 – September 4	Initial parent meetings
September 7	Labor Day Observance
September 8	First Day of School
November 11	Veterans Day Observance
November 23-27	Office Closed – Thanksgiving Observance
December 18	Winter Event (all staff)
December 21 – January 1	Office Closed – Winter Break
January 18	Martin Luther King Day Observance
February 15 – 19	Office Closed – Presidents' Day Observance
March 29 – April 2	Office Closed – Spring Break
May 31	Memorial Day Observance
June 17	Last Day of School
June 18	DCS Graduation (Friday)
June 23	All Paperwork Due
June 24	Staff Meeting, Year End Event, and Last Day for EFs

Board Meetings 2020-2021

Date of Meeting	Key Reports/Action
July 29	Safety Plan; Handbook Approval (Employee and Parent)
August 26	Course Descriptions
September 30	Unaudited Actuals
October 28	Student Performance Report; SPED Report; EL Report; Advisory Council Report
December 2	Annual Meeting (elections); Course Descriptions; Audit
January 27	Board reorganization/Officer elections; Board Training
February 24 (office closed week prior)	Draft Calendar and Key Dates; SPED Report; Advisory Council Report
March 24	Final Calendar and Key Dates
April 28	Handbook Revisions (discussion); LCAP Public Hearing
May 26	Draft budget; Salary Analysis; LCAP Approval; Advisory Council Report
June 30	Student Performance Report; Final Budget; Executive Director Contract; May Financials



To: Members of the Board

From: Terri Novacek

Subject: Executive Authority
Related to COVID-19

Scope: Element Education

Meeting Date: April 1, 2020

- Action
- First Reading
- Information
- Presentation
- Public Hearing
- Roll Call Vote Required

Background: Element Education does not have a protocol for emergency situations such as the current COVID-10 pandemic.

Quick Summary / Abstract: This resolution would allow the Executive Director to continue to immediately respond to rapidly changing health and safety concerns and the educational needs of students by modifying instructional programs in a manner which pose the least harm to students as determined by the Executive Director.

Financial Impact:

NA

Recommended Motion:

Approve the resolution as presented

Agenda Item #: 6.a.3.

WHEREAS, the World Health Organization has declared COVID-19 a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a state of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, the Governor of the State of California has issued Executive Order n-33-2- requiring all residents to “shelter in place” and all but essential functions have been halted or restricted; and

WHEREAS, most schools in the state of California have closed for an undetermined duration; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate action necessary for the wellbeing of students to mitigate the effects of COVID-19 on instruction; and

WHEREAS, the Executive Director has implemented sound practices thus far in response to the epidemic; and

WHEREAS, approval of this resolution would allow the Executive Director to continue to immediately respond to rapidly changing health and safety concerns and the educational needs of students by modifying instructional programs in a manner which pose the least harm to students as determined by the Executive Director.

NOW, THEREFORE BE IT RESOLVED, that the Element Education Governing Board determines that the circumstances described in this resolution herein constitute an emergency condition for which immediate action is necessary; and

BE IT FURTHER RESOLVED that the Element Education Governing Board authorizes the Executive Director to exert maximum flexibility to respond to the emergency condition for students, including the closure of facilities, the closure of school(s), the provisions of distance learning, and the requirements for student promotion and retention.

PASSED AND ADOPTED by the Governing Board of Element Education at 1441 Montiel Road, Ste 143, Escondido, CA 92026, on the 1st day of April, 2020, by the following vote:

AYES: _____ NOES: _____ ABSENT: _____ ABSTENTIONS; _____