



REACH Leadership STEAM Academy

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Board of Directors Regular Meeting

Monday, March 25, 2016 - 7:00 PM

This meeting will be held at: 4850 Jurupa Ave., Riverside, CA 92504

1. Call to Order & Roll Call

Meeting is called to order at:

Member	Present	Absent
Carla Crow		
Trayci Nelson		
Jennifer Boren		
Beverly Saffold		
Frederica Bush		
Totals:		

Introduction of Guests:

- 1.
- 2.
- 3.
- 4.

2. Review & Approval of Agenda

Motion: Second: Vote:

3. Invitation to the Public to Address the Board

4. Reports

- a. Director's Report
- b. Financial Report

5. Action Items

a. Approval of Board Meeting Minutes: 2-22-16

Motion: Second: Vote:

Member	Aye	Nay	Abstain	Absent
Carla Crow				
Trayci Nelson				
Jennifer Boren				
Beverly Saffold				
Frederica Bush				
Totals:				

b. Approval of Check Register: February 2016

Motion: Second: Vote:

Member	Aye	Nay	Abstain	Absent
Carla Crow				
Trayci Nelson				
Jennifer Boren				
Beverly Saffold				
Frederica Bush				
Totals:				

c. Approval of School Calendar for 2016-17 School Year

Motion: Second: Vote:

Member	Aye	Nay	Abstain	Absent
Carla Crow				
Trayci Nelson				
Jennifer Boren				
Beverly Saffold				
Frederica Bush				
Totals:				

d. Approval of Revised Safety Plan for 2016-17 School Year

Motion: Second: Vote:

Member	Aye	Nay	Abstain	Absent
Carla Crow				
Trayci Nelson				
Jennifer Boren				
Beverly Saffold				
Frederica Bush				
Totals:				

6. Board Comments

7. Adjournment

Meeting is adjourned at:

Motion: Second:

Next board meeting date:

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

MEETING AGENDA & RELATED MATERIALS

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THE ORDER OF BUSINESS MAY BE CHANGED WITHOUT NOTICE

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REASONABLE LIMITATIONS MAY BE PLACED ON PUBLIC TESTIMONY

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SPECIAL PRESENTATION MAY BE MADE

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REASONABLE ACCOMMODATION WILL BE PROVIDED FOR ANY INDIVIDUAL WITH A DISABILITY

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FOR MORE INFORMATION

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Board of Directors Regular Meeting

Monday, February 22, 2016 - 7:00 PM

This meeting will be held at: 1085 Linden Street, Riverside, CA 92507

Conference Call

Participant Access Code: 185543#

Conference Dial-in Number: (712) 432-1500

Subscriber PIN Code: 1069689#

1. Call to Order & Roll Call

Meeting is called to order at: 7:03PM

Member	Present	Absent
Carla Crow	x	
Trayci Nelson	X	
Jennifer Boren	X	
Beverly Saffold		X
Frederica Bush	X	
Totals:	4	1

Introduction of Guests:

- Jonathan Dillon
- Chance Boren
- Michele Mercado
- Julia Lawson
- Frances Begley
- Sarah Brown
- Jamie Perez

2. Review & Approval of Agenda

Motion: JB Second: FB Vote: Motion Carries

3. Invitation to the Public to Address the Board

- How will money from fundraiser be allocated?
- Is there a way to post items online that are needed for construction (play structures, lunch tables, landscaping, cement, etc.)?
- Is school still accepting bids for portables and other construction items?
- How often are rooms cleaned at the Rustin site?

4. Reports

- Director's Report
 - Enrollment: 402 students
 - Adding approx. 125 next year
 - Part-time enrollment coordinator hired
 - Highland Elementary students will get preference should school go to lottery
 - WASC accreditation to begin in Fall 2016
 - PSPG external review (2 days) will begin in May
 - Application for El Dorado SELPA underway. Deadline April 5.
 - Black History Celebration Monday, Feb. 29th @ both campuses
- Financial Report

5. Action Items

- Approval of Board Meeting Minutes: January 23, 2016
Motion: CC Second: FB Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

- Approval of Check Register: January 2015
The board requests that a description for "Amazon" and other purchases be added to the check register.

Motion: JB Second: CC Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				
Frederica Bush	X			x
Totals:	4			1

- Approval of 2nd Interim Report

Motion: JB Second: FB Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

- Approval of Auditor RFP for the 2015-16 School Year
Agreement approved through 2018.

Motion: FB Second: CC Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				x
Frederica Bush	X			
Totals:	4			1

- Approval of Schoolwide Plan for Title Funding
Schoolwide plan tabled to the 2016-17 school year.

Motion: TN Second: CC Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

- Approval of REACH Leadership Academy to submit letter of intent to exit RUSD Special Ed SELPA as of 6/30/16

Motion: JB Second: FB Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

6. Board Comments

7. Adjournment

Meeting is adjourned at: 8:14PM

Motion: JB Second: CC

Next Board Meeting Date: March 28, 7PM – Jurupa Campus



REACH Leadership STEAM Academy

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Board of Directors Special Retreat Minutes

Saturday, January 23, 2016 - 10:30 AM

This meeting will be held at: Marriott Riverside at the Convention Center, 3400 Market Street, Riverside, CA 92501

Conference Call

Participant Access Code: 185543#

Conference Dial-in Number: (712) 432-1500

Subscriber PIN Code: 1069689#

1. Call to Order & Roll Call

2.

Meeting is called to order at: 11:10 a.m.

Member	Present	Absent
Carla Crow	X	
Trayci Nelson	X	
Jennifer Boren	X	
Beverly Saffold		X
Frederica Bush	X	
Totals:	4	1

Introduction of Guests:

1. Chris Rentie
2. Camille Kearl
3. Cherishea Coats & Avery

3. Review & Approval of Agenda

Motion: CC Second: FB Vote: Motion Carries

4. Invitation to the Public to Address the Board

No public comment.

5. Reports

- a. Director's Report
 - Introduction of Joanna, New Operations Manager
 - Permanent 2nd grade teacher at Linden Site now hired
 - School presently has openings in Kinder & 3rd grades @ jurupa site, and 3rd grade and 2nd & 3rd openings at Linden
 - Open enrollment begins this month. Re-enrollment for existing students begins in February
 - New wrought iron fence installed at Rustin for safety. Cameras to be installed soon.
 - After school program began at Rustin campus. Low enrollment could cause the program to close.
 - Construction for new school site due to start in May. Need to secure loan beforehand.
- b. Financial Report by Edtec
- c. Board Discussion:
 - Renewal (working w/ Young, Mlnney, & Corr)
 - Middle School Task Force
 - WASC Accreditation
 - Health Fair
 - Director Evaluation
 - CCSA Conference Attendance
 - Spring Fundraiser

6. Action Items

a. Approval of Board Meeting Minutes – 11/30/15 and 12/8/15:

Motion: FB Second: CC Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

b. Approval of Check Register – November and December 2015:

Motion: JB Second: CC Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

c. Approval of 2014-15 School Accountability Report Card (SARC):

Motion: CC Second: FB Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				X
Frederica Bush	X			
Totals:	4			1

d. Approval of 2015-16 Education Protection Account (EPA) Spending Plan:

Motion: JB Second: CC Vote: Motion Carries

Member	Aye	Nay	Abstain	Absent
Carla Crow	X			
Trayci Nelson	X			
Jennifer Boren	X			
Beverly Saffold				x
Frederica Bush	X			
Totals:	4			1

7. Board Comments

8. Adjournment

Meeting is adjourned at: 12:14 p.m.

Motion: CC Second: FB

Next board meeting date: February 22nd - Rustin Site

This legislative body conducts business under the meeting requirements of the Ralph M. Brown Act.

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REACH Leadership Academy

February 2016 Financials

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March 23, 2016

Amita Parikh

Agenda

- ❖ ADA Forecast Update
- ❖ Financial Update
- ❖ Cash Flow Forecast
- ❖ Risks

ADA Forecast

ADA is forecasted at 375.3, 30.8 lower than Approved Budget and 4.2 lower than Previous Forecast



	Month 6			Month 7		
	Previous Forecast	Actuals	Variance (Previous vs. Actuals)	Previous Forecast	Actuals	Variance (Previous vs. Actuals)
Enrollment	405	396	(9.00)	405	399	(6.00)
ADA	388.8	374.1	(14.7)	388.8	373.8	(15.0)
ADA%	96%	94%	-2%	96%	93%	-3%

- Decrease in ADA is driven by lower enrollment & attendance rate than projected

- Forecast assumes 405 students through the End of the School Year @ 95% Attendance rate
- Each ADA equals \$7.8k in LCFF revenue. If ADA stays at 374 for the rest of the year, REACH could see a drop of 1.3 ADA by P-2 (~\$10k in decreased revenue).

	Year-End				
	Approved Budget	Previous Forecast	Current Forecast	Variance (Budget vs. Current)	Variance (Previous vs. Current)
Enrollment	423	395	393	(30)	(2)
ADA	406.1	379.5	375.3	(30.8)	(4.2)
ADA%	96%	96%	95%	-1%	-1%

REACH needs to meet ADA targets to avoid further decreases in Operating Income & 2016-17 Cash Flow

Financial Summary

Forecasted Operating Income is \$427,100 after depreciation,
\$49,943 higher than Approved Budget



	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
Revenue							
General Block Grant	1,285,554	3,124,786	2,921,910	2,889,331	(32,579)	(235,454)	1,603,777
Federal Revenue	48,725	78,144	71,721	71,721	-	(6,423)	22,996
Other State Revenues	291,736	383,445	502,520	501,758	(762)	118,313	210,021
Local Revenues	19,265	42,418	43,857	49,139	5,282	6,720	29,874
Fundraising and Grants	21,731	60,000	59,052	59,052	-	(948)	37,321
Total Revenue	1,667,012	3,688,793	3,599,061	3,571,001	(28,060)	(117,792)	1,903,989
Expenses							
Compensation and Benefits	1,168,853	1,758,891	1,840,637	1,840,637	-	(81,745)	671,784
Books and Supplies	188,861	148,894	196,727	205,115	(8,388)	(56,221)	16,254
Services and Other Operating Expenditures	733,990	1,063,934	1,102,530	1,096,674	5,856	(32,740)	362,684
Capital Outlay	9,520	1,600,000	9,520	9,520	-	1,590,480	-
Total Expenses	2,101,223	4,571,719	3,149,413	3,151,945	(2,532)	1,419,774	1,050,722
Operating Income (excluding Depreciation)	(434,212)	(882,927)	449,648	419,056	(30,592)	1,301,982	853,267
<i>Operating Income (including Depreciation)</i>	<i>(424,692)</i>	<i>377,157</i>	<i>457,692</i>	<i>427,100</i>	<i>(30,592)</i>	<i>49,943</i>	<i>851,792</i>
Fund Balance							
Beginning Balance (Audited)	27,162	30,869	27,162	27,162			
Operating Income (including Depreciation)	(424,692)	377,157	457,692	427,100			
Ending Fund Balance (including Depreciation)	(397,530)	408,026	484,854	454,262			

Fund balance at 14% of expenses

Operating Income after depreciation is \$31k lower than Previous Forecast mainly due to lower ADA

Fund Balance vs. Cash Balance

For FY16, REACH's ending Fund Balance is \$454,262,
but ending Cash Balance is (\$16,097)



- **Cash Balance is the available cash in REACH's bank account as of June 30th**
 - When REACH receives a deposit in the bank account and when REACH cuts a check impact the ending cash balance
 - Measures ability to cover current liabilities including day-to-day expenses
- **Fund Balance is REACH's "savings"**
 - $\text{Fund Balance} = \text{Total Assets} - \text{Total Liabilities}$
 - $\text{Total Assets} = \text{Cash Balance} + \text{Revenues earned but not received (i.e. Accounts Receivable)} + \text{Assets (e.g. Capital Outlay)}$
 - $\text{Total Liabilities} = \text{Expenses incurred but not spent (i.e. Accounts Payable)} + \text{Loans (e.g. Receivable Sales, CDE Loan)}$
 - Measures ability to cover current liabilities, but also indicates ability to cover unexpected changes in revenues & expenses
 - CDE recommends a fund balance equal or greater than 5% of expenses

Revenue Changes

Forecasted Revenue decreased by \$28k to \$3.57M
since Previous Forecast



LCFF Entitlement

- **Decreased \$33k**
- P-2 ADA forecasted lower than previous forecast due to Month 6 & 7 ADA lower than projected

Federal Funding

- **No Change**

Other State Funding

- **Decreased \$0.8k**
- Current Year Lottery projected \$0.8k lower with decrease in ADA

Local Revenues & Fundraising

- **Increased \$5k**
- Increased Food Sale Revenue based on current trend
- As of 2/29/16 – REACH has raised ~\$23k of the \$60k fundraising goal (40% of Goal)

REACH needs to meet ADA forecast & Fundraising target to avoid drops in Revenue

Expense Changes

Forecasted Expenses increased by \$2k to \$3.15M
since Previous Forecast



Compensation & Benefits

- **No Change**

Books & Supplies

- **Increased \$8k**
- Exceeded budget in Instructional Supplies by \$2k & Classroom Furniture by \$1k based on Actuals (no budget remains)
- Increased Food Services by \$6k based on current trend
- Decreased Other Food & Computer Budget based on current trend (savings of \$1k)

Services & Operating

- **Decreased \$6k**
- Decreased Insurance budget by \$10k based on actual vendor costs
- Savings of \$6k in SpEd Encroachment, District Oversight & Business Services due to lower ADA
- Added budget to Building Repairs & Maintenance (\$3k), Copier Leases (\$5k), and Internet Services (\$2k) based on current actuals & current need

Capital Outlay

- **No Change**
- Depreciation Expense forecasted at \$1.5k

Increases in expenses are adding to cash need and lower operating income by year-end

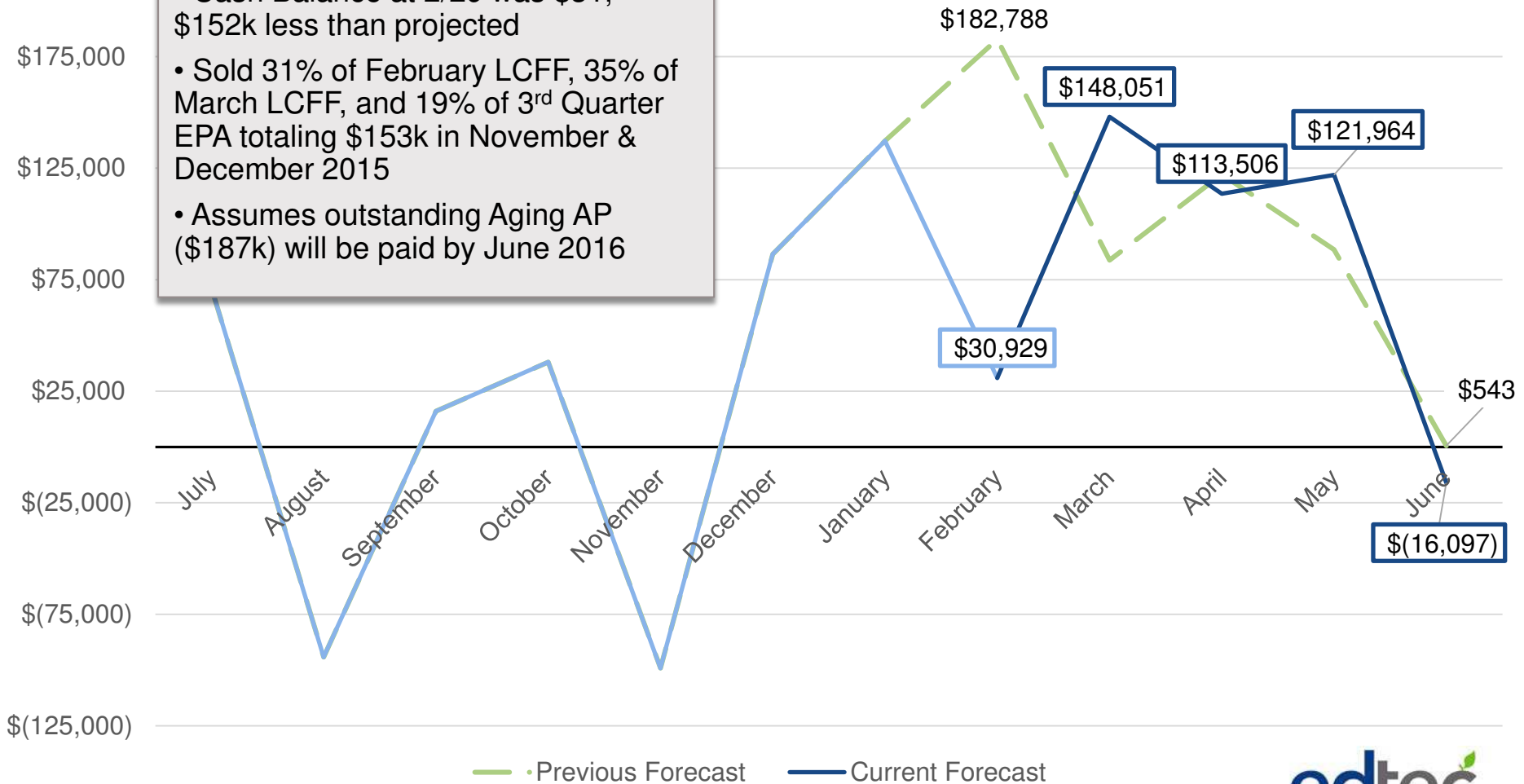
Cash Flow Forecast

Ending Cash is forecasted at **\$(16,097)** at the end of the year, indicating a need for additional financing



Assumptions

- Cash Balance at 2/29 was \$31, \$152k less than projected
- Sold 31% of February LCFF, 35% of March LCFF, and 19% of 3rd Quarter EPA totaling \$153k in November & December 2015
- Assumes outstanding Aging AP (\$187k) will be paid by June 2016



Risks

Without meeting budget assumptions, forecast & cash flow could significantly change



Assumption	Potential Impact on Budget & Cash Flow
Enrollment is 405 with 95% attendance (P-2 ADA = 375.3)	<ul style="list-style-type: none">• Lower enrollment or attendance rate will reduce revenue• Cash flow will be impacted after P-2 (next fiscal year)
Local Revenue & Fundraising Goals are met (\$27k After school and \$60k fundraising)	<ul style="list-style-type: none">• Without this revenue, operating income would decrease \$64k
State & Federal revenue sources are funded as currently projected	<ul style="list-style-type: none">• Changes in rates (e.g. Title funding rates) could impact both operating income and cash flow
Expenses stay within the current forecast	<ul style="list-style-type: none">• Exceeding budget will increase expenses & create a larger cash need during the year
No Deferrals	<ul style="list-style-type: none">• Economic conditions in California could change quickly and necessitate deferrals at some point in year

REACH needs to manage cash flow carefully and meet ADA target to prepare for facility expansion in future years

Exhibits

February 2016 Financials
Cash Flow Forecast

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

	Actual									Budget					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
Revenue															
General Block Grant	-	79,115	145,928	336,872	142,407	172,101	266,724	142,407	1,285,554	3,124,786	2,921,910	2,889,331	(32,579)	(235,454)	1,603,777
Federal Revenue	-	-	-	13,849	238	33,921	717	-	48,725	78,144	71,721	71,721	-	(6,423)	22,996
Other State Revenues	87	-	-	76	4,411	-	174,384	112,778	291,736	383,445	502,520	501,758	(762)	118,313	210,021
Local Revenues	7	-	7,400	(2,749)	4,442	4,378	3,008	2,779	19,265	42,418	43,857	49,139	5,282	6,720	29,874
Fundraising and Grants	461	2	1,304	925	8,798	5,075	4,578	588	21,731	60,000	59,052	59,052	-	(948)	37,321
Total Revenue	555	79,117	154,632	348,973	160,296	215,475	449,411	258,552	1,667,012	3,688,793	3,599,061	3,571,001	(28,060)	(117,792)	1,903,989
Expenses															
Compensation and Benefits	51,914	143,605	147,577	163,173	148,777	155,640	190,013	168,154	1,168,853	1,758,891	1,840,637	1,840,637	-	(81,745)	671,784
Books and Supplies	2,030	23,392	40,658	15,340	77,900	9,965	8,930	10,644	188,861	148,894	196,727	205,115	(8,388)	(56,221)	16,254
Services and Other Operating Expenditures	60,393	86,304	115,962	115,186	31,041	159,304	83,523	82,276	733,990	1,063,934	1,102,530	1,096,674	5,856	(32,740)	362,684
Capital Outlay	-	2,389	(1,748)	1,500	-	-	7,379	-	9,520	1,600,000	9,520	9,520	-	1,590,480	-
Total Expenses	114,337	255,690	302,450	295,199	257,718	324,909	289,845	261,075	2,101,223	4,571,719	3,149,413	3,151,945	(2,532)	1,419,774	1,050,722
Operating Income (excluding Depreciation)	(113,782)	(176,573)	(147,818)	53,774	(97,422)	(109,434)	159,566	(2,522)	(434,212)	(882,927)	449,648	419,056	(30,592)	1,301,982	853,267
<i>Operating Income (including Depreciation)</i>	<i>(113,782)</i>	<i>(174,184)</i>	<i>(149,566)</i>	<i>55,274</i>	<i>(97,422)</i>	<i>(109,434)</i>	<i>166,945</i>	<i>(2,522)</i>	<i>(424,692)</i>	<i>377,157</i>	<i>457,692</i>	<i>427,100</i>	<i>(30,592)</i>	<i>49,943</i>	<i>851,792</i>
Fund Balance															
Beginning Balance (Audited)	27,162								27,162	30,869	27,162	27,162			
Operating Income (including Depreciation)	(113,782)	(174,184)	(149,566)	55,274	(97,422)	(109,434)	166,945	(2,522)	(424,692)	377,157	457,692	427,100			
Ending Fund Balance (including Depreciation)	(101,323)	(275,507)	(425,073)	(369,800)	(467,221)	(576,655)	(409,711)	(412,233)	(397,530)	408,026	484,854	454,262			

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

Detail	Actual								Budget						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
Enrollment Summary															
K-3										359	334	332	(2)	(27)	
4-6										64	61	62	0	(3)	
Total Enrolled										423	395	393	(2)	(30)	
ADA %															
K-3										96%	96%	95%			
4-6										96%	96%	95%			
Average										96%	96%	95%			
ADA															
K-3										344.6	320.5	316.6	-4.0	28.1	
4-6										61.4	59.0	58.7	-0.3	2.7	
Total ADA										406.1	379.48	375.3			

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

	Actual								Budget						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
REVENUE															
LCFF Entitlement															
8011 Charter Schools LCFF - State Aid	-	79,115	79,115	207,683	142,407	142,407	167,296	142,407	960,430	2,162,293	1,921,275	1,826,686	(94,589)	(335,607)	866,256
8012 Education Protection Account Entitlement	-	-	-	99,428	-	-	99,428	-	198,856	455,640	499,840	494,291	(5,549)	38,652	295,435
8096 Charter Schools in Lieu of Property Taxes	-	-	66,813	29,694	-	29,694	-	-	126,201	506,853	500,728	568,286	67,558	61,433	442,085
SUBTOTAL - LCFF Entitlement	-	79,115	145,928	336,872	142,407	172,101	266,724	142,407	1,285,554	3,124,786	2,921,910	2,889,331	(32,579)	(235,454)	1,603,777
8100 Federal Revenue															
8291 Title I	-	-	-	13,849	-	33,921	-	-	47,770	77,256	70,766	70,766	-	(6,490)	22,996
8292 Title II	-	-	-	-	238	-	717	-	955	888	955	955	-	67	-
SUBTOTAL - Federal Income	-	-	-	13,849	238	33,921	717	-	48,725	78,144	71,721	71,721	-	(6,423)	22,996
8300 Other State Revenues															
8319 Other State Apportionments - Prior Years	87	-	-	76	-	-	3,475	-	3,638	-	3,638	3,638	-	3,638	-
8545 School Facilities Apportionments	-	-	-	-	-	-	-	112,778	112,778	158,109	240,962	240,962	-	82,853	128,184
8550 Mandated Cost Reimbursements	-	-	-	-	4,411	-	140,581	-	144,992	159,551	168,703	168,703	-	9,152	23,711
8560 State Lottery Revenue	-	-	-	-	-	-	13,903	-	13,903	65,785	68,685	67,923	(762)	2,138	54,020
8590 All Other State Revenue	-	-	-	-	-	-	16,425	-	16,425	-	20,531	20,531	-	20,531	4,106
SUBTOTAL - Other State Income	87	-	-	76	4,411	-	174,384	112,778	291,736	383,445	502,520	501,758	(762)	118,313	210,021
8600 Other Local Revenue															
8634 Food Service Sales	-	-	1,494	2,867	3,951	4,266	2,470	2,722	17,769	15,418	15,418	20,700	5,282	5,282	2,931
8639 All Other Sales	7	-	-	291	-	112	538	-	948	-	948	948	-	948	-
8676 After School Program Revenue	-	-	-	-	-	-	-	-	-	27,000	27,000	27,000	-	-	27,000
8699 All Other Local Revenue	-	-	-	-	491	-	-	-	491	-	491	491	-	491	-
SUBTOTAL - Local Revenues	7	-	7,400	(2,749)	4,442	4,378	3,008	2,779	19,265	42,418	43,857	49,139	5,282	6,720	29,874
8800 Donations/Fundraising															
8802 Donations - Private	459	-	1,304	925	8,798	5,075	4,477	586	21,624	-	21,038	21,624	586	21,624	-
8803 Fundraising	2	2	-	-	-	-	101	2	107	60,000	38,014	37,428	(586)	(22,572)	37,321
SUBTOTAL - Fundraising and Grants	461	2	1,304	925	8,798	5,075	4,578	588	21,731	60,000	59,052	59,052	-	(948)	37,321
TOTAL REVENUE	555	79,117	154,632	348,973	160,296	215,475	449,411	258,552	1,667,012	3,688,793	3,599,061	3,571,001	(28,060)	(117,792)	1,903,989

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

		Actual								Budget						
		Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
EXPENSES																
Compensation & Benefits																
1000	Certificated Salaries	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
1100	Teachers Salaries	-	64,985	68,570	63,409	62,190	68,713	77,933	68,850	474,651	756,000	760,888	760,888	-	(4,888)	286,237
1300	Certificated Supervisor & Administrator Salaries	19,333	18,667	18,667	18,667	18,667	18,667	19,967	18,667	151,300	240,000	227,167	227,167	-	12,833	75,867
	SUBTOTAL - Certificated Employees	19,333	83,652	87,237	82,076	80,857	87,380	97,900	87,517	625,951	996,000	988,055	988,055	-	7,945	362,104
2000 Classified Salaries																
2100	Classified Instructional Aide Salaries	3,288	9,351	23,569	31,971	28,364	24,463	22,261	28,736	172,003	206,676	281,155	281,155	-	(74,479)	109,152
2400	Classified Clerical & Office Salaries	5,527	18,658	16,063	15,458	15,677	22,771	18,090	19,309	131,553	128,000	210,510	210,510	-	(82,510)	78,957
2900	Classified Other Salaries	-	-	-	-	-	-	-	-	-	69,000	-	-	-	69,000	-
	SUBTOTAL - Classified Employees	8,815	28,009	39,632	47,429	44,041	47,234	40,351	48,046	303,556	403,676	491,664	491,664	-	(87,989)	188,109
3000 Employee Benefits																
3100	STRS	4,623	8,976	9,361	12,882	8,676	5,301	10,505	9,391	69,714	106,871	106,018	106,018	-	853	36,305
3300	OASDI-Medicare-Alternative	1,620	3,342	4,266	4,768	4,490	4,465	4,551	4,924	32,426	45,540	52,212	52,212	-	(6,672)	19,786
3400	Health & Welfare Benefits	17,466	15,467	3,564	13,089	10,282	8,057	14,344	12,992	95,261	163,020	156,750	156,750	-	6,270	61,489
3500	Unemployment Insurance	57	1,782	1,141	555	431	827	5,829	2,909	13,532	12,915	16,567	16,567	-	(3,652)	3,035
3600	Workers Comp Insurance	-	2,376	2,376	2,376	-	2,376	16,534	2,376	28,414	30,869	29,370	29,370	-	1,499	956
	SUBTOTAL - Employee Benefits	23,766	31,944	20,708	33,669	23,879	21,027	51,762	32,592	239,346	359,215	360,917	360,917	-	(1,702)	121,571

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

	Actual								Budget						
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
4000 Books & Supplies															
4100 Approved Textbooks & Core Curricula Materials	-	7,933	3,589	8,081	50,706	-	-	-	70,309	38,000	70,309	70,309	-	(32,309)	-
4325 Instructional Materials & Supplies	1,271	122	10,823	1,255	1,249	1,362	1,318	3,811	21,210	20,000	19,897	21,544	(1,646)	(1,544)	334
4330 Office Supplies	206	801	7,146	1,413	1,146	1,792	2,467	1,464	16,436	14,163	21,500	21,500	-	(7,338)	5,064
4410 Classroom Furniture, Equipment & Supplies	-	3,102	19,048	4,269	245	1,518	1,253	1,423	30,858	30,250	29,435	30,858	(1,423)	(608)	-
4420 Computers (individual items less than \$5k)	171	10,973	17	322	24,391	30	-	-	35,904	26,950	36,054	35,904	150	(8,954)	-
4710 Student Food Services	-	-	35	-	164	5,204	3,892	3,946	13,240	17,132	17,132	23,000	(5,869)	(5,869)	9,760
4720 Other Food	383	460	-	-	-	60	-	-	903	2,400	2,400	2,000	400	400	1,097
SUBTOTAL - Books and Supplies	2,030	23,392	40,658	15,340	77,900	9,965	8,930	10,644	188,861	148,894	196,727	205,115	(8,388)	(56,221)	16,254

REACH Leadership Academy

Budget vs. Actuals

As of most recent monthly close

	Actual									Budget					
	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	(Previous vs. Current Forecast)	(Budget vs. Current Forecast)	Forecast Remaining
5000 Services & Other Operating Expenses															
5210 Conference Fees	-	-	-	-	-	37	100	25	162	12,000	137	1,135	(998)	10,866	973
5220 Travel and Lodging	11,852	-	1,122	519	-	-	-	-	13,494	5,000	16,864	15,866	998	(10,866)	2,372
5225 Travel - Meals & Entertainment	-	-	215	-	-	-	-	-	215	2,000	2,000	2,000	-	-	1,785
5305 Dues & Membership - Professional	-	-	173	-	-	-	(30)	108	251	2,115	2,115	2,115	-	-	1,864
5450 Insurance - Other	903	5,508	1,121	350	2,229	-	1,127	-	11,238	14,060	23,777	13,443	10,334	617	2,205
5515 Janitorial, Gardening Services & Supplies	-	1,400	-	1,510	-	1,511	947	753	6,120	24,000	8,500	8,500	-	15,500	2,380
5535 Utilities - All Utilities	-	-	-	-	-	3,708	839	970	5,517	42,000	12,697	12,697	-	29,303	7,181
5605 Equipment Leases	-	1,136	2,612	3,629	1,826	3,529	3,600	3,596	19,928	16,068	22,800	27,600	(4,800)	(11,532)	7,672
5610 Rent	9,790	25,415	50,468	54,190	5,250	32,120	27,310	30,310	234,853	210,812	321,283	321,283	-	(110,471)	86,430
5615 Repairs and Maintenance - Building	-	-	8,028	55	-	2,226	250	3,767	14,326	21,081	10,560	14,326	(3,767)	6,755	-
5803 Accounting Fees	2,153	-	2,153	50	350	-	-	-	4,706	9,270	9,270	9,270	-	-	4,564
5805 Administrative Fees (WASC)	-	-	-	-	-	-	-	-	-	2,000	2,000	2,000	-	-	2,000
5809 Banking Fees	-	15	68	66	34	103	15	15	316	618	618	618	-	-	302
5812 Business Services	-	25,612	12,806	12,806	-	25,594	12,797	315	89,930	152,421	148,586	147,169	1,417	5,251	57,240
5824 District Oversight Fees	-	-	2,129	1,064	-	1,064	-	-	4,258	21,623	19,213	18,267	946	3,356	14,009
5830 Field Trips Expenses	-	-	-	-	979	-	-	-	-	-	979	979	-	(979)	-
5833 Fines and Penalties	-	992	225	68	18	405	42	42	1,791	6,000	4,020	4,020	-	1,980	2,229
5839 Fundraising Expenses	-	-	1,118	-	2,818	3,221	1,016	738	8,911	1,200	10,000	10,000	-	(8,800)	1,089
5843 Interest - Loans Less than 1 Year	-	-	-	149	24	18	19	15	225	80,147	1,459	1,459	-	78,688	1,234
5845 Legal Fees	-	-	-	175	-	683	-	263	1,120	8,622	8,622	8,622	-	-	7,502
5848 Licenses and Other Fees	-	-	506	-	-	-	-	-	506	481	506	506	-	(25)	-
5852 Receivable Sale Fees	-	-	6,229	-	-	13,119	-	-	19,348	36,000	26,000	26,000	-	10,000	6,652
5857 Payroll Fees	194	231	233	334	235	410	719	241	2,596	3,863	3,863	3,863	-	-	1,266
5860 Printing and Reproduction	-	-	-	200	-	-	1,377	-	1,577	941	1,577	1,577	-	(636)	-
5861 Prior Yr Exp (not accrued)	79	2,744	-	(5,023)	100	2	23	-	(2,075)	-	(2,075)	(2,075)	-	2,075	-
5863 Professional Development	-	595	3,900	13,346	1,250	975	-	-	20,066	10,000	21,316	21,316	-	(11,316)	1,250
5872 Special Education Encroachment	13,188	13,188	13,188	26,376	16,858	60,092	30,046	30,046	202,982	311,790	339,344	335,577	3,767	(23,787)	132,595
5875 Staff Recruiting	-	-	-	-	-	-	-	-	-	618	618	618	-	-	618
5878 Student Assessment	-	3,778	-	-	-	-	-	-	3,778	9,584	3,778	3,778	-	5,806	0
5880 Student Health Services	-	-	-	-	-	59	-	-	59	1,230	1,230	1,230	-	-	1,171
5881 Student Information System	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
5884 Substitutes	19,164	1,544	273	7,066	4,128	12,863	1,537	6,675	53,250	28,583	59,683	59,683	-	(31,100)	6,433
5887 Technology Services	-	-	-	-	-	-	-	-	-	1,584	5,806	5,806	-	(4,222)	5,806
5896 Internet/Website consulting	-	135	-	-	-	-	-	-	135	1,384	135	135	-	1,249	-
5899 Miscellaneous Operating Expenses	2,905	2,797	9,034	(3,421)	(5,890)	(4,945)	-	-	479	-	-	-	-	-	(479)
5910 Communications - Internet / Website Fees	-	12	-	-	-	50	623	2,052	2,737	1,200	750	2,737	(1,987)	(1,537)	-
5915 Postage and Delivery	-	831	339	112	-	20	268	194	1,765	1,640	2,500	2,500	-	(860)	735
5920 Communications - Telephone & Fax	164	373	23	1,564	777	2,495	899	2,099	8,394	24,000	12,000	12,000	-	12,000	3,606
SUBTOTAL - Services & Other Operating Exp.	60,393	86,304	115,962	115,186	31,041	159,304	83,523	82,276	733,990	1,063,934	1,102,530	1,096,674	5,856	(32,740)	362,684
6000 Capital Outlay															
6100 Sites & Improvement of Sites	-	2,389	(2,389)	1,500	-	-	7,379	-	8,879	1,600,000	8,879	8,879	-	1,591,121	-
6200 Buildings & Improvement of Buildings	-	-	641	-	-	-	-	-	641	-	641	641	-	(641)	-
SUBTOTAL - Capital Outlay	-	2,389	(1,748)	1,500	-	-	7,379	-	9,520	1,600,000	9,520	9,520	-	1,590,480	-
TOTAL EXPENSES	114,337	255,690	302,450	295,199	257,718	324,909	289,845	261,075	2,101,223	4,571,719	3,149,413	3,151,945	(2,532)	1,419,774	1,050,722
6900 Total Depreciation (includes Prior Years)	-	-	-	-	-	-	-	-	-	339,916	1,476	1,476	-	338,441	1,476
TOTAL EXPENSES including Depreciation	114,337	253,301	304,198	293,699	257,718	324,909	282,466	261,075	2,091,703	3,311,636	3,141,369	3,143,901	(2,532)	167,735	1,052,198

REACH Leadership Academy

Monthly Cash Forecast

As of most recent monthly close

	2015/16													Forecast	AP/AR
	Actual & Projected														
	Jul Actual	Aug Actual	Sep Actual	Oct Actual	Nov Actual	Dec Actual	Jan Actual	Feb Actual	Mar Projected	Apr Projected	May Projected	Jun Projected			
Beginning Cash	\$186,034	71,278	(94,183)	16,026	38,062	(99,109)	86,465	137,226	30,929	148,051	113,506	121,964			
Revenue															
LCFF Entitlement	-	79,115	145,928	336,872	142,407	172,101	266,724	142,407	396,904	393,053	219,706	219,706	2,889,331	374,408	
Federal Income	-	-	-	13,849	238	33,921	717	-	17,692	-	-	-	71,721	5,305	
Other State Income	87	-	-	76	4,411	-	174,384	112,778	4,106	5,586	87,044	-	501,758	113,286	
Local Revenues	7	-	7,400	(2,749)	4,442	4,378	3,008	2,779	7,426	7,483	7,483	7,483	49,139	-	
Fundraising and Grants	461	2	1,304	925	8,798	5,075	4,578	588	1,764	9,357	13,100	13,100	59,052	-	
Total Revenue	555	79,117	154,632	348,973	160,296	215,475	449,411	258,552	427,892	415,479	327,332	240,289	3,571,001	492,998	
Expenses															
Compensation & Benefits	51,914	143,605	147,577	163,173	148,777	155,640	190,013	168,154	151,043	163,883	163,883	192,975	1,840,637	-	
Books & Supplies	2,030	23,392	40,658	15,340	77,900	9,965	8,930	10,644	4,064	4,064	4,064	4,064	205,115	-	
Services & Other Operating Expenses	60,393	86,304	115,962	115,186	31,041	159,304	83,523	82,276	58,084	82,364	83,414	95,086	1,096,674	43,736	
Capital Outlay	-	2,389	(1,748)	1,500	-	-	7,379	-	-	-	-	-	9,520	-	
Total Expenses	114,337	255,690	302,450	295,199	257,718	324,909	289,845	261,075	213,190	250,311	251,361	292,124	3,151,945	43,736	
Operating Cash Inflow (Outflow)	(113,782)	(176,573)	(147,818)	53,774	(97,422)	(109,434)	159,566	(2,522)	214,701	165,168	75,972	(51,835)	419,056	449,262	
Revenues - Prior Year Accruals	228,925	-	61,257	72,913	9,757	(4,092)	13,222	83	-	-	-	-	-	-	
Expenses - Prior Year Accruals	(37,837)	-	(858)	-	-	2	(205)	-	(12,949)	(12,949)	(24,171)	(24,171)	(65,494)	(65,494)	
Accounts Payable - Current Year	(158,558)	26,633	17,477	21,473	70,696	65,079	(36,294)	(19,248)	(28,069)	(46,781)	(46,781)	(46,781)	(65,494)	(65,494)	
Summerholdback for Teachers	(33,504)	890	3,879	2,489	3,245	2,545	2,889	2,921	3,438	3,438	3,438	3,438	3,438	3,438	
Loans Payable (Current)	-	(33,000)	136,273	(120,000)	(113,031)	241,890	(78,000)	(77,114)	(60,000)	(93,004)	-	-	-	-	
Loans Payable (Long Term)	-	-	40,000	(10,416)	(10,416)	(10,416)	(10,416)	(10,416)	-	(50,417)	-	-	-	-	
Other Long Term Debt	-	-	-	-	-	-	-	-	-	-	-	-	-	-	
Ending Cash	71,278	(94,183)	16,026	38,062	(99,109)	86,465	137,226	30,929	148,051	113,506	121,964	(16,097)			

Check Register



REACH Leadership Academy
February

2016

Grand Total 129,945.14

Vendor	Check Number	Date	Description	Check Amount
Barney & Barney	4222	2/1/2016	Policy#BBWWK00108391: Workers Comp: 7/1/15 - 7/1/16; Installment 1 of 10	6,230.00
Barney & Barney	4223	2/1/2016	Policy#BBWWK00108391: Workers Comp: 7/1/15 - 7/1/16; Installment 4 of 10	4,752.00
Grace United Methodist Church	4224	2/1/2016	Monthly Lease	4,810.00
Arturo Perez	4225	2/1/2016	Custodial Services	752.50
Riverside Community SDA Church	4226	2/1/2016	Monthly Lease	22,500.00
Riverside Unified School District	4227	2/1/2016	Special Education Encroachment: January 2016	30,046.00
Industrial Networking	DB020516;	42405	DB020516; Industrial Networking	1,955.54
AT&T	4228	2/10/2016	Acct#951 275 8820 131 6; Monthly Svc: 1/23/16 - 2/22/16	250.89
Purchase Power	4229	2/10/2016	Acct#8000-9090-0837-5714: Postage & Supplies	461.84
SouthLand Pest Control	4230	2/10/2016	Cust# DM-8820; Pest Control Services	130.00
Verizon	4231	2/10/2016	Acct#420009114300; Phone Svc due 2/10/16	22.82
California Choice	4232	2/12/2016	Group# 44293; Employee Benefits: March 2016	11,148.98
Grace United Methodist Church	4233	2/12/2016	Utilities: January 2016	969.70
Office Depot	DB021216	2/12/2016	DB021216 Letter size paper & analog clock	156.00
Office Depot	DB021616	2/16/2016	DB021616; Paper, Letter Size	120.92
Office Depot	DB021616-1	2/16/2016	DB021616-1; Vacuum Cleaner	177.11
Office Depot	DB021816	2/18/2016	DB021816 Supplies	191.15
WalMart	DB021816-1	2/18/2016	DB021816-1 Office supplies	121.26
Bearcom	DB021816-2	2/18/2016	DB021816-2; Bearcom Sales	1,317.27
Guardian	4234	2/19/2016	Group ID: 00 504056; Coverage: 2/1/16 - 2/29/16 Cust# CN-579394-1505; Interconnected, Voice, Rental,&	2,336.34
Jive Communications Inc.	4235	2/19/2016	Regulatory Recovery Fee	34.13
Alexander Olarte	4236	2/19/2016	Business card prints	315.00
Virgie Rentie	4237	2/19/2016	Reimb: Bookshelves for classrooms	135.00
Riverside County Office of Education - Murrieta	4238	2/19/2016	MaTHink 2016 Mini Conference: 02/27/16	25.00
Riverside Unified School District	4239	2/19/2016	Super Snack not cancelled	1,820.50
Riverside Unified School District	4240	2/19/2016	Breakfast & Lunch: September '15	3,892.25
SouthLand Pest Control	4241	2/19/2016	Cust# DM-8820; Pest Control Services	75.00
U.S.Bank Equipment Finance	4242	2/19/2016	INV# 296533631; Cust# 1374034; Copier Lease due 2/15/16	552.54
Verizon	4243	2/19/2016	Acct#572411451-00001; Phone Svc: 12/19/15 - 1/18/16	473.45

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.
Payroll checks are not included on this register.

Vendor	Check Number	Date	Description	Check Amount
Worthington Direct Inc.	4244	2/19/2016	Cust# REA106; Stack Chair, Gray Nebula Top & Steel Book Box	16,628.80
Grace United Methodist Church	4245	2/23/2016	Increase in rent: February 2016	1,500.00
Dania Acevedo	4246	2/29/2016	Substitute	186.00
Barney & Barney	4247	2/29/2016	Policy#BBWWK00108391: Workers Comp: 7/1/15 - 7/1/16; Installment 10 of 10	2,376.00
Marisa Cantelli-Angle	4248	2/29/2016	Substitute	150.00
Wendy Childress	4249	2/29/2016	Substitute	150.00
Edgar De La Cruz	4250	2/29/2016	Substitute	331.88
Haley Gillman	4251	2/29/2016	Substitute	600.00
William Michael Grubbs	4252	2/29/2016	Substitute	150.00
Guardian	4253	2/29/2016	Group ID: 00 504056; Coverage: 3/1/16 - 3/31/16	2,372.13
Bernice Lechner	4254	2/29/2016	Substitute	436.00
Eva E. Morales	4255	2/29/2016	Substitute	150.00
Amanda Reveles	4256	2/29/2016	Substitute	150.00
Riverside Unified School District	4257	2/29/2016	Breakfast & Lunch: January '16	2,083.00
Ross Fence Inc.	4258	2/29/2016	Fence at new site	2,537.00
Adam Shirer	4259	2/29/2016	Substitute	847.20
Rachael Staylor	4260	2/29/2016	Substitute	633.77
Erica Tenorio	4261	42429	Substitute	875.64
Jose Valencia	4262	42429	Substitute	1,153.90
Emily Votruba	4263	42429	Substitute	860.63

Note: Multiple expenses or "Itemized/Invoice Amounts" may be paid by one check. The total "Check Amount" will appear for each "Itemized/Invoice Amount" paid by the check.
Payroll checks are not included on this register.

REACH LEADERSHIP STEAM ACADEY

2016-2017 School Calendar

August 2016						
Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September 2016						
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11	12	13	14	15	16	17
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October 2016						
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23	24	25	26	27	28	29
30	31					

November 2016						
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December 2016						
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January 2017						
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22	23	24	25	26	27	28
29	30	31				

February 2017						
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12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

March 2017						
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12	13	14	15	16	17	18
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April 2017						
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30						

May 2017						
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28	29	30	31			

June 2017						
Su	M	Tu	W	Th	F	S
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11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

July 2017						
Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					



School Closed/ Holidays



Teacher in-Service/Conference (no school for students)



Half Day



First and Last Day of School



Offices Closed

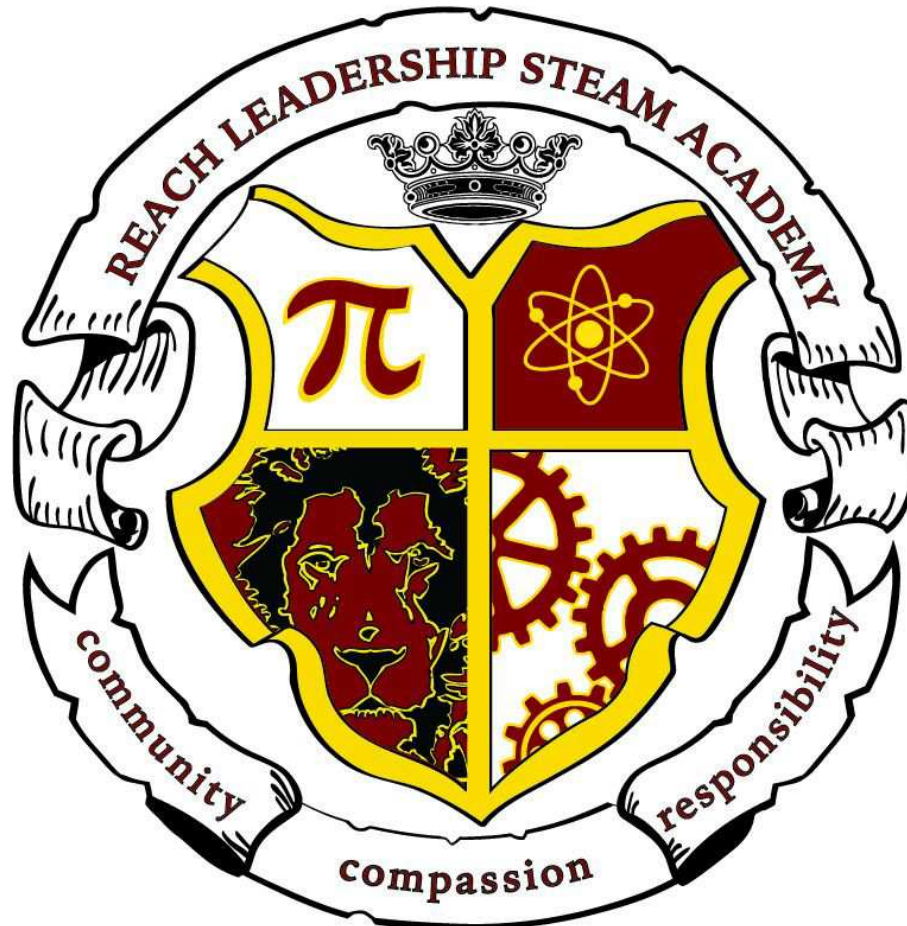


Parent Conference

- New Teachers: 195 days per year
- Existing Teachers: 192 days per year
- End of Trimester Days: November 18, 2016; March 8, 2017; June 9, 2017
- Report Cards go home: December 9, 2016; March 17, 2017; June 23, 2017

REACH Leadership STEAM Academy
School Safety Plan

REACH LEADERSHIP STEAM ACADEMY
SAFETY & CRIME PREVENTION PLAN



PREPARED BY:
REACH SAFETY PLAN COMMITTEE

Virgie Rentie, EDD, Brandi Williams, Dan Goon, Thomas Craig, Chris Rentie,
James Merrill, Michele Mercado, & Julia Lawson

REACH Leadership STEAM Academy
School Safety Plan

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School Safety Plan

Safety and Crime Prevention

Student and Employee Security

Responsibilities of the Administrator :

- Assign campus personnel to check campus for loiterers and trespassers, especially restroom areas, when opening and closing the building and grounds.
- Develop in the event that regular means of communication are unavailable, classroom-to-office emergency communication plans.
- Implement a neighborhood school-watch program. Request residents to report any unusual activities on campus to the school administrator during regular business hours and to local law enforcement agency during nights, weekends, and holidays.
- Organize a team of volunteer parents, other community residents, and staff members to patrol the campus and the perimeter.
- Enforce dress code that prohibits wearing of gang apparel or the use of gang-related symbols.

Responsibilities of Staff:

- Lock classroom doors when working alone before or after school hours.
- Establish and maintain buddy system when working in isolated areas or traveling to and from parking area at the start and close of school.
- Exercise stringent control of assigned school keys and secure all personal valuables.
- Report any person loitering in or adjacent to parking areas, etc., or sitting in a parked car.
- Instruct students to avoid strangers and provide strategies for avoiding contact with strangers.

Campus Supervision

Responsibilities of the Administrator:

- Maintain a current supervision plan and schedules for staff carrying out the plan.

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School Safety Plan

- Provide training regarding campus safety and campus supervision.
- Inform all staff, students, and parents of campus supervision plan.
- Have campus staff check campus for loiterers and/or trespassers especially restroom areas when opening and closing building and grounds.
- Review and post all utilized entrances appropriate signs regarding weapons, visitors, trespassing, loitering, etc.
- Review with campus staff personnel procedures related to proper use, maintenance, and security of issued hand-held base radios.
- See that school adheres to school's closed-campus policy. All exits will be locked after the start of school and unlocked prior to dismissal time.

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School Safety Plan

Disaster Preparedness Plan

Medical Emergencies

In the event that a student or school personnel becomes impaired, the following procedures shall be adhered to:

Medical Response- Non-Emergent:

- School staff member closest to the event signals **“Code Blue”** and gives the location.
- Emergency response team- respond immediately to the location
 - Jurupa- **V. Rentie, B. Williams, R. Nolasco**
 - Linden- **S. Acrey**
- Other staff are required to move students from the area and/or keep students away from the area until “All Clear,” signal is given.

Medical Response- Emergent:

- School staff member closest to the event signals **“Code Blue Stat”** and gives the location.
- Emergency response team respond immediately to the location.
- First Responder provide enough information to notify Emergency Response Team, but refrains from giving personal information over the airways.
- Office personnel call “911” Immediately. Nature of injury/emergency will be disseminated to the office as information unfolds.
- Other staff are required to move students from the area and/or keep students away from the area until “All Clear,” signal is given.

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School Safety Plan

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School Safety Plan

Emergency Procedures

At a designated signal or during an earthquake, personnel and students will **DUCK, COVER, AND HOLD**. After the initial shocks subside, supervising adults will move children by the safest possible route to the staging area in the parking lot. Seriously injured students or adults will be left until the roving first aid team reaches them.

Once each class is in the staging area, teachers will take roll and note missing/injured children and the disposition of students and/or personnel left in life threatening situations on the Injury Report form. These will be collected by a runner and taken to the Parent Assembly area. First aid and breakout teams will be formed as soon as primary responsibilities have been met.

School office personnel will attempt to establish communication links and call for outside assistance, if necessary and available. Other “free” personnel will move children who were outside the classroom to the assembly area. Part time personnel and other designated staff members will meet with the director/designee to quickly obtain a total school “picture” or the disaster. Additional items will be assigned by the director on a priority basis. All teachers will have disaster packets and parent checkout sheets (attendance rosters) for children in their care.

PRIORITIES:

- 1. STABILIZE YOURSELF**
- 2. STABILIZE THE SITUATION**
- 3. STABILIZE ANY HAZARD**
- 4. STABILIZE THE VICTIM**

STAGE ONE:

Signal is given or actual earthquake occurs:

Outside: People move away from power lines, buildings, and out from under overhangs, etc. to open areas. People lie prone, face down, on the ground covering their faces while their arms are protecting the backs of their necks with laced fingers.

Inside: People duck, cover, and hold under available furniture or stand in a strong doorway. They don't move outside during the actual quake due to falling debris. If standing in doorways, it is advisable to prop door slightly with body.

REACH Leadership STEAM Academy
School Safety Plan

STAGE TWO:

A “clear” signal is given or actual quake temporarily subsides.

Inside: Following the tremor or quake, the teacher will determine what students, if any, are injured and to the degree possible, the severity of the injuries. If a student appears badly injured and cannot be moved, the teacher will place a first aid sign on the door or, if not possible, an area by the door as a signal to a roving first aid team. Badly injured students must be left while the teacher insures the safety of the entire class by escorting it, when it is determined to be safe to do so, to the parking lot by the most prudent route. Prior to leaving the class, teachers should take their emergency backpack, which will have the earthquake emergency procedures, injury reports, and student release forms (student rosters), etc.

Teachers will need to establish a buddy system to check on one another.

Employee’s Responsibility During a Disaster

Legislation passed in 1984, requires that all schools have in place a plan specifically designated to lessen the destructive effects of an earthquake or other disaster (A.B.2786).

The ability of an individual or a group to react in time of disaster is totally dependent upon the competence of those who provide leadership and the degree to which they have prepared those with whom they work. When conditions require, district employees are expected to furnish leadership and to function in such a manner as to provide assistance to other employees and the public.

In the event of a disaster, it is mandated by law that school employees become disaster service workers. As such, they are subject to disaster service activities and duties as may be assigned to them by their supervisors. School employees should remain at the school site and assist as needed. (California Government Code Sections 3100 and 3101).

Government Code 3100

Is it hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual

REACH Leadership STEAM Academy School Safety Plan

citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to disaster service activities as may be assigned to them by their superiors or by law.

Government Code 3101

For the purpose of this chapter the term “disaster service worker” includes all public employees and all volunteers in a disaster council or an emergency organization accredited by the California Emergency Council. The term “public employees” includes all persons employed by the state or any county, city and county, state agency or public district, excluding aliens legally employed.

It is understood that district employees may have dual responsibilities and concerns, those at work and at home. While first thoughts may be or home and family, proper disaster preparations at home will serve to mitigate somewhat your fears and anxiety during the time that you may be needed as a disaster service worker.

Please be assured that as soon as it can be ascertained that all students and personnel assigned to this school are accounted for and/or being treated, any employees who have responsibility for the care of others will be released.

Emergency Radio Communications System

A dedicated **Radio** has been provided to each campus employee. This radio is to be used for communicating day-to-day and for emergencies communication only.

“MAIN” Channel 1- to be used for all ON SITE communication

REMEMBER: You will not be heard if you are talking at the same time as someone else.

1. During an emergency, wait until you are contacted. If you have a life threatening condition, make contact with admin ASAP.
2. Follow the Scripting instructions for reporting during emergency communications. (Communications Protocol). Keep the message short,

REACH Leadership STEAM Academy
School Safety Plan

precise, and release the channel for others to communication as soon as possible.

Remember: the public can monitor radio transmissions, and critical information should not be disclosed until the crisis is over. **Be careful what you say and how you say it.**

Communication Protocol

In the event of an emergency or disaster, all REACH staff should adhere to the following radio protocol:

When emergency signal is given:

1. **STOP** transmit unless reporting a life-threatening situation –UNLESS instructed to do otherwise.
2. Give your name, location, nature of the emergency.
 - a. Keep the message short and precise and release the line after acknowledgment so others can get through.

Required Drill Procedures

Fire drills are to be performed once each month. Earthquake (drop & cover) drills are to be performed once each school quarter (Ed Code 35297).

Emergencies can occur at any time of the day when students may be in any given area. Pupils and staff should learn to respond properly to warning signals whether they are in the halls, gym area, classrooms, etc.

REACH Leadership STEAM Academy
School Safety Plan

REACH Leadership STEAM Academy
School Safety Plan

Guidelines for Emergency Procedures

The following procedures are intended as a quick reference and general guide to appropriate action. REACH staff must be thoroughly familiar with procedures requiring immediate action.

These procedures must also be followed during drill situations.

Release of Students

The fact that parents will know where their children are, that they will be under supervision, and that precautions for their safety will be observed should help to prevent panic and confusion.

Students will be released after an emergency occurring during the school day only under the following circumstances. ***(NOTE: the signature, address, and phone number of the adult to whom the child is released are required.)***

1. The child is released to his/her parent, guardian, or authorized adult listed on emergency card.
2. Do not release a child to anyone other than his/her parent or guardian except under the following conditions.
 - a. Parent or guardian had contacted the school directly requesting release to another person.
 - b. Parent or guardian has given written permission to release child to another person.
 - c. When circumstances warrant that, in our best judgment, it is in the best interest of a child to place him/her in an alternative place of safety.

Do not release a child to a person unknown to that child. If any of the above are in doubt, do not release the child. Should any child remain unclaimed, the director/designee can release the child to the proper authorities by obtaining the signature, address designation, phone number, and **proper identification** from the agency to whom the child is being released. Again, if in doubt, the child should not be released to anyone.

REACH Leadership STEAM Academy
School Safety Plan

Emergency Situations

The following situations require the need for emergency procedures. The listed situations and appropriate responses are suggested guidelines to follow. All staff and students should be thoroughly familiar with those procedures requiring immediate action.

Bomb Threat

After receiving a bomb threat, the responsibility for determining the exact course of action in each case remains with the director/designee. The following actions are suggested as a guide, with such modifications or changes as might be required for the individual circumstances. The safety of students and staff, and the prevention of panic are the primary considerations.

In the event of a threat of a bomb on the school site, the following procedures are suggested:

1. The person receiving the call should engage the caller in a conversation to gather as much information as possible. Immediately begin writing down as much information as possible and attempt to get another office staff member on the line.
2. Try to convince the caller to call 9-1-1 by saying, "I am sorry, but I'm not authorized to take bomb threat calls or other actions. You should call 9-1-1." If 9-1-1 is called, the location from which the caller is calling will immediately be recorded by emergency services.
3. Immediately after the caller hangs up, report all information to the director/designee, who will call 9-1-1 as soon as possible.
4. The director/designee shall decide on the appropriate response action based on:
 - a. Information given in the received threat and obtained and recorded by the person taking the call.
 - b. Consultation with emergency services officials.
5. All staff shall be notified verbally (of the threat). **RADIOS shall not be used until "all clear," command has been given.**
6. DESIGNATED RUNNERS WILL CARRY MESSAGE TO EACH ROOM IN THE BUILDING
7. **ANY MECHANICAL DEVICE COULD SET OFF THE BOMB IF THE THREAT IS VALID.**
8. The decision to evacuate the building is an option if the situation is not considered a hoax. Evacuating the building will be completed by sending "runners" to each classroom/area and verbally notifying personnel of the LEAVE BUILDING command.

REACH Leadership STEAM Academy
School Safety Plan

9. Under the direction of the director/designee, support staff should immediately proceed with a thorough search of the pre-designated safe evacuation areas to ensure those areas are safe to occupy.
10. Site staff when evacuating the room should look around the room and listen and report any unusual objects or sounds to site administration. Do not open cabinet doors or file cabinets or move furniture during your search. Teachers should convey information about suspicious articles by sending a runner (with note) to command post.
11. If a further search of buildings and other areas is necessary, it should be conducted by emergency services officials accompanied by school site personnel (other than teachers who should remain with students) familiar with the area to be searched. Maps indicating potential aiding places will be needed and should be prepared in advance of search.
12. If a foreign, suspicious, unfamiliar object or package is found, do not open or move it. Immediately report the location of the object to the director/designee or emergency services officials.
13. Staff and students should not return to buildings until the director/designee or emergency services personnel declare the area safe.
14. Allocations regarding disposal or handling of the bomb or suspected bomb shall be the responsibility of emergency services officials.

REACH Leadership STEAM Academy
School Safety Plan

Lockdown Procedures

Locked Campus Policy

- Classroom doors are to remain locked during instructional time and when the door is not actively in use.
- All gates surrounding school are to remain locked during school hours.
(Grace United Methodist).
- All visitors must sign-in at the office and must have visitor pass to move about the facility.
- Children not enrolled at REACH are not allowed on campus without prior consent from Administrator
- Parents are allowed to observe in the classroom in which their child is enrolled within a reasonable amount of time after making a request.

Lockdown Procedures

For threats posed by an intruder or emergency situation outside the school that prevents the evacuation of students from the building. In order to be prepared to isolate students, teachers from danger by instituting a school lockdown.

Lockdown procedures can serve several functions during an emergency, including the following:

- Removing students and teachers from the threat;
- Isolating the dangerous situation from much of the school;
- Allowing for an accurate accounting of students within each room; and
- Facilitating an organized evacuation away from the dangerous area.

In general there is one **high alert** and two main **lockdown situations** to be prepared for:

1. Lockdown with Warning:
 - a. **Temporary Intruder:** Non-related intruder on school facility (specific to RCC site since neighbors are used to open campus).
 - b. **Police Suspect in the Area:** The threat is outside the school facility.
2. Lockdown with intruder: The threat is inside the school facility.

One (1): Lockdown with Warning.

1. **Temporary Intruder:** In the event that non-related, non-threatening individual(s) are seen on campus, the school administrator will announce **“Lockdown with Warning.”** The location will be given and the announcement will be repeated more than once.

REACH Leadership STEAM Academy
School Safety Plan

The following procedures will be followed when the Temporary Intruder is on school grounds:

- Response team will immediately begin moving in the direction of the intruder(s).
- If you are supervising students on campus and notice an intruder, notify the office immediately.
- Students on playground will be required to line-up immediately. Walk students back to their classrooms and wait until a teacher is present.
- Remaining staff gathers all students in the hallways into their classrooms and other rooms.
- Admin staff and office staff check hallways and exterior of the building.
- Students in lunchroom remain indoors until “All Clear,” signal is given.
- Staff take attendance of students in their rooms.
- At “All clear,” teachers, staff, and students are allowed to resume their normal activities.

2. **Police Suspect in the Area**: The following procedures will be followed when the threat is outside of the building. Normally the call will come from the Riverside Police Department or nearest School Resource Officer (SRO) of a potential outside threat:

- School administrator announces “Lockdown with Warning.” This code will be repeated on both channels.

IMPORTANT:

- Special Attention should be paid to classes that are outside of the building, e.g. playgrounds and ball fields.
- An alternate lockdown location must be identified. This location can be indoors or outdoors (if students can be safely hidden).

- Students on playground will be required to line-up immediately. Students will be escorted back to their classrooms **OR NEAREST SAFE LOCATION.**
- All exterior doors must be locked.
- Clear hallways, restrooms, and other rooms that cannot be secured.
- Secure and cover all classroom windows.
- Move all persons away from windows.
- Take attendance of students in each classroom,
 - Teachers prepare a list of missing and extra students in the room.

REACH Leadership STEAM Academy School Safety Plan

- Teachers take this list with them once they are directed to leave the classroom.
- Control movement, but continue classes. Disable bells. Move on announcement only.
- Once the threat has subsided, the building administrator announces “all clear.”

Two (2): Lockdown with Intruder

The following procedures should be followed when the threat or intruder is inside of the school building:

- The school administrator orders and announces, “Lockdown with intruder.” The announcement shall be repeated on both channels.
- All staff switch to **Channel 2**.
- Immediately direct all students, staff, and visitors into the nearest classroom or secured space.
- Classes that are outside of the building SHOULD NOT enter the building.
- Move outside classes to the primary evacuation site: **MPR**
- Lock classroom doors.
- Do Not lock exterior doors.
- Move people away from the windows and doors. Keep all students sitting on the floor, and turn off the lights.
- Take attendance of students in each classroom.
- DO NOT respond to anyone at the door until “all clear” is announced.
- Keep out of sight.
- Be prepared to ignore any fire alarm activation, as the school will not be evacuated using this method.
- When or if a students are moved out of the classroom, assist them in moving as quietly and quickly as possible.
- When the threat is over/the intruder has left the building, the school administrator announces, “all clear.”

Special Considerations:

Lockdown Prior to School Starting Procedures

- Staff gathers all students in the hallways into their classrooms and other rooms.
- Admin and custodial (support) staff check hallways and exterior of the building.
- Administration posts an individual at the drop-off location, alerting parents and children.
- Staff takes attendance of students in their room.

REACH Leadership STEAM Academy
School Safety Plan

- At “all clear,” students report to their homeroom or first class of attendance.

Lockdown During Passing Periods Procedures

- Staff gathers all students in the hallways into their classrooms or other rooms (school offices etc.)
- Administration and custodial/support staff check the hallways and exterior of the building.
- Staff take attendance of students in their rooms.
- At “all clear,” students report to homeroom classes in order to obtain 100% attendance.

Lockdown During After School Activities Procedures

- Even leaders gather students and take attendance.
- Administration or custodial/support staff checks hallways and other rooms.

NOTE: Please note that some threats, such as a confirmed fire or intruder within a classroom, may override lockdown procedures. Also, lockdowns may be initiated in non-threatening circumstances to keep people away from areas where there may be a medical emergency or other disturbances.

REACH Leadership STEAM Academy
School Safety Plan

Earthquake

An earthquake usually strikes without warning and is usually followed by aftershocks. In the event of an earthquake, the following procedures are required.

IF INSIDE THE BUILDING:

1. Give command **“DUCK”/“DROP”**
2. Try to avoid glass and falling objectives. Move away from windows where there are large panes of glass, out from under heavy ceiling fixtures and away from tall furniture.
3. If you cannot get beneath an object, drop to the floor in a bent and crouched-over position, bury your face in the crook of one elbow and place the other hand over the back of your neck. Cover your head with a coat, sweater, or notebook if handy.
4. The director has the option to signal evacuation. If so, then the command **“LEAVE THE BUILDING”** will be issued when the earthquake is over. Special consideration should be given to exit routes, as many California schools have heavy, architectural ornaments over main entrances.
5. **DO NOT RUN**, particularly on stairways.
6. Maintain control and take roll of students.
7. Do not light any fire after the earthquake.
8. Avoid electrical wires, which may have fallen.
9. Render first aid if necessary.

IF OUTDOORS:

1. Move away from buildings, trees, power poles (*at least one and one-half times their height*), exposed wires, and metal fences.
2. Give command **“DUCK”/“DROP.”**
3. The safest place is in the open. Stay there until the earthquake is over.
4. **DO NOT RUN.**
5. After the earthquake, if on the way to school, continue to school. If on the way home, continue home.
6. After the earthquake, if at school, stay at school and WALK to the pre-designated safe area.
7. Follow procedures 7, 8, and 9 under “If inside buildings.”

REACH Leadership STEAM Academy
School Safety Plan

REACH Leadership STEAM Academy
School Safety Plan

CLASSROOM SAFETY INSPECTION

Please inspect your room for the following conditions. Notify your immediate supervisor of any unsafe conditions. All objects stored above shoulder level should either be secured in such a manner as to not easily tip or fall or be secured to wall surfaces.

- Store all heavy objects on the lowest shelves.
- Separate all glass objects in such a manner that they will not be jolted against other objects.
- Make certain that all overhead storage is properly secured.
- Have bookshelves, file cabinets and free standing cupboards been bolted to the wall or arranged to support each other?
- Have windows in the classroom been equipped with protective film or window treatment? (e.g. drapes, blinds)
- Are the partitions, large bookcases, water heaters secured to the structure of the building?
- Store chemicals on low shelves. Storage areas can be extremely hazardous during a disaster situation.
- Inspect all areas for loose items that might tip or fall during an earthquake (*including statues, display items, technology, etc.*) and secure them to wall surfaces to locate them away from student seating.
- DO NOT leave doors to storage cabinets open and unlatched when the cabinets are not in actual use.
- DO NOT allow flammable combustible materials to be stacked or stored near exit doors.
- DO NOT allow the over accumulation or other flammable/combustible materials in classrooms, workrooms, or other work places.
- DO NOT store flammable/combustibles or other hazardous chemicals in such a manner as to allow the contents to mix if containers are broken. (*This is particularly true of chemicals which, when combined, will produce toxic gasses or cause instant fire.*)
- DO NOT let glass containers or materials accumulate on countertops or other workspace. Put them back into proper storage areas when you have finished using them.
- DO NOT allow electrical cords to extend across walkways or exit ways. Remove them after use and store them properly.
- DO NOT suspend flammable material or other objects from ceiling or from lightning fixtures. Items that are sprayed with flame-retardant or are laminated are permitted.

Please note on below any problems that need resolution. Please sign your name where indicated below to verify that your room inspection was completed.

Name: _____ Date: _____

REACH Leadership STEAM Academy
School Safety Plan

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School Safety Plan

COMMAND POST ACTIVATION

- WHO ACTIVATES?** The Director/Designee activates the Site Command Post.
- WHEN TO ACTIVATE?** The Site Command Post will be activated when any situations at the site requires centralized emergency management. This situation will normally be based on the level of emergency.
- LEVEL I EMERGENCY:** The Site Command Post may or may not be activated depending on the need for centralized emergency management. The Director/Designee will make the decision to activate the Command Post for Level I emergencies.
- LEVEL II DISASTER:** The Site Command Post is activated. The Command Post and emergency procedures are fully activated.
- WHERE TO LOCATE THIS SITE COMMAND POST:** The Director/Designee will pre-designate a primary site Command Post location based on the following criteria:
- Centrally located area within view and hearing (*by bullhorn or other amplification*) of the Student Supervision Area.
 - Accessible, secure area which can be protected from outside interruptions such as media, parents, etc.
 - If possible, locate near radios, telephone (*if working*), and other communication equipment.
 - Clearly identify the Command Post using traffic cones which are easily recognized by emergency services officials.
 - Selection of the actual Site Command Post will be based on the damage and/or potential dangers caused by the emergency situation; therefore, alternate Command Post sites should be considered and pre-designated.

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School Safety Plan

What is the Site Command Post?

Date-to-day school site operations are conducted according to normal procedures and are understood by the staff charged with those functions; e.g., teachers, custodians, food service workers, clerical, etc. When a major emergency or disaster strikes, staff must often assume responsibilities not common to their everyday roles. Therefore, the centralized management of these tasks is the crucial element of the emergency plan. This facilitates a coordinated response by the site director and site staff.

The Site Command Post provides the central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions. The following functions are performed in the Site Command Post:

- Receiving and disseminating warning information;
- Activating site emergency plan and managing emergency operations;
- Collecting information from and disseminating information to site staff and outside responders;
- Updating status reports;
- Controlling and coordinating, within established policy, the resources committed to the emergency response at the site
- Providing emergency information and instruction to the public.

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School Safety Plan

SCHOOL SITE COMMAND POST

1. Each staff member will be assigned to at least one of the above response teams. One staff member, in addition to the director, should be assigned to the Command Post as an alternate in case the director is not on site. The following guidelines will assist in the assignment of staff to specific teams.
2. Teachers should be assigned to Student Supervision Area. During Level I Disaster, teachers will serve in a variety of capacities. This will include search & rescue and first aid.
3. School secretary should be on the Family Reunion Team, as they know and recognize many parents.
4. All part-time staff should be assigned to Student Supervision Area. The Director may reassign these staff members on an as-needed basis to other areas during the emergency.
5. Health aides and nurses should be assigned to First Aid Team.

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School Safety Plan

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School Safety Plan

Staff Emergency Assignments

COMMAND POST:	TBD
STUDENT SUPERVISION:	All teachers not assigned to other areas & part-time staff
SEARCH & RESCUE:	TBD
FIRST AID:	TBD
FAMILY REUNION:	TBD
RESOURCE SUPPORT:	TBD

Response Teams- Introduction

COMMAND POST-DIRECTOR	Provides a central location of authority and information and allows for face-to-face coordination among personnel who must make emergency decisions.
STUDENT SUPERVISION TEAM	Evacuates students from building using predetermined routes. Accounts for all students and assembles students in a designated student assembly area.
SEARCH AND RESCUE TEAM:	Searches a predetermined area of the school site in established pattern. Rescuers trapped and/or injured students and staff. Extinguishes small fires.
FIRST AID TEAM:	Sets up and staffs a School Site First Aid Center. Triage and treats the injured at the school site. Establishes a site morgue if necessary.
FAMILY REUNION TEAM:	Reunites students with families.
RESOURCES/	Procures and provides people, materials, and

REACH Leadership STEAM Academy
School Safety Plan

SUPPORT TEAM: facilities to support the response and recovery at the school site. This includes food and water supplies, sanitation, communications, and transportation. **Contact RUSD Nutrition Services for Food & Water- 951-352-6740x 82805 or Maria at ex 82817.**

REACH Leadership STEAM Academy
School Safety Plan

Fire

In the event a fire is detected **within** a school building, the following Procedures are required:

1. The Director/Designee will sound the fire alarm. This will automatically be the **LEAVE BUILDING** command and response implementation.
2. Ensure proper, complete evacuation of buildings.
3. Maintain control and take roll of students at a pre-designated safe distance from the fire and fire fighting equipment.
4. The Director/Designee will call 9-1-1 as soon as possible.
5. Keep access roads open for emergency vehicles.
6. Students and staff will not return to the buildings until the Director/Designee or emergency services officials declare the area safe.

In the event of a fire **near** the school site or on the school grounds, the following procedures are required:

1. The Director/Designee will determine the need to issue LEAVE BUILDING or GO HOME commands and responses.
2. If appropriate, take action to evacuate the buildings, and if necessary the area.
3. Maintain control and take roll of students at a safe distance from the fire.
4. Students and staff should not return to the school site until the Director/Designee or emergency services officials declare the area safe.

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School Safety Plan

REACH Leadership STEAM Academy
School Safety Plan

EMERGENCY TELEPHONE NUMBERS AND INFORMATION

FIRE DEPARTMENT

Emergency	911
Information	951-787-9911

RIVERSIDE COUNTY FIRE DEPARTMENT

Information	654-7612
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RIVERSIDE POLICE DEPARTMENT

Emergency	911
Information	951-826-5700

SHERIFF'S OFFICE

Dispatch	787-2444
	776-1099 #4

Note: All emergencies in the City go through Riverside Police Department 911

HOSPITAL EMERGENCY

Riverside Community Hospital	788-3000
Kaiser- Riverside	353-2000
Parkview Community	688-2211

AMBULANCE

American Medical Response (AMR)	782-5200
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DISASTER PREPAREDNESS

RED CROSS	888-831-0031
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RADIO STATIONS

KPRO - 1570 951-688-1570	KUCR - 88.3 951-827-5827
KCAL - 96.7 909-431-4967	KGGI - 99.1 951-684-1991

CHILD ABUSE HOTLINE

1-800-422-4918

ADULT PROTECTIVE SERVICES

1-800-491-7123

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School Safety Plan

REACH Leadership STEAM Academy School Safety Plan

Security Measures

The primary method of communication between individual classrooms and the office are two-way radios.

Support staff is to secure all doors at the beginning of the instructional day and keep them locked until the end of the school day.

All visitors are directed to report to the office upon entrance to the school campus where they are to sign in identifying reason to be on campus.

Response Plan

The primary goal for this response plan is to create a process which will provide for the safety of students and staff in the event of campus unrest or intruders entering school grounds. In addition, it provides the means for containing and ending the situation and returning the campus to normal operation. The Director and/or designee shall determine the appropriate response.

The response plan is progressive with respect to the seriousness of the situation. As the school administrator(s) assess the situation, the level of response is determined. Beginning with a first level response and culminating with third level response, resources are increasingly allocated in a measured fashion to bring the campus under control.

Any type of situation such as student unrest or attempt by an outsider(s) to enter campus, or police activity in the area, which requires a “lock down” (closing of the campus), a combination of signals will be used:

- Lockdown with Warning
- Lockdown with Intruder
- Temporary Intruder (specific to our present site)

REACH Leadership STEAM Academy
School Safety Plan

Arrangements shall be made so that parents and others wishing to enter the campus are met by school staff and apprised of the closed campus condition. Appropriate information shall be made available to reduce anxiety and speculation.

I. First Level Response

- Student demonstrations
 - Gang fights or confrontation
 - Sit down strikes
 - Adult or older student interference
 - Boycott/walkout
 - Personal Assault
 - Property Damage
 - Intruders
 - Policy activity in the school community deemed potentially dangerous to students and staff.
- A. Employees shall be assigned to specific duties.
- B. When appropriate, the director will address the student body to inform and update.
- C. A debriefing will be held after the event or the following day. This activity is for the purpose of communicating with staff and for making preparations for the following day.

When it is determined that the site resources are not adequate to handle the situation, a decision to enter the second or third level response shall be made.

II. Second Level Response

If the Director or Designee determines that a current situation cannot be controlled or contained with available school resources, a second level response is declared. In addition to the activities noted in a first level response, additional elements may include:

- A. Command post will be set up in the: **Multi Purpose Room**.
- B. Team members will report to the administrator for dispatch to supplement and generally assist the adults of the campus in restoring and maintaining order.
- C. **“Lockdown with Warning”** Protocol will be followed.
- D. When appropriate, the director will address the student body to disseminate critical information to teachers and students and to reduce fear and anxiety within the school. Updates will be made as necessary.

REACH Leadership STEAM Academy
School Safety Plan

- E. Students will be held in class until it is determined safe. All staff and response team members will be visible and encourage students to proceed directly to their next class or off campus (if appropriate).
- F. Appropriate students, parents, and community leaders should be identified and contacted. Their assistance at the school may be requested.
- G. Letters in English and Spanish must be prepared as soon as possible for mailing to parents explaining the incident and actions being taken.

III. Third Level Response

Under special circumstances, a situation may require assistance beyond the school's staff and the Response Team. In addition to those listed in the second level response, the elements included in a third level response are as follows:

Brandishing Guns on Campus:

This extremely dangerous situation is an example of an event requiring a third level response. Since our school does not have armed security guards, we are understandably vulnerable to an intruder of this type. The "**Lockdown with Intruder**" signal will be given by the director/designee. **Lockdown with Intruder Protocol** will be adhered to.

Discovery of Suspicious Explosive Devices:

An obvious explosive device is an object which, by its appearance, would indicate that it is designed to explode. Some examples would be: piece of pipe with end caps and a fuse (pipe bomb); anything with any time of fuse material attached to it; grenades and similar ordinance, or chemical reaction mixtures sealed within a container. The above lists are general examples of possible explosive devices that should be obvious by their appearance. However, if staff or students discover devices of not so obvious appearance, but suspicious in nature, the following guidelines should be followed:

- A. Do not allow anyone to touch, move, or otherwise disturb the device and do not use (turn off) any electronic devices, such as cell phones or two-way radios near the device.
- B. All persons should evacuate the area at a minimum distance of 100 yards or more and staff shall secure this area from entry.
- C. Contact school administration and the police department for assistance.
- D. **Bomb Threat** procedures will be followed.

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School Safety Plan

REACH Leadership STEAM Academy
School Safety Plan

Disaster Drill Dates (2015-16):

Date	Time	Drill
September 22	10:30 (Alarm pulled at 10:30 a.m.)	Fire/Emergency
October 15	10:15a (Alarm pulled at 10:30 a.m.)	Great California Shakeout & Emergency Preparedness Drill (Triage)
November 17	10:30 a.m.	Emergency Preparedness Drill (Triage)
December 15	10:20 (Alarm pulled at 10:30 a.m.)	Bomb Threat/Fire/Emergency
January 19	10:20 (Alarm pulled at 10:30 a.m.)	Lockdown with Intruder/Emergency Drill
February 16	10:30 a.m.	Fire/Emergency Drill
March 14	10:20 a.m. (Alarm pulled at 10:30 a.m.)	Lockdown with Warning/Fire/Emergency
April 19	10:30 a.m.	Fire/Emergency
May 25	10:30 a.m.	Fire/Emergency

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School Safety Plan

**EXHIBIT A: EVACUATION PLAN, CAMPUS DIAGRAMS, TRAFFIC
EGRESS AND INGRESS.**

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EXHIBIT B: SAFETY PLAN COMMITTEE

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School Safety Plan

EXHIBIT C: SAMPLE COMMITTEE MEETING DOCUMENTATION

Meeting	Meeting Date	Sign-in Yes/No	Agenda Yes/No	Meeting Summary
1				
2				
3				
4				
5				
6				