

Rocketship Education  
Board of Directors Meeting  
January 8, 2008

Attendees: Eric Resnick (by teleconference), Joanne Weiss, Jennifer Andaluz, Alex Terman

The Meeting was called to order at 6 P.M.

The Board discussed and unanimously approved the attached policies for Attendance, Financial, and Supplemental Hourly Instruction, and Personnel File Policies (4-0).

Fred Ferrer joined the meeting.

The Board discussed and unanimously approved the revised attached policies for Bell Schedule, Instructional Calendar and Instructional Minutes (5-0).

Don Shalvey joined the meeting.

The Board discussed the First Draft of the Business Plan, the Organization's Mission, Target Population, and Real Estate Strategy.

The Meeting was adjourned at 9 P.M.

8 classes 3p Dismissal

715a  
730a

School Meeting-7:15-8:15  
Arrival/Breakfast/Recess

	KA	KB	KC	KD	1A	1B	2A	3A					
8:30a	Learning Lab - L1 and L2 (8:30-9:45) Maglione and Lee				L - L4 Room 4 Ohye	M - M1 Room 5 Nguyen	UbD - M2 Room 2 Riley	L - L3 Room 3 Guerrero	8:30a				
8:45a					Break	Bathroom	Break		8:45a				
9a					M - M3 Room 5 Smith	UbD - L2 Room 2 Maglione	M - L4 Room 4 Ohye		9a				
9:15a					Recess				Bbreak		Bbreak	9:15a	
9:30a					Lunch				UbD - L1 Room 3 Lee	L - L4 Room 4 Ohye	L - L3 Room 3 Guerrero	M M3 Room 5 Smith	9:30a
9:45a									9:45a				
10a									10a				
10:15a									10:15a				
10:30a									10:30a				
10:45a									10:45a				
11a									11a				
11:15a									11:15a				
11:30a									11:30a				
11:45a									11:45a				
12p									12p				
12:15p									12:15p				
12:30p	M - M1 Room 5 Nguyen	UbD - M2 LearnLab Riley	L - L1 Room 1 Lee	L - L2 Room 2 Maglione	L - L4 Room 4 Ohye	Lunch		UbD - L3 Room 3 Guerrero	12:30p				
12:45p						Recess			12:45p				
1p									1p				
1:15p									1:15p				
1:30p									1:30p				
1:45p	UbD - M2 LearnLab Nguyen	M - M2 Room 5 Riley			Lunch	L - L4 Room 4 Ohye	L - L3 Room 3 Guerrero	Lunch	1:45p				
2p									2p				
2:15p									2:15p				
2:30p					Recess			Recess	2:30p				
2:45p									2:45p				



8 classes

715a  
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	KA	KB	KC	KD	1A	1B	2A	3A												
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9:15a									9:15a											
9:30a									9:30a											
9:45a									9:55a											
10a	10a																			
10:15a	Recess				M - M3 Room 5 Smith	UbD - L2 Room 2 Maglione	M - L4 Room 4 Ohye	10:15a												
10:30a					Bbreak	Bbreak	10:30a													
10:45a					10:45a															
11a	Lunch				UbD - L1 Room 3 Lee	L - L4 Room 4 Ohye	L - L3 Room 3 Guerrero	M M3 Room 5 Smith	11:10a											
11:15a					11:15a															
11:30a					11:30a															
11:45a	Lunch				L - L4 Room 4 Ohye	L - L3 Room 3 Guerrero	M M3 Room 5 Smith	11:45a												
12p								12p												
12:15p								12:25p												
12:30p	M - M1 Room 5 Nguyen	UbD - M2 LearnLab Riley	L - L1 Room 1 Lee		L - L2 Room 2 Maglione		L - L4 Room 4 Ohye	Lunch	UbD - L3 Room 3 Guerrero	12:30p										
12:45p	L - L1 Room 1 Lee						L - L2 Room 2 Maglione		L - L3 Room 3 Guerrero		12:45p									
1p			L - L1 Room 1 Lee		L - L2 Room 2 Maglione						L - L3 Room 3 Guerrero		1p							
1:15p	L - L1 Room 1 Lee						L - L2 Room 2 Maglione		L - L3 Room 3 Guerrero				1:15p							
1:30p			L - L1 Room 1 Lee		L - L2 Room 2 Maglione						L - L3 Room 3 Guerrero		1:40p							
1:45p	L - L1 Room 1 Lee						L - L2 Room 2 Maglione		L - L3 Room 3 Guerrero				1:45p							
2p			L - L1 Room 1 Lee		L - L2 Room 2 Maglione						L - L3 Room 3 Guerrero		2p							
2:15p	L - L1 Room 1 Lee						L - L2 Room 2 Maglione		L - L3 Room 3 Guerrero				2:15p							
2:30p			L - L1 Room 1 Lee		L - L2 Room 2 Maglione						L - L3 Room 3 Guerrero		2:30p							
2:45p	L - L1 Room 1 Lee						L - L2 Room 2 Maglione		L - L3 Room 3 Guerrero				2:55p							
3p			Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment								Recess--L4 Ohye				3p					
3:15p	Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment						3:15p													
3:30p							Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment				3:30p									
3:45p											Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment				3:45p					
4p															Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment				4p	
4:15p					Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment														4:15p	
4:30p	Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment																		4:30p	
4:45p									Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment										4:45p	
5p													Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment						5p	
515p																	Learning Lab - L3 Ohye (3:15-5:15)/P John Danner and Preston Smith--Intervention and Assessment			



# Rocketship One Public School



## Instructional Calendar

### July 2007

M	T	W	T	F	
2	3	4	5	6	0
9	10	11	12	13	0
16	17	18	19	20	0
23	24	25	26	27	0
30	31				0

### January 2008 16,1

M	T	W	T	F	
	1	2	3	4	0
7	8	9	10	11	4
14	15	16	17	18	5
21	22	23	24	25	3, 1m
28	29	30	31		4

### August 2007 4

M	T	W	T	F	
		1	2	3	0
6	7	8	9	10	0
13	14	15	16	17	0
20	21	22	23	24	0
27	28	29	30	31	4

### February 2008 16,1

M	T	W	T	F	
				1	1
4	5	6	7	8	5
11	12	13	14	15	2, 1m
18	19	20	21	22	3
25	26	27	28	29	5

### September 2007 18, 1

M	T	W	T	F	
3	4	5	6	7	4
10	11	12	13	14	5
17	18	19	20	21	4, 1m
24	25	26	27	28	5

### March 2008 13,1

M	T	W	T	F	
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	3, 1m
24	25	26	27	28	0
31					0

### October 2007 21, 2

M	T	W	T	F	
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	5
22	23	24	25	26	4, 1m
29	30	31			2, 1m

### April 2008 21,1

M	T	W	T	F	
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	4, 1m
28	29	30			3

### November 2007 15

M	T	W	T	F	
			1	2	2
5	6	7	8	9	2
12	13	14	15	16	4
19	20	21	22	23	2
26	27	28	29	30	5

### May 2008 20,1

M	T	W	T	F	
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	4, 1m
19	20	21	22	23	5
26	27	28	29	30	4

### December 2007 14

M	T	W	T	F	
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	4
24	25	26	27	28	0
31					0

### June 2008 4,5

M	T	W	T	F	
2	3	4	5	6	4,1
9	10	11	12	13	0,4
16	17	18	19	20	
23	24	25	26	27	
30					

—Parent Conferences/Report Cards  
 —Professional Development

—No School  
 —Minimum Day

Total: 162, 13  
 —First/Last Day  
 —3p dismissal



**KINDERGARTEN**

Day Types	A	B	C	D	TOTALS	REQUIRED	DIFFERENCE
Day Description	Regular		Minimum				
Total Number of Days	162		13		175		175
Start Time	10:30 AM		8:30 AM				
End Time	5:30 PM		1:30 PM				
Excess Passing Time Minutes					0		
Recess Duration	60	0	75	0	135		
Lunch Duration	60		0		60		
Total Number of Hours	7:00	0:00	5:00	0:00	12:00		
Total Daily Number of Minutes	420	0	300	0	720		
Actual Daily Instructional Minutes	300	0	225	0	525		
Annual Number of Minutes	48,600	0	2925	0	51,525	36,000	15,525

**NOTES**  
 Recess is not counted as instructional time. Passing time may not exceed 10 minutes. A 'Lunch Passing Time' is not appropriate for elementary school. 175 days required.

**GRADES 1 - 3**

Day Types	A	B	C	D	TOTALS	REQUIRED	DIFFERENCE
Day Description	Regular		Minimum				
Total Number of Days	162		13		175		175
Start Time	8:30 AM		8:30 AM				
End Time	3:30 PM		1:30 PM				
Excess Passing Time Minutes					0		
Recess Duration	30	0	60	0	90		
Lunch Duration	75		0		75		
Total Number of Hours	7:00	0:00	5:00	0:00	12:00		
Total Daily Number of Minutes	420	0	300	0	720		
Actual Daily Instructional Minutes	300	0	225	0	525		
Annual Number of Minutes	48,600	0	2925	0	51,525	50,400	1,125

**NOTES**  
 Recesses may not be counted as instructional minutes. Passing time may not exceed 10 minutes. A 'Lunch Passing Time' is not appropriate for elementary school. 175 days required.

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CEO \_\_\_\_\_ President of Board \_\_\_\_\_  
 Date: \_\_\_\_\_ Date: \_\_\_\_\_

## **Rocketship Education Attendance Policy**

Maximizing average daily attendance (“ADA”) is critical to providing the resources and instructional time that are necessary for each Rocketship Education student to realize his/her full potential.

The Education Code allows charter schools to count a student as attending for a particular day as long as he/she participates in any portion of instruction during that day. Rocketship Education therefore counts students toward ADA as long as he/she is marked present in PowerSchool. However, it is our intent that all students should attend the entire school day whenever possible.

If a student is not in class and the school has not been notified that he or she will be absent, his or her parent or guardian will be called immediately. Upon the student’s return to school, whether it is the next day or on some day after, the student is expected to bring a signed note from his or her parent or guardian including the date or time and a legitimate reason for the absence. In the absence of a signed note, the Principal or Office Manager will call home to confirm the reason for the absence and document this reason in The School’s excused absence log. Approval of excused absences is made by the Principal.

Since missing class affects academic achievement, repeated absences may be reflected in the student’s grades. If a student is repeatedly absent, the Teacher, Principal, and the parent or guardian will work together to solve the problem.

A student’s record of absences and late arrivals are part of his or her permanent file. Absenteeism seriously affects student work as the primary work at Rocketship Education takes place at school.

The Principal should note the typical days that students are most likely to be absent, including the day before Thanksgiving, the day preceding all vacations and the last day of school. Careful planning can ensure maximum attendance on these days. Scheduling non-instructional activities (such as awards ceremonies and assemblies) on these days will likely result in lower than normal attendance. Also, the Principal will be vigilant that attendance procedures are followed during off-campus days such as field trips.

### ***Valid Excused Absences (Excused by Law)***

Verification of student absences is accepted only from parents or guardians for the following:

1. Illness: a doctor’s note is required for extended illnesses
2. Quarantine: as directed by the Department of Health
3. Medical, dental, optometry or chiropractic appointments or treatments.  
Parents/guardians are discouraged from making medical appointments during the school day. However, if an appointment during the school day is unavoidable, the students must bring a signed note from the doctor to the Office Manager.

4. Attending the funeral service of an immediate family member. Funeral service absence is not excused for more than three days unless the service is conducted outside of California.
5. Exclusion from school to obtain required immunization
6. Approved participation in a school co-curricular activity in which the student represents the school, including athletic events, fine arts and/or performances and academic competitions.
7. Personal or family emergency requiring the student's absence. These absences must be verified by a parent/guardian written note and approved at the discretion of the Principal.
8. Observation of a holiday or ceremony of a student's religion.
9. Administrative summons or when a student is detained by other school personnel.
10. Court appearances either as a defendant or a subpoenaed witness.

**Note:** ADA will not be claimed for an absence, even if the absence is excused.

### ***Unexcused Absences***

Unexcused absences are those absences that are a) not verified by a student's parent/guardian, b) have not followed the proper attendance reporting procedure or c) any of the following:

1. Absence without an excused or approved reason, whether the absence is student or parent initiated (oversleeping, etc.)
2. Absences for which advanced approval is necessary and approval was not obtained before the absence
3. The failure of a student to be in class on time unless approved in advance.

Unexcused absences should be recorded in PowerSchool using the appropriate attendance code (U). Unexcused absences are reviewed by the Principal and disciplinary measures should be taken if the absence is determined to be unauthorized. Unexcused absences are recorded on a student's permanent attendance record and count toward his or her semester absence total. When a student is absent for more than 3 days without a valid excuse, the student can be declared a habitual truant. The Education Code states parents/guardians are required to compel the attendance of the pupil.

### ***Truancy***

The Principal shall implement positive steps to reduce truancy. Rocketship Education is required to submit information on truancy rates to the California Department of Education (CDE); this information will be publicly available. The CDE designates students as truant if: (1) the student is absent from school without a valid excuse three full days in one school year or (2) tardy or absent for more than any 30-minute period during the school day without a valid excuse on three occasions or (3) any combination thereof.



The parent/guardian of a student classified as truant shall be notified by certified letter containing the following information and requesting a conference be held with the parent, student, Teacher and Principal in attendance:

- The student is truant
- The parent/guardian is obligated to compel the student to attend school
- The parent/guardian who fails to meet this obligation may be guilty of an infraction of the law and subject to prosecution
- The parent/guardian has the right to meet with the Principal to discuss solutions to the student's truancy
- Alternative educational programs are available through The School
- The student may be subject to arrest by a probation officer, a peace officer, or a Rocketship Education administrator under Education Code 48264 if found away from home and absent from school without a valid excuse

Any student who has had at least six unexcused absences during a single school year from school is considered **habitually truant**. The parent/guardian will again be notified in a certified/registered letter requesting a conference be scheduled with the student, parent, Teacher and Principal to determine an educational plan (to be specified by the Principal, Teacher, parent/guardian and student), and that a referral to the Rocketship Education **Student Attendance Review Board (SARB)** will be considered if the student continues to be absent and/or the parent/guardian fails to respond to the letter and/or fails to attend the scheduled conference.

If a conference is not attended by the parent/guardian and/or the student continues to be truant after six absences, the student may be referred to the SARB. The SARB will consist of the Principal, a Teacher and the CEO of Rocketship Education. A letter will be sent home to the parent/guardian by registered/certified mail notifying the parent/guardian that the matter is now being referred to the SARB for a hearing. The parents have 10 days in which to respond or the matter will be turned over to the District Attorney's office.

### ***Late Arrivals / Tardies***

Any student who arrives to school or class five minutes after the start of the day/class will be considered "tardy." All students are required to get a Tardy Pass from The School office before proceeding to the classroom. If a student enters the classroom late and does not have a pass, the Teacher is required to have the student return to the office to check-in and obtain the Tardy Pass from the Office Manager. Excused tardies are listed below:

- Medical appointment
- Personal illness/injury
- Attendance at the funeral of an immediate family member
- Parent/guardian illness
- Upon written request of the parent or guardian and prior approval of the Principal, a student's tardy may be excused if for the following reasons:
  - Appearance in court

- Observation of a holiday or ceremony of his/her religion
- Attendance at funeral services for someone not a member of the immediate family
- Family emergency
- Appearance at SARB

When a student reaches ten excused tardies in one school year, The School is required to send a letter home to the parent/guardian notifying them of the problem and requesting a conference with the parent/guardian, student and/or Principal or designee to solve the matter.

If the tardies continue, The School will send a letter by certified/registered mail. This letter notifies the parent/guardian of the continued problem and requests an immediate conference with the parent/guardian, student, Teacher and Principal to determine an attendance plan (to be specified by the Principal) to help remedy the excessive tardies or the matter may result in a lower grade or “NC.”

***Homework when Absent***

Absent students are responsible for completing all classroom assignments while they are absent. Absent students are expected to get their work from the Teachers.

***Attendance and Extracurricular Participation***

A student who is absent from school on a given day is ineligible to participate in extracurricular and after-school activities for that day unless a note from the parent/guardian is given to the Principal. The final decision on the student’s participation rests with the Principal.

***Vacations***

Rocketship Education has vacations built into its school calendar. Vacations should be planned around these dates. Students who take additional vacation time are not assured make up work or credit.

***Leaving School During the Day***

It is expected that parents/guardians will make every effort to schedule appointments after school. However, if an appointment during the school day is unavoidable, the student must bring a signed note from his/her parent/guardians that includes the reason for the partial absence, the time of departure from school and the estimated time of the student’s return to school. If the student has a doctor’s appointment the student must bring a note from the doctor upon return. In the absence of a signed note, the Principal or Office Manager will call home to confirm the reason for the absence and document this reason in The School’s excused absence log. Students who become ill at school must check in at the office and remain at school until parent/guardian arrives/gives permission for the student to leave campus. Under no circumstances may a student go home without the permission of a parent or guardian.

## **Rocketship Education Financial Policies**

### **Accounting**

#### **Cash Collections**

- Pre-numbered receipts will be used for all cash collections. Receipts are in three parts. One part is given to payer, one part is attached to the bank deposit, and one part is retained in numerical sequence. (Audit ICQ Cash Mgmt C3)
- Office Manager will collect cash and checks from parents for shirts, meals, and other fees.
- Office Manager will open incoming mail.
- Office Manager will prepare a record of all cash and checks received.
- CEO (or the “Designee”, defined as an employee or consultant under the direct supervision of the CEO, but someone other than the Office Manager or Principal) will make cash entry into General Ledger.
- Principal will make deposits in the bank account at least weekly when there are cash and checks in hand. Cash and checks will be stored in the school safe until they are deposited. (Audit ICQ Cash Mgmt C2, D1, D4, C7,C9,D6)
- Checks from parents and other sources must be deposited and not cashed. (ICQ Cash Mgmt D7)

#### **Segregation of Duties**

- The CEO or Designee will compare the daily list of cash receipts to the bank deposit slips and the General Ledger Entries. (ICQ Cash Mgmt D3)
- The CEO or Designee will periodically determine that all cash receipt forms are accounted for (ICQ Cash Mgmt D5)
- The CEO or Designee will prepare financial statements.

#### **Petty Cash**

There will be no petty cash accounts maintained. (ICQ Cash Mgmt F1)

#### **Procurement Process**

The guidelines for the procurement process are as follows:

##### **Purchase Orders**

- Purchase orders are required for all purchases of goods and services (including consulting and contractors) over \$500.
- Purchase orders should not be issued until a complete quote (with shipping and taxes) or check request is completed.
- Purchase orders should be numbered sequentially.
- All purchase orders must be issued and signed by the CEO or Designee.
- CEO or Designee will verify budget availability prior to PO approval. If funds are not available, a budget transfer must be initiated in order to sign PO.

- A copy of the purchase order should be stapled to the quote or check request and put in the “Bills Pending” folder.

### **Invoices**

- Office Manager will open incoming mail and upon receipt of an invoice, it shall be stamped “Received and Date”, coded with the correct account, class and amount and attached to the corresponding purchase order in the “Bills Pending” folder (ICQ Disbursements A7)
- Office Manager will destroy duplicate invoices. (ICQ Disbursements A8)

### **Receiving**

- All tangible items received by Rocketship Education are to be validated at the time the shipment is received. Office Manager should stamp “Received and Date” on each packing slip. Office Manager should check the packing slip against the goods actually received and items should be checked off the packing slip. Missing items should be circled and Office Manager should call vendor to make sure they know items are missing, write the expected delivery date for each item, staple the receiving documents to the PO/Quote(ICQ Disbursements A4)

### **Creating a Bill**

- When both a correct invoice and complete order has been received, a bill should be entered into the system and the completed PO/invoice/receiving documents should be placed in the “Bills” folder.

### **Check Storage**

- Physical checks will be stored in the School safe. (ICQ Disbursements A19)
- A log will be maintained by the CEO or Designee of all check stock on hand. (ICQ Disbursements A20)

### **Check Procedures**

- The following procedures should be prohibited:
  - Checks payable to “bearer” or “cash” (ICQ Disbursements A27)
  - Checks signed in blank (ICQ Disbursements A32)
  - Altered checks and bank transfers
- Voided checks should be mutilated and retained with original vendor invoice. (ICQ Disbursements A28)
- All checks shall require one signature.
- Checks will be signed by either the CEO and/or authorized signers. The CEO, or Designee, will approve all disbursements prior to checks being issued. Copies of all authorizations will be kept by the Office Manager.
- Checks to CEO will be signed by Treasurer.
- All checks are pre-numbered and used in sequence. (ICQ Disbursements A22)

### **Check Prelist**

- Check preparation should be kept independent of final check authorization and signing. Check preparation should be completed by the Office Manager with final approval and signing by the CEO or Designee.
- A prelist of checks to be printed is run and approved by the CEO or Designee before checks are printed. (ICQ Disbursements A13)
- The Office Manager gives the receiving documents and vendor invoices to the CEO or Designee along with the prelist. (ICQ Disbursements A4,5)
- Vendor invoices or check request forms are required for disbursements. (ICQ Disbursements A5)
- Prior to approving the prelist the CEO or Designee verifies:
  - the quantities on the receiving documents with the vendor invoices
  - That all quantities and line item amounts on the invoice and the P.O. match (ICQ Disbursements A10a,b,A11)
  - Signs “Verified by <Signature>” with date on each invoice (ICQ Disbursements A10c,d)
- CEO or Designee returns the prelist with approved payments to Office Manager and for each bill not approved, sends the Office Manager a list of concerns to be addressed

#### **Check Preparation and Signing**

- Office Manager prints checks for each approved bill and gives to CEO or Designee along with stamped envelopes.
- CEO or Designee should verify that sufficient funds are available to meet check disbursements. (ICQ Purchasing B6)
- CEO or Designee signs checks and places in envelopes.
- After payment, CEO or Designee returns receiving documents and invoices to the Office Manager (ICQ Disbursements A9)

#### **Check Mailing**

- CEO or Designee mails checks without returning to Office Manager.

#### **Disbursements**

- All disbursements will be made by check except for company credit card, used solely by CEO. (ICQ Disbursements A21)
- CEO will provide credit card receipts monthly with explanation of charges and appropriate accounting code. (ICQ Disbursements A36a,b,c)
- On any reimbursement for expense reports from the CEO, written consent (email is permissible) must be obtained from Company Treasurer.
- No personal expenses of any kind are allowed on the company credit card.

#### **Filing System**

Rocketship will maintain a filing system with one file for each vendor which has more than 6 invoices or payments or a total of over \$1000 in payments. Other invoices and payments will be filed alphabetically. Contracts will be filed separately and bank account reconciliation reports will be filed in separate folders for each bank account. (ICQ Disbursements A14)

### **Purchasing Dates**

The cutoff date for purchases at year-end will be the last day of the fiscal year. (ICQ Disbursements A15)

### **Reimbursement Dates**

All expense reports must be filed within 30 days of incurring expense.

### **Electronic Checks**

Rocketship Education does not use Electronic Checks.

### **Bank Reconciliation and Preparation of Monthly Financial Statements**

Bank Reconciliations will be prepared by the **Office Manager**. Office Manager will check the following during reconciliation:

1. Compare cancelled checks with disbursement journal for number, date, payee, and amount.
2. Reconcile sequence of all check numbers.

Office Manager will forward reconciliation to the CEO or Designee within two weeks of the end of the month. CEO or Designee will check the following (ICQ Cash Mgmt E4e):

1. Compare the dates and amounts of deposits as shown on the reconciled financials with the cash receipts journal. (ICQ Cash Mgmt E4a)
2. CEO or Designee will determine that both sides of bank transfer transactions have been recorded in the same fiscal period. (ICQ Cash Mgmt E4b)

CEO or Designee will sign and date a copy of the prepared financials to validate that he has reviewed the reconciliation and cancelled checks. (ICQ Cash Mgmt E4f)

CEO or Designee will prepare monthly financial statements including budget vs. actual P&L, fiscal year budget vs. actual forecast, and balance sheet.

Financial statements will be reviewed monthly by the Business Committee or Treasurer.

CEO or Designee will prepare a financial statement monthly for Principal with budget vs. actual for accounts controlled by the Principal.

Principal will submit a revised fiscal year forecast monthly to the CEO or Designee including account transfer requests as necessary.

A clear path of communication should be established between Office Manager and Treasurer to prevent conflict of interest concerns with respect to CEO's dual role in signing checks and overseeing company financial statements.

### **Accounts Receivable**

Accounts Receivable will be recorded monthly and an accounts receivable ledger maintained. Accounts receivables will be aged and reviewed monthly. Vendor debit balances will be periodically reviewed by the CEO or Designee and collected by the Office Manager (ICQ Disbursements A10e)

## **Contracts**

- All contracts must have a maximum amount that can be billed without addition written authorization (a “not to exceed” amount).
- All contractors who will have contact with RSED students should undergo a criminal background check through RSED’s Live Scan account.
- Contracts should specify that contractors should bill monthly.
- CEO is the only RSED employee allowed to sign a legally binding contract.

Rocketship Education written procurement and contracts administration system complies with the federal regulations govern contracts and procurement, otherwise known as 34 Code of Federal Regulations 80.36. As part of its procurement and contract standards, for all contracts in excess of \$10,000 annually Rocketship will:

1. Maintain a copy of a signed contract, agreement, or purchase order for services to be performed, and document the rationale and procedure used for selecting a particular contractor;
2. Describe the conditions under which the contract or agreement may be terminated, including the basis for settlement;
3. Maintain evidence that contracts were given only to contractors and consultants possessing the ability to perform successfully under the terms and conditions of the proposed contract; Select contractor and consultants on the basis of demonstrated competence, qualifications, experience, and reasonableness of costs. Give consideration to contractor integrity, compliance with public policy, record of past performance, and financial and technical resources in selecting contractors; Bid copies from unselected bidders will be stored in vendor file of winning bidder. (ICQ Purchasing B12)
4. Contract only with individuals not employed by RSED;
5. Not participate in the selection or award of a contract when conflicts of interest are involved;
6. Maintain records on the services performed, including the date the service was performed and the purpose of the service, and ensure that the services are consistent and satisfactory with those described in the signed contract/purchase order;
7. Make payments only after the service was performed;
8. Use price as the primary criterion for purchasing all goods and services.

9. With economically material service contracts a summary document will include the name of the consultant, profession, scope of work, timeliness and anticipated costs. This document will be submitted to the CEO. The CEO must sign off the contract after he verifies availability of funds. The contract bearing the signature of the CEO will be submitted to the consultant for signature. The contract will be mailed with cover letter to the consultant for completion.

Additionally RSED shall maintain a Financial Management System with strong internal control, cash management procedures, contract management procedures and time distribution procedures that are compliant with 34 Code of Federal Regulations 80.20(a), the procurement standards under and 80.36(a), and the rules for LEA's under 34 CFR 80.36(b) – (i).

### **Approval Limits**

Contracts and purchase orders with values below \$10,000 annually will be approved by the CEO. Contracts and purchase orders above \$10,000 but less than \$100,000 will be approved by both the Treasurer and CEO, and contracts with values at or above \$100,000 annually will be approved by the Board of Directors.

Principal of each school will have \$5000 approval limits within budget categories previously approved by CEO. Account transfers must be approved by CEO.

CEO will have the same limits for account transfers as for purchasing.

### **Bank Accounts**

The governing board will annually authorize all bank accounts and check signers (Audit ICQ Cash Mgmt B2)

### **Debt**

The Company maintains a line of credit with Wells Fargo Bank. The company draws from the line as necessary to meet cash flow needs. The status and draws/repayments from that line are reviewed monthly by the Company's Business Committee. (ICQ Debt A5) The Company attempts to repay the line as soon as possible allowed by available working capital. (ICQ Debt A2)

Office Manager will review debt payments monthly to verify that they are made on time and that correct amounts are reflected in the Company's journal. (ICQ Debt A4)

### **Federal Grant Guidelines (ICQ Govt Grants C6)**

Federal grant program dollars paying for teacher time should be documented either through bell schedule and salary analysis or timecards.

The following should not be paid for from government grants: alcoholic beverages, bad debts, contingencies, contributions and donation costs, entertainment, fine and penalties,



fundraising and investment management costs, general governance, lobbying, under-recovery of costs under grant agreements.

### **Assets**

All items of property whose acquisition price exceeds [\$200] will be asset tagged upon receipt by the Office Manager. The asset tag will include a unique asset ID number and the statement "Property of Rocketship Education." (ICQ Prop and Equip A4) The ROPS asset tracking system will include at a minimum the asset ID number, brief description, acquisition date, and cost. Valuable assets that are especially prone to theft, such as laptop computers, will be logged in the asset database along with the name of the person responsible for safeguarding the asset. Employees that do not exercise appropriate stewardship of RSED assets may be held financially responsible for replacing the lost or damaged assets.

The Rocketship Education capitalization threshold is \$5,000. Asset depreciation will be recorded as a monthly expense. (ICQ Prop and Equip A7)

### **Construction Projects**

The CEO will be responsible for all fiscal construction management. (ICQ Construction A4)

Construction projects will use correct account codes, have project budgets, budgets will be monitored monthly and project expenses will be recorded in the month incurred. (ICQ Construction A5-8)

### **Data Processing**

The technology department will develop technology solutions both for student curriculum and support functionality for Schools and the Company. Technology department will prepare an annual budget for purchasing of hardware, software, support, and consulting and will manage that budget monthly. (ICQ Data Process B2)

Servers will always be connected to power surge and battery backup systems. (ICQ Data Process B6d)

Admin/teacher computers will have a method of backup to the server. (ICQ Data Process B6d)

All data files for major systems (Curriculum, Back Office) will be backed up from the server to an external location nightly. (ICQ Data Process B6d)

Testing of new programs/updates should be made on backup data files and systems, not on production systems. (ICQ Data Process B16)

New systems will be developed in accordance with generally accepted software development methods. (ICQ Data Process B23)

Upon completion of a project, the project should be adequately documented. (ICQ Data Process B26)

Upon major server failures, error log will be sent to CEO for review. (ICQ Data Process B31)

A copy of the backup files will be stored offsite on a monthly basis. (ICQ Data Process C1a)

### **Attendance**

The Board will approve the bell schedule and instructional calendar on an annual basis before the beginning of the school year. Any subsequent changes to the bell schedule or instructional calendar must be approved by the Board. (ICQ Attendance 4c)

The Company will establish a procedure with authorizing entities for reporting of changes to attendance data after monthly reports have been made.

Attendance will be kept on a “positive” basis (i.e. student marked present and otherwise assumed absent) (ICQ Attendance B3)

Teachers will sign and date attendance logs weekly to verify attendance in their classes. (Audit)

Students must be age 5 on or before December 2. (Audit)

### **Independent Study**

Independent Study is an instructional strategy that responds to a student’s individual needs. Short-term independent study is a voluntary, optional educational offering available to Rocketship Education (RSED) students when regular programs are not feasible or inappropriate. Independent Study may be established to complete days of attendance missed due to vacations or other accepted circumstances preventing regular attendance. As a recognized alternative to regular classroom instruction, Independent Study is expected to be equal or superior in quality to classroom instruction. A copy of each student’s signed independent study Master Agreement and sample work will be maintained in their student file.

### **Meals**

Office Manager should print and sign the Meal Participation report weekly. (ICQ Cafeteria A4e)

Office Manager should compare monthly pre-pay deposits to current customer balances on a weekly basis. (ICQ Cafeteria A15)

FRM forms for all students will be kept on file for three years. (ICQ Cafeteria D2)

Office Manager and Principal will review meals ordered vs. meals served and order accordingly to avoid losses.

**Class Size Reduction**

Monthly accounting of CSR counts should be made by CEO or Designee to determine that CSR ratios ( $\leq 20.4$  students per teacher) are maintained. (Audit)

## **Rocketship Education Supplemental Hourly Instruction Policy**

Rocketship Education’s mission is for students to achieve grade-level proficiency in Literacy and Math by second grade and to graduate in fifth grade above grade level in all subjects.

It is the intent of the Legislature that pupils who are at risk of failing to meet state adopted standards, or who are at risk of retention, be identified as early in the school year and as early in their school careers as possible, and be provided the opportunity for supplemental instruction sufficient to assist them in attaining expected levels of academic achievement. Early intervention in the form of additional support will be the course of action for all students who display signs of struggling.

Supplemental educational services offered at Rocketship Education may be offered during the summer, before school, after school, on Saturdays, or during intersession or in a combination of summer school, before school, after school, Saturday or intersession instruction. Services shall not be provided during the regular instructional day of the pupil. A minor pupil whose parent or guardian informs Rocketship Education that the pupil is unable to attend a Saturday school program for religious reasons, or a pupil 18 years of age or older who states that he or she is unable to attend a Saturday school program for religious reasons, shall be given priority for enrollment in supplemental instruction offered at a time other than Saturday, over a pupil who is not unable to attend a Saturday school program for religious reasons.

Rocketship Education has adopted the following education guidelines for placement of students within each Supplemental Hourly Instruction program:

<b>Program Description &amp; Targeted Students</b>	<b>Grade Span Served</b>	<b>Enrollment &amp; Reimbursement Caps</b>
SI for pupils recommended for retention or retained	Grades 2 - 5	Uncapped re: Number of students served & number of hours per student
SI for pupils identified as “at risk of retention” or deficient in math, reading, or written expression based on STAR scores.	Grades 2 - 6	5% of grade span (7% if funds allow), 120 hours per student max
SI in core academic subjects (for all students), (commonly referred to as “summer school”)	All Grades	5% of grade span (10% if funds allow), 120 hours per student max

### **Criteria for Receiving SI for Pupils Recommended for Retention or Retained (Capped & Uncapped) :**

Rocketship Education’s mission is for students to achieve grade-level proficiency in Literacy and Math by second grade and to graduate in fifth grade above grade level in all subjects. Rocketship Education defines grade-level as scoring proficient or advanced on the California state tests.

If a 2<sup>nd</sup> through 5<sup>th</sup> grade (inclusive) student is identified as “recommended for retention” or “retained” at any point during the school year, Rocketship Education will provide written notification to the student’s parent recommending that the student participate in supplemental hourly instruction (as defined in EdCode 37252.2). A copy of this letter should be maintained in the student’s file.

The supplemental hourly instruction for students “recommended for retention” or “retained” will include, but will not be limited to: an intensive remedial program in reading or written expression offered pursuant to this section shall, as needed, include instruction in phoneme awareness, systematic explicit phonics and decoding, word attack skills, spelling and vocabulary, explicit instruction of reading comprehension, writing and study skills. Rocketship Education shall provide Supplemental Instruction services to students identified as at risk of retention during our two hour Learning Lab period each day.

**Criteria for Receiving SI in core academic subjects (for all students), (commonly referred to as “summer school”):**

Rocketship Education students identified as “recommended for retention” or “retained” may also be eligible for Supplemental Instruction intervention periods scheduled during the summer months. This Supplemental Instruction, otherwise known as Rocketship Education Summer School will include, but will not be limited to: an intensive remedial program in reading or written expression offered pursuant to this section shall, as needed, include instruction in phoneme awareness, systematic explicit phonics and decoding, word attack skills, spelling and vocabulary, explicit instruction of reading comprehension, writing and study skills.

Upon determination of a student’s SHI eligibility, the Office Manager will record the determination and date in PowerSchool. Supplemental Hourly attendance will be tracked using a Paper Log and reported to the state on interim attendance reports (P-1, P-2 or P-annual.)

**Common Characteristics of All California Supplemental Instruction Programs including that of Rocketship Education:**

- All supplemental instruction (SI) programs may be offered before or after the regular school day, on Saturdays, during intersessions, or during summer sessions.
- All SI programs are reimbursed by the state of California on an hourly rate basis, not on an average daily attendance (ADA) basis.
- There is no specified minimum number of hours or days per pupil for any SI program.
- There is no specified minimum or maximum student/teacher ratio for any SI program.
- No teacher credential requirements are specified for any of the SI programs, although districts should take reasonable steps to hire qualified instructors to provide the SI specified in the pertinent California Education Code sections.
- No specific curriculum materials or resources are specified for any of the SI programs, although the curricula of SI programs should support the program's instructional objectives.

- All SI programs are reported on the Principal Apportionment Attendance Software
- SHI teachers are required to complete, sign, and date the Rocketship Education SHI Paper Attendance Log (or an electronic log such as PowerSchool if the functionality to track SHI is available, provided that any electronic record be supported by a hard copy signed and dated by the SHI instructor), showing the beginning and end time of each hour of SHI instruction for all participating students, and showing the SHI program under which state reimbursement will be claimed. The Logs will be submitted to the Office Manager on a timely basis.
- The Principal must ensure that the students attending SHI programs are appropriately placed according to the guidelines for each program. Each school should maintain auditable records showing which students are deemed eligible for which hourly programs, including the date of such determination (determinations should be made at least once per year). A written notice should be sent to parents notifying them that the student in question is required to attend the hourly program. A copy of this letter should be maintained in the student's file. The Office Manager will record the SHI eligibility determination and date in PowerSchool for each student.

## **Rocketship Education Personnel Files & Recording Keeping Procedure**

At the time of employment, a personnel file is established for each employee. Office Manager will maintain Personnel files in a secure location. The only Rocketship Education personnel with access to the Personnel files will be the Office Manager Principal and Rocketship Education Director of Human Resources (CEO). Personnel Files will include:

- Offer letter. (ICQ Payroll and Personnel B5)
- Proof of TB check-up.
- Proof of Live Scan report clearance.
- I9 form.
- W4 form.
- When terminated, reason for termination will be documented and placed in employee file along with written termination notice.

Employees are instructed to keep Rocketship Education advised of changes that should be reflected in their personnel file. Such changes include:

*Change in:*

- Name
- Address
- Telephone number
- Marital status
- Number of dependents
- Person(s) to notify in case of emergency

Prompt notification of these changes is essential and will enable Rocketship Education contact personnel should the change affect other records.

Rocketship Education employees have the right to inspect certain documents in their own personnel file, as provided by the law, in the presence of a Rocketship Education representative, at a mutually convenient time. No copies of documents in a personnel file may be made with the exception of documents that the employee has previously signed. A request for information contained in the personnel file must be directed to the Principal.

Rocketship Education will restrict disclosure of personnel files to authorized individuals within Rocketship Education. Only the Rocketship Education Principal and CEO are authorized to release information about current or former employees. Rocketship Education will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.