

**Riverside Academy
Tuesday, March 8, 2016
at 3:00 p.m.**

**Board of Directors Meeting at
Life Skills Cincinnati
2612 Gilbert Avenue
Cincinnati, OH 45206**

Agenda

1. Welcome and formal commencement of meeting
2. Public Comment (limited to 3 minutes)
3. New Business
 - a. * Proposed Resolutions
 - b. * Sponsor Report – Board Brief
 - c. * Review and approval of Minutes from January 19, 2016 Board Meeting
 - d. * State of School Report
 - e. * Financial Statements
 - f. * Revised Conflict of Interest Policy
 - g. * Treasurer/Fiscal Officer Services
 - i. Charter School Specialists Proposal
 - ii. Skoda Minotti Proposal
 - h. New Board Members
4. Old Business
5. Executive Session (if required)
6. Next Board Meeting Date: May 10, 2016 at Riverside Academy
7. Adjourn

*indicates that materials are included

Riverside Academy Resolutions

Proposed as of March 8, 2016

January 19, 2016 Meeting Minutes

RESOLVED, that the Board of Directors approves and adopts the Meeting Minutes from the Board Meeting of January 19, 2016.

State of the School Report

RESOLVED, that the Board of Directors accepts the State of the School Report as presented.

Financial Reports

RESOLVED, that the Board of Directors accepts the financial statements including the check reconciliation as presented.

Revised Conflict of Interest Policy

RESOLVED, that the Board of Directors approves the Revised Conflict of Interest Policy as presented.

Treasurer/Fiscal Officer Services

Skoda Minotti Revised Engagement Letter

RESOLVED, that the Board of Directors approves the revised fiscal services terms and upon receipt of written confirmation that the School's management company shall fully reimburse the School for said expenses, authorizes the Board President to sign the engagement letter once in a form reviewed and approved by legal counsel.

-Or-

Charter School Specialists Proposal

RESOLVED, that the Board of Directors authorizes its President to serve the legally appropriate notice upon Skoda Minotti terminating the Board's agreement with Skoda Minotti effective as of the earliest date permitted under said agreement.

RESOLVED FURTHER, that the Board of Directors authorizes its President to negotiate and sign an Agreement with Charter School Specialists, LLC for Treasurer services, the preparation of financial statements, and other services, consistent with the proposal presented by Charter School Specialists, LLC.

RESOLVED FURTHER, that the Board of Directors acknowledges that the Ohio Revised Code requires that the School have a designated Fiscal Officer. Therefore, it is further resolved that the Board of Directors designates and approves **(Insert Name of Fiscal Officer)** to be the

Fiscal Officer for the School effective as of the date services from Skoda Minotti terminate. The Fiscal Officer shall meet all the statutory requirements for holding this position.

RESOLVED FURTHER, that the Board of Directors directs **(Insert Name of Fiscal Officer)** to put a Fiscal Officer/Public Official Bond in place prior to assuming these duties. This Bond shall be set in the amount of \$25,000.

RESOLVED FURTHER, that the Board of Directors authorizes the School Fiscal Officer to open bank accounts necessary for school operations and fiscal control and to establish himself as a signer on said accounts. Further, it is resolved that such accounts be established at **(Insert name of financial institution)** or such other institution as the President may direct.

MEETING MINUTES OF THE
BOARD OF DIRECTORS OF
RIVERSIDE ACADEMY
HELD ON JANUARY 19, 2016

Directors Attending: Durk Rorie, Mike Roberts, and John Kropp.

Directors Absent: Rev. Ennis Tait and Calvin Buford.

Guests: Anthony Ligon, Sue Furick, Arnez Gray, Wendy Rowland, Arthur L. Clements III, Esq., and by phone and/or video conference, Maggie Ford, and Jeff Foster.

Mr. Rorie called the meeting to order at 3:07 p.m. and there were no members of the public present. Following introductions, Mr. Rorie asked Ms. Rowland to present the Sponsor's Report. Ms. Rowland directed the Board's attention to the Board Brief in the Board Book behind Tab 2 and commented that there had been no complaints about the School in connection with the most recent Monthly Report. Earlier in the day, Ms. Rowland conducted a Special Education file review at the School and everything looked good. The School is lacking an Intervention Specialist, which is a required hire in order to maintain the appropriate student faculty ratio for Special Education students. Ms. Rowland also mentioned that House Bill 2 requires the names of Board Members to be posted on the School's website. She noted that the School's K-3 Literacy data was being released by ODE in connection with the Local Report Card. The remainder of the Local Report Card information will be released in February.

Mr. Rorie thanked Ms. Rowland for her report and noted that the enrollment was lower and asked whether that was likely to change. Ms. Gray stated that the Director of Enrollment is assisting the School with marketing. Some of the programs will have more immediate results, while others will be ongoing and are designed to yield higher enrollment in the future. She stated that receiving support from Accel was challenging because Riverside is so far from the northern elementary schools in the state. Ms. Gray is looking at what building level activities can be done to improve enrollment.

There were no changes to the Minutes from the November 17 Board Meeting. Thereafter, upon a motion made by Mr. Roberts and seconded by Mr. Kropp, the Board of Directors unanimously passed the following resolution:

16-01 RESOLVED, that the Board of Directors approves and adopts the Meeting Minutes from the Board Meeting of November 17, 2015.

Ms. Gray presented the State of the School Report and told the Board that the School was fully staffed except for the Intervention Specialist. A full-time Art teacher has been hired who will replace the part-time Music and Art teachers who were previously on staff. The Faculty has participated in several Professional Development meetings and trainings and the School is beginning a schoolwide writing program because that is now a focus at ODE. The School continues to receive support from the Hamilton County Educational Service Center and the School's Teacher Based Teams are meeting and reviewing student achievement data to determine what needs to be done in order to improve instruction. These meetings also allow the Faculty to determine what teaching approaches and strategies are working or not. Following Winter Break, students began the NWEA MAP testing. The School developed incentives for students to be fully engaged in the MAP testing. Attendance is currently 88.5% and enrollment is 253 students, a small decrease from 258 students in November. There are

currently no concerns about the facility. Ms. Gray highlighted an 8th grade student who excels at Science and Reading and walks to School with her 1st and 3rd grade siblings. This 8th grade student was accepted to the local Cristo Rey High School, which focuses on finding corporate internships for students while they go to school. The paycheck received by the student helps to offset the cost of tuition.

Mr. Rorie noted that the parent survey results singled out security as a concern. Ms. Furick commented that these data related to the prior school year when Riverside was operated by a different management company. Ms. Gray stated that the School now sets aside time to listen to parents and that off-duty Cincinnati police officers sign up for details to provide security at the School. The Cincinnati police tend to be friendlier with the students and more consistent. CPD recently conducted lock down and other drills at the School and provided a written evaluation. The School now has security cameras.

In response to a question from Mr. Rorie about any incidents last year that might have made the School feel unsafe, Ms. Gray stated that some students fear other students will bully them so the School has now created a mailbox called the “bully box” where students can share their concerns. In response to a question from Mr. Rorie about whether the number of security related incidents had decreased, Ms. Gray stated that on year-over-year basis the number of suspensions had decreased.

Mr. Rorie then asked what it meant to be a “Focus” School. Ms. Furick and Ms. Rowland explained that ODE designates certain Schools to be “Focus” schools based on their LRC ratings. ODE provides consulting and other services to Focus schools.

Ms. Gray mentioned that she had met with Darrin Beconder to discuss the School's OIP and he commented that the Plan was good but Riverside will need more time to implement it. In response to a question from Mr. Rorie about goals and timetables, Ms. Gray stated that the School has short term weekly goals as well as longer term goals. The School would like to mitigate a child's academic problems before they become serious.

In response to a question from Mr. Kropp, Ms. Gray stated that testing data is shared with families by sending it home and sharing it with parents in conferences during the open houses.

Mr. Ligon introduced himself and told the Board that his Company contracts with Accel to provide Special Education services and it was noted that the School currently has 49 Special Education students. To meet the regulations around student teacher ratios, the School is required to have three Intervention Specialists, but is short one. Ms. Rowland commented that there is a statewide shortage of Intervention Specialists. It was noted that the ratio is 16:1 and that compliance with this ratio is a statewide issue.

Mr. Foster presented the Financial Report and, in response to a question from Mr. Rorie, stated that there was nothing unusual or threatening related to the School's financial condition. Mr. Foster stated that the Board had in the Board Book the Financial Statements through November 30 and mentioned that the 2015 audit would be twice its normal length due to the implementation of GASB 68. The School will receive a clean audit with no findings, but there will be a management letter comment regarding the clarity of the Management Agreement and the requirement to reconcile School Revenues and School Expenses. He told the Board that this matter needs to be addressed with the EMO.

The School's Net Position is currently \$269,000. He expects the Audit Report to be released in the next few weeks.

The Board reviewed the proposed resolutions. Thereafter, upon a motion made by Mr. Roberts and seconded by Mr. Kropp, the Board of Directors unanimously passed the following resolutions: Thereafter, upon a motion made by Mr. Kropp and seconded by Mr. Roberts, the Board of Directors unanimously passed the following resolutions:

16-02 RESOLVED, that the Board of Directors accepts the Financial Statements including the check reconciliation as presented.

16-03 RESOLVED, that the Board of Directors accepts the resignation of Reverend Ennis Tait effective January 19, 2016 with regret and thanks him for his service.

16-04 RESOLVED, that effective February 1, 2016, the Board of Directors hereby modifies the amount of stipends which are authorized to be paid to Board Members attending meetings to \$125.00 per meeting.

The Board reviewed the proposed Diabetes Policy and Mr. Clements explained that students with diabetes were eligible for 504 Plans. Thereafter, upon a motion made by Mr. Kropp and seconded by Mr. Roberts, the Board of Directors unanimously passed the following resolution:

16-05 RESOLVED, that the Board of Directors approves the Diabetes Policy as presented.

Mr. Clements explained that based on the comments from Mr. Foster, the Management Agreement needs to be revised to deal with the reconciliation issues. Thereafter, upon a motion made by Mr. Roberts and seconded by Mr. Kropp, the Board of Directors unanimously passed the following resolution:

16-06 RESOLVED, that the Board of Directors authorizes the Board President to enter into a revised Management Agreement.

Ms. Ford explained the Racial and Ethnic Balance and considerations related to marketing at the School and the Board concluded that the School was in compliance. It was also noted that the School had two verified acts of Harassment, Intimidation, and Bullying for the first half of the 2015-2016 School Year. Thereafter, upon a motion made by Mr. Roberts and seconded by Mr. Kropp, the Board of Directors unanimously passed the following resolution:

16-07 RESOLVED, that the Board of Directors accepts the State of the School Report, including a report on verified acts of Harassment, Intimidation, and Bullying as presented and finds that after considering the demographic data presented in the Board Book, that the School is in compliance with applicable state and federal laws.

The Board reviewed the Annual Report. Thereafter, upon a motion made by Mr. Roberts and seconded by Mr. Kropp, the Board of Directors unanimously passed the following resolution:

16-08 RESOLVED, that the Board of directors approves the Annual Report as presented subject to any further modifications required by the Sponsor and approved by the Board President.

Mr. Foster presented his Company's proposal for continued Treasurer Services and noted that the proposal from Charter School Specialists did not represent an apples to apples comparison because his Company would be presenting the Financial Statements on an accrual basis instead of on a cash basis. Also, he pointed out that the Charter School Specialists' contract did not guarantee that a representative would be in attendance at every meeting. The Board tabled consideration of the proposal until a comparison could be made of the two proposals.

Thereafter, the meeting was adjourned at 4:18 p.m.

Calvin Buford, Secretary
Riverside Academy

Riverside Academy State of the School Report

February 2016

HUMAN RESOURCES

Headcount and Vacancy Report

Currently, we are fully staffed.

Number of Certified Staff (Both Locations)	Number of Staff Who Do Not Meet HQT Requirements	Number of Non-Certified Staff	Vacancies Certified	Vacancies Non-Certified
19	3	4	0	0

Professional Development

Shared School Vision:

During our last professional development training, staff spent time working together to develop a shared school vision statement. In the midst of changes, we felt this to be an important component for the continued success of our school. After working collaboratively, we created the following vision statement: "The Academies will be the premier schools of choice by providing effective instruction that will empower our students to exceed the state's academic expectations, building positive relationships with students, families, and the community, and developing students who respect humanity and have the courage to succeed. There is HOPE for every child."

During our next In-service training, the Cincinnati Police will be here to conduct the ALICE (Alert, Lockdown, Inform, Counter, Evacuate) training with staff. This training prepares individuals to handle the threat of an active shooter by equipping them with the knowledge and skills to survive by making life-saving decisions.

STUDENT PROGRAM

Academic and Curriculum

Currently we are working to strengthen our BLT and TBT meetings. We're pulling on additional resources from our local Educational Service Center as well as the Ohio Leadership Council Advisory's website by watching videos, attending meetings and studying articles on best practices. We have found this information to be very instrumental as well as been able to generate some great dialogue regarding our next steps. Most recently, we discussed and decided that during the next few weeks of TBT meetings, we will need to look at and discuss the Reading and Math Map data. We will review the information as a whole group as well as split the staff into groups that will go across grade levels. This will allow us to really examine the data as well as look for patterns to help us drive instruction for the remainder of the year. Please see attachments.

Attendance

Month	Attendance %
December	88.77%
January	83.68%

Enrollment

Month	Beginning Enrollment	New Enrollments	Drops	Ending Enrollment
January	252	1	1	252

Facilities

There are no new updates in facilities at this time.

Student Spotlight

J.W. is the Student Spotlight for Riverside Academy

Enrolled: 5th grade at Riverside Academy

Hometown: Cincinnati, OH

Favorite subjects: Math and Science

Career aspirations: Computer Science

Nominator: 5th grade teacher

Why he deserves the spotlight: "He's focused and determined. He has perfect attendance. Works really hard in class. Makes above average grades in all subject content areas and always displays amazing citizenship and leadership qualities.

Upcoming Events

Riverside Academy participated in Ohio School Choice Week. Students had a opportunity to participate in the dance and submit a video tape of them dancing to this year's theme song. We've officially started re-enrollment for the upcoming school year. Our first event will be participating in The Transition Fair sponsored by the Hamilton County Community Action Agency Head Start to talk directly to parents about our Kindergarten program.

Resource 21B: BLT 5-Step Process Meeting Agenda and Minutes Template

Date: 2/3/2016

Time 2:15 to 3:15 p.m.

Site: Riverside Academy

Facilitator: Arnez Gray

Timekeeper: Susan Conaway

Recorder: Greg Saelens

Team Members Present:

1. Arnez Gray	2. Steve Voegele	3. Greg Saelens	4. Susan Conaway
5. Eric Mason	6. Sarah Brown	7. Kim Henry	8. Melissa Vandeventer
9. She'An Gilliam	10. Estalle Turner	11.	12.
13.	14.	15.	16.

Today's Agenda

- To review the MAP Reading and Math data from the Winter Assessments
- To analyze the data; draw conclusions, and give direction to the TBTs

Step 1: Collect and chart adult implementation and student performance data	<ul style="list-style-type: none"> • Data is available from all TBTs for all students and subgroups • Analysis is done • Data provided prior to meeting 	<ul style="list-style-type: none"> • Data is available from the BLT and/or building personnel • Analysis is done • Data provided prior to meeting
<ul style="list-style-type: none"> ▪ What data have been collected by: TBTs? BLT Members or building personnel? 	<p style="text-align: center;"><u>Reading MAP</u></p> <p>Kindergarten- All students went up.</p> <p style="text-align: center;"><u>Weakness Language and writing/Foundational Skills.</u></p> <p>Some seem to be guessing well, because in class they are not producing but on the test they have the highest scores. (Three of the highest may drop in Spring)</p> <p>First Grade- 13 went up and three stayed the same or had a slight drop (V)</p> <p style="text-align: center;"><u>Weakness Language and writing/Foundational Skills.</u></p> <p>Guessing concern</p> <p>All but one students went up (T)</p> <p>Second Grade- All but two students went up (one stayed the same other went down)</p> <p>17 are on track for RIT scores (168)</p> <p style="text-align: center;"><u>Weakness Language and writing/Foundational Skills.</u></p> <p>Third Grade- 15 went up and one down (H)</p>	

15 went up and four went down (B)

Overall for third grade highest in Literature

Lowest in informational text.

Fourth Grade- 6 below proficient

16 proficient

8 Above Proficient

Highest in informational text

Lowest in vocab

Fifth Grade- Highest Literature

Lowest was informational text and vocab

Only 5 or 6 are on target to be proficient

Sixth Grade- All but three students made gains (class as a whole is trending upward)

Lowest in vocabulary acquisition and use

Special Education made the largest gains

Seventh Grade-All but one student took approximately an hour to take the test (dedication of students)

Winter NWEA Map Math Data Building wide

We need an update on track for the 2015 scores.

Kindergarten

Strength: All students went up (Gains were large)

Weakness: We currently do not have the correct information to see if who is on track and off track. In the fall they were all off track. They were all low. They were all weak in geometry but this standard is not taught until the end of the year.

First

Strength:

Vand: 15 students went up 1 went down a point. Most went up 15 to 20 points. Operations and Algebraic thinking, Measurement and Data.

Turner: All but two students went up.

Weakness:

Vand: My Math is currently working on the things they need but is lacking in fluency. (MY Math is not set up to help students in the beginning. Need to skip certain areas- Kindergarten agrees with this assessment). Area of weakness-Geometry (Not taught yet tomorrow) Numbers and Operations (in next two weeks)

Second

Strength: Everyone went up. Three were over 20, Eight 10-20, rest under 9. On Track being 180-12 students are currently on track, three within one point of on track. Operations and Algebraic thinking, Measurement and Data.

Weakness: Measurement and Geometry

Third

Strength:

Henry: 17 Students went up and one went down. 66% met their growth rate from the fall.

Bennington: 15 students went up and three went down, one no change plus one new students. 65% met their growth goal.

Strength: Geometry

Weakness:

All: Number and Operations and Measurement and Data.

Fourth

Strength: 20 went up and 8 went down.

Weakness: Measurement, Data, and Geometry (have not gotten to it) ALL MY MATH.

Fifth

Strength: 11 students went up and 7 met their projected growth.

Weakness: 7 students went down. 3 no change and one new student. Measurement and Data and Geometry.

Sixth

Strength: 25 students tested 5 proficient 8 near Proficient. Real and Complex numbers. 21 showed growth.

Weakness: Ideal testing situation (Was not completed in one sitting)

Seventh

Strength: 23 students 5 proficient 6 near proficient. 17 showed growth.

	<p>Weakness: 12 students who were not proficient 9 were Special Education and 2 are attendance issues. The other is being brought to RTI.</p> <p><u>Eighth</u></p> <p>Strength: 24 students 7 proficient 5 near proficient. Statistics and Probability. 19 out of 24 showed growth.</p> <p>Weakness: Equally weak in the remaining three areas of study.</p>		
<p>Step 2: Analyze adult implementation and student performance relative to the data</p>	<ul style="list-style-type: none"> • Determine overall student strengths and areas of concern by grade levels, subject areas, etc. • Are there patterns, trends and urgent needs? • Identify points of possible replication, e.g., high performing grade/subject areas, strong performance in skill/content areas, etc. 	<ul style="list-style-type: none"> • Determine overall adult performance strengths and areas of concern by grade levels, subject areas, etc. • Are there patterns, trends, and urgent needs? • Identify points of possible replication, e.g., high performing TBTs, effective instructional strategies, etc. 	<p>Develop feedback to TBTs relative to:</p> <ul style="list-style-type: none"> • Growth/areas of concern in student performance • Growth/areas of concern in adult performance • Grade-levels, subject areas that may be worthy of replication • Specific professional development/support that the district or building will provide • Expectations for improvement/changes
<p>What does the data tell you about the students' learning and adult performance within and across grade levels, subject areas?</p>	<p>Strengths and weakness in each grade and subject are noted above, except for 7th and 8th grade Reading—data and analysis are missing there.</p>		
<p>Step 3: Review and/or refine the building focused action steps relative to the data and TBT needs</p>	<p>Develop or refine the following if needed:</p> <ul style="list-style-type: none"> • Adult implementation indicator(s)/"look fors" • Student performance indicator(s)/assessments(s) used 		
<p>What changes to the plan need to be made to ensure fidelity of implementation and desired results?</p>	<p>Discussion points:</p> <p>Ms. Vandeventer felt that the students were overwhelmed with the test. Their lack of experience with the test and frustration with the technology (lack of hand/eye coordination and difficulty with the mouse pad) contribute to this feeling. However, huge gains in reading are noted. Really feels that the Title I teachers are doing a great job with the students they have been working with.</p> <p>Ms. Turner agreed that students just started guessing at the end of the test.</p> <p>Ms. Gray noted that third graders struggle with the mouse pad and dragging the right answers to the right box.</p> <p>Mr. Voegele noted that the computers are just old, and that many of the Chrome books are unreliable.</p> <p>Ms. Gray noted that the cost of any computer must include the necessary licenses for the software needed to use it in the school.</p> <p>Mr. Voegele noted that we used to have technology as a special and that there were 4 or 5 labs dedicated to computers. If we could do such a thing again, it would be good for I Read.</p> <p>Ms. Turner has started to go up to the computer lab for I Read—the atmosphere is</p>		

	<p>better and it gives the students a change. Ms. Gray asked if she was seeing better results, and Ms. Turner said that she was.</p> <p>Several teachers noted that the wall between the computer room and the art room is very thin and noise carries over no matter how orderly the art class is. This does not make for a good testing atmosphere.</p>		
Step 4: Establish building-wide implementation and monitoring actions/tasks for Step 3.	<ul style="list-style-type: none"> Develop or refine actions steps to implement/maintain/monitor professional learning based on building and TBT data and/or instructional needs - aligned to plan, job embedded and ongoing, differentiated based on student and adult data Administrator walk-throughs are tied to the strategies/actions 	<ul style="list-style-type: none"> Determine how the BLT will execute the action steps/tasks Determine how and when feedback is provided to TBTs (see Step 2) 	
<p>What does the DLT/CSLT need to change to ensure district-wide implementation?</p> <p>What will administrators observe in the classrooms?</p>	<p>There was consensus that building wide we need to improve RETENTION. For K-2, there was agreement that a continued focus on language (parts of speech), writing, and foundational skills is recommended. Not a change in direction, but giving more time to those areas, especially writing.</p> <p>There was some discussion of the curriculum and the assessment—in short, some topics have not been covered yet in the curriculum, but were in the assessment.</p> <p>For 3-5 grades, improving vocabulary and skills in working with informational texts. Informational texts were the weakest area, but only by a percentage point or two.</p> <p>For 6-8, the discussion focused on weakness in vocabulary that leads to trouble with informational texts. The students need to develop better skills in decoding words. The BLT recommends a vocabulary building program that includes weekly word lists and spelling.</p> <p>Ms. Gray posed the question—what if we had enough computers to have a lab for use by K-2, enough Chrome books for a 2nd lab, 3-5; and provide a third lab for 6-8? Would also need a plan to replace one lab each year to keep the technology current and operational. Perhaps the board and the sponsor could make this happen—even by the time we test third graders in the fall??</p>		
Step 5: Define adult and student data for review at next meeting	<ul style="list-style-type: none"> Everyone comes with the data ready 	<ul style="list-style-type: none"> Best practices shared from TBTs that had high student results on post-test 	<ul style="list-style-type: none"> Includes pre data and post for all students and any subgroups Data from TBTs provided on common form
<p>What does the post-data look like? What proved to be successful?</p>	<ul style="list-style-type: none"> We need to schedule another BLT to catch up and get back on track. ODE review team will be in the school two days the week of February 22nd. We will get feedback from them. 		
Meeting Evaluation	<ul style="list-style-type: none"> What was our level of implementation - full, partial, not at all? 	<ul style="list-style-type: none"> What did we learn - successes and obstacles? Reflections 	<ul style="list-style-type: none"> Our recommendation: continue with this strategy for..., select alternative, adapt, obtain PD, and receive support.
<p>What was successful? What needs to be revised or changed?</p>	<p>We still need to analyze the math and provide direction for the TBTs.</p>		
Communicate	<ul style="list-style-type: none"> What message(s) needs to be delivered? 	<ul style="list-style-type: none"> Who needs to receive the message(s) 	

	<ul style="list-style-type: none"> How will the message(s) be delivered? 	<ul style="list-style-type: none"> ..students, families, DLT/CSLT, building personnel, Board members, other stakeholders? What feedback, if any, is needed?
How will two-way communication be accomplished?	The BLT members who are on the TBTs will communicate in both directions. E mails will also be sent to all the TBT members	
Assignments/Next Steps	<ul style="list-style-type: none"> What needs to be done between now and the next meeting? Who is assigned to do it? 	<ul style="list-style-type: none"> What do we need to bring to the next meeting?
What are the next steps to prepare for the next meeting?	Collect and analyze the data to be analyzed.	
PARKING LOT (What other issues need to be addressed at another date?) <ul style="list-style-type: none"> 		

The Ohio Improvement Process (OIP) Resources were co-developed by the Ohio Department of Education, State-Level Design Team and the Great Lakes East Comprehensive Center, funded by the U.S. Department of Education and administered by Learning Point Associates, an affiliate of American Institutes for Research. Co-development of some resources was also supported through a U.S. Department of Education, Office of Special Education Program grant #H323A070014-11. The content does not necessarily reflect the position or policy of the U.S Department of Education, nor does mention or visual representation of trade names, commercial products, or organizations imply endorsement by the federal government. The content does reflect the position and policies of the Ohio Department of Education, and the Department endorses specific processes, procedures and programs mentioned.

Resource 21B: BLT 5-Step Process Meeting Agenda and Minutes Template

Date: 2/17/2016

Time 2:15 to 3:15 p.m.

Site: Riverside Academy

Facilitator: Arnez Gray

Timekeeper: Susan Conaway

Recorder: Greg Saelens

Team Members Present:

1. Arnez Gray	2. Steve Voegele	3. Greg Saelens	4. Susan Conaway
5. Eric Mason	6. Sarah Brown	7. Kim Henry	8. Melissa Vandeventer
9. She'An Gilliam	10. Estalle Turner	11.	12.
13.	14.	15.	16.

Today's Agenda

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- To analyze the data; draw conclusions, and give direction to the TBTs

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<ul style="list-style-type: none"> ▪ What data have been collected by: TBTs? BLT Members or building personnel? 	<p style="text-align: center;">Winter NWEA Map Math Data Building wide</p> <p style="text-align: center;">We need an update on track for the 2015 scores.</p> <p><u>Kindergarten</u></p> <p>Strength: All students went up (Gains were large)</p> <p>Weakness: We currently do not have the correct information to see if who is on track and off track. In the fall they were all off track. They were all low. They were all weak in geometry but this standard is not taught until the end of the year.</p> <p><u>First</u></p> <p>Strength:</p> <p>Vand: 15 students went up 1 went down a point. Most went up 15 to 20 points. Operations and Algebraic thinking, Measurement and Data.</p> <p>Turner: All but two students went up.</p> <p>Weakness:</p> <p>Vand: My Math is currently working on the things they need but is lacking in fluency. (MY Math is not set up to help students in the beginning. Need to skip certain areas- Kindergarten agrees with this assessment). Area of weakness-Geometry (Not taught</p>	

yet tomorrow) Numbers and Operations (in next two weeks)

Second

Strength: Everyone went up. Three were over 20, Eight 10-20, rest under 9. On Track being 180-12 students are currently on track, three within one point of on track. Operations and Algebraic thinking, Measurement and Data.

Weakness: Measurement and Geometry—these had not yet been taught.

Third

Strength:

Henry: 17 Students went up and one went down. 66% met their growth rate from the fall.

Bennington: 15 students went up and three went down, one no change plus one new students. 65% met their growth goal.

Strength: Geometry

Weakness:

All: Number and Operations and Measurement and Data.

Fourth

Strength: 20 went up and 8 went down.

Weakness: Measurement, Data, and Geometry (have not gotten to it) ALL MY MATH.

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Weakness: 7 students went down. 3 no change and one new student. Measurement and Data and Geometry.

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Strength: 25 students tested 5 proficient 8 near Proficient. Real and Complex numbers. 21 showed growth.

Weakness: Ideal testing situation (Was not completed in one sitting) Geometry.

Seventh

Strength: 23 students 5 proficient 6 near proficient. 17 showed growth.

Weakness: 12 students who were not proficient 9 were Special Education and 2 are attendance issues. The other is being brought to RTI. Geometry

Eighth

	<p>Strength: 24 students 7 proficient 5 near proficient. Statistics and Probability. 19 out of 24 showed growth.</p> <p>Weakness: Equally weak in the remaining three areas of study.</p>		
<p>Step 2: Analyze adult implementation and student performance relative to the data</p>	<ul style="list-style-type: none"> • Determine overall student strengths and areas of concern by grade levels, subject areas, etc. • Are there patterns, trends and urgent needs? • Identify points of possible replication, e.g., high performing grade/subject areas, strong performance in skill/content areas, etc. 	<ul style="list-style-type: none"> • Determine overall adult performance strengths and areas of concern by grade levels, subject areas, etc. • Are there patterns, trends, and urgent needs? • Identify points of possible replication, e.g., high performing TBTs, effective instructional strategies, etc. 	<p>Develop feedback to TBTs relative to:</p> <ul style="list-style-type: none"> • Growth/areas of concern in student performance • Growth/areas of concern in adult performance • Grade-levels, subject areas that may be worthy of replication • Specific professional development/support that the district or building will provide • Expectations for improvement/changes
<p>What does the data tell you about the students' learning and adult performance within and across grade levels, subject areas?</p>	<p>It was noted that 7th and 8th grade did not have books until Quarter 2.</p>		
<p>Step 3: Review and/or refine the building focused action steps relative to the data and TBT needs</p>	<p>Develop or refine the following if needed:</p> <ul style="list-style-type: none"> • Adult implementation indicator(s)/"look fors" • Student performance indicator(s)/assessments(s) used 		
<p>What changes to the plan need to be made to ensure fidelity of implementation and desired results?</p>	<p>Discussion points:</p> <p>What can we change so that students can be exposed to all of the topics before the next testing cycle?—Some discussion on taking things out of order in the book in future so that students have been exposed to all of the areas on the tests.</p> <p>There was also discussion on the benefits of spiraling or circling back over material as this aids in student retention of the various strands of the curriculum.</p> <p>Christine from the Hamilton County Education office pointed out the available practice tests that can be found on the ODE portal. Mr. Voegelé looked up the link for the group. Christine said that it was important for students to be familiar with the accessibility features in advance—they can disable whatever they want. They need to become familiar with the format. The practice tests on-line do not provide feedback or scores—might be best used as a class for making students familiar with the testing format.</p> <p>There is a Directions for Administration Manual for teachers to use.</p>		
<p>Step 4: Establish building-wide implementation and monitoring actions/tasks for Step 3.</p>	<ul style="list-style-type: none"> • Develop or refine actions steps to implement/maintain/monitor professional learning based on building and TBT data and/or instructional needs - aligned to plan, job embedded and ongoing, differentiated based on student and adult data • Administrator walk-throughs are tied to the strategies/actions 	<ul style="list-style-type: none"> • Determine how the BLT will execute the action steps/tasks • Determine how and when feedback is provided to TBTs (see Step 2) 	

What does the DLT/CSLT need to change to ensure district-wide implementation? What will administrators observe in the classrooms?	Ms. Gray said that in the next week we should begin determining what each testing group will look like so that proctors and time slots can be assigned. Everyone agreed that spiraling or circling back would help in both exposing students to all the material on the test as well as in retention of topics previously covered. Some teachers are already doing the spiraling in the morning work or warm ups.		
Step 5: Define adult and student data for review at next meeting	<ul style="list-style-type: none"> Everyone comes with the data ready 	<ul style="list-style-type: none"> Best practices shared from TBTs that had high student results on post-test 	<ul style="list-style-type: none"> Includes pre data and post for all students and any subgroups Data from TBTs provided on common form
What does the post-data look like? What proved to be successful?	ODE review team will be in the school on February 24 th and 25 th . We expect to get feedback from that team.		

Meeting Evaluation	<ul style="list-style-type: none"> What was our level of implementation - full, partial, not at all? 	<ul style="list-style-type: none"> What did we learn - successes and obstacles? Reflections 	<ul style="list-style-type: none"> Our recommendation: continue with this strategy for..., select alternative, adapt, obtain PD, and receive support.
What was successful? What needs to be revised or changed?	We still need to provide direction for the TBTs with regards to practice tests and spiraling on covering mathematics topics.		
Communicate	<ul style="list-style-type: none"> What message(s) needs to be delivered? How will the message(s) be delivered? 	<ul style="list-style-type: none"> Who needs to receive the message(s) ..students, families, DLT/CSLT, building personnel, Board members, other stakeholders? What feedback, if any, is needed? 	
How will two-way communication be accomplished?	The BLT members who are on the TBTs will communicate in both directions. E mails will also be sent to all the TBT members		
Assignments/Next Steps	<ul style="list-style-type: none"> What needs to be done between now and the next meeting? Who is assigned to do it? 	<ul style="list-style-type: none"> What do we need to bring to the next meeting? 	
What are the next steps to prepare for the next meeting?	Collect and analyze the data to be analyzed.		

PARKING LOT (What other issues need to be addressed at another date?)
<ul style="list-style-type: none">

The Ohio Improvement Process (OIP) Resources were co-developed by the Ohio Department of Education, State-Level Design Team and the Great Lakes East Comprehensive Center, funded by the U.S. Department of Education and administered by Learning Point Associates, an affiliate of American Institutes for Research. Co-development of some resources was also supported through a U.S. Department of Education, Office of Special Education Program grant #H323A070014-11. The content does not necessarily reflect the position or policy of the U.S Department of Education, nor does mention or visual representation of trade names, commercial products, or organizations imply endorsement by the federal government. The content *does* reflect the position and policies of the Ohio Department of Education, and the Department endorses specific processes, procedures and programs mentioned.

**Riverside Academy
Fiscal Report
1/31/16**

Key Financials:

* Full Time Equivalents:			
<i>ODE Settlement Report</i>	FTE: 258		
* Total Cash Balance	\$ 226,404		
* Increase (Decrease) in Cash since 07/01/2015	\$ (12,904)		
* Total Payables	\$ 27,153		
* Net Position	\$ 260,597		
		Budgeted Increase (Decrease) in Net Position (YTD)	Variance
* Increase (Decrease) in Net Position since 07/01/2015	\$ (2,482)	\$ (583)	\$ (1,898)

Important Financial Issues

- * **Cash Reserve-**
Number of months of "adjusted budgeted operating expenses" 51.7
(Adjusted budgeted operating expenses = Budgeted Operating expenses LESS Management Fees, Sponsor Fees and Grant Expense)

- * **Net Variance to Budget-**
The positive (negative) budget variance is primarily due to: \$ (1,898)
- YTD operating revenues are lower than expected

Current Key Fiscal Agenda Items

- * **Preparing Form 1099-MISCs**

* **FY16 Consolidated Application Final Approved**

Federal Grant	Available	PCRs Received as of 1/31	Pending PCRs	Net Available	% Available
Title I-A Improving Basic Programs	\$283,133.70	\$ 146,156.87	\$ 38,700.16	\$ 98,276.67	34.71%
Title I Sub A School Improvement	\$ 47,700.00	\$ 1,612.27	\$ 787.73	\$ 45,300.00	94.97%
Title II-A Improving Teacher Quality	\$ 26,800.74	\$ 20,589.43	\$ -	\$ 6,211.31	23.18%
IDEA-B Special Education	\$ 64,597.59	\$ 64,596.59	\$ -	\$ 1.00	0.00%

**Riverside Academy
Statement of Net Position**

	<u>Unaudited 1/31/2016</u>	<u>Audit Pending 6/30/2015</u>	<u>Change</u>
<u>ASSETS</u>			
<u>Current Assets</u>			
Cash & Cash Equivalents	\$ 226,404.27	\$239,308.67	\$ (12,904.40)
Continuing Fees Receivable	0.01	890.00	(889.99)
Prepaid Insurance	4,959.50	-	4,959.50
Grant Funding Receivable	<u>39,487.89</u>	<u>20,733.12</u>	<u>18,754.77</u>
Total Current Assets	270,851.67	260,931.79	9,919.88
<u>Noncurrent Assets</u>			
Capital Assets, Net	<u>16,898.54</u>	<u>20,500.18</u>	<u>(3,601.64)</u>
Total Noncurrent Assets	16,898.54	20,500.18	(3,601.64)
Total Assets	<u>\$ 287,750.21</u>	<u>\$281,431.97</u>	<u>\$ 6,318.24</u>
 <u>LIABILITIES</u>			
<u>Current Liabilities</u>			
Accounts Payable	\$ 1,000.00	\$ 3,779.61	\$ (2,779.61)
Continuing Fees Payable	-	14,573.28	(14,573.28)
Federal Grant Funding Payable	21,469.77	-	21,469.77
State Grant Funding Payable	<u>4,683.00</u>	<u>-</u>	<u>4,683.00</u>
Total Current Liabilities	27,152.77	18,352.89	8,799.88
Total Liabilities	<u>\$ 27,152.77</u>	<u>\$ 18,352.89</u>	<u>\$ 8,799.88</u>
 <u>NET POSITION</u>			
Unrestricted Net Position	<u>260,597.44</u>	<u>263,079.08</u>	<u>(2,481.64)</u>
Total Net Position	<u>\$ 260,597.44</u>	<u>\$263,079.08</u>	<u>\$ (2,481.64)</u>

Riverside Academy
Statement of Revenues, Expenses and Changes in Net Position
For the Seven Months Ending January 31, 2016

OPERATING REVENUES

State Basic Aid	\$ 1,213,162.40
Facilities Aid	23,633.31
Casino Revenue	<u>8,123.26</u>
Total Operating Revenues	1,244,918.97

OPERATING EXPENSES

Management Fees	1,181,139.91
Federal Grant Programs	355,082.83
State Grant Programs	4,683.00
Sponsorship Fees	36,394.85
Board of Education	9,713.55
Legal	9,573.87
Advertising	-
Accounting & Auditing	10,033.00
Bank Fees	103.50
Depreciation	3,601.64
Insurance: D&O & Liability	<u>3,667.50</u>
Total Operating Expenses	<u>1,613,993.65</u>

Operating Income (Loss) **(369,074.68)**

NON-OPERATING REVENUE

Federal Grants	355,082.83
State Grants	4,683.00
Interest	72.21
Miscellaneous	<u>6,755.00</u>
Total Non-Operating Revenue	<u>366,593.04</u>

Change in Net Position **(2,481.64)**

Beginning Net Position **263,079.08**

Ending Net Position **\$ 260,597.44**

Riverside Academy
Statement of Revenues, Expenses and Changes in Net Position
For the Month Ending January 31, 2016

OPERATING REVENUES

State Basic Aid	\$ 147,582.38
Facilities Aid	3,017.84
Casino Revenue	-
	<hr/>
Total Operating Revenues	150,600.22

OPERATING EXPENSES

Management Fees	143,823.21
Federal Grant Programs	52,085.65
State Grant Programs	-
Sponsorship Fees	4,427.47
Board of Education	4,383.79
Legal	-
Advertising	-
Accounting & Auditing	1,000.00
Bank Fees	26.00
Depreciation	514.52
Insurance: D&O & Liability	708.50
	<hr/>
Total Operating Expenses	206,969.14
Operating Income (Loss)	(56,368.92)

NON-OPERATING REVENUE

Federal Grants	52,085.65
State Grants	-
Interest	11.26
Miscellaneous	965.00
	<hr/>
Total Non-Operating Revenue	53,061.91

Change in Net Position	(3,307.01)
Beginning Net Position	263,079.08
	<hr/>
Ending Net Position	\$ 259,772.07

Bank to Book Reconciliation

Month Ended 1/31/2016

Bank	STAR & PNC
Account	Riverside

	Bank Balance as shown on statement	\$ 226,404.27																								
Add:	All deposits shown on book, but not appearing on the bank statement.																									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 80%; height: 20px;"></td><td style="width: 20%;"></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> <tr><td style="height: 20px;"></td><td></td></tr> </table>																									
	subtotal	\$ -																								
Less:	All checks written shown on books, but not appearing on this bank statement.																									
	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 40%; text-align: center;">Amount</th> <th style="width: 40%; text-align: center;">Ck #</th> </tr> </thead> <tbody> <tr><td style="height: 20px;"></td><td></td></tr> </tbody> </table>	Amount	Ck #																							
Amount	Ck #																									
	subtotal	\$ -																								
	Total	\$ 226,404.27																								
	Amount per Checkbook	\$ 226,404.27																								
	Variance	\$ -																								

Initial: *ML* *JA*
Prepared Reviewed

**Riverside Community School, Inc
Cash Account Register**

As of January 31, 2016

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill.com Money Out Clearing								0.00
General Journal	07/14/2015	6/2015 04		Bill.com 07/14/15 Credit Confirmation P1...	PNC		1,105.55	-1,105.55
Bill Pmt -Check	07/20/2015	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01YYX...	Accounts Payable		890.00	-1,995.55
General Journal	07/20/2015	6/2015 05		Bill.com 07/20/15 Payments	PNC	890.00		-1,105.55
Bill Pmt -Check	07/23/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01ZNIH...	Accounts Payable		169,050.94	-170,156.49
General Journal	07/23/2015	6/2015 17		Bill.com 07/23/15 Payments	PNC	169,050.94		-1,105.55
Bill Pmt -Check	07/29/2015	Bill.com	Arnez Gray	https://app.bill.com/BillPay?id=blp01SUT...	Accounts Payable		241.14	-1,346.69
General Journal	07/29/2015	6/2015 18		Bill.com 07/29/15 Payments	PNC	241.14		-1,105.55
General Journal	07/31/2015	7/2015 07		To void/reissue reimbursement to Rev Tait	Accounts Payable	1,105.55		0.00
Bill Pmt -Check	07/31/2015	Bill.com	Rev. Ennis F. Tait...	QuickBooks generated zero amount trans...	Accounts Payable	0.00		0.00
Bill Pmt -Check	08/03/2015	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01BGI...	Accounts Payable		2,173.47	-2,173.47
Bill Pmt -Check	08/03/2015	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01OJR...	Accounts Payable		5,745.93	-7,919.40
General Journal	08/03/2015	6/2015 19		Bill.com 08/03/15 Payments	PNC	9,024.95		1,105.55
Bill Pmt -Check	08/03/2015	Bill.com	Rev. Ennis F. Tait...	https://app.bill.com/BillPay?id=blp01EUP...	Accounts Payable		1,105.55	0.00
Bill Pmt -Check	08/03/2015	Bill.com	LaRosa's	QuickBooks generated zero amount trans...	Accounts Payable	0.00		0.00
Bill Pmt -Check	08/04/2015	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01UAQ...	Accounts Payable		965.00	-965.00
General Journal	08/04/2015	6/2015 20		Bill.com 08/04/15 Payments	PNC	965.00		0.00
Bill Pmt -Check	08/18/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01KSH...	Accounts Payable		162,051.37	-162,051.37
General Journal	08/18/2015	6/2015 21		Bill.com 08/18/15 Payments	PNC	162,051.37		0.00
Bill Pmt -Check	08/20/2015	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01HDD...	Accounts Payable		1,258.65	-1,258.65
General Journal	08/20/2015	6/2015 23		Bill.com 08/20/15 Payments	PNC	1,258.65		0.00
Bill Pmt -Check	08/31/2015	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01VLA...	Accounts Payable		5,441.93	-5,441.93
General Journal	08/31/2015	6/2015 24		Bill.com 08/31/15 Payments	PNC	5,441.93		0.00
Bill Pmt -Check	09/09/2015	Bill.com	Calvin Buford	https://app.bill.com/BillPay?id=blp01DHA...	Accounts Payable		200.00	-200.00
Bill Pmt -Check	09/09/2015	Bill.com	Durk Rorie	https://app.bill.com/BillPay?id=blp01QNR...	Accounts Payable		200.00	-400.00
Bill Pmt -Check	09/09/2015	Bill.com	Hylant-Toledo	https://app.bill.com/BillPay?id=blp01OOQ...	Accounts Payable		125.00	-525.00
Bill Pmt -Check	09/09/2015	Bill.com	The O'Neill Group	https://app.bill.com/BillPay?id=blp01HZA...	Accounts Payable		8,502.00	-9,027.00
Bill Pmt -Check	09/09/2015	Bill.com	2015 National Ch...	https://app.bill.com/BillPay?id=blp01XKR...	Accounts Payable		475.00	-9,502.00
Bill Pmt -Check	09/09/2015	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01MQI...	Accounts Payable		998.10	-10,500.10
Bill Pmt -Check	09/09/2015	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01ECR1...	Accounts Payable		965.00	-11,465.10
General Journal	09/09/2015	7/2015 08		Bill.com 09/09/15 Payments	PNC	11,465.10		0.00
Bill Pmt -Check	09/18/2015	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01QDS...	Accounts Payable		5,438.03	-5,438.03
General Journal	09/18/2015	7/2015 09		Bill.com 09/18/15 Payments	PNC	5,438.03		0.00
Bill Pmt -Check	09/22/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01VFB...	Accounts Payable		160,588.36	-160,588.36
General Journal	09/22/2015	7/2015 10		Bill.com 09/22/15 Payments	PNC	160,588.36		0.00
Bill Pmt -Check	10/13/2015	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01MMF...	Accounts Payable		804.00	-804.00
Bill Pmt -Check	10/13/2015	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01OSW...	Accounts Payable		965.00	-1,769.00
General Journal	10/13/2015	8/2015 10		Bill.com 10/13/15 Payments	PNC	1,769.00		0.00
Bill Pmt -Check	10/31/2015	Bill.com	Accel Schools	QuickBooks generated zero amount trans...	Accounts Payable	0.00		0.00
Bill Pmt -Check	11/05/2015	Bill.com	Calvin Buford	https://app.bill.com/BillPay?id=blp01POR...	Accounts Payable		200.00	-200.00
Bill Pmt -Check	11/05/2015	Bill.com	Durk Rorie	https://app.bill.com/BillPay?id=blp01WAR...	Accounts Payable		200.00	-400.00
Bill Pmt -Check	11/05/2015	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01NAF...	Accounts Payable		4,698.36	-5,098.36
General Journal	11/05/2015	10/2015 02		Bill.com 11/05/15 Payments	PNC	5,098.36		0.00
Bill Pmt -Check	11/06/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01OVP...	Accounts Payable		11,802.04	-11,802.04
General Journal	11/06/2015	10/2015 03		Bill.com 11/06/15 Payments	PNC	11,802.04		0.00
Bill Pmt -Check	11/17/2015	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01GXV...	Accounts Payable		965.00	-965.00
Bill Pmt -Check	11/17/2015	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01TCD...	Accounts Payable		2,400.62	-3,365.62
Bill Pmt -Check	11/17/2015	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01QBS...	Accounts Payable		4,638.62	-8,004.24
General Journal	11/17/2015	bill.com		Bill.com 11/17/15 Payments	PNC	8,004.24		0.00
Bill Pmt -Check	11/20/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01WAR...	Accounts Payable		134,477.57	-134,477.57
Bill Pmt -Check	11/20/2015	Bill.com	Calvin Buford	https://app.bill.com/BillPay?id=blp01UDV...	Accounts Payable		200.00	-134,677.57
Bill Pmt -Check	11/20/2015	Bill.com	Durk Rorie	https://app.bill.com/BillPay?id=blp01RGL...	Accounts Payable		200.00	-134,877.57
General Journal	11/20/2015	bill.com		Bill.com 11/20/15 Payments	PNC	134,877.57		0.00
Bill Pmt -Check	11/23/2015	Bill.com	Kroger	https://app.bill.com/BillPay?id=blp01UZE...	Accounts Payable		599.88	-599.88
General Journal	11/23/2015	bill.com		Bill.com 11/23/15 Payments	PNC	599.88		0.00
Bill Pmt -Check	11/24/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01NNU...	Accounts Payable		21,119.69	-21,119.69
Bill Pmt -Check	11/24/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01PZO...	Accounts Payable		10,451.69	-31,571.38
Bill Pmt -Check	11/24/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01DLSI...	Accounts Payable		14,593.56	-46,164.94
Bill Pmt -Check	11/24/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01RBX...	Accounts Payable		54,502.84	-100,667.78
Bill Pmt -Check	11/24/2015	Bill.com	John Kropp	https://app.bill.com/BillPay?id=blp01ZIP1...	Accounts Payable		200.00	-100,867.78
Bill Pmt -Check	11/24/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01AXT...	Accounts Payable		20,823.74	-121,691.52
Bill Pmt -Check	11/24/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01JZFR...	Accounts Payable		26,934.80	-148,626.32
Bill Pmt -Check	11/24/2015	Bill.com	Michael Roberts	https://app.bill.com/BillPay?id=blp01QDIE...	Accounts Payable		200.00	-148,826.32
General Journal	11/24/2015	bill.com		Bill.com 11/24/15 Payments	PNC	148,826.32		0.00
Bill Pmt -Check	12/15/2015	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01TBY1...	Accounts Payable		965.00	-965.00
Bill Pmt -Check	12/15/2015	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01NSH...	Accounts Payable		1,569.00	-2,534.00
Bill Pmt -Check	12/15/2015	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01NVH...	Accounts Payable		6,004.51	-8,538.51
Bill Pmt -Check	12/15/2015	Bill.com	Rea & Associates	https://app.bill.com/BillPay?id=blp01NPJT...	Accounts Payable		1,587.00	-10,125.51
General Journal	12/15/2015	bill.com		Bill.com 12/15/15 Payments	PNC	10,125.51		0.00
Bill Pmt -Check	12/16/2015	Bill.com	Kroger	https://app.bill.com/BillPay?id=blp01QHN...	Accounts Payable		599.88	-599.88
General Journal	12/16/2015	bill.com		Bill.com 12/16/15 Payments	PNC	599.88		0.00
Bill Pmt -Check	12/22/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01OJY1...	Accounts Payable		18,828.71	-18,828.71
Bill Pmt -Check	12/22/2015	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01ERY...	Accounts Payable		15,872.53	-34,701.24
General Journal	12/22/2015	bill.com		Bill.com 12/22/15 Payments	PNC	34,701.24		0.00
Bill Pmt -Check	01/05/2016	Bill.com	Skoda Minotti	https://app.bill.com/BillPay?id=blp01ZWU...	Accounts Payable		965.00	-965.00
General Journal	01/05/2016	11/2015 10		Bill.com 01/05/16 Payments	PNC	965.00		0.00
Bill Pmt -Check	01/06/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01WXV...	Accounts Payable		18,700.33	-18,700.33
Bill Pmt -Check	01/06/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01ADN...	Accounts Payable		20,153.73	-38,854.06
General Journal	01/06/2016	11/2015 09		Bill.com 01/06/16 Payments	PNC	38,854.06		0.00
Bill Pmt -Check	01/12/2016	Bill.com	First Student, Inc.	https://app.bill.com/BillPay?id=blp01KNE...	Accounts Payable		1,840.00	-1,840.00
Bill Pmt -Check	01/12/2016	Bill.com	First Student, Inc.	https://app.bill.com/BillPay?id=blp01LABY...	Accounts Payable		690.00	-2,530.00
Bill Pmt -Check	01/12/2016	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01KXV...	Accounts Payable		1,243.50	-3,773.50
Bill Pmt -Check	01/12/2016	Bill.com	Nicola, Gudbrans...	https://app.bill.com/BillPay?id=blp01FZR...	Accounts Payable		1,300.00	-5,073.50
Bill Pmt -Check	01/12/2016	Bill.com	Rea & Associates	https://app.bill.com/BillPay?id=blp01XJJB...	Accounts Payable		1,656.00	-6,729.50
General Journal	01/12/2016	11/2015 12		Bill.com 01/12/16 Payments	PNC	6,729.50		0.00
Bill Pmt -Check	01/15/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01TPIG...	Accounts Payable		12,597.76	-12,597.76
Bill Pmt -Check	01/15/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01QGA...	Accounts Payable		127,269.21	-139,866.97
General Journal	01/15/2016	11/2015 11		Bill.com 01/15/16 Payments	PNC	139,866.97		0.00
Bill Pmt -Check	01/21/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01CLB...	Accounts Payable		26,788.76	-26,788.76
Bill Pmt -Check	01/21/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01EWO...	Accounts Payable		1,612.27	-28,401.03
Bill Pmt -Check	01/21/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01XJZF...	Accounts Payable		20,589.43	-48,990.46
Bill Pmt -Check	01/21/2016	Bill.com	Accel Schools	https://app.bill.com/BillPay?id=blp01KSE...	Accounts Payable		17,508.06	-66,498.52
General Journal	01/21/2016	12/2015 10		Bill.com 01/21/16 Payments	PNC	66,498.52		0.00

Riverside Community School, Inc
Cash Account Register

As of January 31, 2016

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Bill Pmt -Check	01/22/2016	Bill.com	Subway	https://app.bill.com/BillPay?id=blp01MYM...	Accounts Payable		112.00	-112.00
Bill Pmt -Check	01/22/2016	Bill.com	Ohio Council of C...	https://app.bill.com/BillPay?id=blp01DMJ...	Accounts Payable		4,427.47	-4,539.47
Bill Pmt -Check	01/22/2016	Bill.com	Cincinnati Museu...	https://app.bill.com/BillPay?id=blp01ZEX...	Accounts Payable		577.50	-5,116.97
Bill Pmt -Check	01/22/2016	Bill.com	The Childrens Th...	https://app.bill.com/BillPay?id=blp01GBQ...	Accounts Payable		658.00	-5,774.97
Bill Pmt -Check	01/22/2016	Bill.com	Peterman Bus Ser...	https://app.bill.com/BillPay?id=blp01EOU...	Accounts Payable		600.00	-6,374.97
Bill Pmt -Check	01/22/2016	Bill.com	Peterman Bus Ser...	https://app.bill.com/BillPay?id=blp01EOV...	Accounts Payable		400.00	-6,774.97
Bill Pmt -Check	01/22/2016	Bill.com	Peterman Bus Ser...	https://app.bill.com/BillPay?id=blp01RRW...	Accounts Payable		600.00	-7,374.97
Bill Pmt -Check	01/22/2016	Bill.com	National Undergro...	https://app.bill.com/BillPay?id=blp01BJQ...	Accounts Payable		630.00	-8,004.97
Bill Pmt -Check	01/22/2016	Bill.com	Durk Rorie	https://app.bill.com/BillPay?id=blp01SVR...	Accounts Payable		200.00	-8,204.97
Bill Pmt -Check	01/22/2016	Bill.com	John Kropp	https://app.bill.com/BillPay?id=blp01VTN...	Accounts Payable		200.00	-8,404.97
Bill Pmt -Check	01/22/2016	Bill.com	Michael Roberts	https://app.bill.com/BillPay?id=blp01HYH...	Accounts Payable		200.00	-8,604.97
Bill Pmt -Check	01/22/2016	Bill.com	LaRosa's	https://app.bill.com/BillPay?id=blp01DNB...	Accounts Payable		206.29	-8,811.26
General Journal	01/22/2016	12/2015 09		Bill.com 01/22/16 Payments	PNC	8,811.26		0.00
Total Bill.com Money Out Clearing						1,145,650.37	1,145,650.37	0.00
Cash & Cash Equivalents								239,308.67
PNC								16,981.81
General Journal	07/14/2015	6/2015 04		Bill.com 07/14/15 Credit Confirmation P1...	Bill.com Money ...	1,105.55		18,087.36
General Journal	07/20/2015	6/2015 05		Bill.com 07/20/15 Payments	Bill.com Money ...		890.00	17,197.36
Transfer	07/22/2015			Funds Transfer	Star Ohio	170,000.00		187,197.36
General Journal	07/23/2015	6/2015 17		Bill.com 07/23/15 Payments	Bill.com Money ...		169,050.94	18,146.42
General Journal	07/29/2015	6/2015 18		Bill.com 07/29/15 Payments	Bill.com Money ...		241.14	17,905.28
Check	07/31/2015			Service Charge	Bank Fees		6.00	17,899.28
General Journal	08/03/2015	6/2015 19		Bill.com 08/03/15 Payments	Bill.com Money ...		9,024.95	8,874.33
General Journal	08/04/2015	6/2015 20		Bill.com 08/04/15 Payments	Bill.com Money ...		965.00	7,909.33
Transfer	08/18/2015			Funds Transfer	Star Ohio	180,000.00		187,909.33
General Journal	08/18/2015	6/2015 21		Bill.com 08/18/15 Payments	Bill.com Money ...		162,051.37	25,857.96
Transfer	08/19/2015			Funds Transfer	Star Ohio	0.00		25,857.96
General Journal	08/20/2015	6/2015 23		Bill.com 08/20/15 Payments	Bill.com Money ...		1,258.65	24,599.31
General Journal	08/31/2015	6/2015 24		Bill.com 08/31/15 Payments	Bill.com Money ...		5,441.93	19,157.38
General Journal	08/31/2015	8/2015 01		Cash Deposited (State Grant Included)	State Basic Aid	176,095.68		195,253.06
Check	08/31/2015			Service Charge	Bank Fees		38.50	195,214.56
General Journal	09/09/2015	7/2015 08		Bill.com 09/09/15 Payments	Bill.com Money ...		11,465.10	183,749.46
General Journal	09/18/2015	7/2015 09		Bill.com 09/18/15 Payments	Bill.com Money ...		5,438.03	178,311.43
General Journal	09/22/2015	7/2015 10		Bill.com 09/22/15 Payments	Bill.com Money ...		160,588.36	17,723.07
Deposit	09/28/2015			Deposit	Casino Revenue	8,123.26		25,846.33
Deposit	09/28/2015			Deposit	-SPLIT-	169,880.73		195,727.06
Check	09/30/2015			Service Charge	Bank Fees		15.00	195,712.06
Check	10/09/2015	100001	Ohio Department ...	VOID: GJE, RGJE created on 10/09/2015	Board of Educat...	0.00		195,712.06
General Journal	10/09/2015	8/2015 09	Ohio Department ...	For CHK 100001 voided on 10/09/2015	Board of Educat...		0.01	195,712.05
General Journal	10/09/2015	8/2015 09R	Ohio Department ...	Reverse of GJE 8/2015 09 -- For CHK 10...	Board of Educat...	0.01		195,712.06
General Journal	10/13/2015	8/2015 10		Bill.com 10/13/15 Payments	Bill.com Money ...		1,769.00	193,943.06
Deposit	10/23/2015			Deposit	-SPLIT-	144,713.91		338,656.97
Deposit	10/30/2015			Deposit	Federal School ...	11,802.04		350,459.01
Bill Pmt -Check	10/30/2015	Wire Trans	Accel Schools		Accounts Payable		136,554.05	213,904.96
Check	10/31/2015			Service Charge	Bank Fees		6.00	213,898.96
General Journal	11/05/2015	10/2015 02		Bill.com 11/05/15 Payments	Bill.com Money ...		5,098.36	208,800.60
General Journal	11/06/2015	10/2015 03		Bill.com 11/06/15 Payments	Bill.com Money ...		11,802.04	196,998.56
General Journal	11/17/2015	bill.com		Bill.com 11/17/15 Payments	Bill.com Money ...		8,004.24	188,994.32
Deposit	11/20/2015			Deposit	-SPLIT-	163,363.33		352,357.65
General Journal	11/20/2015	bill.com		Bill.com 11/20/15 Payments	Bill.com Money ...		134,877.57	217,480.08
General Journal	11/23/2015	bill.com		Bill.com 11/23/15 Payments	Bill.com Money ...		599.88	216,880.20
General Journal	11/24/2015	bill.com		Bill.com 11/24/15 Payments	Bill.com Money ...		148,826.32	68,053.88
General Journal	11/30/2015	11/2015 02		IDEA-B	-SPLIT-	26,934.80		94,988.68
General Journal	11/30/2015	11/2015 02		Title I	PNC	100,667.78		195,656.46
Check	11/30/2015			Service Charge	Bank Fees		6.00	195,650.46
Deposit	12/03/2015			Deposit	Grant Funding R...	18,828.71		214,479.17
Bill Pmt -Check	12/15/2015		Accel Schools		Accounts Payable		177,772.42	36,706.75
General Journal	12/15/2015	bill.com		Bill.com 12/15/15 Payments	Bill.com Money ...		10,125.51	26,581.24
General Journal	12/16/2015	bill.com		Bill.com 12/16/15 Payments	Bill.com Money ...		599.88	25,981.36
General Journal	12/22/2015	bill.com		Bill.com 12/22/15 Payments	Bill.com Money ...		34,701.24	-8,719.88
General Journal	12/31/2015	12/2015 01		Cash Deposited	State Basic Aid	187,874.51		179,154.63
General Journal	12/31/2015	12/2015 02		IDEA-B	-SPLIT-	20,153.73		199,308.36
General Journal	12/31/2015	12/2015 02		Title I	PNC	18,700.33		218,008.69
General Journal	12/31/2015	12/2015 03		Food Service	-SPLIT-	15,872.53		233,881.22
Check	12/31/2015			Service Charge	Bank Fees		6.00	233,875.22
General Journal	01/05/2016	11/2015 10		Bill.com 01/05/16 Payments	Bill.com Money ...		965.00	232,910.22
General Journal	01/06/2016	11/2015 09		Bill.com 01/06/16 Payments	Bill.com Money ...		38,854.06	194,056.16
General Journal	01/12/2016	11/2015 12		Bill.com 01/12/16 Payments	Bill.com Money ...		6,729.50	187,326.66
General Journal	01/15/2016	11/2015 11		Bill.com 01/15/16 Payments	Bill.com Money ...		139,866.97	47,459.69
General Journal	01/21/2016	12/2015 10		Bill.com 01/21/16 Payments	Bill.com Money ...		66,498.52	-19,038.83
General Journal	01/22/2016	12/2015 09		Bill.com 01/22/16 Payments	Bill.com Money ...		8,811.26	-27,850.09
General Journal	01/31/2016	1/2016 01		Cash Deposited	State Basic Aid	135,011.22		107,161.13
General Journal	01/31/2016	1/2016 02		Title IIA	-SPLIT-	20,589.43		127,750.56
General Journal	01/31/2016	1/2016 02		IDEA-B	PNC	17,508.06		145,258.62
General Journal	01/31/2016	1/2016 02		School Improvement	PNC	1,612.27		146,870.89
General Journal	01/31/2016	1/2016 02		Title I	PNC	26,788.76		173,659.65
General Journal	01/31/2016	1/2016 03		Food Service	Federal School ...	12,597.76		186,257.41
Check	01/31/2016			Service Charge	Bank Fees		26.00	186,231.41
Total PNC						1,628,224.40	1,458,974.80	186,231.41
Star Ohio								222,326.86
Transfer	07/22/2015			Funds Transfer	PNC		170,000.00	52,326.86
General Journal	07/31/2015	7/2015 01		Cash Deposited	State Basic Aid	178,742.07		231,068.93
General Journal	07/31/2015	7/2015 02		Title I	-SPLIT-	577.26		231,646.19
General Journal	07/31/2015	7/2015 02		Title IIA	Star Ohio	1,844.36		233,490.55
General Journal	07/31/2015	7/2015 03		Food Service	-SPLIT-	2,715.00		236,205.55
Deposit	07/31/2015			Interest	Interest Income	22.36		236,227.91
Transfer	08/18/2015			Funds Transfer	PNC		180,000.00	56,227.91
Transfer	08/19/2015			Funds Transfer	PNC	0.00		56,227.91
General Journal	08/31/2015	8/2015 03	Grant Funding Pa...	Grant Sweep	Grant Funding P...		2,421.62	53,806.29
General Journal	08/31/2015	8/2015 04	Continuing Fees ...	WH Sweep of 6/30 cont fee payable bala...	Continuing Fees...		13,683.28	40,123.01
Deposit	08/31/2015			Interest	Interest Income	14.25		40,137.26

Riverside Community School, Inc
Cash Account Register
As of January 31, 2016

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
Deposit	09/30/2015			Interest	Interest Income	4.43		40,141.69
Deposit	10/31/2015			Interest	Interest Income	5.44		40,147.13
Deposit	11/30/2015			Interest	Interest Income	6.17		40,153.30
Deposit	12/31/2015			Interest	Interest Income	8.30		40,161.60
Deposit	01/31/2016			Interest	Interest Income	11.26		40,172.86
Total Star Ohio						183,950.90	366,104.90	40,172.86
Total Cash & Cash Equivalents						1,812,175.30	1,825,079.70	226,404.27
TOTAL						2,957,825.67	2,970,730.07	226,404.27

Unaudited

Riverside Community School, Inc
Unpaid Bills Detail
As of January 31, 2016

<u>Type</u>	<u>Date</u>	<u>Num</u>	<u>Due Date</u>	<u>Aging</u>	<u>Open Balance</u>
Accel Schools					
Bill	01/25/2016	SALES000352	02/19/2016		38,700.16
Bill	01/26/2016	SALES000360	02/19/2016		787.73
Total Accel Schools					39,487.89
Rea & Associates					
Bill	01/29/2016	1078401	02/04/2016		1,000.00
Total Rea & Associates					1,000.00
TOTAL					40,487.89

Unaudited

Riverside Academy - Budget
Fiscal Year 2016

	Oct Revised Budget	Actual January 31, 2016	Year to Date Budget 58%	Favorable (Unfavorable) Variance
Operating Revenues:	<i>FTE: 302</i>	<i>FTE: 258</i>		
State Aid	\$ 2,186,783	\$ 1,213,162	\$ 1,275,623	\$ (62,461)
Facilities	\$ 45,419	\$ 23,633	\$ 26,494	\$ (2,861)
Casino Revenue	\$ 14,618	\$ 8,123	\$ 8,527	\$ (404)
Total Operating Revenue	\$ 2,246,820	\$ 1,244,919	\$ 1,310,645	\$ (65,726)
Operating Expenses:				
Purchased Services: Mgt Fees	\$ 2,141,527	\$ 1,181,140	\$ 1,249,224	\$ 68,084
Purchased Services: Federal Grant Programs	\$ 644,147	\$ 355,083	\$ 375,752	\$ 20,669
Purchased Services: State Grant Programs	\$ 4,683	\$ 4,683	\$ 2,732	\$ (1,951)
Sponsorship Fees	\$ 65,603	\$ 36,395	\$ 38,269	\$ 1,874
Legal	\$ 14,935	\$ 9,574	\$ 8,712	\$ (862)
Auditing	\$ 5,664	\$ 3,243	\$ 3,304	\$ 61
Accounting/Treasury Services	\$ 11,580	\$ 5,790	\$ 6,755	\$ 965
Tax Prep	\$ 975	\$ 1,000	\$ 569	\$ (431)
Insurance	\$ 8,627	\$ 3,668	\$ 5,032	\$ 1,365
Board Funded Expenditures	\$ 1,000	\$ 7,514	\$ 583	\$ (6,930)
Stipends	\$ 3,500	\$ 2,200	\$ 2,042	\$ (158)
Advertising	\$ -	\$ -	\$ -	\$ -
Depreciation	\$ 6,174	\$ 3,602	\$ 3,602	\$ (0)
Miscellaneous	\$ 64	\$ 104	\$ 37	\$ (66)
Total Operating Expenses	\$ 2,908,479	\$ 1,613,994	\$ 1,696,613	\$ 82,619
Non-Operating Revenue				
Federal Grants	\$ 644,147	\$ 355,083	\$ 375,752	\$ (20,669)
State Grants	\$ 4,683	\$ 4,683	\$ 2,732	\$ 1,951
Interest	\$ 250	\$ 72	\$ 146	\$ (73)
Miscellaneous	\$ 11,580	\$ 6,755	\$ 6,755	\$ -
Total Non-Operating Revenue	\$ 660,659	\$ 366,593	\$ 385,385	\$ (18,792)
Change in Net Position	\$ (1,000)	\$ (2,482)	\$ (583)	\$ (1,898)
Unrestricted Net Position, July 1, 2015	\$ 263,120	\$ 263,120	\$ 263,120	\$ -
Unrestricted Net Position, End of Period	\$ 262,120	\$ 260,639	\$ 262,537	\$ (1,898)

Resolution: # _____
Approved: _____

[SCHOOL NAME]
CONFLICTS OF INTEREST POLICY

Article I

Purpose

The purpose of the conflicts of interest policy is to protect the Non-Profit Corporation's interest when the Board of Directors ("Board" or "School") is contemplating a transaction, arrangement or other action that might affect the private interest of an officer, director, or employee of the School or when the private interest of a director of the Board might affect his or her judgment on a matter being considered by the Board. This conflict of interest policy is designed to help directors and officers identify situations that present actual or potential conflicts of interest and to provide the Board a procedure which, if observed, will allow certain transactions to be treated as valid and binding even though a director or officer has or may have a conflict of interest with respect to the transaction. This policy may also be used to identify actual or potential conflicts of interest involving prospective Board members. Where appropriate, prospective Board members may be asked to complete the attached Conflict of Interest Disclosure Form.

The policy is intended to comply with Ohio Law governing conflicts of interest for governing authority members ("Director" or "Trustee") of nonprofit corporations holding a community school contract issued pursuant to Chapter 3314 of the Ohio Revised Code ("R.C." or "Code"). In the event there is an inconsistency between the requirements and procedures prescribed herein and those in the Code pertaining to non-profit and charitable corporations, the Code shall control. All capitalized terms are defined in this policy.

Article II

Definitions

1. Interested Person

An Interested Person is any director, officer, employee or member of a committee with Board delegated powers who has a direct or indirect Financial Interest or is engaged in certain Outside Activities.

2. Responsible Person

Any director, officer, employee or member of a committee with Board delegated powers.

3. Financial Interest

A Responsible Person has a Financial Interest if he or she has, directly or indirectly, through business, investment or a Family Member:

- a. an ownership or investment interest in any entity with which the School has a transaction or arrangement, or
- b. a compensation arrangement with the School or with any entity or individual with which the School has a transaction or arrangement, or
- c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the School is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are substantial in nature.

A Financial Interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a Financial Interest may have a conflict of interest only if the Board or appropriate committee decides that a conflict of interest exists.

4. Outside Activities.

Outside Activities are those which involve a Responsible Person or a Family Member who is a director, officer or employee of an entity that competes with or has contractual relationship with the School.

5. Family Member

Family Member means a spouse, domestic partner, parent, grandparent, child or spouse of a child, brother, sister, or ~~in-law spouse of a brother or sister~~, of a Responsible Person.

6. Business Associate

Business Associate means a person who a reasonable person would find to be in a position or have a relationship which would result in ~~to~~ unduly influence of the judgment of a ~~d~~Director on the Board on a matter being considered by the Board by reason of that person's relationship with the ~~d~~Director.

Article III

Procedures

1. Duty to Disclose

In connection with any actual or possible conflicts of interest, an Interested Person must disclose ~~any~~~~the~~ existence of his or her Financial Interest or those of Family Members and Business Associates or his or her involvement in Outside Activities effecting a proposed transaction, arrangement, or other action of the Board. The Interested Person and must be given the opportunity to disclose all material facts to the directors and members of committees with Board delegated powers considering the proposed transaction, arrangement, or other action.

2. Determining Whether a Conflict of Interest Exists

- a. After disclosure of the Financial Interest and/or Outside Activities and all material facts, and after any discussion with the Interested Person, the Board may conclude that a Conflict of Interest exists, in which case the Board will follow the procedures described in Section 3 below. If there is uncertainty about the existence of a Conflict of Interest, the Interested Person shall leave the Board or committee meeting while the determination of a Conflict of Interest is discussed and voted upon. The remaining board or committee members shall thereupon determine, by a majority vote, whether the disclosure shows that a Conflict of Interest exists or can be reasonably construed to exist.
- b. A director or committee member who plans not to attend a meeting at which he or she has reason to believe that the board or committee will act on a matter in which the person ~~has~~may have a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting and the disclosure shall be reflected in the minutes of the meeting.
- c. A Conflict of Interest exists and it shall be the School's policy not to elect as a Director a Family Member of a Director or a Family Member of an employee of the School, the sponsor, or its Educational Management Organization.

3. Procedures for Addressing the Conflict of Interest

- a. Once the Board determines that a Conflict of Interest exists the Interested Person shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that causes the Conflict of Interest.
- b. The chairperson of the Board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the Board or committee shall determine whether the School can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a Conflict of Interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a Conflict of Interest, the Board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the School's best interest and for its own benefit and whether the transaction is fair and reasonable to the School and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.
- e. A person who has a Conflict of Interest with respect to a contract, transaction, or other matter that will be voted on at a meeting shall not be counted in determining the presence of a quorum for purposes of the vote. The person having a Conflict of Interest may not deliberate or vote on the contract or transaction and shall not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote shall be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of the School has a Conflict of Interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors, but not if the election or reelection is presented as a slate consisting of two or more directors or officers.

4. Confidentiality

Each Responsible Person shall exercise care not to disclose confidential information acquired in connection with such status, including confidential information acquired during an executive session, or information the disclosure of which might be adverse to the interests of the School. Furthermore, a Responsible Person shall not disclose or use information relating to the business of the School

for the personal profit or advantage of the Responsible Person, a Business Associate or a Family Member.

5. Violations of the Conflicts of Interest Policy

- a. If the Board or committee has reasonable cause to believe that a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

Records of Proceedings

The minutes of the Board and all committees with Board-delegated powers shall contain:

1. The names of the persons who disclosed or otherwise were found to have ~~a Financial Interest in connection with~~ an actual or possible conflict of interest, the nature of the ~~possible conflict of interest~~Financial Interest, any action taken to determine whether a Conflict of Interest was present, and the Board's or committee's decision as to whether a conflict of interest in fact existed.
2. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V

Compensation

1. A voting member of the Board ~~of directors~~ who receives compensation, but not including reimbursements, statutorily permitted stipends, or Board approved compensation for training, directly or indirectly, from the School for services is precluded from voting on matters pertaining to his or her own compensation.

2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the School for services is precluded from voting on matters pertaining to his or her own compensation.
3. A Responsible Person is prohibited from accepting or soliciting any compensation, except as specifically allowed by law, for the performance of his/her duties or for the general performance of the duties of the Responsible Person's office.
4. A Responsible Person is prohibited from accepting or soliciting anything of value in consideration of appointing or securing, maintaining, or renewing the appointment of any person to public office, employment or agency.
5. A Responsible Person is prohibited from accepting or soliciting anything of value in consideration of preferring, or maintaining the status of, any public employee.

Article VI

Statements of Understanding

Each director, principal officer and member of a committee with Board delegated powers shall at the time of election and ~~every anniversary thereof~~ annually thereafter, sign a statement which affirms that such person:

- a. has received a copy of the conflicts of interest policy,
- b. has read and understands the policy,
- c. has agreed to comply with the policy, and
- d. has completed the Conflict of Interest Disclosure Form, which shall include the following disclosures: -

i. the names of any Family Members or Business Associates employed by any of the following within the previous three (3) years:

1. the sponsor or operator of that community school;
2. a school district or education service center that has contracted with that community school;

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3. a vendor that is or has engaged in business with that community school.

b ii. Whether he or she is a member of a school district board of education, in which case said director may not serve on the governing authority of any community school.

c iii. Whether a finding for recovery has been issued by the Auditor of State against the director individual.

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Article VII

Periodic Reviews

To ensure that the School operates in a manner consistent with its purposes and that it does not engage in activities that could jeopardize its status as a non-profit organization, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable and are the result of arm's-length bargaining.
- b. Whether partners and joint venture arrangements and arrangements with management services organizations conform to written policies, are properly recorded, reflect reasonable payments for goods and services, further the School's purposes and do not result in inurement or impermissible private benefit.
- c. Whether agreements to provide education and agreements with other employees and third parties further the School's purposes and do not result in inurement or impermissible private benefit.

[SCHOOL NAME]
Conflict of Interest Disclosure Form

Name: _____ Date: _____

If you answer "yes" to any of the following question, please provide an explanation on a separate sheet. Clearly label the explanation with the number of the corresponding question.

1. Do you serve on the Board of Directors, work for or perform services for any other charter school?

 Yes No

2. If yes, please list the charter schools and your relationship (eg. Director, employee, consultant, etc.) below:

<u>School:</u> _____	<u>Position:</u> _____

3. Other than the charter schools disclosed ~~above~~below, to the best of your knowledge for the last 3 years have ~~are~~ you or any Family Member (spouse, domestic partner, parent, grandparent, child or spouse of a child, brother, sister, or in-laws)- or Business Associate (person with power to influence you) been an officer, director, trustee, sole proprietor, partner, employee, sales representative, agent, consultant, independent contractor, or advisory board member of an external organization/agency which has a contract or transaction with ~~this School, the Educational Management Organization (Operator) which operates this School, or a contract or transaction with this School's Sponsor~~any of the following:

- a. the School;
- b. the School's operator (i.e. educational management organization);
- c. the School's Sponsor;
- d. a school district or educational service center (ESC) under contract with the School;
- 1-e. a vendor that engaged in business with the School.

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____ Yes ____ No

4. If yes, please list the 1) Person, 2) Relationship to you (eg. my brother), 3) the name of the Person's Organization, 4) the Person's Position with the Organization; 5) Relationship identified in (a) – (e) above.

Name of Person: _____
Person's Relationship to You: _____
Name of Person's Organization: _____
Person's Position with Organization: _____
Relationship identified in (a) – (e) above: _____

5. Has a finding for recovery ever been issued against you personally by the auditor of state?

_____ Yes _____ No

2-6. Do you and/or other Family Members own stock which has an aggregate value of more than \$5,000 or which represents more than five percent (5%) of the voting stock in an external organization/agency which has a contract or transaction with the School?

____ Yes ____ No

3-7. In the past 12 months have you received any compensation, loan, unusual gift, benefit, or hospitality from any School vendor?

____ Yes ____ No

4-8. Are or will you or any Family Member be employed at the School (either directly or as an employee of the Educational Management Organization or any other company contracting or providing service to the School)?

____ Yes ____ No

5-9. Do or will you or any Family Member be selling any supplies, materials, equipment, services or other personal property directly or indirectly to the School, the Educational Management Organization, or any other company contracting with the School?

____ Yes ____ No

6-10. Other than this School Board, do you or does a Family Member currently serve on any other board, group or corporation or have a compensation arrangement with any entity that competes with or has a contractual

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relationship with the School such that a reasonable person would believe that your independent judgment as a Board Member might be compromised with respect to actions you would take or votes you would cast as a member of the Board?

____ Yes ____ No

| ~~7-11.~~ To the best of your knowledge, are there situations not described in this questionnaire which may give the appearance of a conflict of interest between you or a Family Member, or would make it difficult for you to discharge the duties of your office in an independent manner?

____ Yes ____ No

| ~~8-12.~~ Do you have a family relationship or a business relationship with any School officer, director or key employee?

____ Yes ____ No

Relationship: _____ Family or _____ Business

Name of individual and relationship: _____

| ~~9-13.~~ I acknowledge that as a Board Member of a community school operated by an educational management organization, pursuant to Ohio Revised Code §3314.02(E)(3), I and my immediate relatives are prohibited from being an owner, employee or consultant of the educational management organization or the Sponsor for the year following the completion of my Board service.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the Policy of Conflict of Interest of the School that is currently in effect.

I further acknowledge that I have received a copy of Chapter 102 and Section 2921.42 of the Ohio Revised Code.

Signature: _____ Date: _____



Proposal for Fiscal services

Prepared by Charter School
Specialists

for

Riverside Academy

This proposal contains information that is privileged, proprietary and confidential. Riverside Academy agrees not to disclose any information contained herein except in the context of relations with Charter School Specialists, LLC. The recipient of this proposal agrees to inform all parties who may have access to this document regarding its confidentiality. Riverside Academy agrees not to duplicate or distribute this proposal or any information contained herein without the express written consent of CSS.

Introduction

Charter School Specialists is pleased to provide a proposal to Riverside Academy.

Charter School Specialists background summary

Founded in 2004, Charter School Specialists is a dynamic organization which employs a staff of nearly 20 professionals with relevant and diverse backgrounds.

A wealth of experience serves as the foundation for Charter School Specialists' portfolio of quality services. Our subject matter experts, with extensive knowledge and skills in a variety of disciplines, work together toward a common goal: the success of our many partner schools.

School leaders looking for proven ways to maximize resources turn to the experts at Charter School Specialists for quality, cost-effective support in key areas of operations.

Our **FISCAL services** – delivered by a highly-experienced team of licensed treasurers help simplify all aspects of school financial management, from budgeting, accounts receivable/payable and reporting, to annual audits. We help ensure fiscal compliance and transparency, and work hand-in-hand with board members and administrators in this vital area of school operations.

Our **FEDERAL PROGRAMS services** help schools gain access to much needed entitlement funds, and help schools understand and comply with the many related regulations to avoid loss of funding and findings for recovery. In tough economic times, it's vitally important that schools leverage every asset available to support student learning and growth – but it takes unique expertise to ensure that no opportunities are overlooked!

Our **SPECIAL EDUCATION services** provide high-level oversight, management and training specific to each of our partner schools. For schools that cannot afford a full-time special education director, Charter School Specialists provides outstanding quality for a fraction of the cost.

Our **PROFESSIONAL DEVELOPMENT CENTER** provides quality training programs developed specifically for charter school leaders and teams. Team collaboration, enhanced teacher effectiveness, improved student performance, classroom safety and structure, understanding and utilizing performance data, new content standards, closing the achievement gap, and more!

We provide this summary of services because the knowledge and expertise that make Charter School Specialists so unique and successful are highly applicable to the needs and interests of Riverside Academy.

Our proposal is customized to your schools' specific request, but we would leverage the resources utilized in delivering our standard services in support of Riverside Academy.

Our approach to providing academic support, professional development and other technical assistance is based on the belief that a "one-size fits all" model doesn't best serve students' or schools' needs, which can vary dramatically (based on number of years in existence, strength of leadership, student population and, ultimately, academic performance).

While other members of the Charter School Specialists team may be involved in supporting Riverside Academy, the core team of individuals will include:

President: Dave L. Cash, Jr. -- Dave founded Charter School Specialists in 2004, but his commitment to helping children learn, grow and succeed is a life-long passion. His experience working for the Ohio Department of Education, where he was involved in supporting Ohio's community school program in its early years, spanned all aspects of school development, contracts, evaluation, compliance and technical assistance. Early in Dave's career, he served as a school leader working with disadvantaged and troubled youth, gaining a special appreciation for the difficult roles of administrative and teaching staff.

Fiscal Specialist: Kim Dunlap -- Kim's 17-year accounting career, including seven years with a large Ohio charter e-school, serves as a solid foundation for her role at Charter School Specialists. Her experience includes budgeting, account reconciliations, implementing new accounting systems, developing internal controls and procedures, payroll, preparing financial statements and tax returns, and accounts receivable/payable. Kim has excellent team building and customer services skills, and plays an important role in support of schools that rely on CSS for treasurer/fiscal services.

Treasurer: Dan Lamb – Dan's experience in fiscal support and assistant treasurer roles for two traditional public school districts in Ohio serves as a solid background for his position at Charter School Specialists. Dan is a licensed school treasurer with hands-on experience in payroll processing, accounts receivable/payable, budgeting, monthly and year-end account reconciliations, state audits and records retention. He has also helped coordinate cooperative purchasing programs, contracts and lease agreements for public school districts. Prior to working in Ohio's education arena, Dan held several positions in financial services.

MANAGEMENT COMPANY SERVICES PACKAGE DELIVERABLES

- Serve as fiscal agent as required by Ohio Revised Code and the sponsor
- Maintains governing authority bank and investment accounts
- Oversees the school's financial records
- Establishes a purchase order process and monitors the process to ensure that the school is fiscally responsible (educating key school staff as needed)
- Processes all purchase orders and invoices for payment to vendors
- Works with the governing authority and administration to develop and maintain an annual school budget
- Completes the required five-year forecasts for approval of the governing authority and for submission to ODE
- Coordinates on Federal Title Program applications, including project cash requests and final expenditure reports
- Prepares grant fiscal reports as required by funder
- Coordinates monthly reconciliations of bank statements
- Prepares sponsor-required financial reviews
- Prepares month-end reports showing expenditures and income for the school's governing authority
- Provides records and reports to the Ohio Auditor of State upon request during the annual audit of the school's financial records
- Processes and distributes annual IRS form 1099's
- Available throughout the work week to answer any questions or resolve financial related concerns
- Phone conferencing to Governing Authority and committee meetings as necessary
- Provides financial guidance to the Governing Authority

Proposed timeline

Our team will work closely with Riverside Academy's employees to ensure a smooth transition for the 2016-2017 (FY17) school year. The official start date will be July 1, 2016.

Cost summary

Management Company Services Package \$1300/per month

Next steps

Pricing for the proposed scope of services is guaranteed for thirty (30) days from the date of the proposal. Upon confirmation of agreement (provided verbally or via email), Charter School Specialists will provide a formal contract within three (3) business days, to be fully executed within thirty (30) days.



SKODA MINOTTI
SMALL BUSINESS SERVICES

Delivering on the Promise.

October 1, 2015

Board of Education
Riverside Academy

Dear Ladies and Gentlemen:

We have reached the one year mark serving your school's fiscal needs and are delighted to have served you. We appreciate the opportunity to continue to provide service to your school.

We would like to bring to your attention that we have handled duties and expended time in performing these services that were not anticipated nor covered in our original engagement.

As such, we have attached a revised engagement letter (effective 1/1/16) that expands the scope of services that we are actually performing.

The additional services that were not part of the original engagement letter (October 1, 2014) relate to:

- Monthly Sponsor Reviews
- Enhanced CCIP oversight
- GASB 68 Implementation (Effective 6/30/15)
- D.O.E Maintenance of Effort and Prior Period H issue resolutions
- Insurance Application Process and Competitive Quotes applications when necessary
- Prepare audit ready financial statements including statement of Cash Flows, Management Discussion and Analysis, and Footnotes
- Management Company assignment of contract
- STRS /SERS correspondence

Included in the revised engagement letter is a corresponding adjustment to our monthly fee to account for the aforementioned scope expansion.

Effective January 1, 2016 our monthly fee will be adjusted as indicated on the attached engagement letter revision. Thank you for your consideration of this matter, we look forward to the growth and success of your school.

Very truly yours,

SKODA MINOTTI

Handwritten signature of Jeffrey Foster CPA in black ink.

Jeffrey Foster

Handwritten signature of Chris Sivak in black ink.

Chris Sivak



SKODA MINOTTI
SMALL BUSINESS SERVICES

Delivering on the Promise.

October 1, 2015

(Term changes effective 1/1/16)

Board of Education
Riverside Academy

We would like to thank you for the opportunity to work with you. Our relationship is important and we want to assure you that we will work earnestly to deliver professional services and value in a manner consistent with your expectations. Please let this letter confirm our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide.

This agreement is a revision to the original agreement which was effective October 1, 2014.

We will perform the treasury services described on the Exhibit A, for the period January 1, 2016 through June 30, 2017. This engagement is solely to assist the school in their treasury function.

The fees for the revised agreement will begin January 1, 2016 and will be as follows:

One-time catch-up fee, January 1, 2016:	\$1,380
January 1, 2016 to June 30, 2016:	\$1,425 per month
For the year ending June 30, 2017:	\$1,495 per month

The fee is based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. Should we exceed this fee estimate by more than 10%, we will discuss this with you to arrive at a new estimate before we incur the additional costs. Amounts are due and payable 15 days after the billing date. Amounts not paid within 15 days will accrue interest at the rate of 1% per month.

Work may be suspended if your account becomes 90 days or more overdue and will not be resumed until your account is paid in full. In the event of termination, you will be obligated to compensate us for all services provided and to reimburse us for all out-of-pocket expenditures through the date of termination.

You agree that any dispute that may arise regarding the meaning, performance or enforcement of this engagement will, prior to resorting to litigation, be submitted to mediation, and that the parties will engage in the mediation process in good faith once a written request to mediate has been given by any party to the engagement. Any mediation initiated as a result of this

engagement shall be administered within Cuyahoga County, Ohio, by an organization mutually agreed to by the parties, according to its mediation rules, and any ensuing litigation shall be conducted within said county, according to Ohio law. The results of any such mediation shall be binding only upon agreement of each party to be bound. The costs of any mediation proceeding shall be shared equally by the participating parties.

During the course of the engagement, we may observe opportunities for economy in, or improved controls over, your operations. We will bring such matters to the attention of the Board President, either orally or in writing. However, our engagement cannot be relied upon to disclose errors, fraud, or illegal acts that may exist. Skoda Minotti Small Business Services is not a registered firm and is not permitted by law to practice as a public accounting firm.

Either party may terminate this agreement with 90 days notice. The Board of Directors may terminate this agreement immediately in the event that Skoda Minotti breaches its obligations listed on Exhibit A.

We take pride in the quality, experienced team members who work tirelessly to provide the utmost service for our clients. We have, in the past, lost highly valued employees to clients who were equally impressed with their work. Though the percentage of clients who have offered employment to Skoda Minotti employees is small, the impact to us is significant. In the event that you should hire any of the personnel working on your account during or within one year of completion of this engagement, a personnel replacement fee equal to 100% of the person's annual compensation will be billed to your account to compensate our firm for the replacement of the employee. As you know, good employees are often difficult to find. As a result, we offer personnel search services, at a discount, to assist clients in locating qualified individuals for permanent positions. We have helped numerous clients in this capacity and would be pleased to assist you.

Thank you again for the opportunity to be of service to you. We believe this letter accurately summarizes the significant terms of our engagement. If you agree with our above understanding of the engagement, please sign the enclosed copies, keep one for your files and return the other to our office. Should you have any questions regarding this letter or any other matter, please call. We look forward to a continuing relationship where we can add value for the Board for many years to come.

Very truly yours,

SKODA MINOTTI

A handwritten signature in black ink, appearing to read "Christopher G. Sivak". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Christopher G. Sivak, CPA

RESPONSE:

This letter correctly sets forth the understanding of Riverside Academy.

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Board Chair/Board President

Date

Engagement Letter Exhibit A- Treasury Services (1/1/16 changes highlighted)

Weekly/Monthly Activities:

1. Provide a licensed and bonded representative to serve as the Board of Directors' fiscal officer in accordance with the Ohio Revised Code and the Board of Directors' charter agreement.
2. Present financial reports at the Board meetings and provide monthly financial reports to the School Sponsor
3. Manage cash as an authorized bank account user and pay the school's bills.
4. Record funds received by the school. Make any necessary deposits (infrequent).
5. Review and approve bank reconciliations on a monthly basis, verifying balances are reconciled to the general ledger and present the same to the Board of Directors at special and regular meetings of the Board of Directors.
6. Maintain appropriate depreciation schedules for capitalized assets.
7. Communicate with the Ohio Department of Education and the Auditor of the State of Ohio, among other funding agencies, to ensure sufficient funds are available for program operation and to assist in the execution of fund transfers.
8. Be responsible for financial reporting and cash draw down requests for all federal and state grants made to the School.
9. Monitor investment policies established by the Board.
10. Prepare accounting adjustments and provide oversight of the School's record keeping and accounting.
11. Respond to requests/questions from board, legal counsel, sponsors, ODE, and STRS\SERS when necessary.
12. Reviewing and discussing (when necessary) the Sponsors monthly financial oversight report.
13. Update BOE on use of allocated federal funds in CCIP with the goal of understanding whether there will be unused allocated monies.
14. Prepare and present GAAP basis financials for the Auditors including all necessary financial statements, management discussion and analysis, and financial disclosures.
15. Implement GASB 68 (Effective 6/30/15, including 6/30/14 restatement)
16. Prepare D&O insurance applications and competitive quote applications when necessary.

Annual Activities

1. Budgets/budget revisions (Semi-Annual).
2. Forecasts/forecast revisions (Semi-Annual).
3. Assist in revision of policies.
4. Prepare required ODE period H financial reporting (cash basis) and submission of annual accrual basis financials.

5. Prepare for annual audits, coordinate and act as the liaison between the Board of Directors, School, and Auditor of State of Ohio during the annual audit process.
6. Assist in special audits as necessary and final audits in the event of school closure.
7. In the event of school closure, be primarily responsible for all closing procedures related to the finances of the school.
8. Process CCIP applications and assist the Board of Directors in completing individual grant applications.
9. Prepare and submit the CCIP Final Expenditure Report.