

The Classical Academy

Board of Directors Meeting



**Tuesday, December 12, 2017
3:30 p.m.**

**Coastal Academy
4196 Callie Platino
Oceanside, California 92056**



THE CLASSICAL ACADEMIES

- ESCONDIDO | VISTA | OCEANSIDE | ONLINE -

Board of Directors Meeting

Tuesday, December 12, 2017 at 3:30 pm
Coastal Academy, 4096 Callie Platino, Oceanside CA 92056

AGENDA

1. Open Public Meeting with Pledge of Allegiance **3:30 pm**
2. Review and Approval of Past Minutes
 - Meeting of September 12, 2017
 - Meeting of October 25, 2017
 - Meeting of November 30, 2017
3. Correspondence
 - Written
 - Oral – 2 minute maximum per speaker
4. Student Voice: Update from Gabby Smith, ASB President
5. Treasurer's Report
 - State Funding Update
 - Financial Update
 - Yearend 12/31 Reserves
6. New Business
 - WASC Visitation Report – Samantha Bartrom, Coastal High
 - Instructional Contract for Services – Jalyn Hall
 - Email Retention Policy – Alfred Roebuck
 - Coastal High School Presentation – Samantha Bartrom
7. Old Business
 - Enrollment
 - Classical Academy, Vista Charter Petition Update
8. Adjournment of Public Meeting
9. Executive Session (Closed Meeting) **5:30 pm**
 - Special Education Update
10. Reports from Executive Session
11. Adjournment - Next meeting Tuesday, February 13, 2018

"Partnering With Parents For Quality Education"

A California Public Charter School Serving North County San Diego Since 1999
Accredited by the Schools Commission of the Western Association of Schools and Colleges WASC



CLASSICAL ACADEMY

ESCONDIDO

BOARD OF DIRECTORS			
Date	September 12, 2013	Call to Order	3:30 PM Pledge of Allegiance
Board Members Present:	Mark Reardon, Patricia Huerta, Paul Donovan, Mark Donar, Cameron Curry		
Board Members Absent:			
Staff Members Present:	Cameron Curry, Sonia Ryan		
Note taker:	Karen Namy		

Agenda for September 12, 2017

Report on Executive Session (Closed Session)

No Report Given

Nominate and Appoint New Board Member

Motion	Moved	Second	Vote	Passed	Denied
Motion to appoint Mark Donar as new Board Member.	Cameron Curry	Paul Donovan	4-0	✓	

Review and Approval of Past Minutes for May 23, 2017

Motion	Moved	Second	Vote	Passed	Denied
Motion to approve past meeting minutes as presented.	Mark Donar	Paul Donovan	4-0	✓	

Correspondence

Written: None Presented
Oral: Kenna Molina, TCA Principal, shared positive parent feedback.
Jennifer Morrow, Principal Middle School, shared letter from an appreciative parent who is interested in starting a PTA.

Student Voice

ASB President Luke Goodman spoke to the Board and thanked everyone for all the school does. He shared that the student body is working a theme for Homecoming and that they are currently having tryouts for the school Mascot.

Treasurer's Report

Treasurer's Report, Cameron Curry

Cameron presented the Treasurer's Report, providing an overview, highlighting various aspects of the report



CLASSICAL ACADEMY

ESCONDIDO

Classified Salary Adjustments, Cameron Curry

Cameron outlined the background of previous discussions during the May Board meeting in which in providing increases at varying rates for the classified team members based on the available revenue. No classified increases were included in the spending plan due to unknown state funding. He reported that the Director of Finance created a projected financial impact which provides an overall financial impact of a 5% increases, which proved affordable. The decision is to award the 5% increase, which will be effective in the September 15th payroll cycle for 86 classified team members.

New Business

JumpStart Parent Conference Recap, Sonia Ryan

This year's JumpStart Conference was a huge success and proved to be a record year for sponsors and participation. Survey Highlights indicated a great representation from all sites, with 92% rating JumpStart as excellent or above excellent, 96% rating this year's Keynote speaker Kirk Martin, as engaging, giving him rating as excellent or above excellent and 91% were likely to attend this event in the future. This year's event made a profit of \$20K with many donations from parents.

Calendar Board Visits to Coastal & Classical Academy

Coastal K-8: October 24, from 9:00 AM – 11:00 AM
Summit: March 7, from 9:30 AM – 11:30 AM

Calendar October Board Workshop on Governance

Host was to bring in an attorney to review the responsibilities of Board Members. The workshop will be held on Wednesday, October 18 from 11:00 AM – 1:00 PM in the conference room of the HS.

Board Position Appointments for 2017/2018

The Board needs to determine and assign positions of each Board appointee. The Board agreed and voted to keep the positions as they currently stand.

President: Mark Reardon
Secretary: Paul Donovan
Treasurer: Patricia Huerta
At Large: Mark Donar
Executive: Cameron Curry

Motion	Moved	Second	Vote	Passed	Denied
Keep the Board positions as is.	Patricia Huerta	Paul Donovan	4-0	✓	

Prop 39 Update & Presentation, Russ Grant

Russ provided the background of The California Clean Energy Jobs Act (Prop 39) which allocates projected revenue to California's General Fund and the Clean Energy Job Creation Fund for 5 fiscal years. This state funding has been in place since the 2013-14 school year and \$413,642 has been collected of the \$515,460 committed. This state funding has been used to update energy systems on each campus and utilize an outside consulting firm to handle purchasing and reporting.

Old Business

Enrollment

Cameron Curry presented the board with a report for September 1, 2017 Enrollment, which shows 17 students over for K-8 and 3 students over in the Middle School.

Classical Academy, Vista Charter Petition Update, Jalyn Hall

Jalyn provided an update in regards to writing the Vista Charter. The goal is to have this completed by October 1. She and her team are currently working with a consultant to review the document, work through revisions and updates and provide one voice throughout.

Adjournment

4:22PM Meeting Adjourned
Next Meeting is scheduled for Tuesday, December 12, 2017 at Coastal Academy.



THE CLASSICAL ACADEMIES

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Board Minutes for October 25, 2017

Members Present: Mark Reardon, Patty Huerta, Paul Donavon, and Cameron Curry

Members Absent: Mark Donar

The Board meeting was called to order at 11:00 am and Paul Minney, attorney with Young, Minney, and Corr, presented information about the benefits of collapsing our multiple non-profits to run all the schools through one non-profit, The Classical Academy, Inc.

After a brief discussion with the Board, questions were answered, and a vote was taken in favor of moving forward with starting the process to collapse the multiple non-profits. The Board was in favor of operating a single non-profit, The Classical Academy, Inc., that would oversee and operate all the schools under one non-profit.

Meeting adjourned 11:45 am.



THE CLASSICAL ACADEMIES

- ESCONDIDO | VISTA | OCEANSIDE | ONLINE -

Meeting Minutes – Closed Session

9/12/2017

Members Present:

Mark Donar, Paul Donovan, Patty Huerta, Mark Reardon, and Cameron Curry

Topics Discussed:

Special Education Settlement:

Cori Coffey, Director of Special Education, detailed a recent settlement that involved a student with Special Needs at the Vista Campus. Details of the settlement are confidential and the funds were paid from the Special Education revenue received for the school.

Workers Comp Case:

Melissa Morey, Director of Human Resources, detailed a recent settlement with a former employee. Details of the settlement are confidential and our Workers Comp provider paid out the funds.

Coastal Academy Renewal:

Cameron Curry, Executive Director, shared that Oceanside Unified had been contacted, an initial meeting to discuss the renewal is set for Tuesday, October 3, 2017, and Principal Marcy Cashin will be attending this meeting too.

Bond Finance Update:

Cameron Curry, Executive Director, shared that he engaged our attorney to review any and all lease documents related to the 2950 S. Bear Valley Parkway property. The current bond can be refinanced and plans are in motion to include also the purchase of the Bear Valley property in that transaction.

Executive Director Evaluation:

Mark Reardon met with Cameron Curry to review his annual leadership reflection on Friday, September 8, 2017. The Board discussed the current budget, accomplishments of Cameron, and the health of the organization. The Board agreed to give Cameron a 3% raise, retroactive back to July 1, 2017, and a \$10,000 bonus. Cameron's current salary is \$205,903 with an annual car allowance of \$7,200. With the 3% increase, his salary will be \$212,080. The annual car allowance stays the same and his total compensation is \$219,280.



CLASSICAL ACADEMY

ESCONDIDO

Meeting Minutes 11/30/2017

Members Present: Mark Reardon, Mark Donar, Paul Donavon, and Cameron Curry

Member Absent: Patty Huerta

10:02 am Open Public Meeting

New Business:

Bond Refinance:

Motion Passed 3/1

Discussion and consideration of approval of board resolution and related bond documents to move forward with bond financing for the construction and/or improvement of school facilities and the refinancing of prior issued bonds for savings not to exceed \$45 million.

Motion to Accept: Mark Reardon

2nd: Mark Donar

Abstained: Cameron Curry

LLC Modification:

Motion Passes 3/1

Discussion and consideration of amendment of the Partnering with Parents LLC Operating Agreement regarding amendment of the LLC management structure.

Motion to Accept: Mark Reardon

2nd: Mark Donar

Abstained: Cameron Curry

Appoint Lori Perez as the manager For the LLC, Partnering with Parents

Motion Passes 3/1

Motion to Accept: Mark Reardon

2nd: Mark Donar

Abstained: Cameron Curry

California Dashboard discussion

Jalyn Hall covered the new California State Dashboard that tracks data and information about each public school in the state of California.

Meeting adjourned at 10:33 am

The Classical Academy, Inc.
Financial Statements
October 31, 2017

The Classical Academy, Inc.

Balance Sheet

as of October 31, 2017

		<u>Oct 17</u>
ASSETS		
Current Assets		
Checking/Savings		
Cash in County Treasury	9110	3,450,946.72
Cash TCA-PWB-Pacific Western Bank	9121	515,843.39
Cash LLC-PWB-Pacific Western Bank	9122	115.39
Cash in BanksPetty Cash	9131	<u>2,500.00</u>
Total Checking/Savings		3,969,405.50
Accounts Receivable		
Accounts Receivable	9201	250.00
Accrued Receivables	9202	21,198.92
Due From Coastal	9311	31,028.03
Due From CAHS	9312	421,204.53
Revenue Fund-Bond	9342-01	421,345.41
Bond Payments Reserve	9343-01	<u>2,112,156.02</u>
Total Accounts Receivable		3,007,182.91
Other Current Assets		
Organizational Costs	9320	3,130.00
Organizational Costs: Accum Amort	9321	(3,130.00)
Prepaid Expenditures	9330	3,579.69
Security Deposit (Rent)	9332	39,583.33
Bond Issuance Costs	9347	711,619.00
Accum Amort-Bond Issuance	9348	<u>(102,790.00)</u>
Total Other Current Assets		651,992.02
Total Current Assets		<u>7,628,580.43</u>
Fixed Assets		
Land-New Facilities (Bond-Penn)	9410-01	2,496,000.00
Land Improv (TCA Bear Valley)	9420	46,560.14
Land Improv (Bond-Penn)	9420-01	26,690.00
Land Improv (TCAMS 144-146 Woodward)	9420-02	7,900.00
Building (TCAMS 146 Woodward)	9430	474,171.50
Building Improv (TCAMS 144-146 Woodward)	9431	12,147.22
Building (TCAMS 144 Woodward)	9432	584,467.67
Bldg Improv (TCA Bear Valley)	9434	953,031.43
Leasehold Improv (TCAMS Washington)	9434-01	132,054.57
Accum Deprec Bldg (TCA & TCAMS)	9435	(283,902.23)
Bldg Improv (Vista)	9437	68,806.21
Books & Equipment (TCA & TCAMS)	9440	210,160.11
Books & Equipment (Vista)	9440-02	14,866.00
Furniture and Fixtures (TCA & TCAMS)	9441	135,320.01
Library Books (TCA & TCAMS)	9442	22,280.16
Textbooks (TCA & TCAMS)	9443	259,878.01
Accum Deprec Equip (TCA & TCAMS)	9445	(454,206.98)
Accum Deprec F&F (TCA & TCAMS)	9446	(130,985.00)
Accum Deprec Improv (TCA & TCAMS)	9447	(317,045.23)
Accum Deprec (Washington)	9447-01	<u>(21,770.07)</u>

The Classical Academy, Inc.

Balance Sheet

as of October 31, 2017

		<u>Oct 17</u>
Accum Deprec Improv (Vista)	9449	(31,627.97)
Building-New Facilities (Bond-Penn)	9451-01	18,321,728.85
Furniture and Fixtures (Vista)	9452	11,516.71
Accum Deprec F&F (Vista)	9453	(11,344.51)
Accum Deprec Equip (Vista)	9456	(14,866.45)
Accum Deprec Improv (Bond-Penn)	9459	(4,763.13)
Accum Deprec New Facilities (Bond-Penn)	9460	(1,233,357.50)
Total Fixed Assets		<u>21,273,709.52</u>
Total ASSETS		<u>28,902,289.95</u>
LIABILITIES		
Current Liabilities		
Accounts Payable		
Accounts Payables	9500	97,432.03
Accounts Payables	9501	250.00
Total Accounts Payable		<u>97,682.03</u>
Other Current Liabilities		
Accrued STRS	9562	118,256.86
Accrued PERS	9563	32,440.97
Accrued P/R Fed State Taxes	9564	(620.53)
Accrued W/C	9570	6,539.92
Accrued-Medical	9580-01	(39,788.79)
Accrued-Dental/Vision Elite	9580-02	(6,349.58)
Accrued-Dental/Vision Saver	9580-03	(3,296.60)
Accrued-Chiro Insurance	9580-04	(1,834.44)
Accrued-Life Insurance	9580-05	(12,598.03)
Accrued-Aflac	9581-01	344.85
Accrued-Flex Amer Fidelity	9581-02	254.16
Accrued-American Fidelity	9581-03	120.58
Accrued-Unum Voluntary	9581-05	61.01
Accrued-SDCOE/FBC	9581-06	11,024.00
Accrued-Unum Supplemental	9581-09	929.34
Accrued Sales/Use Tax	9599	893.62
Due To Coastal	9611	5,479.75
Due To CAHS	9612	3,190.88
Security Deposits	9630	1,000.00
Total Other Current Liabilities		<u>116,047.97</u>
Total Current Liabilities		<u>213,730.00</u>
Long Term Liabilities		
Bonds Payable	9664-01	24,334,250.00
Total Long Term Liabilities		<u>24,334,250.00</u>
Total LIABILITIES		<u>24,547,980.00</u>
EQUITY		
Beginning Net Assets		
Design. Economic Uncertainties	9770	352,421.00
CA Energy Reserves	9783	255,935.30

The Classical Academy, Inc.

Balance Sheet

as of October 31, 2017

		<u>Oct 17</u>
Mandated/Common Core Reserves	9785	368,774.52
Educator Effectiveness Reserves	9786	48,125.11
Facilities Reserves	9799	<u>4,010,165.69</u>
Total Beginning Net Assets		5,035,421.62
Net Income		<u>(681,111.67)</u>
Total EQUITY		<u>4,354,309.95</u>
LIABILITIES & EQUITY		<u><u>28,902,289.95</u></u>

The Classical Academy, Inc.
Statements of Income
for one month ended October 31, 2017 and year to date

		<u>Oct 17</u>	<u>Jul - Oct 17</u>
Revenue			
Prop EPA Income	8012	-	400,588.00
Gen Purpose Ent State Aid	8015	488,214.00	1,518,888.00
In Lieu Property Tax Current	8096	244,816.48	795,653.56
STAR Testing Reimbursement	8590-01	3,446.02	3,516.02
Special Ed	8590-90	56,778.00	176,642.00
Leadership Income	8699-01	1,601.00	2,295.00
Yearbook Income	8699-04	35.00	1,985.00
Scrip Income	8699-05	4.90	9.00
Fundraising Events Income	8699-07	3,354.00	8,728.71
Fundraising Lunch Program	8699-08	939.09	939.09
Lost Book Recovery Income	8699-09	(21.51)	713.87
Donations Income-Labs	8699-11	610.00	1,830.00
Donation Income	8699-12	-	40.00
Rental Income	8699-13	-	1,350.00
Rebates	8699-18	-	5.70
Volunteer Hours	8699-20	-	250.00
Shirt Sales	8699-30	350.00	3,876.99
C'lectives	8699-31	910.00	2,680.00
Robotics	8699-32	-	150.00
Facility Use	8699-34	167.50	4,127.50
Electives	8699-37	-	1,066.00
Musical Theatre Income	8699-50	6,793.00	12,865.00
General Music Income	8699-54	-	16,795.00
Class Trip Income 6th grade	8699-62	2,600.00	2,600.00
Class Trip Income 7th grade	8699-63	1,050.00	1,675.00
Field Trip Income Biz Town	8699-67	1,470.00	3,360.00
Field Trip Income Legoland	8699-68	16,652.00	16,652.00
Field Trip Income General	8699-69	647.00	9,634.51
Conference Camp	8699-71	1,347.00	1,347.00
Staff Track	8699-72	515.00	1,765.00
Field Trip Income Wave	8699-73	180.00	180.00
Misc. Income	8699-99	173.00	971.32
Total Revenue		832,631.48	2,993,179.27
Expense			
Certificated Salaries 1000			
Teachers' Salaries	1100	231,546.01	714,781.06
Sub Teachers Salaries	1101	2,180.92	2,950.92
Pupil Services	1200	18,210.00	66,243.66
Certificated Administration	1300	35,808.34	129,208.36
Other Certificated Salaries	1900	16,870.00	33,618.34
Other Instr'l Supp C'lectives	1901	16,747.50	38,710.00
Total Certificated Salaries 1000		321,362.77	985,512.34
Classified Salaries 2000			
Instructional Aide	2100	52,568.74	134,390.18

The Classical Academy, Inc.

Statements of Income

for one month ended October 31, 2017 and year to date

		Oct 17	Jul - Oct 17
Classified Support Salaries	2200	25,134.44	80,381.69
Classified Administration	2300	29,916.68	120,500.05
Clk, Tech, & Office Salaries	2400	45,980.78	180,953.72
Other Classified Salaries	2900	9,166.66	35,833.31
Total Classified Salaries 2000		162,767.30	552,058.95
Employee Benefits 3000			
STRS Certificated	3101	43,901.49	134,962.61
PERS Classified	3202	22,730.16	82,439.81
FICA/Medicare Certificated	3301	5,672.15	17,334.31
FICA/Medicare Classified	3302	12,476.78	42,294.12
H&W Benefits Certificated	3401	32,325.00	110,997.39
H&W Benefits Classified	3402	20,050.33	75,363.51
Unemployment Ins Certificated	3501	-	2,273.32
Workers Comp Certificated	3601	4,336.86	16,179.72
Workers Comp Classified	3602	2,203.14	7,738.67
Total Employee Benefits 3000		143,695.91	489,583.46
Books & Supplies 4000			
Approved Curricula Material Textbooks 4100			
Math-non-consumable	4100-30	-	11,824.31
Math-consumable	4100-31	-	21,441.92
Science-non-consumable	4100-32	-	1,129.65
Social Science-non-consumable	4100-34	-	99.50
English/LA-non-consumable	4100-36	233.41	7,936.65
English/LA-consumable	4100-37	116.78	25,576.82
Total Approved Curricula Material Textbooks 4100		350.19	68,008.85
Non-Approved Curricula Material 4200			
Book Other Than Textbooks Other books C Track	4200-02	-	53.95
Math-non-consumable	4200-30	363.76	9,229.03
Math-consumable	4200-31	1,007.40	11,553.83
Science-non-consumable	4200-32	102.92	938.38
Science-consumable	4200-33	916.97	2,614.47
Social Science-non-consumable	4200-34	260.66	1,333.46
Social Science-consumable	4200-35	220.06	1,466.60
English/LA-non-consumable	4200-36	243.38	7,028.61
English/LA-consumable	4200-37	(1,137.52)	20,563.58
Non Approved Other Core	4200-38	461.60	2,346.41
Non Approved Electives	4200-39	-	377.23
Total Non-Approved Curricula Material 4200		2,439.23	57,505.55
Instr'l Material & Supplies 4300			
Instr'l Materials A/B Track	4300-01	874.90	2,500.08
Instr'l Materials C Track	4300-02	47.44	205.67
Instr'l Materials All	4300-03	1,415.54	7,163.62
C'lectives supplies	4300-04	1,732.06	3,767.86
Art in Action supplies	4300-05	14.43	80.69
Lab Supplies	4300-06	450.10	765.29
Instr'l Mat. & Supp. Awrds/Rec	4300-07	87.96	559.51

The Classical Academy, Inc.
Statements of Income
for one month ended October 31, 2017 and year to date

		<u>Oct 17</u>	<u>Jul - Oct 17</u>
Summer Fun Camp Supplies	4300-08	-	45.76
Fundraising Mat. & Supplies	4300-10	26.50	602.63
Conference Camp Supplies	4300-13	123.63	123.63
Office Material & Supplies	4301	3,433.96	7,321.33
Janitorial/Maint Supplies	4302	5,263.05	12,085.74
Security Supplies	4302-02	529.65	1,047.39
Music Mat. & Supplies	4305	31.52	(1,423.05)
Musical Theatre Supplies	4305-01	3,389.28	5,825.09
Choir Supplies	4305-02	350.45	350.45
Jr. Musical Theatre Supplies	4305-03	4,223.34	5,269.18
Band Supplies	4305-07	-	108.14
Leadership Other Supplies	4306-02	-	2,118.00
Meals	4311	1,488.42	6,458.02
Parent Volunteer Supplies	4312	-	700.00
Robotics Supplies	4317	30.84	30.84
Instr'l Material & SuppliesFuel	4320	197.81	456.26
Building Improvement Supplies	4325	681.92	7,501.03
Total Instr'l Material & Supplies 4300		<u>24,392.80</u>	<u>63,663.16</u>
Total Books & Supplies 4000		27,182.22	189,177.56
NonCap F&E 4400			
Equipment Computers	4402	29,991.68	29,991.68
Equipment Other (IT)	4403	8,018.00	13,446.11
F&F Tables & Chairs	4404	-	9,007.96
F&F Other	4405	1,150.63	5,976.61
Total NonCap F&E 4400		<u>39,160.31</u>	<u>58,422.36</u>
Services & Other Operating Exp. 5000			
Dues & Subscriptions	5300	479.00	3,651.71
Insurance	5400	-	75,755.00
Total Services & Other Operating Exp. 5000		<u>479.00</u>	<u>79,406.71</u>
Travel Expenses 5200			
Travel & Conferences	5201	857.90	3,911.91
Auto Allowance	5203	1,875.00	7,115.00
Mileage	5210	800.44	1,055.66
Total Travel Expenses 5200		<u>3,533.34</u>	<u>12,082.57</u>
Operations & Housekeeping 5500			
Janitorial Services	5501	5,136.00	25,634.00
Trash Disposal	5502	1,051.07	4,204.28
Landscaping	5503	800.00	4,160.00
Utilities SDG&E	5504	7,609.14	23,488.77
Utilities Water	5505	1,180.04	3,421.46
Pest Control	5506	560.00	970.00
Facilities Maint. Painting	5507	-	53.15
Facilities Maint Carpet	5508	-	2,537.00
Facilities Maint Pool	5509	1,185.00	2,273.00
Other Maintenance Housekeeping	5510	3,513.30	16,889.37
Total Operations & Housekeeping 5500		<u>21,034.55</u>	<u>83,631.03</u>

The Classical Academy, Inc.

Statements of Income

for one month ended October 31, 2017 and year to date

		<u>Oct 17</u>	<u>Jul - Oct 17</u>
Rental, Leases & Repair 5600			
Rental, Leases, & Repair	5600	-	50.00
Rentals	5601	2,337.17	7,096.28
Copier Usage	5605-01	5,591.71	12,802.10
Copier Lease	5605-02	326.47	4,846.53
Building Lease	5606	-	215,510.89
Building Lease-CAMS	5606-02	1,082.54	15,738.56
Building Improvements	5607	-	3,801.54
Other Equipment Repairs	5608	256.73	681.73
Site Improvement Non Cap	5609	-	1,340.57
Relocatable Leases	5610	996.27	3,621.35
Total Rental, Leases & Repair 5600		10,590.89	265,489.55
Consult, Serv & Operation Exp 5800			
Field Trip Expense 5808			
Class Trip 5th/Adventure Camp	5808-05	-	1,200.00
Class Trip 6th/Astro Camp	5808-06	-	2,400.00
Class Trip 7th/Catalina	5808-07	-	2,927.50
Class Trip 8th/DC-NY	5808-08	(7,733.74)	1,546.26
Field Trip Legoland	5808-68	19,342.40	19,342.40
Field Trip Other	5808-99	100.00	100.00
Total Field Trip Expense 5808		11,708.66	27,516.16
Music Programs 5811			
Musical Theatre	5811-01	-	5,100.00
Jr Musical Theatre	5811-03	2,000.00	2,129.00
Total Music Programs 5811		2,000.00	7,229.00
Consult, Serv & Other Operation 5800			
Track C Electives	5801	1,381.88	1,748.13
Awards & Recognition	5810	718.18	2,312.87
Robotics	5817	-	616.04
Accounting Services	5825	1,845.00	3,735.00
Advertising/Community Marketing	5826	74.00	6,268.17
Audit	5827	-	4,332.00
Bank Service Fees	5828	284.09	1,167.49
Board Allowance	5832	-	500.00
Consultants IT	5835	833.33	833.33
Consultants Other	5837	-	2,038.40
Consultants-Special Ed	5837-01	3,145.00	5,424.50
Staff Development	5842	420.00	5,512.63
Contracted Services Other	5849	-	(1,335.73)
Contracted Services-Maintenance	5849-02	2,610.00	34,420.00
Fingerprinting/FBI DOJ	5851	913.00	1,852.33
Legal Expense	5853	5,854.05	5,854.05
Payroll Services	5855	-	25.00
Printing & Reproduction	5856	1,523.37	1,788.18
SDCOE Retirement Expense	5859	-	1,827.72
SDCOE SIS Expense	5860	33.75	3,620.18

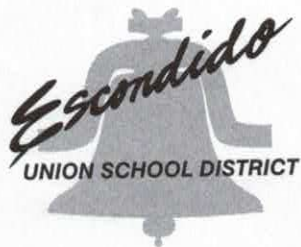
The Classical Academy, Inc.

Statements of Income

for one month ended October 31, 2017 and year to date

		Oct 17	Jul - Oct 17
Security System/Services	5862	951.95	14,484.45
Security Other Services	5862-01	709.70	709.70
Computer Software	5863	171.95	10,367.33
NWEA testing & license	5864-01	-	10,890.00
Licensing & Permits Other	5864-02	-	1,144.17
Edgenuity License	5864-03	(30,698.78)	15,347.89
Brain Pop	5864-05	-	2,395.00
Discovery Ed	5864-06	-	9,925.20
Reading PLUS/Lexia	5864-08	-	9,787.25
Schoolology	5864-09	-	10,546.20
Turn it in/I-Paradigms	5864-11	-	2,365.00
Bottled Water	5865	85.00	320.00
Shred-It Services	5875	-	118.69
Facility Lease-LLC	5897	269,730.00	542,666.25
Miscellaneous Expenses	5899	139.87	139.87
Total Consult, Serv & Other Operation 5800		<u>260,725.34</u>	<u>713,747.29</u>
Total Consult, Serv & Operation Exp 5800		274,434.00	748,492.45
Communications 5900			
Postage & Delivery	5901	210.12	271.53
Telephone Expense	5902	2,823.71	12,097.19
Cell Phone Expense	5903	(198.91)	7,151.61
Internet Web Services	5904	5,244.50	15,308.20
Total Communications 5900		<u>8,079.42</u>	<u>34,828.53</u>
Capital Outlay 6000			
Depreciation Expense	6900	46,611.99	186,447.96
Amortization Expense	6910	1,976.75	7,907.00
Total Capital Outlay 6000		<u>48,588.74</u>	<u>194,354.96</u>
Total Expense		1,060,908.45	3,693,040.47
Other Local Revenue 8600			
Interest Income	8660	6,582.82	19,336.35
Total Other Local Revenue 8600		<u>6,582.82</u>	<u>19,336.35</u>
Net Ordinary Income		(221,694.15)	(680,524.85)
Other Financing Uses 7600			
Bond Interest Expense	7699-01	480,050.00	963,443.75
LLC Accounting Services	7699-05	-	455.00
LLC Taxes and Fees	7699-07	-	130.00
LLC Misc Expenses	7699-10	-	1.82
Total Other Financing Uses 7600		<u>480,050.00</u>	<u>964,030.57</u>
Other Financing Sources 8900			
LLC Rental Income from TCA	8979-02	269,730.00	542,666.25
LLC Rental Income CAHS	8979-03	210,320.00	420,777.50
Total Other Financing Sources 8900		<u>480,050.00</u>	<u>963,443.75</u>
Net Income (Loss)		<u>(221,694.15)</u>	<u>(681,111.67)</u>

See Accountant's Compilation Report



October 03, 2017

BOARD OF EDUCATION

Gary Altenburg, DDS
Joan Gardner
Zesty Harper
Joe Muga, Ph.D.
Doug Paulson

SUPERINTENDENT

Luis A. Rankins-Ibarra, Ed.D.

Cameron Curry, Executive Director
The Classical Academy
157 East Valley Parkway, Suite 201
Escondido, CA 92025

Dear Mr. Curry:

Re: 2016-2017 Unaudited Actuals:

Our office has completed its review of The Classical Academy's 2016-2017 Unaudited Actuals in compliance with Education Code § 47604.32, which assigns fiscal oversight responsibility for its charter schools to the sponsoring school district. This oversight responsibility includes, but is not limited to, the particular areas of budget, accounting, attendance accounting, and payroll.

We note that your agency provided a timely 2016-2017 Unaudited Actuals to district management prior to the established deadline. As required of our oversight role, we forwarded a copy of the report to the San Diego County Office of Education (SDCOE), prior to the September 15, 2017 deadline.

With this fiduciary responsibility in mind, we have undertaken a review of your Adopted Budget, and note the following:

Fiscal Status in 2016-2017

1. The Classical Academy (TCA) submitted a timely 2016-2017 Unaudited Actuals report using the state-approved Alternative Form. As a non-profit entity organized under Internal Resource Code Section 501(c)(3), TCA has elected to report its financial results on the full accrual basis of accounting.
2. Under the Local Control Funding Formula (LCFF), TCA received \$9.8 million, including \$5.1 million in state aid, \$1.7 million in Economic Protection Act (EPA) funding, and \$3.0 million in Property Taxes in Lieu, on 1,291.55 average daily attendance (ADA).
3. According to the California Department of Education (CDE) Second Period (P-2) certified apportionment, TCA will receive approximately \$421,005 of supplemental funding at full LCFF implementation, to service approximately 21.80 percent of its students who qualified as English learners, foster youth, or were eligible for free or reduced-price meals

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EDUCATION CENTER**

2310 Aldergrove Ave.
Escondido, CA 92029
Tel (760) 432-2400
www.eusd.org

through the National School Lunch Program (NSLP). We note that the school is ineligible for concentration funding.

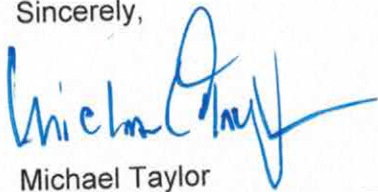
4. Total 2016-2017 revenues were \$11.7 million, including federal and state restricted special education revenues of \$886,390, state lottery funds of \$269,685.28, Proposition 39 Clean Energy Jobs Act funding of \$104,280, and one-time mandate reimbursements of \$280,782. Local revenue recognition included \$17,411.17 in interest income.
5. Expenditures appear reasonable, and in line with expenditure levels in past years. We note a modest increase in employee salaries and benefits, reflective of the site's improved salary schedule for employees in 2016-2017. Employee salaries and benefits totaled \$7,026,128.21, or 54.9 percent of total expenditures.
6. 2016-2017 employee benefits includes remittances of \$450,762.36 to the State Teachers' Retirement System (STRS), and \$227,230.06 to the Public Employees' Retirement System (PERS) on behalf of eligible employees. Employer provided health insurance premiums were \$726,416.38.
7. TCA recognized \$1,062,649.84 of restricted expenditures, including costs for certificated and classified salaries and benefits related to its special education program.
8. Services and other operating expenditures were \$2,801,951.86, including \$248,233.53 for utilities and \$837,781.99 for rents, leases and repairs to TCA facilities in 2016-2017.
9. Consistent with its investment in building improvements, TCA recognized \$583,075.11 of depreciation expense in 2016-2017.
10. The Unaudited Actuals includes the third year of shared payments for debt service associated with the 2013 issuance of \$25,175,000 of private placement bonds issued for the purpose of building new school facilities. The debt service is shared between TCA and the Classical Academy High School (CAHS) through an Affiliation Agreement, which binds the interests of the two charters with joint liability for the bond payments. Based on information provided by TCA, the full annual amount of the debt service for 2016-2017, \$1,839,543.75 was recognized as both Other Sources and Other Uses. TCA's share of the annual debt service was \$576,817.50 (approximately 31.3 percent).
11. General fund contributions to restricted programs totaled \$102,637.34.
12. Classical Academy's ending net position (fund balance) is \$5,035,421.62. Because it has chosen the full accrual basis upon which to report its financials, a Reserve for Economic Uncertainty, and other reserve designation are not appropriate. However, if the standard reserve levels were applied to TCA, their ending fund balance would be 39.3 percent, significantly higher than the required 3 percent (ADA over 1,000). Cash reserves on June 30, 2017 totaled \$4,516,063.14.
13. The net increase to fund balance was \$774,787.61.

Conclusion

Our office commends The Classical Academy on the conclusion of another successful school year. We look forward to another year of working collaboratively with your agency.

If you have any questions, please contact me at (760) 432-2127.

Sincerely,



Michael Taylor
Assistant Superintendent, Business Services

CC: Zesty Harper, President, Board of Education
Dr. Luis Ibarra, Superintendent
Leila Sackfield, Deputy Superintendent
Carol Rouse, Director, Fiscal Services
Sandra Reeve, Director of Finance
Natalie Schuff, Business Consultant, SDCOE



THE CLASSICAL ACADEMIES

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Board Report

Consulting Services Contract: Centerpointe Leadership

Background:

The Classical Academies are striving to increase student achievement and the connection between instruction and student achievement is well documented. The administration knows this and as leaders are working towards improving instruction for each and every student. This year each campus is focusing on Learning Intentions and Success Criteria, instructional practices that are documented to improve student engagement with their learning. Professional Learning has started and will continue this year both at the organization level and at the campus level. Additionally our principals desire to improve their observation skills in connection with instruction. Being able to walk into a classroom, identify what they are seeing instructionally, and then being able to give targeted feedback to teachers is valuable for the teacher and in turn the student.

Report:

In an effort to provide excellent professional development for our teachers and principals, The Classical Academies would like to hire *Centerpointe Leadership* to increase the capacity of our principals and the Director of Instructional Leaders in the following areas:

- Identifying quality student learning
- Creating a common language for teaching, learning, and leading
- Increasing collaboration with principals and teachers around instruction

This item requires a vote of approval and with Mark Reardon, Board President, providing the consulting services through *Centerpointe Leadership*, this item required public discussion.

Action Required by the Board:

To maintain appropriate professionalism, and avoid a conflict of interest, Mark Reardon will abstain from voting on this item. To pass, it will require a majority of 3 votes to pass.

Jalyn Hall

Director of Instructional Leaders
November 30, 2017

CM Curry
Executive Director

November 1, 2017

Cameron and Jalyn,

First and foremost, I'm excited about partnering with you! I love TCA—what it stands for, who it stands with, and its deep-rooted commitment to do what's best for students.

This is a proposal, submitted in good faith, for services between Mark Reardon (CentrepoinTE Leadership), and The Classical Academies (TCA).

Outcome

Support the Director of Instructional Leadership in developing leaders who can improve students' learning experiences through the intentional and strategic integration of instructional design and pedagogical best practices.

Rationale

Undeniably, teachers' ability to design and facilitate high-impact learning experiences is a significant contributor to student achievement. Research has consistently validated that teacher effectiveness determines the academic trajectory of students. Effectiveness can be defined in a variety of ways, and in the context of The Classical Academies, is defined as the development of Thinkers, Communicators and Achievers. Critical to post-high school college and career success students must think critically to solve problems, communicate clearly the solutions to those problems, achieve at their highest capacity, and take ownership for their learning.

To meet the needs of today's students, instruction must focus on the creation of relevant, authentic, learning experiences that build students' competence and confidence in critical thinking skills through standards-based lessons.

Through an intentional strategic approach, TCA can embrace and institutionalize the best of educational practices that will:

- Crystalize a focus on the quality of student learning
- Create a common language for teaching, learning, and leading
- Enhance the collaboration among teachers and with administrators
- Improve the confidence and competence of teachers, leaders and students
- which ultimately results in increased test scores

Approach

Collaborate with the Director of Instructional Leadership to delineate a robust professional development program for Principals focused on the quality of student learning.

Evaluation Matrix

To monitor the effectiveness of an intentional and strategic emphasis on learning, the following indicators will be used:

- Increase in acceptance of and implementation of best practices in teaching and learning
- Increase in measures of students' content knowledge such as assignments, quizzes, and tests
- Increase in SBAC test results

Services

In collaboration with the Director of Instructional Leadership, services are focused on three areas:

1. Professional Development for Principals to increase their competence as Instructional Leaders
2. Leadership Development for Director of Instructional Leadership
3. Instructional Focus—guide in the selection and execution of a K-12, strategic, system-wide emphasis to increase the quality of student learning

SERVICE	PARTICIPANT	TIME	INVESTMENT
Consulting/Coaching via in-person, telephone, email and attending designated TCA professional development workshops	Director of Instructional Leadership	Estimated 8-10 hours per month	\$1200/month, invoiced accordingly

With great respect and love,



Mark Reardon

centrepoinTE leadership
309 shadow tree drive
oceanside, ca 92058
760-908-8708
mark@centrepoinTEleadership.com



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EMAIL AND ELECTRONIC DOCUMENT RETENTION POLICY **DRAFT**

Electronic Documents and Records

Electronic documents will be retained as if they were paper documents. Therefore, any electronic files, including email correspondence or records of donations made online, that fall into one of the document types on the schedule below will be maintained for the appropriate amount of time.

In an effort to comply with Retention and Records Request requirements, it will be each user's responsibility to manage their email messages and secure the retention of all messages and any corresponding attachments that fall into any of the document types listed below. These messages should either be moved to an "archive" computer file folder, added to the correct system of record (e.g. Pathways is the system of record for Student Records), or printed as a hard copy and kept in the appropriate file. Appropriate organization of these files, both physical and electronic, is critical to the Classical Academies ability to comply with Public Records Requests.

In an effort to ensure maximum productivity and the availability of information for day to day functionality, The Classical Academies will not require active employee email accounts to regularly delete old emails or files. However, as stated above, it will be the user's responsibility to ensure that all email correspondence which fall document types listed below, are correctly moved to an appropriate archive, system, or hard copy file.

Additionally, when an employee leaves the organization; the email account will be immediately locked, but left open to receive email for a maximum of 1 month. After 3 months, the email account will be removed from the active server and archived. The archived email account will be retained for 3 years, and then purged.

DOCUMENT RETENTION AND DESTRUCTION POLICY

Purpose

This policy provides for the systematic review, retention, and destruction of documents received or created by The Classical Academies ("Charter School") in connection with the transaction of organization business. This policy covers all records and documents, regardless of physical form, contains guidelines for how long certain documents should be kept, and how records should be destroyed (unless under a legal hold). The policy is designed to ensure compliance with federal and state laws and regulations, to eliminate accidental or innocent destruction of records, and to facilitate the Charter School's operations by promoting efficiency and freeing up valuable storage space.

Document Retention

The Charter School follows the document retention procedures outlined below. Documents that are not listed, but are substantially similar to those listed in the schedule, will be retained for the appropriate length of time.

FERPA (Family Educational Rights and Privacy Act) controlled information

Student Records Permanent

Corporate Records

Annual Reports to Secretary of State/Attorney General	Permanent
Articles of Incorporation	Permanent
Board Meeting and Board Committee Minutes	Permanent
Board Policies/Resolutions	Permanent
Bylaws	Permanent
Construction Documents	Permanent
Fixed Asset Records	Permanent
IRS Application for Tax-Exempt Status (Form 1023)	Permanent
IRS Determination Letter	Permanent
State Tax Exemption Letter	Permanent
Contracts (after expiration)	7 years
Correspondence (general)	3 years

Accounting and Corporate Tax Records

Annual Audits and Financial Statements	Permanent
Depreciation Schedules	Permanent
IRS Form 990 Tax Returns	Permanent
General Ledgers	7 years
Business Expense Records	7 years
IRS Form 1099	7 years
Journal Entries	7 years
Invoices	7 years
Sales Records (box office, concessions, gift shop)	5 years
Petty Cash Vouchers	3 years
Cash Receipts	3 years
Credit Card Receipts	3 years

Bank Records

Check Registers	7 years
Bank Deposit Slips	7 years
Bank Statement and Reconciliation	7 years
Electronic Fund Transfer Documents	7 years

Payroll and Employment Tax Records

Payroll Registers	Permanent
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State Unemployment Tax Records
Earnings Records
Garnishment Records
Payroll Tax Returns
W-2 Statements

Permanent
7 years
7 years
7 years
7 years

Employee Records

Employment and Termination Agreements
Retirement and Pension Plan Documents
Records Relating to Promotion, Demotion or Discharge
Accident Reports and Worker's Compensation Records
Salary Schedules
Employment Applications
I-9 Forms
Time Cards

Permanent
Permanent
7 years after termination
5 years
5 years
3 years
3 years after termination
2 years

Donor and Grant Records

Donor Records and Acknowledgment Letters
Grant Applications and Contracts

7 years
7 years after completion

Legal, Insurance, and Safety Records

Appraisals
Copyright Registrations
Environmental Studies
Insurance Policies
Real Estate Documents
Stock and Bond Records
Trademark Registrations
Leases
OSHA Documents
General Contracts

Permanent
Permanent
Permanent
Permanent
Permanent
Permanent
Permanent
6 years after expiration
5 years
4 years after expiration

Emergency Planning

The Charter School's records will be stored in a safe, secure, and accessible manner. Documents and financial files that are essential to keeping the Charter School operating in an emergency will be duplicated or backed up at least every week and maintained off-site.

Document Destruction

The Charter School's Executive Director, or his or her designee, is responsible for the ongoing process of identifying its records, which have met the required retention period, and overseeing their destruction. Destruction of financial and personnel-related documents will be accomplished by shredding.

Document destruction will be suspended immediately, upon any indication of an official investigation or when a lawsuit is filed or appears imminent. Destruction will be reinstated upon conclusion of the investigation. The Charter School will comply with any applicable requirements regarding the preservation of documents related to litigation.

Compliance

Failure on the part of employees to follow this policy can result in possible civil and criminal sanctions against the Charter School and its employees and possible disciplinary action against responsible individuals. The Executive Director, or his or her designee, will periodically review these procedures with legal counsel or the organization's certified public accountant to ensure that they are in compliance with new or revised regulations.

Adopted:**Amended:**



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Coastal Academy

Enrollment 12-1-2017

Enrollment Period-	1-Dec		
Grades	Coastal	TCA Vista	Coastal HS
TK	23	11	0
K	109	43	0
1	117	57	0
2	131	45	0
3	138	53	0
4	123	54	0
5	133	56	0
6	152	72	0
7	162	62	0
8	141	66	0
9	0	0	66
10	0	0	50
11	0	0	45
12	0	0	31
Total	1,229	519	192
Adopted Budget	1,220	500	200
Variance	9	19	-8