

Collaboratory Preparatory Academy Board Meeting Agenda 10/30/17

Attendees: Trey Traviesa, Suzanne Legg, Darren Scott, Heather Jenkins, Caitlin Dreher

Agenda

- 1. Call to Order** – 1 Minute
- 2. Additions or Corrections** – Up to 5 Minutes
- 3. Public Comment on Agenda Item** – As needed
- 4. Reports/Discussion**
 - a. Academic progress report (Attachment A)- Up to 5 Minutes
 - b. YTD Financial report (Attachment B)- Up to 5 Minutes
- 5. Consent Agenda** – Up to 5 Minutes
 - a. Approval to Amend Segregation of Financial Duties Document to include Designated Staff Members as Check Writers (Attachment C)
 - b. Appoint a Parent Representative for Board Meetings
- 6. Old Business**
- 7. New Business**
 - a. 2018-19 FTE Predictions (Attachment D) – Up to 5 Minutes
- 8. Comments** – As Needed
 - a. Public
 - b. Principal
 - c. Board

Adjourn

Kindergarten

The Kindergarten class at The Collaboratory Preparatory Academy, is a thriving group of learners. There are 21 students with a wide range of abilities. In kindergarten there are two students who receive English as a Second Language Services provided by the classroom teacher. There are no students receiving Exceptional Student Education Service yet but we are in the process of evaluating 4 of them.

In Language Arts, students started the year being tested on letter recognition, both upper and lower case, and letter sounds. The class had a 74% accuracy rate. In September kindergarten was retested and had 84% accuracy. In September we also tested kindergarten students on letter sounds and they had an accuracy rate of 75%. Our goal for quarter two is 100% mastery. Students have also been practicing their penmanship and writing their first and last names.

In Mathematics, students were assessed on number recognition (1-10) with an accuracy of 95% and continue to work on numbers 11-20. They have also practiced writing the numbers, counting, shape recognition, sorting, patterns and basic addition.

Science and Social Studies in Kindergarten are integrated throughout Language Arts and Math as well as receiving a separate time slot to discuss in further details or for science projects and STEM activities. In Science, we are learning about seasons, weather, nocturnal animals and life cycles of pumpkins and apples. We have done multiple experiments to learn more about science such as the water cycle, using our five senses to explore a pumpkin, figuring out if apples sink or float and how two colors can make different colors. In Social Studies we have been learning about spatial awareness, continents, land/water formations and community helpers.

We use the PATHS curriculum to learn about feelings and how to be a good friend and work together. New vocabulary words are introduced and discussed throughout Science and Social Studies as well as STEM activities to engage students and ensure academic growth.

First Grade

The first-grade students at The Collaboratory Preparatory Academy are a group of learners with a wide range of abilities. There are seventeen students in this classroom with one teacher and one paraprofessional. The first-grade classroom contains four students who are English Language Learners who receive services from their classroom teacher. Two students receive Exceptional Student Education services from the speech therapist at the school and the ESE teacher, along with services provided by the classroom teacher. One student is in the process of evaluation to receive ESE services. At the beginning of the year, two students had tested above first-grade level, seven students tested below grade level, and the remaining eight students were at grade level.

In Language Arts, students began the year with testing on the alphabet, reading and writing the letters, and reciting sounds. Students completed this with 100% accuracy. Students were then tested on pre-primer and primer sight words and high frequency words, which were assessed with 65% accuracy. The month of September was focused on increasing mastery levels. At the end of September, students were able to recite the pre-primer and primer words with

90% accuracy. In October, students have been working on first grade sight words and were recently tested on reading and spelling these words with 90% accuracy.

In Math, students began the year with a general pre-assessment that covered material taught in kindergarten, such as number recognition and patterns. This was completed with 96% mastery. In September, the first-grade class began with basic addition and continued learning how to add via methods such as doubles, counting on, and making ten. Students completed a mid-unit assessment with 90% mastery. Students recently completed a post-unit assessment with 85% mastery. Students who had difficulty were placed in small groups of two and received additional support from the teacher and a paraprofessional. Students are currently working on subtraction and addition (doubles plus 1). The next mid-unit assessment will take place in a few weeks. Since the math curriculum provides mid and post-unit assessments, the classroom teacher assesses students daily via observation to ensure mastery of material.

The first-grade writing block focuses on handwriting and making complete sentences. Each student has a handwriting journal provided by the curriculum which teaches students to write letters neatly. Students also practice writing by answering journal prompts given three times weekly. Students then have the option to share what they've written. This helps their speaking skills.

In Social Studies, the first-grade class covered community helpers in the month of September. Throughout the month of October, students have been learning about maps, globes, map skills, and cardinal directions. In Science, students have learned about habitats, including the animals and plants found in those habitats. Students are currently learning about the continents and oceans.

To aide in social-emotional learning, students are working with the PATHS curriculum. Students are learning about different types of feelings and how feelings are okay, but behaviors associated with those feelings are NOT okay. For example, it's okay to feel angry, but hitting someone is not okay. Students have been working hard on being a good friend to their peers.

Second Grade

The Second Grade at The Collaboratory Preparatory Academy, is a thriving group of learners. There are 10 students with a wide range of abilities. In Grade 2, there are two students who receive English as a Second Language Services provided by the classroom teacher. There are three students who receive Exceptional Student Education Service provided by the classroom teacher and a speech therapist.

In Language Arts, students started the year being tested on a pre-primer and primer level words and reading. The class mastered those levels with 90% accuracy. In September Second Grade was being tested on first grade level words and reading, with 80% mastery. At the end of September into the beginning of October, students were spelling and reading at a second grade level with 70% mastery. The students who have not mastered these levels receive one-on-one remediation every other day during DEAR (Drop Everything And Read) time. There are two students who are spelling and reading at an end of second grade/beginning of third grade level. These two students receive enrichment activities.

In Mathematics, students reviewed number recognition with 99% accuracy. Through September, students studied Place Value to prepare for addition and subtraction. Students

recently finished studying addition and practicing different methods of addition; Counting On, Counting All, Sticker Notation and Read, Draw, Write (RDW) Addition. Second Grade mastered addition with about 80% accuracy. Students who have not full mastered addition received two-on-one remediation weekly during Centers time.

Second grade has a writing block daily. As the students come in from lunch they are greeted by a writing prompt on the white board. Each student has their own writing journal where they write and then illustrate their writing. Right now, second grade is learning the writing process, and will be completing their final draft of their Pumpkin Stories on Halloween.

In Science, second grade recently finished exploring their five senses. Early in the year we spoke about space and watched the total eclipse live on the computer. Now that we have finished studying the five senses, we are moving on to the types of scientists and the scientific method. Second Grade has been learning about community, community helpers and community building. They recently finished learning about different types of communities, suburban, city and rural. Second grade integrates the PATHS curriculum into our community building lessons, learning about complimenting each other, having good sportsmanship and using problem solving skills.

Third Grade

There are currently 17 students in my classroom on varying academic levels. I have 4 students who are receiving Exceptional Student Education (ESE) services to help with learning delays, and one student who receives speech therapy once per week. These students also receive classroom accommodations for each subject that are appropriate for their individual needs. Several other students have not been ESE classified as of yet, but appear to have a delay in learning. Working from the Response to Intervention model (RTI), I have been collecting data so they can be tested in the near future and receive accommodations if needed. Overall, I have observed that teaching all subjects requires a slower pace--one direction at a time, whether verbal or written--as well as repetition and use of visual cues. Recalling information has gotten better, but it is a work in progress. I do have teaching assistants throughout the day to help with small group learning, which works well when needing to break down more complicated topics into bite-size pieces.

Math

At the beginning of the school year, I gave the students a second grade End of the Year Assessment. On average, students recalled 40% of second grade concepts. As a result, I spent 5 weeks reintroducing 60% of second grade concepts in order to catch them up to third grade level. To prevent students from falling behind in third grade math concepts, I split daily math time into two mini lessons--one second grade and one third grade concept. By the end of first quarter, 15 out of 18 students scored 70% or higher on second grade concepts. To ensure retention, a mixture of second and third grade math problems is included in students' Daily Morning Work.

Language Arts

Reading: Presently 47% of the third grade class struggles with reading fluency, which affects all learning subjects when they are required to read on their own. Oral and small group reading have been implemented in order to work on this, which most students really enjoy. They have gained confidence in their reading skills as they are allowed to read a portion of a book of their choice aloud to their classmates. Reading comprehension is progressing. When students are required to recall details or project what will happen next in a given story, they normally do well. However, when asked questions that require inferencing or drawing a conclusion, they are still learning how to think through this process.

Spelling: In August, students were tested on letter recognition and first grade level high frequency words. They did well, performing at a 96% accuracy rate. Students' spelling test scores have been consistent from the beginning of school until now, averaging 85% or higher on third grade level. This fact represents one of their strengths as a class: short term memory. I am working on strategies to help build long term memory skills as well.

Vocabulary: At first, vocabulary words were part of students' spelling list and they were quizzed on both the spelling and usage of the words. During this second quarter, I am taking four vocabulary words weekly and having students write the definition, the synonym and antonym, and an example sentence using each word. They are tested at the end of each week, including having to write their own sentence using each vocabulary word, and have scored an average of 75%. The goal is to not only expand their vocabulary, but also help bring more richness and depth to their writing abilities.

Writing and Grammar: Students write every day in their Writing Journal on topics relating to the type of writing they are learning. Opinion writing has been covered, and now they are working on how to write a friendly letter. In addition, we have discussed and practiced rough drafts, final drafts, and the proper way to edit their own work. Approximately 72% of the class is on level, and those who are still progressing are receiving one-on-one intervention. Regarding their grammar skills, students are able to structure a sentence, identify mistakes in sentences, find subject nouns and verbs, and relay synonyms and antonyms with 78% accuracy.

Science

When science was first introduced in August, most of the class was not aware of basic concepts or typical procedures associated with this subject. As a result, I introduced the Scientific Method, hung a visual chart in the classroom, and thoroughly reviewed lab/experiment procedures and what they could expect. They have learned how to research specific third grade science concepts, discuss them in a scientific way with their peers, conduct experiments using the Scientific Method, and write a well-ordered conclusion with their results. Science lends itself to a lot of hands-on and group activities, which the students find to be engaging and a highlight of their week. At times, however, information has had to be retaught and projects extended due to multi-step processes and adapting to the varying learning levels within the classroom. Currently all students are passing with an 80% or better.

Social Studies

Students have learned basic geographic knowledge, including a spatial sense of the world (working with maps, globes, and other geographic tools) to identify the seven continents, major oceans, compass rose, major landforms, and so forth. When tested, they were able to demonstrate their knowledge with 90% accuracy.

Social/Emotional

Though my class is full of strong, personable, and capable students, they have had many challenges with behavioral issues. The duration of these issues has been disruptive in the classroom, and it has taken away learning time for the whole class. A challenge that is faced regularly is students working together as a team and getting along with each other without arguing. Many have strong personalities that clash, challenging home lives, and are used to responding to adults in a particular way that is not conducive to academic productivity. I am having to spend classroom time building character and teaching basic respect for others, something that has become a necessary component if major academic progress is to continue. Gratefully, the PATHS curriculum (Promoting Alternative Thinking Strategies) provided has been a great character program that I teach three times a week, in addition to selecting a daily "PATHS Kid" to represent the class. Students are given tools to manage their behavior more effectively when they feel uncomfortable emotions. A number of opportunities have presented themselves in which these tools are needed and utilized.

Collaboratory School Inc
Profit & Loss

July through September 2017

Jul - Sep 17

Income	
110-R · General Operating	91,722.58
411-R · Internal Revenue	36,462.24
421-R · Federal Grants	77,063.78
Total Income	<u>205,248.60</u>
Expense	
110-E · Expenditures	
5100000 · Instruction	109,874.68
5600000 · Classroom Costs	399.30
7100000 · Board Expenses	366.00
7200000 · General Administration	4,211.77
7300000 · School Administration	40,575.58
7500000 · Fiscal Services	23,000.00
7900000 · Operations of the Plant	16,735.51
8100000 · Maintenance of Plant	1,045.28
Total 110-E · Expenditures	<u>196,208.12</u>
Total Expense	<u>196,208.12</u>
Net Income	<u><u>9,040.48</u></u>

Collaboratory School Inc
Profit & Loss
 July through September 2017

Jul - Sep 17

Income

110-R · General Operating

3310001 · Base Student Allocation	58,860.42
3310002 · Discretionary Local Efforts	4,042.99
3310003 · Mileage Compression	2,153.22
3310004 · Discretionary Lottery	216.82
3310005 · Supplemental Academic Instructi	2,436.59
3310006 · ESE Guaranteed	1,911.16
3310012 · Additional Allocation	0.13
3310013 · Proration of Funds	-1.38
3310014 · Digital Classroom	215.66
3310216 · Reading Allocation	559.45
3310217 · Safe Schools	204.16
3334579 · Teacher Lead Program	1,701.00
3336215 · Instructional Materials	972.36
3355216 · Class Size Reduction PK-3	18,450.00

Total 110-R · General Operating 91,722.58

411-R · Internal Revenue

3492001 · Contributrions & Donations	36,456.73
3493000 · Interest Income	5.51

Total 411-R · Internal Revenue 36,462.24

421-R · Federal Grants

3250000 · CSP Grant	77,063.78
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Total 421-R · Federal Grants 77,063.78

Total Income 205,248.60

Expense

110-E · Expenditures

5100000 · Instruction

5100120 · Classroom Teachers	95,310.87
5100220 · FICA	7,291.27
5100510 · Classroom Supplies	6,307.42
5100730 · Dues and Subscriptions	965.12

Total 5100000 · Instruction 109,874.68

5600000 · Classroom Costs

5600000 · Classroom Costs - Other	399.30
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Total 5600000 · Classroom Costs 399.30

7100000 · Board Expenses

7100310 · Professional and Technical Serv	336.00
7100382 · Operating Expense Contingency	30.00

Total 7100000 · Board Expenses 366.00

7200000 · General Administration

7200310 · District Administrative Fee	4,211.77
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Total 7200000 · General Administration 4,211.77

7300000 · School Administration

7300110 · Admin Salary	30,000.00
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Collaboratory School Inc Profit & Loss

July through September 2017

	<u>Jul - Sep 17</u>
7300220 · FICA Admin	2,295.00
7300390 · Bank Fees	148.00
7300391 · Advertising	2,911.28
7300392 · Printing	52.97
7300393 · Postage	1,276.08
7300510 · Office Supplies	3,029.33
7300730 · Dues and Subscriptions	850.00
7300780 · Depreciation	<u>12.92</u>
Total 7300000 · School Administration	40,575.58
7500000 · Fiscal Services	
7500310 · Professional & Technical Servic	<u>23,000.00</u>
Total 7500000 · Fiscal Services	23,000.00
7900000 · Operations of the Plant	
7900310 · Payroll Expenses	12,811.80
7900320 · Insurance and Bond Premium	2,729.24
7900390 · Purchased Services	1,152.75
7900590 · Other Materials and Supplies	<u>41.72</u>
Total 7900000 · Operations of the Plant	16,735.51
8100000 · Maintenance of Plant	
8100350 · Repairs and Maintenance	<u>1,045.28</u>
Total 8100000 · Maintenance of Plant	<u>1,045.28</u>
Total 110-E · Expenditures	<u>196,208.12</u>
Total Expense	196,208.12
Net Income	<u><u>9,040.48</u></u>

Collaboratory School Inc
Profit & Loss
 July through September 2017

	<u>Jul 17</u>	<u>Aug 17</u>	<u>Sep 17</u>	<u>TOTAL</u>
Income				
110-R · General Operating				
3310001 · Base Student Allocation	4,657.80	25,937.48	28,265.14	58,860.42
3310002 · Discretionary Local Efforts	313.03	1,789.68	1,940.28	4,042.99
3310003 · Mileage Compression	166.52	943.22	1,043.48	2,153.22
3310004 · Discretionary Lottery	17.34	95.42	104.06	216.82
3310005 · Supplemental Academic Instructi	193.82	1,072.13	1,170.64	2,436.59
3310006 · ESE Guaranteed	0.00	906.08	1,005.08	1,911.16
3310012 · Additional Allocation	0.13	0.00	0.00	0.13
3310013 · Proration of Funds	-1.38	0.00	0.00	-1.38
3310014 · Digital Classroom	8.92	98.82	107.92	215.66
3310216 · Reading Allocation	44.69	246.22	268.54	559.45
3310217 · Safe Schools	16.34	89.80	98.02	204.16
3334579 · Teacher Lead Program	0.00	0.00	1,701.00	1,701.00
3336215 · Instructional Materials	77.28	427.88	467.20	972.36
3355216 · Class Size Reduction PK-3	1,469.22	8,125.78	8,855.00	18,450.00
Total 110-R · General Operating	6,963.71	39,732.51	45,026.36	91,722.58
411-R · Internal Revenue				
3492001 · Contributrions & Donations	25,279.93	616.80	10,560.00	36,456.73
3493000 · Interest Income	1.66	1.43	2.42	5.51
Total 411-R · Internal Revenue	25,281.59	618.23	10,562.42	36,462.24
421-R · Federal Grants				
3250000 · CSP Grant	11,719.19	21,428.02	43,916.57	77,063.78
Total 421-R · Federal Grants	11,719.19	21,428.02	43,916.57	77,063.78
Total Income	43,964.49	61,778.76	99,505.35	205,248.60
Expense				
110-E · Expenditures				
5100000 · Instruction				
5100120 · Classroom Teachers	30,037.50	33,753.12	31,520.25	95,310.87
5100220 · FICA	2,297.86	2,582.11	2,411.30	7,291.27
5100510 · Classroom Supplies	0.00	2,971.00	3,336.42	6,307.42
5100730 · Dues and Subscriptions	0.00	0.00	965.12	965.12
Total 5100000 · Instruction	32,335.36	39,306.23	38,233.09	109,874.68
5600000 · Classroom Costs	50.00	349.30	0.00	399.30
7100000 · Board Expenses				
7100310 · Professional and Technical Serv	0.00	336.00	0.00	336.00
7100382 · Operating Expense Contingency	0.00	0.00	30.00	30.00
Total 7100000 · Board Expenses	0.00	336.00	30.00	366.00
7200000 · General Administration				
7200310 · District Administrative Fee	348.06	1,856.37	2,007.34	4,211.77
Total 7200000 · General Administration	348.06	1,856.37	2,007.34	4,211.77
7300000 · School Administration				
7300110 · Admin Salary	10,000.00	10,000.00	10,000.00	30,000.00
7300220 · FICA Admin	765.00	765.00	765.00	2,295.00
7300390 · Bank Fees	36.00	92.00	20.00	148.00

Collaboratory School Inc Profit & Loss

July through September 2017

	<u>Jul 17</u>	<u>Aug 17</u>	<u>Sep 17</u>	<u>TOTAL</u>
7300391 · Advertising	729.74	2,181.54	0.00	2,911.28
7300392 · Printing	52.97	0.00	0.00	52.97
7300393 · Postage	0.00	1,276.08	0.00	1,276.08
7300510 · Office Supplies	304.59	2,282.63	442.11	3,029.33
7300730 · Dues and Subscriptions	0.00	850.00	0.00	850.00
7300780 · Depreciation	0.00	0.00	12.92	12.92
Total 7300000 · School Administration	<u>11,888.30</u>	<u>17,447.25</u>	<u>11,240.03</u>	<u>40,575.58</u>
7500000 · Fiscal Services				
7500310 · Professional & Technical Serv	0.00	23,000.00	0.00	23,000.00
Total 7500000 · Fiscal Services	<u>0.00</u>	<u>23,000.00</u>	<u>0.00</u>	<u>23,000.00</u>
7900000 · Operations of the Plant				
7900310 · Payroll Expenses	689.63	5,291.19	6,830.98	12,811.80
7900320 · Insurance and Bond Premium	2,729.24	0.00	0.00	2,729.24
7900390 · Purchased Services	1,152.75	0.00	0.00	1,152.75
7900590 · Other Materials and Supplies	0.00	41.72	0.00	41.72
Total 7900000 · Operations of the Plant	<u>4,571.62</u>	<u>5,332.91</u>	<u>6,830.98</u>	<u>16,735.51</u>
8100000 · Maintenance of Plant				
8100350 · Repairs and Maintenance	0.00	369.45	675.83	1,045.28
Total 8100000 · Maintenance of Plant	<u>0.00</u>	<u>369.45</u>	<u>675.83</u>	<u>1,045.28</u>
Total 110-E · Expenditures	<u>49,193.34</u>	<u>87,997.51</u>	<u>59,017.27</u>	<u>196,208.12</u>
Total Expense	<u>49,193.34</u>	<u>87,997.51</u>	<u>59,017.27</u>	<u>196,208.12</u>
Net Income	<u><u>-5,228.85</u></u>	<u><u>-26,218.75</u></u>	<u><u>40,488.08</u></u>	<u><u>9,040.48</u></u>

Collaboratory School Inc Profit & Loss

July through September 2017

	<u>Jul 17</u>	<u>Aug 17</u>	<u>Sep 17</u>	<u>TOTAL</u>
Income				
110-R · General Operating	6,963.71	39,732.51	45,026.36	91,722.58
411-R · Internal Revenue	25,281.59	618.23	10,562.42	36,462.24
421-R · Federal Grants	11,719.19	21,428.02	43,916.57	77,063.78
Total Income	<u>43,964.49</u>	<u>61,778.76</u>	<u>99,505.35</u>	<u>205,248.60</u>
Expense				
110-E · Expenditures				
5100000 · Instruction	32,335.36	39,306.23	38,233.09	109,874.68
5600000 · Classroom Costs	50.00	349.30	0.00	399.30
7100000 · Board Expenses	0.00	336.00	30.00	366.00
7200000 · General Administration	348.06	1,856.37	2,007.34	4,211.77
7300000 · School Administration	11,888.30	17,447.25	11,240.03	40,575.58
7500000 · Fiscal Services	0.00	23,000.00	0.00	23,000.00
7900000 · Operations of the Plant	4,571.62	5,332.91	6,830.98	16,735.51
8100000 · Maintenance of Plant	0.00	369.45	675.83	1,045.28
Total 110-E · Expenditures	<u>49,193.34</u>	<u>87,997.51</u>	<u>59,017.27</u>	<u>196,208.12</u>
Total Expense	<u>49,193.34</u>	<u>87,997.51</u>	<u>59,017.27</u>	<u>196,208.12</u>
Net Income	<u><u>-5,228.85</u></u>	<u><u>-26,218.75</u></u>	<u><u>40,488.08</u></u>	<u><u>9,040.48</u></u>

Collaboratory School Inc Balance Sheet

As of September 30, 2017

Sep 30, 17

ASSETS

Current Assets

Checking/Savings

1110 · US AmeriBank 500175690 27,859.10

Total Checking/Savings 27,859.10

Total Current Assets

27,859.10

Fixed Assets

1500000 · Furniture and Equipment

1700015 · Accumulated Depreciation -12.92

1500000 · Furniture and Equipment - Other 7,872.34

Total 1500000 · Furniture and Equipment 7,859.42

1700000 · Textbooks

1700000 · Textbooks - Other 5,505.90

Total 1700000 · Textbooks 5,505.90

Total Fixed Assets

13,365.32

TOTAL ASSETS

41,224.42

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2300000 · Accrued Payroll 32,335.36

Total Other Current Liabilities 32,335.36

Total Current Liabilities

32,335.36

Total Liabilities

32,335.36

Equity

32000 · Unrestricted Net Assets -151.42

Net Income 9,040.48

Total Equity

8,889.06

TOTAL LIABILITIES & EQUITY

41,224.42

Collaboratory School Inc Balance Sheet

As of September 30, 2017

	Jul 31, 17	Aug 31, 17	Sep 30, 17
ASSETS			
Current Assets			
Checking/Savings			
1110 - US AmeriBank 500175690	26,955.09	736.34	27,859.10
Total Checking/Savings	26,955.09	736.34	27,859.10
Total Current Assets	26,955.09	736.34	27,859.10
Fixed Assets			
1500000 - Furniture and Equipment			
1700015 - Accumulated Depreciation	0.00	0.00	-12.92
1500000 - Furniture and Equipment - Other	0.00	0.00	7,872.34
Total 1500000 - Furniture and Equipment	0.00	0.00	7,859.42
1700000 - Textbooks	0.00	0.00	5,505.90
Total Fixed Assets	0.00	0.00	13,365.32
TOTAL ASSETS	26,955.09	736.34	41,224.42
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Other Current Liabilities			
2300000 - Accrued Payroll	32,335.36	32,335.36	32,335.36
Total Other Current Liabilities	32,335.36	32,335.36	32,335.36
Total Current Liabilities	32,335.36	32,335.36	32,335.36
Total Liabilities	32,335.36	32,335.36	32,335.36
Equity			
32000 - Unrestricted Net Assets	-151.42	-151.42	-151.42
Net Income	-5,228.85	-31,447.60	9,040.48
Total Equity	-5,380.27	-31,599.02	8,889.06
TOTAL LIABILITIES & EQUITY	26,955.09	736.34	41,224.42

Collaboratory School Inc
Statement of Cash Flows
July through September 2017

	<u>Jul - Sep 17</u>
OPERATING ACTIVITIES	
Net Income	9,040.48
Adjustments to reconcile Net Income to net cash provided by operations:	
2300000 · Accrued Payroll	17,183.86
Net cash provided by Operating Activities	<u>26,224.34</u>
INVESTING ACTIVITIES	
1500000 · Furniture and Equipment	-7,872.34
1500000 · Furniture and Equipment:1700015 · Accumulated Depreciation	12.92
1700000 · Textbooks	-5,505.90
Net cash provided by Investing Activities	<u>-13,365.32</u>
Net cash increase for period	12,859.02
Cash at beginning of period	15,000.08
Cash at end of period	<u><u>27,859.10</u></u>

Collaboratory School Inc
Transaction Detail By Account
July through September 2017

	Type	Date	Num	Name	Memo	Class	Clr	Split	Debit	Credit	Balance
411-R - Internal Revenue											
3492001 - Contributions & Donations											
	General Journal	07/07/2017	Deposit	Funds Transfer		FTE		1110 - US AmeriBank 500175690		1,187.42	1,187.42
	General Journal	07/10/2017	Deposit	Contribution		FTE		1110 - US AmeriBank 500175690	1,000.00		2,187.42
	General Journal	07/13/2017	Deposit	Funds Transfer		FTE		1110 - US AmeriBank 500175690		1,750.10	3,937.52
	General Journal	07/20/2017	Deposit	Donations - Caitlin Dreher		FTE		1110 - US AmeriBank 500175690		20,836.76	24,774.28
	General Journal	07/21/2017	Deposit	Donations - Caitlin Dreher		FTE		1110 - US AmeriBank 500175690	229.95		25,004.23
	General Journal	07/24/2017	Deposit	Donations - Caitlin Dreher		FTE		1110 - US AmeriBank 500175690		91.80	25,096.03
	General Journal	07/28/2017	Deposit	Donations - Caitlin Dreher		FTE		1110 - US AmeriBank 500175690	183.90		25,279.93
	General Journal	08/01/2017	Deposit	Donations - Caitlin Dreher		FTE		1110 - US AmeriBank 500175690	91.80		25,371.73
	General Journal	08/08/2017	Deposit	Donation		FTE		1110 - US AmeriBank 500175690	155.00		25,526.73
	General Journal	08/14/2017	Deposit	XFER FROM DD XX8117 - TO COVER OVERDRAI		FTE		1110 - US AmeriBank 500175690	2,000.00		27,526.73
	General Journal	08/15/2017	Deposit	XFER FROM DD XX8117 - FUND OVERDRAFT		FTE		1110 - US AmeriBank 500175690		4,000.00	31,526.73
	General Journal	08/24/2017	Repayment	XFER FROM DD XX8117 - FUND OVERDRAFT		FTE		1110 - US AmeriBank 500175690	2,000.00		29,526.73
	General Journal	08/24/2017	Repayment	XFER FROM DD XX8117 - FUND OVERDRAFT		FTE		1110 - US AmeriBank 500175690	4,000.00		25,526.73
	General Journal	08/24/2017	Deposit	Donation		FTE		1110 - US AmeriBank 500175690		150.00	25,676.73
	General Journal	08/24/2017	Deposit	Donation		FTE		1110 - US AmeriBank 500175690		220.00	25,896.73
	General Journal	09/14/2017	Deposit	Founder Donation		FTE		1110 - US AmeriBank 500175690		10,000.00	35,896.73
	General Journal	09/25/2017	Deposit	Donation		FTE		1110 - US AmeriBank 500175690		500.00	36,396.73
	General Journal	09/28/2017	Deposit	Donation		FTE		1110 - US AmeriBank 500175690		60.00	36,456.73
	Total 3492001 - Contributions & Donations								<u>6,000.00</u>	<u>42,456.73</u>	<u>36,456.73</u>
	Total 411-R - Internal Revenue								<u>6,000.00</u>	<u>42,456.73</u>	<u>36,456.73</u>
	TOTAL								<u>6,000.00</u>	<u>42,456.73</u>	<u>36,456.73</u>

COLLABORATORY PREPARATORY ACADEMY
SEGREGATION OF FINANCIAL DUTIES POLICY
EFFECTIVE MAY 30, 2017

Purpose

The purpose of this policy is to establish internal controls that will enable Collaboratory Preparatory Academy (“CP” or “School”) to properly safeguard its assets and to comply with state and federal laws. To ensure strong internal controls and appropriate separation of duties related to accounts receivable transactions, all funds submitted to the School will be properly accounted for and managed in accordance with generally accepted accounting procedures. The following policies shall apply to all of the School’s funds.

Receipt of Funds

The Principal will authorize office staff who are allowed to accept funds. An authorized receiver must not be involved in the fund posting or accounts receivable process. The authorized receivers may include the secretary, receptionist, and other staff members trained and authorized by the Principal.

In Person Payments

If a payment is made in-person, the authorized receiver shall verify any funds presented while the payer is present and the payer shall be provided a receipt. The funds must be stored in a secure temporary location and the payment recorded on the appropriate Receipts Log.

Mailed Payments

If a payment is made via mail, the authorized receiver shall open the mail and endorse each check immediately by stamping “For Deposit Only” on the back. The authorized receiver shall prepare a receipt and mail it to the payer by the next business day. The funds shall be stored in a secure temporary location and the payment recorded on the appropriate Receipts Log.

Recording Fund Payments

The authorized receiver shall record each receipt of funds in the Receipts Log. The Receipts Log must be kept in a secure location so that only authorized persons have access to it. A copy of the receipt shall be bundled with the funds and played in a secure temporary location.

Voided Fund Payments

If a receipt is made unusable for any reason, it shall be voided. the voided receipt, and any copies, shall remain in the receipt book with the work “VOID” written across it.

Deposit of Funds

Only the Principal, the Treasurer of the Board, or staff members authorized by the Principal may make bank deposits. The person making deposits may not be the same person who receives the funds, records the funds into the general ledger, nor the person completing reconciliations. All funds received by the School shall be prepared for deposit daily. Until the funds can be taken to

the bank for deposit, they must be stored in a secure location in the School's office. Deposits shall occur at least two times per week. Deposit slips will be written for every deposit listing each check and the total cash amount to be deposited. The deposit slip shall be verified by one additional person in addition to the person who prepared the slip. One copy of the deposit slip should be stored at the School along with a copy of the checks to be deposited.

Recording, Reconciliation, and Financial Reports

A scanned copy of all deposit slips should be sent to Bookkeeper or designated back office provider, along with a summary of each deposit. Bookkeeper or designated back office provider shall record each deposit in the general ledger and perform all reconciliations. Bookkeeper or designated back office provider shall also generate all financial reports related to CP. If at any time an irregularity is discovered in the financial reports or while conducting reconciliations, Bookkeeper or designated back office provider shall immediately report such irregularities to the Principal and Treasurer of the Board.

Payment of Funds

The Principal shall be ultimately responsible for the handling and expending of all School funds. Accurate records of all transactions shall be kept and reports on expenditures shall be given to the Board of Directors on a quarterly basis and at each Governing Board meeting.

Authorization for Payments

CP shall adhere to the following requirements for the authorization of all payments and purchase orders, so long as such payments are provided for in the most current budget approved by the Governing Board:

- A. If CP wishes to make a payment of \$5,000 or less, the Principal may solely authorize such payment, except as otherwise required by this Policy.
- B. Any payments in excess of \$5,000 shall be jointly authorized by the Principal and Treasurer of the Board.
- C. If CP wishes to make a payment of \$1,500 or more utilizing federal CSP Grant funds, or for which CP would seek reimbursement of CSP Grant funds, the Principal and Treasurer of the Board must jointly authorize the payment.

Authorized Signatories

The Principal shall be the designated signatory for all checks used in satisfaction of authorized payments. In the absence of the Principal, the Treasurer of the Board may also act as signatory. The CP Board may authorize other CP employees or Board members to serve as signatories.

Invoices and Check Requests

The Principal shall authorize certain staff members to receive and handle invoices. An authorized receiver shall open any invoices, scan the invoices, and post them into CP's online portal. If the invoice has been sent to CP in response to a purchase order, the authorized receiver should attach the invoice to the purchase order using CP's online portal.

Purchase Orders

All purchase orders must be authorized in accordance with this policy. Purchase orders must include the following information:

- A. Date
- B. Purchase order number
- C. Vendor name
- D. Vendor telephone number
- E. General description of items / services
- F. Estimated amount of the purchase
- G. Preparer's information and signature

Issuance of Payments

Once a payment has been duly authorized, Bookkeeper, designated back office provider, or designated staff members (to include Cheryl Sparks, Caitlin Dreher or Victoria Baptiste) shall generate the check and send it to the Principal or authorized signatory for a signature. CP shall make a copy of each check and upload it to the online portal. All checks shall be timely sent to the vendor by a person authorized by the Principal.

Reconciliation

CP Admin shall provide to Bookkeeper or designated back office provider a copy of all bank statements and other materials documenting a payment. Bookkeeper or designated back office provider shall perform all reconciliations and provide a reconciliation report to CP Principal each month.

Board Secretary Certificate

I hereby certify that the foregoing Policy was amended by a majority vote of a quorum of the Governing Board of Directors at a duly noticed meeting held on October 30, 2017.

Board Secretary

Printed Name

Date

Charter School Student Projections for 2018-2019

School Name, Collaboratory Preparatory Academy

Site # _7822_____

K

Basic	54
ESE	
Level 1	5
Level 2	4
Level 3	2
Level 4	
Level 5	
Total ESE	11
ELL	7
Total K	72

Grade 1

Basic	11
ESE	
Level 1	2
Level 2	1
Level 3	2
Level 4	
Level 5	
Total ESE	5
ELL	2
Total Grade 1	18

Grade 2

Basic	11
ESE	
Level 1	2
Level 2	1
Level 3	2
Level 4	
Level 5	
Total ESE	5
ELL	2
Total Grade 2	18

Grade 3

Basic	11
ESE	
Level 1	2
Level 2	1
Level 3	2
Level 4	
Level 5	
Total ESE	5
ELL	2
Total Grade 3	18

Summary K-3

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	
ELL	
Total	

Grade 4

Basic	11
ESE	
Level 1	2
Level 2	1
Level 3	2
Level 4	
Level 5	
Total ESE	5
ELL	2
Total Grade 4	18

Grade 5

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 5	0

Grade 6

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 6	0

Grade 7

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 7	0

Grade 8

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 8	0

Summary 4-8

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	
ELL	
Total	

Grade 9

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 9	0

Grade 10

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 10	0

Grade 11

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 11	0

Grade 12

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	0
ELL	
Total Grade 12	0

Summary 9-12

Basic	
ESE	
Level 1	
Level 2	
Level 3	
Level 4	
Level 5	
Total ESE	
ELL	
Total	

Grand Total