Appendix I: Edtec Contract

~~Draft~~

Amended and Restated
STATEMENT OF WORK #3
by and between
EdTec Inc. and Nova Meridian Charter Academy

Reference:	Master Services Agreement dated August 1, 2005, by and between EdTec Inc. ("EdTec") and Nova Meridian Charter Academy ("Nova").
Term:	December 5, 2006 through June 30, 2008 (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	The philosophy of our Back-Office Services is that we provide a fully-outsourced solution so your school can focus on its educational mission. Financially, the school benefits because it does not need to hire (or supervise) a business office manager or accountant/bookkeeper. Moreover, you receive the benefit of our deep experience with California Charter Schools. **1. FINANCE and ACCOUNTING** Budgeting: • **Annual and multi-year budgets including cash flows** – In the spring or when services begin, EdTec works with school leader to create annual and multi-year budgets in time for submission to the state by July 1. EdTec strives to ensure that the annual budgets are strategic documents that capture the operations and direction of the school. • **Budget revisions (as needed, on demand)** – EdTec revises budgets as needed to reflect changing circumstances at the school or in the state funding. • **Updated monthly budget forecasts** – EdTec tracks budget (expenses, state funding, and ADA) and updates the budget forecast on a monthly basis (if forecasts move materially off budget, we recommend a budget revision). Financial Statements: • **Monthly year-to-date financial statements** – EdTec prepares YTD financials compared to budget in time for the monthly board meeting. (For schools with board meetings before the 15th of the month, EdTec will bring the financials and presentation to the board meeting; otherwise EdTec sends the financials and presentation as part of the board package ahead of the meeting.) • **Monthly cash flow projections** – EdTec carefully monitors the school's cash position and tries to anticipate any cash shortfalls in

EdTec Inc. Nova

	future months so the school can adjust spending accordingly or secure cash flow loans (EdTec provides short-term cash flow loans to its full-service clients to cover payroll) • **Monthly balance sheets (upon request)** – EdTec provides monthly balance sheets for clients that request them. • **Financial statement analysis (monthly)** – In addition to financial statements, EdTec provides a succinct PowerPoint summary and analysis of the financial statements so Board and staff can quickly focus on the salient financial issues facing the school. • **Customized financial analysis and statements** – EdTec performs any reasonable financial analysis that the staff or board requests, e.g. providing a comparative analysis of the school's budget relative to industry norms or fulfilling a request from the authorizing entity. EdTec will also provide customized statements (within reason) for grant proposals, etc. • **Support in resolving financial issues** – EdTec helps the school leader find solutions to financial issues by recommending novel budget changes, identifying sources of funding, or tapping into financing. Accounting: • **Setup of school's SACS-compliant chart of accounts and general ledger** – EdTec sets up and maintains the school's chart of accounts, based on EdTec's standard structure. • **Customized account codes** – EdTec maintains limited customized account codes for unique features of the school program. These should be established at the beginning of the fiscal year to avoid re-coding of historic transactions. • **Fund accounting** – EdTec can track revenue and expenditures by fund, e.g. implementation grant funds and expenses or Title I expenditures. • **Training** – EdTec trains appropriate personnel on accounting procedures and best practices to ensure accurate record keeping. • **Accurate transaction recording** – EdTec records in detail all transactions in the SACS-compliant, computerized accounting system. • **Journal entries and account maintenance** – EdTec prepares and records journal entries and maintains the general ledger according to accepted accounting standards. • **Bank reconciliation** – EdTec reconciles primary bank and investment accounts to general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required. • **Maintenance of fixed asset schedules** – EdTec keeps asset schedules updated, based on information supplied, and records capitalized assets. On an annual basis, EdTec records related depreciation and amortization in the general ledger and reconciles expenditures to fixed asset listing.

- **Generate financial reports as requested** – EdTec can generate the following reports upon request: detailed account activity; bank register activity; summary of budget, expenditures and encumbrances by account; cash balances; payroll register (for periods when payroll is processed by EdTec); revenues; all general ledger account balances.
- Online reports – With an hourly set up fee, EdTec can provide online financial report access.

Accounts Payable & Receivable:

- **Revenue verification** – EdTec verifies that the school is receiving the correct amount of funds in a timely fashion.
- **Revenue collection** – if the funds from the state or the county/district are not correct, EdTec tracks down the appropriate officials and alerts them of the problem. EdTec continues to follow through with ensuring that all funds arrive. EdTec will represent the school in disputes with funding agencies over improperly calculated payments.
- **Accounts Payable** – EdTec processes all invoices and, pending approval from the school leader or surrogate, pays the bills in a timely manner and codes them in the financial software, typically on a two-week schedule with limited special payments as needed. EdTec checks to make sure there are no double payments or double billings on multiple invoices. EdTec troubleshoots any issues with vendors, and responds to any issues they may have. EdTec also verifies that funds are available to pay the bill.

Purchasing:

- **Vendor selection** – EdTec provides recommendations of vendors based on its experience with vendors around the state and country.
- **Purchasing assistance on big-ticket items** – EdTec can assist the school leader in its purchase or leasing of big ticket items such as copiers.
- **Web-purchasing** – For an additional hourly fee, EdTec can setup and configure web-based purchasing and Purchase Order generation for the school that feeds into the accounting system (an additional fee may apply). EdTec can also provide training for staff and set-up sophisticated permissions protocols for purchasing. This purchasing system allows for the encumbrance of funds on future purchases to ensure that purchases are not made without appropriate funds available.

Government Financial Reporting:

- **Preliminary and final budget reports** – EdTec prepares and files the preliminary budget report by July 1st based on the board adopted budget and a final budget as required.
- **Interim financial reports** – EdTec prepares and files the two

interim financial reports to the county by the December 15 and March 15 deadlines.

- **Audited financial reports** – EdTec prepares and files the unaudited financial report by September 15 and the final audited report (from the auditor) by December 15.

Audit:

- **Audit support** – EdTec prepares all financial documents for the auditors and works side-by-side with the auditors to ensure a smooth and timely audit process. For clarification, the school is responsible to pay auditor fees. The school shall also provide all non-financial records required by the audit – e.g. attendance records, employee records, teacher certifications.
- **Audit compliance training** – EdTec helps the school leader and audit staff develop financial policies that meet the requirements and help protect the school from financial mismanagement.
- **Single Audit Act of 1984** – EdTec provides assistance in school compliance with accounting related legal and audit requirements, including the Single Audit Act of 1984
- **Auditor group purchasing** – EdTec receives a volume discount on audits that it passes on to its clients.
- **IRS Form 990 Support** – EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing. (For clarification, fees for audit and 990 are paid by school).

SB 740 compliance (Non-classroom based):

- **SB 740 budget compliance** – For non-classroom based schools, EdTec monitors budget compliance with SB 740 and alerts school to any potential problems in meeting the full-funding determination.
- **Funding determination form** – EdTec completes and files the school's funding determination form with school input.

2. **PAYROLL and HUMAN RESOURCES**

Payroll:

EdTec uses an external payroll processor to accomplish the following tasks. EdTec interfaces between the school and payroll processor, and performs quality checking so that the school does not need to interact with the payroll processor. The school pays payroll processing fees.

- **Payroll Processing** – EdTec calculates and processes payroll and payroll-related payments/deductions for salaried and hourly employees according to the established schedule based on information submitted by authorized School representatives. EdTec generates checks for signature by authorized School representatives (or through electronic signature) or facilitates Direct Deposit at the School's request. EdTec processes payroll monthly.
- **Payroll reporting** – EdTec prepares and files all required payroll reports

for submission to federal and state agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities.

- **Payroll record maintenance** – EdTec keeps careful track of all employee information relevant to payroll. School maintains employee files (based on EdTec-provided template files)
- **W-2 and 1099 processing** – EdTec prepares and sends Forms W-2 and 1099 to employees and government.
- **IRS, SDI, WC support** – EdTec assists in resolving payroll tax issues before the IRS and other federal and state reporting agencies. EdTec also assists school with any State Disability, Workers Comp, or Unemployment Insurance claims, including handling paperwork and tracking the claims process.
- **STRS/PERS and other retirement plan administration** – EdTec will help the school set up STRS/PERS accounts, and makes appropriate deductions and payments to the county for STRS and/or PERS. EdTec provides multiple suggestions for retirement plan options such as 403bs and works with providers to set up the plans. Note that in some cases it can take approximately 12 months to set up such contributions because of county delays. Also, some counties charge separately for this mandated service. The school is responsible for any fees from outside parties.

Human Resources and Benefits:

- **Employee file set up** – EdTec provides clients with template employee files and procedures to help ensure compliance with state and federal laws, including Live Scan procedures, TB Test information, credential verification information, etc.
- **Contracts and Handbook development support** – EdTec provides schools with non-legal, business advice on employment contracts and employee handbooks and their business implications.
- **Health benefits administration** – EdTec manages the health benefits procurement process, and re-quotes insurance on an annual basis.
- **Hiring/firing support** – EdTec assists the school in the hiring process and can act as an informal third-party intermediary at an employee's separation.
- **Teacher credentialing** – EdTec provides information and assistance to school leaders to help them evaluate teacher credentials and "highly qualified" requirements.

3. INSURANCE

- **Insurance procurement** – EdTec manages the insurance quote process and the identification of appropriate insurances for the school. Where appropriate, EdTec assists in joining the CCSA JPA insurance pool.
- **Insurance administration** – EdTec serves as the "first responder" and can be the intermediary between the insurance company and the school to facilitate claims processing.

4. BUSINESS CONSULTING

- **Negotiations** – EdTec supports the school director and board in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school's position.
- **Strategic Planning** – EdTec can assist the school director and board strategic planning and scenario development/analysis.
- **Financing support** – EdTec assists clients in preparing professional loan packages and connecting school with non-traditional/specialized funding sources such as New Market Tax Credits, Low Income Investment Fund resources, and philanthropic funds.
- **Legal services management** – EdTec can help manage legal services to keep costs down.
- **Special Projects** – EdTec performs business-related special projects within reason, such as finding food service providers, analyzing transportation options, and modeling growth and facilities scenarios. (Note that EdTec does not assist schools with qualification as a provider of subsidized school meals.)

5. BOARD MEETING SUPPORT

- **Board meeting binders** – EdTec prepares a three-ring binder for each board member that holds information from all board meetings, including meeting tabs for: agenda, meeting minutes, financial statements, check register, EdTec financial summary, and other handouts and analyses as required. EdTec works with the school leader and board to develop the agenda and recommends agenda items that are appropriate for the school.
- **Board mailouts** – EdTec collects, organizes, and collates materials for each meeting and mails the information to board members in advance of the meeting.
- **Board meeting attendance** – EdTec attends monthly board meetings in person or by teleconference (at least two per three months), and presents its financial analysis presentation. EdTec can assist the board in staying in compliance with the Brown Act. If desired, EdTec takes and publishes meeting minutes.

6. FACILITIES

- **Facility needs assessment and planning** – EdTec works with clients to identify facility needs based on the school program and industry standards. EdTec helps clients think creatively about their facility needs and come up with workable solutions.
- **Facility search** – EdTec assists real estate agents to identify possible school sites and cost out tenant improvements.
- **Facility acquisition/lease negotiation** – EdTec assists clients negotiate

purchase and/or lease terms and helps to develop loan packages for facilities and identify likely lenders. The school's attorney should review these.

- **Prop 39** – EdTec helps the school prepare and submit compliant Prop 39 requests and helps to manage the Prop 39 process.
- **District negotiations** – EdTec will help the school negotiate deals with the district regarding facilities.
- SB 740 – As state funding is available, EdTec prepares and submits SB 740 facilities reimbursements on the school's behalf.

7. **COMPLIANCE and ACCOUNTABILITY**

- Note that compliance and accountability are the responsibility of the school. EdTec will provide advice on some matters, but this information is not comprehensive. In addition, since rules, regulations and interpretations regularly change, schools should seek independent verification from their attorneys or other sources.
- **Employee files** – As noted above, EdTec provides schools with templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues).
- **NCLB compliance support** – EdTec helps schools understand the requirements of No Child Left Behind (NCLB). On an hourly basis, EdTec can provide assistance on LEA Plans and School Wide Plans.
- **SPED compliance** – EdTec provides checklists and general information to help schools understand their responsibilities related to Special Education. Special Education is a complicated area with legal implications, so EdTec recommends getting specialized assistance in this area to ensure complete compliance.
- **Funding compliance** – EdTec makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation grant funding and other restricted funds.
- **District and state regulation compliance** – EdTec can help the school identify areas where it may not be in compliance with district or state regulations.

8. **ATTENDANCE and STUDENT INFORMATION SYSTEMS**

- Internal attendance reporting – EdTec will assist with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work. Resolution of data discrepancies is charged at the hourly rate.
- Government attendance reporting – Using school-provided data, EdTec prepares and files government attendance reports, including the 20-day report, P-1, P-2, and P-Annual (Note: Does not include SARC, CBEDS, SNOR, CSIS, or other demographic reports.)
- Attendance procedures assistance – EdTec reviews schools' attendance accounting procedures and advises on areas for

improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance.

- Quarterly ADA analysis – EdTec reviews ADA data to ensure the school is on track with projections.
- Student Information System procurement – EdTec assists the school leader in evaluating the school's need for an SIS, vetting student information systems and negotiating favorable contracts. (Note the school is responsible for taking accurate attendance, on a system provided by the school, at the school's expense.)
- Supplemental Instruction – EdTec helps schools navigate the supplemental instruction regulations and provides all the forms and policies needed to set up a supplemental instruction program to collect additional funds for after-school and summer programs.

9. **CHARTER DEVELOPMENT and GRANTS ADMINISTRATION**

- Financial reports – Edtec prepares customized financial reports for grant purposes.
- Fund accounting – EdTec sets up fund accounting to track direct and allocated costs to grants.
- Public Charter School Grant Program (PCSGP) grant reporting – EdTec assists the school in preparing and submitting the PCSGP grant report to the CDE, and manages the review/finalization process.
- Class size reduction application – EdTec prepares and submits the class size reduction application.
- ConApp – EdTec prepares and files the ConApp parts 1 and 2 for eligible schools.
- State Revolving Loan – EdTec prepares the application for this loan program (up to $250,000).
- Grant writing – On a separate fee basis, EdTec can do a grant prospect analysis and write grants.
- Charter renewal – On a separate fee basis, EdTec will prepare and advocate a charter petition for school renewal.

10. START-UP/SET-UP

- **Startup Support** – EdTec helps new schools get started on the right foot by providing all the forms, instructions, and support needed to launch the school (information compiled in EdTec's Charter Operations Book "ECO"), including:
  - State and Federal IDs
  - Charter number
  - CDS code
  - Advance Apportionment
  - 501(c) (3) support
  - School database template
  - Payroll information (I-9, STRS, health, Live Scan, etc.)

Excluded Services:	Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing. Examples of Excluded Services include, but are not limited to, outside legal costs, computer installation and support, purchasing of small items or of curriculum materials, printing and graphic arts, grant-writing or fundraising, hiring and associated legal requirements (e.g., background checks, credential reviews) and recordkeeping, meetings with outside parties (e.g., the Board or District) beyond those meetings required to accomplish the included services, Special Ed administration, testing, assessment, compliance with NCLB, compliance with government grant requirements, audits, attendance accounting, and other outside professional services costs.
Compensation:	• Back Office Services: Our fees range from 3.0% to 7.5% of the school's government revenues accrued for the 2006/07 fiscal year, depending on the size of your school. "Government Revenues" include all attendance-driven government funding, plus government grants, but exclude Special Education funding. This fee includes all normal postage, telephone, copying, faxing, etc., except for bank and payroll fess that will be passed through. The fee excludes a charge on private philanthropy that you raise, unless there are extra-ordinary reporting requirements for these funds, in which case we would mutually-agree on a solution. The fee is payable monthly, based on a pro-rated estimate of the annual fee. o We charge a higher percentage rate for your first 200 students (ADA) and then a lower rate on additional students because of our economies of scale in servicing larger schools. Our rate for your first 0-200 students is 7.5%. The incremental rate for 201 to 300 students is 7.0% of those students; 301 to 400 students, 6.0%; 401 to 500 students, 5.0%; 501 to 600 students, 4.0%; and 601 and above students, 3.0%. [To calculate your total rate, apply 7.5% to the first 200 ADA; 7.0% for the next 100 ADA, and so on.] o Notwithstanding the above fee schedule, the minimum fee for our back office service is $50,000. • Consulting: Should you desire additional services not in the above scope, we would be pleased to provide these at a discounted fee of $125/hour. Bear in mind that our services are fairly comprehensive so clients do not require additional consulting in the normal course of operations. The typical exceptions are grant writing, charter writing and the implementation of computer systems or computerized Student Information Systems. Again, this rate includes normal phone, copying and incidental costs. Additional costs would include mileage reimbursement for travel, overnight delivery charges, and pre-approved out-of-pocket expenses. • Set-Up Charges: EdTec Inc. will absorb the expenses of setting up clients on our systems. However, if reconciliations due to incomplete or unorganized records require more than twenty hours of our professional time, we will charge for the additional reconciliation time at our discounted consulting fee. • Services Prior to July 1, 2007: Without charge, EdTec Inc. will provide reasonable consulting services that otherwise would be required by Nova

	after July 1, 2007 (e.g. Application for Revolving Loan, budget modeling and facilities questions). Routine monthly back-office services are not included (e.g. payroll, financial statements, attendance at Board meetings and the like).
Line of Credit:	In addition to these direct services, EdTec will extend the school a Line of Credit equivalent to one month's payroll to help fund monthly cash-flow needs. This Line of Credit is intended to ensure that you do not miss a payroll because of minor delays in receiving funding; it is not intended for long-term borrowing. EdTec extends this Line as a service to our customers and does not make any mark-up on it. We pass through our direct interest costs of borrowing on our Corporate Line with Wells Fargo, which equal an annualized rate of approximately Prime + 1.5%, plus a ½ of 1% origination fee. In addition, we ask that the school pay the legal costs of preparing the loan documentation, which should equal about $300.00. Please note that EdTec reserves the right to withhold the Line if, in our sole judgment, we feel that the school's budget is not in balance, that management practices outside of our control are creating financial risk for the school, or if the Chartering Agency is likely to pursue revocation of the Charter. Separate from the Line of Credit, EdTec is experienced in helping Charter Schools acquire outside financing. For example, we secured an $800,000 commercial credit facility for one client school, and we currently are working to secure a financing package for them to acquire land and build a facility. (This financing assistance is outside of the direct scope of services we are quoting, but it is available as an additional service.)
School Obligations:	EdTec's services will assist with the operations of Nova's back-office operations, but do not include auditing Nova's provided information and operations for completeness and compliance. It is Nova's responsibility to ensure the school remains in compliance with all applicable rules and regulations and maintains sound fiscal operations. In order to fulfill the scope of services described herein, EdTec relies on Nova to provide timely, accurate and complete information, and to cooperate reasonably with EdTec. Furthermore, Nova must immediately inform EdTec of any material change that could affect EdTec's ability to complete its responsibilities and to assist Nova in complying with all applicable laws and regulations. Nova will comply with the attached Roles and Responsibilities (Attachment 1).
Termination:	This Statement of Work may only be terminated for material breach, with cause, after written notice, with full payment of work completed and a thirty (30) day opportunity to cure. EdTec may terminate immediately, with written notification, if Nova violates any of the "School Obligations" above.

By: EdTec Inc.	By: Nova Meridian Charter Academy
Name: Josh Newman	Name: David S. Jellyn
Title: President & CEO	Title: President and CEO
Date: 12/05/06	Date: 12-5-06

Attachment 1

ADDENDUM to STATEMENT of WORK dated December 5, 2006, By and Between EdTec, Inc. and Nova Meridian Charter Academy

Clarity on roles and responsibilities between EdTec and Nova will help ensure high quality, timely business services. Table 1 below outlines the roles and responsibilities of both parties:

Table 1: Roles & Responsibilities

	EdTec	Nova
Payroll	• Accurate, complete payroll on a monthly basis • Published calendar of payroll deadlines • Reminder emails for payroll deadlines with previous payroll period information attached • Final payroll information sent to client for approval by at least one working day prior to client's payroll approval date	• **Timecards and Changes**: Submission to EdTec of timecards for hourly staff and payroll changes from prior period by payroll calendar deadlines • **Payroll Approval**: Approval (email or fax) to EdTec by payroll calendar deadlines • **New Hires**: Timely submission to EdTec of new hire paperwork on EdTec new hire forms
Accounts Payable	• Timely and accurate check payments according to Accounts Payable check calendar • Payment of invoices according to client's approval policies • Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors • Payment systems linked to financial statements and analyses for informed managerial decision-making • Bank account reconciliations • Invoice/payment research • Advising clients on outstanding checks to ensure adequate cash availability	• **Submission of Payment and Deposit Information** o Weekly submission (via email and postal mail) to EdTec of invoices, reimbursement requests, deposits, and other expenditures using EdTec MS Excel Invoice Cover Sheet and other provided forms o Coding all expenses and non-state funding deposits using budget codes on MS Excel Invoice Cover Sheet • **Banking**: Monitoring and maintaining adequate bank account balances to meet expense obligations
Attendance	• Generation of complete, accurate attendance reports by the deadline based on data provided by Nova • Published calendar and reminder emails for reporting deadlines • **Monthly & P-Reports**: Basic quality assurance and troubleshooting (up to one hour per report) • **Class Size Reduction Report**: Report preparation and submission (for up to 4 hours) for K-3 schools only • **CSIS Reports**: Report assistance and generation (up to 4 hours annually)	• Accurate and complete collection of attendance data in compliance with State rules • **Monthly Reports**: Submission of data to EdTec at least 3 business days before the deadline • **P-Reports**: Submission of data to EdTec at least 5 business days before the deadline • **Supplemental Hours**: Submission of supplemental hour information to EdTec on EdTec supplemental hours form • Clients without student information system software will submit student data to EdTec using EdTec forms

EdTec Inc. Client

The payroll, accounts payable, and attendance deadlines/calendars referenced above shall be provided separately.

1. LATE FEES and PROCESSING CHARGES

Payroll:

- **Timecards and Payroll Changes**: A late fee of $100 will be imposed for each business day timecards for hourly staff and payroll changes are submitted late to EdTec based on the published Payroll Calendar. The latest Timecards and Changes can be accepted is one business day prior to Payroll Approval deadlines.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to $200) of the Timecards and Payroll Changes late fee.
- EdTec will process a reasonable amount of manual checks for payroll checks needed outside of the normal payroll cycle. However, EdTec reserves the right to charge a modest processing fee for manual checks if the number of manual checks requested by Nova exceeds a reasonable amount.

Accounts Payable:

- **Weekly Submittal**: Nova will submit (via email and postal mail) a weekly package containing an Invoice Cover Sheet, invoices, reimbursement requests, deposits, and/or other payment documents to EdTec using EdTec forms. If Nova fails to submit (postmark and email) this weekly package by Wednesday of the following week, Nova will be charged an additional processing fee of $35.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to $70) of the Weekly Submittal processing fee.

Attendance:

- **Monthly and P-Reports**: EdTec fees include one hour of quality assurance and troubleshooting when processing and generating each report. However, if Nova provides data that requires correction and/or reconciliation with other periods beyond this one hour, EdTec will notify Nova of the issue. If Nova requests that EdTec assist in or carry-out the data correction, EdTec will charge the standard data service rate (currently $90 per hour).
- **Class Size Reduction Report for K-3 schools**: EdTec fees include up to four hours of time for report preparation and submission.
- **CSIS Reports**: EdTec fees include up to four hours annually for report assistance and generation.
- EdTec can provide additional assistance for reports at the standard data service rate (currently $90 per hour).
- If Nova does not have a student information software system or if Nova is submitting supplemental hour information, Nova will use EdTec forms when submitting information to EdTec. Failure to use EdTec forms will result in a processing fee of $100.
- As a courtesy, EdTec will waive the first two occurrences (i.e. up to $100) of the forms processing fee.

EdTec Inc. Client

Appendix J: Teacher Job Description

CERTIFICATED EMPLOYMENT OPPORTUNITY

NOVA MERIDIAN ACADEMY

(A California Public Charter High School)
850 Via Lata, Suite 105, Colton, CA 92324 (909) 370-2055

An Equal Opportunity Employer

POSTING DATE: 02/06/2007

CLOSE DATE: Open until position filled

POSTING NUMBER: 002

LOCATION: Nova Meridian Academy

POSITION: - Math Teacher

JOB DESCRIPTION:

BASIC FUNCTION:
Under the direction of the site administrator, to instruct students in the designated subject at the secondary level utilizing NMA adopted textbooks, course outlines, and the California State Frameworks for the subject.

DUTIES AND RESPONSIBILITIES:

ESSENTIAL JOB FUNCTIONS:
Work with the appropriate department and the core families to implement a hands-on, reality-based approach.

Meet regularly with the appropriate department and core teams to plan curricular activities throughout the school year.

Implement AVID philosophy, ideology, pedagogy, and strategies.

Teach an AVID section and attend AVID trainings and professional development.

Implement Baldrige ideas and processes in the classroom and at the academy level.

Teach study skills that will further the development of the student.

Organize and direct a classroom program, meeting the individual needs of students, implementing NMA's instructional goals and objectives.

Provide a classroom climate and learning experience that will further the emotional, physical, social, and mental development of the student.

Make effective daily and long-range instructional plans.

Responsible for the development and utilization of functional materials for learning.
Evaluate and record student progress.

Demonstrate knowledge of student growth and development by identifying student needs, and, when necessary, referring to appropriate resources, such as health and psychological services.

Demonstrate sensitivity to various family and cultural patterns in planning classroom activities.

Maintain an attractive room environment appropriate to grade level and area of study, and maintain high standards of classroom neatness.

Work cooperatively with NMA staff, support personnel, and parents to coordinate effective learning activities for students.

Supervise pupils in out-of-classroom activities during assigned work time and accept responsibility for maintaining behavior standards school wide.

Establish and maintain standards of pupil behavior needed to achieve a desirable learning atmosphere in and out of the classroom.

Participate in and support activities which are conducive to staff rapport and morale and positive school-community relationships.

Participate in professional growth activities such as classes, workshops, conferences, school and NMA curriculum committees, August (1-24) professional development and school-community activities (such as advisory committees, youth organizations).

OTHER FUNCTIONS:
Perform related duties as assigned.

KNOWLEDGE AND ABILITY TO:
Understand content.
Plan and prepare lessons.
Present lessons in a variety of instructional deliveries.
Maintain a climate conducive to student learning.
Utilize a variety of classroom discipline strategies.
Evaluate academic progress.
Keep records that meet the needs of students, school, and District.
Adhere to curricula objectives.
Participate in curriculum development.
Create an appropriate physical environment.
Pre- and post plan.
Develop and maintain open channels of communication between home and school.

OTHER INFORMATION:

This posting is open until filled.

Employment is subject to and contingent upon the completion of a criminal background check by the California Department of Justice. Convictions of certain crimes, including, but not limited to sex and narcotics offenses and serious and violent felonies, as specified in the Education and Penal Codes, will bar employment with the NMA. In addition, employees will be required to provide a current verification of a negative TB test prior to employment.

JOB QUALIFICATIONS:

CREDENTIAL:
Must possess a valid California teaching credential authorizing service in the subject area, including an authorization to teach English Language Learners.

SALARY:

Placement on the Certificated Salary Schedule, based upon experience and educational background - minimum of $44,000 per year with basic credential, to a maximum of $48,000 with a 3% increase annually plus an hourly rate of $34.00 during month of August Professional Development

APPLY TO:

Apply online at www.NMA.ms or to address above

DAYS:

185 plus the month of August (13-24) for Professional Development

SELECTION PROCEDURE:

The official application from the Nova Meridian Academy and;

- The applicant's current resume
- A letter of interest
- A letter of personal philosophy of education
- A copy of the credential, front and back.
- 2-3 letters of recommendation
- A copy of passing the CBEST
- A copy of passing the CSET or other testing or waiver equivalent

The examination process for this recruitment will consist of a qualification appraisal interview. Candidates who successfully pass the appraisal interview will be observed in their classroom, or in a teaching environment.

Appendix K: Employment Agreement

At-Will Employment Agreement
Nova Meridian Academy
Certificated Personnel Contract
Fiscal Year 2008-2009

This Employment Agreement (this "Agreement") is made effective as of August 1, 2008by and between Nova Meridian Academy, ("the Employer"), of 850 Via Lata Suite 105, Colton, CA 92324 and Employee ("the Employee"). This Agreement entirely replaces and cancels any prior written or verbal agreement between the Employer and the Employee.

Name: Employee
Address:
City, State, Zip:

Statutory Provisions Relating to Charter School Employment

The above-named Charter School has been established and operates pursuant to the Charter Schools Act of 1992, Education Code Section 47600 et seq., and action by the Board of Education of the Colton Joint Unified School District approving the charter petition for the Charter School.

Pursuant to Education Code 47810 the Charter School must comply with all of the provisions set forth in its charter petition, but is otherwise exempt from the laws governing school districts.

Pursuant to Education Code section 47805(b)(5) the charter school petition shall set forth the qualifications to be met by individuals to be employed by the Charter School.

Pursuant to Education Code section 47605(b)(6) each employee of the Charter School shall furnish the School with criminal record summary as described in Education Code section 44237.

Employment Terms

1. SCHEDULE for the Employee shall be consistent with the applicable calendar of workdays for this position. The current year schedule is attached hereto and incorporated by reference herein.

2. EMPLOYER SHALL EMPLOY EMPLOYEE as a 9-10th grade Spanish Teacher. This position is full-time. Employee shall provide to Employer the services as requested by the School Principal, for the Employer's contracted workdays. Employee will perform such duties as Employer may reasonably assign and Employee will abide by all Employer's policies and procedures as adopted and amended from time to time. Employee further agrees to abide by the provisions of Employer's charter. A copy of the job description for Employee's position is attached hereto and incorporated by reference herein. These duties may be amended from time to time in the sole discretion of

Employer. Employee accepts and agrees to such employment, subject to the general supervision, advice and direction of Employer and the Employer's supervisory personnel.

3. BEST EFFORTS OF EMPLOYEE. Employee agrees to perform faithfully, industriously, and to the best of Employee's ability, experience, and talents, all of the duties that may be required by the express and implicit terms of this Agreement, to the reasonable satisfaction of Employer. Employee shall not engage in activities or outside employment that would interfere with the performance of Employee's duties or compete with Employer's business during the term of this agreement, unless Employee receives written consent from Employer.

4. COMPENSATION OF EMPLOYEE. As compensation for the services provided by the Employee under this Agreement, Employer will pay Employee $44,000.00, less applicable state and federal withholdings and deductions, payable monthly on the last day of each month. Upon termination of this Agreement, payments under this paragraph shall cease; provided, however, that the Employee shall be entitled to payments for periods or partial periods that occurred prior to the date of termination and for which the Employee has not yet been paid.

5. REIMBURSEMENT FOR EXPENSES IN ACCORDANCE WITH EMPLOYER POLICY. The Employer will reimburse Employee for "out-of-pocket" expenses in accordance with Employer policies in effect from time to time.

6. RECOMMENDATIONS FOR IMPROVING OPERATIONS. Employee shall provide Employer with all information, suggestions, and recommendations regarding Employer's business, of which Employee has knowledge that will be of benefit to Employer.

7. EMPLOYEE'S INABILITY TO CONTRACT FOR EMPLOYER. Employee shall not have the right to make any contracts or commitments for or on behalf of Employer without first obtaining the express written consent of Employer.

8. SICK LEAVE. Employee shall earn 1 day paid sick leave on the first of each month of employment during the school year, not to exceed 10 days. Sick leave benefits may not be converted into cash compensation and unused sick leave shall not be paid upon termination.

Employee's use of sick leave shall be governed by Employer's sick leave policy in effect and as amended or modified by Employer from time to time, and Employee shall make all requests for sick days off in accordance with Employer policies in effect from time to time.

9. HOLIDAYS. Employee shall be entitled holidays as set forth in the School Calendar provided that absences the day before and the day after holidays are approved by the Principal in advance.

10. BENEFITS. Employee shall be entitled to the following benefits as such benefits are provided in accordance with Employer policies in effect from time to time:

> **State Teachers Retirement System (STRS).** STRS reporting will be made through the county according to established guidelines from the State Teachers

Retirement System at an employee rate of 8% and employer matched rate of 8.25%.

Health Insurance. Employer will provide basic health insurance coverage for Employee only.

11. TERMINATION.

Termination by Employer. This contract is for "at will" employment. The employer may terminate this Agreement, at any time, with or without cause, and with or without advance notice. Upon such termination, no further compensation or other benefits or severance shall be due or owing by Employer to Employee, except for compensation and benefits accrued and owing at the time of termination. Compensation upon termination shall be less all applicable withholdings and deductions.

Termination by Employee. Employee may terminate this Agreement, at any time, with or without cause, and with or without advance notice. Upon such termination by Employee, no further compensation or other benefits or severance shall be due or owing by the Employer to Employee, except for compensation and benefits due and owing at the time of termination. Compensation shall be less all applicable withholdings and deductions. Upon receipt of notice of Employee's intent to terminate employment, Employer, in its sole discretion, may immediately relieve Employee of Employee's duties and terminate the employment relationship by tendering a check in an amount equal to compensation owing, less all applicable withholdings and deductions.

Death. Upon Employee's death, Employee's employment shall terminate, and Employer shall pay to Employee's estate any and all compensation due and owing at Employee's death. Final compensation shall be less applicable withholdings and deductions. No further compensation or other benefits or severance shall be due or owing by Employer to Employee or Employee's estate.

12. RIGHTS AND BENEFITS. Employment rights and benefits for service at the Charter School shall be only as specified in the charter petition, and in this agreement. The School Calendar and Nova Meridian Academy faculty/staff handbook do not constitute terms of this Agreement, but apply to this term of employment, and Employee shall comply with the policies contained therein. Employer may revise the policies contained in the Nova Meridian Academy faculty/staff handbook at its sole discretion, during this term of employment.

13. TENURE. The employee shall not acquire or accrue tenure, or any employment rights or benefits, with the Colton Joint Unified School District.

14. COMPLIANCE WITH EMPLOYER'S RULES. Employee agrees to comply with all of the rules and regulations of Employer.

15. RETURN OF PROPERTY. Upon termination of this Agreement, the Employee shall deliver all property (including keys, records, notes, data, memoranda, models, and equipment) that is in the Employee's possession or under the Employee's control, which is Employer's property or related to Employer's business.

16. CHILD ABUSE AND NEGLECT REPORTING

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

By executing this Agreement, the Employee acknowledges he or she is a child care custodian and is certifying that he or she has knowledge of California Penal Code section 11166 and will comply with its provisions.

16. ENTIRE AGREEMENT. This Agreement contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement supersedes any prior written or oral agreements between the parties.

17. AMENDMENT. Except as otherwise stated herein, this Agreement may be modified or amended, if the amendment is made in writing and is signed by both parties.

18. SEVERABILITY. If any provisions of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable. If a court finds that any provision of this Agreement is invalid or unenforceable, but that by limiting such provision it would become valid or enforceable, then such provision shall be deemed to be written, construed, and enforced as so limited.

19. WAIVER OF CONTRACTUAL RIGHT. The failure of either party to enforce any provision of this Agreement shall not be construed as a waiver or limitation of that party's right to subsequently enforce and compel strict compliance with every provision of this Agreement.

20. APPLICABLE LAW. The formation, construction, and performance of this Agreement and any dispute arising from the relationship between the parties to this Agreement shall be governed by and construed under and according to the laws of the State of California.

21. ASSIGNMENT. The rights and obligations of Employer under this Agreement shall inure to the benefit of, and shall be binding upon, the successors, assigns, parent, subsidiaries, or affiliates of Employer to which the business of Employer or substantially all of the assets of Employer are transferred. Unless otherwise stated herein, the rights and obligations of Employee are personal and not assignable.

Employer: Nova Meridian Academy

By: _____ Date: _____
Nyesha Williams
Principal

By: _____ Date: _____
Lizeri Guerrero
Officer of the Board of
Nova Meridian Academy

AGREED TO AND ACCEPTED.

I, _____, acknowledge that I have read and understand all of the provisions of this Agreement (including the Exhibits, if any). By signing in the space below, I represent that the only statements or promises the Nova Meridian Academy has made to me and upon which I have relied in signing this Agreement are contained in this Agreement (including the Exhibits). All information I have provided to the Nova Meridian Academy related to my application for employment is true and accurate.

Employee:

By: _____ Date: _____
Employee

Appendix L: Teacher Petitioners

Nova Meridian Academy – Charter Petition Renewal

The charter school estimates that 11 teachers will be employed by the charter school during its first year of operation after charter renewal.

We, the undersigned teachers, support the charter renewal and believe the attached charter merits consideration. We hereby petition the Colton Joint Unified School District Board of Education to grant the charter renewal to Nova Meridian Academy *charter pursuant to Education Code Section 47605 beginning June 30, 2009 with the opportunity to request a continuation of the charter as described in the Charter Schools Act.* ***The petitioners listed below certify that they are teachers who are meaningfully interested in teaching at the School.*** *The petitioner s authorize the Lead Petitioner, Nyesha Williams to make or negotiate any amendments to the attached charter necessary to secure approval by the CJUSD governing board.*

Name	Address
Print Name: Nyesha Williams	Street Address: 16075 Reed Ct.
Signature:	City, State, Zip Code: Fontana, CA 92336
	Phone Number: (909) 201-9608
Print Name: Tishri Campa	Street Address: 1018 Forest Dr., Colton, CA 92324
Signature:	City, State, Zip Code: 909 835-5524
	Phone Number:
Print Name: Tiffany Urena	Street Address: 702 North Spruce Street
Signature:	City, State, Zip Code: Rialto, Ca 92376
	Phone Number: (951) 203-7653

815

Name	Address
Print Name Karla Galicia	Street Address 13828 Peyton Dr.
Signature Karla Galicia	City, State, Zip Code Moreno Valley, CA 92555
	Phone Number (951) 567-4545
Print Name Derek Castleman	Street Address 1986 w. Quartermaster Street
Signature [illegible]	City, State, Zip Code Colton, CA 92324
	Phone Number (213) 839-8780
Print Name MAX ARAGON	Street Address 8 CORTE CERVATI
Signature [illegible]	City, State, Zip Code LAKE ELSINORE CA 92532
	Phone Number (951) 471-0103
Print Name RYAN EASTON	Street Address 227 MARYWOOD AVE
Signature RCEaston	City, State, Zip Code CLAREMONT, CA 91711
	Phone Number (909) 626-7656

COMMISSION ON
TEACHER CREDENTIALING

Ensuring Educator Excellence

By virtue of the authority vested in the Commission on Teacher Credentialing in recognition of preparation to serve in California public schools

NYESHA DANIELL WILLIAMS

is hereby awarded a

Clear Single Subject Teaching Credential

AUTHORIZED SUBJECT(S):
Social Science

California Home

California Teacher Credential Look-up and Renewal

Search for Credential for a Public School Teacher

Search for a Teacher's Application Status and Credentials Held

Renew Credentials

Direct Application (Non-Recommendation Only)

Track Payment (Renewal Only)

Track Payment (Recommendation Only)

Start the IHE Login Page

Start the Student Applicant Login

Frequently Asked Questions

Glossary of Credential Terms

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Selected Credential Held

The application status and credential information was last updated on 09/19/2007. Please note: Upon receipt, the California Commission on Teacher Credentialing may take up to 75 working days to process an application. Local employing agencies have the flexibility to assign individuals to serve in subject areas other than those authorized on credentials. The Commission, at one time, issued documents without assigning any document number. Assigning a document number to these records was necessary to be able to display them online. The document numbering assigned to display those records will appear as "NONE1, NONE2, NONE3, etc."

Details of Selected Credential

Name: CAMPA, TISHRI CRYSTAL

Document Title	Clear Single Subject Teaching Credential
Document Number	070226456
Authorization Code(s)	R1CL This document authorizes the holder to provide the following services to limited-English-proficient pupils: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject-matter (departmentalized) courses as authorized on this document. This crosscultural, language and academic development authorization also covers classes authorized by other valid, non-emergency credentials held, as specified in Education Code Section 44253.3. R1S This document authorizes the holder to teach the subject area(s) listed above in grades twelve and below, including preschool, and in classes organized primarily for adults.
Renewal Code(s)	R20 To renew this credential, the holder needs to submit only an application form and fee to the Commission within six months prior to the expiration date printed above. The renewal period is five years.
Issuance Date	07/01/2007
Expiration Date	07/01/2012
Authorized Subject(s)	Crosscultural, Language & Academic Development Emphasis English (Examination)

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CTC

COMMISSION ON
TEACHER CREDENTIALING

Ensuring Educator Excellence

By virtue of the authority vested in the Commission on Teacher Credentialing in recognition of preparation to serve in California public schools

TIFFANY MICHELLE URENA

is hereby awarded a

Provisional Internship Permit

AUTHORIZED SUBJECT(S):
Mathematics

521

State of California
Commission on Teacher Credentialing

issues this document to

KARLA CRISTINA GALICIA

DOCUMENT NUMBER: 080162474 **VALID:** 06/20/2008 to 07/01/2013

DOCUMENT TITLE: Preliminary Single Subject Teaching Credential

SUBJECT(S) AND AUTHORIZATION(S):

Foreign Language: Spanish

(R1S) This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults.

(R142) This document authorizes the holder to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject-matter (departmentalized) courses as authorized on this document. This authorization also covers classes authorized by other valid, non-emergency credentials held, as specified in Education Code Section 44253.3.

RENEWAL CODE(S):

(R14I) This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor.

Specific information pertaining to credential renewal requirements may be obtained under Credential Renewal Statements and Requirements at www.ctc.ca.gov

Arnold Schwarzenegger
Governor, State of California

P. David Pearson
Chair, Commission on Teacher Credentialing

Dale A. Janssen
Executive Director, Commission on Teacher Credentialing

**********NO FURTHER ENTRIES**********

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Wednesday, January 28, 2009

California Teacher Credential Look-up and Renewal

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Renew Credentials

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Track Payment (Renewal Only)

Track Payment (Recommendation Only)

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Selected Credential Held

The application status and credential information was last updated on 01/27/2009. The Commission, at one time, issued documents without assigning any document number. Assigning a document number to these records was necessary to be able to display them online. The document numbering assigned to display those records will appear as "NONE1, NONE2, NONE3, etc."

Details of Selected Credential

Name: CASTLEMAN, DEREK LANDON

Document Title	Internship Single Subject Teaching Credential
Document Number	081126894
Authorization Code(s)	R1E This document authorizes the holder to teach in the specific science area listed on the document in grades twelve and below, including preschool, and in classes organized primarily for adults. R142 This document authorizes the holder to provide the followThis document authorizes the holder to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject-matter (departmentalized) courses as authorized on this document. This authorization also covers classes authorized by other valid, non-emergency credentials held, as specified in Education Code Section 44253.3.
Renewal Code(s)	R17 This internship credential may not be renewed. To continue to serve in a position authorized by this credential, the holder must receive a formal recommendation from the supervising college or university for the preliminary or clear credential which authorizes this service.
Issuance Date	11/18/2008
Expiration Date	12/01/2010
Date of Original Issuance	11/18/2008
Authorized Subject(s)	Biological Sciences (Specialized) (Examination)
Employment Restriction(s)	COLTON JOINT UNIFIED SCHOOL DISTRICT
County of Employment	SAN BERNARDINO
Recommending Institution/Agency	NATIONAL UNIVERSITY

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Selected Credential Held

The application status and credential information was last updated on 03/09/2009. Local employing agencies have the flexibility to assign individuals to serve in subject areas other than those authorized on credentials. The Commission, at one time, issued documents without assigning any document number. Assigning a document number to these records was necessary to be able to display them online. The document numbering assigned to display those records will appear as "NONE1, NONE2, NONE3, etc."

Details of Selected Credential

Name: ARAGON III, MAX BUDDY

Document Title	Preliminary Single Subject Teaching Credential
Document Number	060090862
Authorization Code(s)	R1S This document authorizes the holder to teach the subject area(s) listed in grades twelve and below, including preschool, and in classes organized primarily for adults. R142 This document authorizes the holder to provide the followThis document authorizes the holder to provide the following services to English learners: (1) instruction for English language development in grades twelve and below, including preschool, and in classes organized primarily for adults; and (2) specially designed content instruction delivered in English in single-subject-matter (departmentalized) courses as authorized on this document. This authorization also covers classes authorized by other valid, non-emergency credentials held, as specified in Education Code Section 44253.3.
Renewal Code(s)	R14I This credential may not be renewed. To qualify for the clear credential, the holder of this document must complete a Commission-approved Induction program including Verification of Completion by the program sponsor.
Issuance Date	05/01/2006
Expiration Date	06/01/2011
Authorized Subject(s)	English (Examination)

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Appendix M: Current NMA Board Members and their resumes

Nova Meridian Academy Board Members

2008-2009 School Year

Board President
Michael Arroyo
Treasurer
Gregory Pounds
Secretary
Lizeri Guerrero
Board Member
Yolanda Contreras
Board Member
Eddie Campa
District Representative
Julia Nichols
District Representative
Sosan Schaller

Michael V Arroyo
1258 Mojave Rd.
Colton, CA 92324

Computer Technology

Senior Analyst, AT&T, Riverside, CA (03/1980-Present)
Twenty-eight years of experience with AT&T as a software engineer and analyst.

- Wrote and tested plans for software development.
- Implemented complex software programs and installed various computer systems.
- Documented software errors and analyzed and corrected any server failures.
  Conducted conferences, workshops, and training sessions to instruct personnel on new software.
- Successfully led a group of offshore personnel from India to complete testing on several computer software applications.
- Provided 24 hour on call support.

Leadership

Founding Board Member, Nova Meridian Academy, Colton, CA
(10/2004 – Present)
Served on the Nova board since the inception of the idea of opening a charter Academy.

- Served as the board president for the school year 2008/2009 and presided over board meetings.
- Served on the committee for student recruitment and created promotional literature for dissemination into the community.
- Provided administrative and fiscal oversight of the school.
- Volunteered time to assist the academy with their technology needs by securing a Apple Computer Lab along with implementation of the school wide network.

Credentials and Professional Skills

- Posses a ministerial credential – served in church ministry since 1999.
- Expert knowledge of Adobe Photoshop, Acrobat & Illustrator, Macromedia, Dream Weaver and Fireworks for web design.
- Working knowledge Microsoft Excel, Word, Powerpoint and Access.
- Ability to both speak and write in Spanish.

1455 Sierra Crest Ct.
Redlands, CA 92374
Home: (951)809-1450

Yolanda D. Contreras

CALIFORNIA CREDENTIALS AND AUTHORIZATIONS

Administrative Services Credential – Clear
Bilingual/Cross Cultural Specialist – 2002
Reading Specialist – 1998
Standard Elementary Credential – Life

EDUCATION

1985 Master of Arts in Education, California State University, San Bernardino, CA
1970 Bachelor of Arts, California State University, San Diego, CA

ADMINISTRATIVE EXPERIENCE

Director, Categorical Programs, Redlands Unified School District – July 1987 – June 30, 2008
Retired – July 1, 2008

RELATED EXPERIENCE AND ACTIVITIES

Supervision and Evaluation

Supervise and evaluate staff, secretarial and instructional
Coordinate the application for implementation of and evaluation of categorical programs in excess of six million dollars
Supervise one Teacher on Assignment (TOA)
Developed, implemented and supervise the District's Language Assessment Center
Hire various bilingual consultants to provide interpreting/translating and tutoring services (8 languages)
Supervise and evaluate the writing of all school plans
Supervise and authorize the budget expenditures for state and federal programs
Supervise a Work-Study Program for the University of Redlands

Curriculum and Instruction

Conduct training sessions for teachers – CLAD, SB395 (Teacher certification to work with English learners)
Assist in grant writing, state and federal grants, foundation grants
Organize and coordinate the State Coordinated Compliance Review from Self-Study to actual State review

School Organizational Systems

Provide staff development for teachers, instructional assistants in Bilingual, Sheltered and ESL programs
Develop and publish a periodic newsletter, "Multicultural Education Today"
Conduct monthly meetings with principals, resource teachers, bilingual/sheltered teachers
Assist chairperson of District Bilingual Advisory Committee prepare agendas and conduct meetings
Submit all formal documents to the state
Make Board presentations regarding progress, accomplishments of programs
Maintain accurate records of all program expenditures for audit purposes

School Liaison and Leadership Experience

Act as a liaison between the district and the state
Member of the San Bernardino County Bilingual Directors
Member of the San Bernardino County Consolidated Application Directors
Member of the District Evaluation/Testing Committee
Member of the Bilingual Scholarship Committee
Member of the Bilingual Internship Program Advisory Committee, University of California, Riverside
Member of the Bilingual Advisory Committee, California State University, San Bernardino

Community Leadership

NABE (National Association for Bilingual Education) member
CABE (California Association for Bilingual Education) member
Nova Meridian Academy Board Member
YMCA Board of Directors Member

TEACHING EXPERIENCE

Redlands Unified School District – September 1981 – June 1987
District Bilingual Resource Teacher
Lugonia Elementary School – September 1975 – June 1981
Categorical Programs Resource Teacher, Grades 4-6
Victoria Elementary School – September 1972 – June 1975
Categorical Programs Resource Teacher, Grades K-6
Franklin Elementary School – September 1971 – June 1972
2nd Grade Teacher
Upland Jr. High – January 1970 – June 1971
English Teacher, Grades 7-9

Lizeri Guerrero

7447 Marshall Court, Highland CA 92346
(909) 645-6419 lizeri.guerrero@hotmail.com

Education:
California State University, San Bernardino Graduate
Bachelors of Arts Degree in Administration, concentration in Public Administration

Work/ Volunteer Experience:
Acting HCV Supervisor/Occupancy Technician II, Housing Authority, San Bernardino, CA, June 2006 - Present
Duties included are pertaining to the occupancy of the Housing Choice Voucher Program:

- Oversee the occupancy process in the Application Intake Unit. Supervise a staffing unit of 5 employees
- Manage an assigned caseload and assigned specialized caseloads requiring thorough understanding of policies, HUD regulations, and case management principles and procedures
- Plans, organizes, and participates in housing applicant interview and counseling process
- Prepares confidential and technical document pertaining to leases and contracts
- Advises employees, residents, participants, and property owners of the Housing Authority on policies, regulations, guidelines, and procedures
- Perform any assigned duties or special projects related to the progression of the department

Executive Secretary (Volunteer experience), Nova Meridian Academy, Colton, CA, October 2005 – Present
A member of the board of directors, duties include:

- Prepare agendas and minutes for the board of directors regular monthly meetings and any special meetings
- Certify and keep at the principal office of the corporation the original, or a copy of the bylaws and a book of approved minutes
- See that all notices are duly given in accordance with the provisions of the corporation's bylaws
- In general, perform all duties incident to the office of secretary and such other duties as may be required

Outreach Director (Volunteer experience), Intensive Care Outreach, Redlands, CA, December 2001- January 2008
Oversee the outreach department, duties include:

- Plan, coordinate, and organize events for the community
- Train and assign assignments for volunteers
- Prepare quarterly presentations to the council displaying the overall performance of the department
- Attend, prepare, and hold a variety of meetings related to the progression of the department
- Perform any assigned special projects related to the progression of the department

Senior Administrative Clerk, Housing Authority of the County of San Bernardino, San Bernardino, CA
May 2005 – June 2006, Promoted to an Occupancy Technician II
Assist the operations section, duties include:

- Provide general administrative support, such as copying, filing, data entry, creating letters, memos and forms
- Prepare and collect data for monthly reports, applications, forms and distribute to management points
- Create purchase requests and request for check payments
- Obtain bids for forms, brochures, and pamphlets
- Prepare handouts, record and prepare minutes for monthly and quarterly meetings
- Maintain various documents, reports, and forms
- Perform any assigned special project or other duties related to the progression of the section

Community Administrative Support Worker, City of Los Angeles, Department of Airports, Ontario, California
September 2004 – May 2005
Assisted various sections of Ontario International Airport, duties included:

- Provided administrative assistance to various sections of the airport
- Maintained the organization and record keeping of paperwork, included filing, copying, sorting and data entry
- Constructed spreadsheets and Word documents
- Performed any assigned special projects related to the sections of the airport.

Skills:

- Knowledge of Microsoft Word, Excel, PowerPoint, Access, Visual Homes
- Organizational Skills
- Able to understand and translate Spanish, able to speak a small amount
- Typing approximately 60 wpm
- Customer Service and Interpersonal skills
- Leadership and Management skills

Special Education Enrollment

Students in special education programs may apply to attend NMA. As with regular enrollment, they are not discriminated against the basis of residency, gender, sexual orientation, disability, national origin, immigration status, ethnic and racial background, language spoken, religion or political belief. The school will adhere to federal, state and judicial mandates regarding admission of special education students. The CJUSD enrollment form is used; and if a student is indicated as receiving services, an IEP is required. Cumulative files are checked and reviewed to ensure appropriate services are provided. Applications and a recent IEP must be submitted by the same deadlines as those of regular students.

Student Recruitment Methods

NMA will employ different creative and pragmatic methods of recruitment in the community of Colton. These methods shall include, but are not limited to:

- Newspaper Advertisements
- Open House - invitations to the community from the school
- Community fliers (community centers, library, schools, churches)
- Public announcements at community events (parades, parks, etc.)
- Academy Community Mixers - NMA will hold mixers in various neighborhoods, churches, schools, homes, community centers, chamber of commerce, etc.
- Door to door petitioning
- Word of mouth

Eddie Campa
1018 Forest Drive, Colton, CA 92324
909-835-8286
eddiecampa@aol.com

Relevant Experience

Business Manager/CFO, Nova Meridian Academy, Colton, CA(10/2004 – 2/2009)
(Served as the CFO from 10/04 - 6/08 and Business Manager from 07/08 - 02/2009.)

- Started the academy from ground up by writing several sections of a 100 page charter application which received school district approval.
- Applied and was awarded a 501c3 by the IRS by completing form 1023 along with supporting documents and budgets.
- Wrote the financial and business plan of a grant which won $450,000 from the California Department of Education.
- Secured lease agreements for facilities and equipment and contracts with insurance companies and business consultants.
- Assisted in the implementation of a new student data base program that tracked daily attendance and grades.
- Ran business operations of the school supervising purchasing, payables, payroll and data management, as well as insuring state and local compliance.

Accounting Technician, SimsMetal America, Fontana, CA (September 1993- April 2003)

- Completed all aspects of accounts payable from purchase orders, to coding, and posting, and issuing checks.
- Assisted in the month-end process by making journal entries for monthly accruals and reconciling general ledger accounts.
- Traveled to the Vancouver, Canada division to train office staff and provide back office assistance in various accounting duties.

Inventory Control/Accounts Payable, K-lath, Fontana, CA (March 1998- August 1999)

- Responsible for purchasing raw materials, scheduling shipments from Asia and building warehouse inventory.
- Conducted daily cycle counts of raw materials and finished products.
- Entered all production data from the manufacturing plant.
- Performed full charge accounts payable for K-lath and its subsidiary company with a combined volume of eight hundred invoices per month.

Education

B.S. Degree in Business Administration with a minor in accounting – California State University San Bernardino (1996)

Professional Skills

- Strong Excel, Word, and PowerPoint skills
- Strong writing and public speaking skills
- Knowledge of various accounting finance systems