

Minnesota Charter School District #4035

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**Submitted to:
The Guild
67 8th Ave. NE
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Background

LIFE Prep began in 1998 and is entering its 19th year of operation. Although the school had been named differently in the past, in 2013-2014, the leaders and stakeholders renamed and rebranded the school to showcase its most prominent features, philosophies, and core values. The new name of the school, *LIFE Prep*, was chosen because the acronym LIFE stands for *Learning In a Family Environment*. That commitment to providing a nurturing, family-like learning environment is fundamental to LIFE Prep’s mission and vision. It is the guiding force behind the school and the reason why the school is unique and valued by the community.

The core values of LIFE Prep are *love, learn, achieve, and succeed*. This extends the philosophy that a nurturing, family-like environment will produce not only happy, well-adjusted young people, but also students who are high achievers and are on the road to success. Our tagline “Own your success” signifies that an education is intangible, but is something that can be owned and used to better oneself, one’s community, and society as a whole.

The academic endpoint for all students attending LIFE Prep is college. We believe all of our students should be mentally and academically prepared for a future in college and that this starts in elementary school. This college-going mindset will be carried with students into middle school and high school and will help them by providing the foundation for belief when faced with challenges. The staff at LIFE Prep believes that positive framing and mental mapping are essential practices to lead students to the ultimate goal of attending college.

District Name, Number, and Address

LIFE Prep, Minnesota School District #4035, is a charter school in the Payne-Phalen neighborhood of St. Paul. The school’s address is 930 Geranium Ave. E., St. Paul, MN 55106.

LIFE Prep served students from Pre-K through sixth grade during the 2015-2016 school year. The school was established in 1998 and in June of 2016, completed its 18th year. Located in the complex owned by St. Casimir’s Church of the St. Paul Catholic Dioceses, LIFE Prep inhabits the space formerly used by St. Casimir’s School. The website for LIFE Prep is www.lifeprepschool.org.

LIFE Prep finished the year with an enrollment of 320 and an average daily membership of 316.34.

Mission

LIFE Prep puts students first. Our progress in closing the achievement gap comes from a commitment to academic accomplishment through the delivery of a rigorous curriculum. The inclusive multicultural community is a safe place to learn and overcome adversity. Learning In a Family Environment empowers students to own their success.

Vision

LIFE Prep ignites a desire to achieve and inspires students' hope for a bright future.

Students develop self-confidence through their accomplishments and are empowered to pursue their dreams. We provide encouragement and a foundation for perseverance; preparing students to thrive as individuals on a successful life path.

Program Model

LIFE Prep's six greatest accomplishments for the 2015-2016 school year were:

1. LIFE Prep substantially exceeded its Racial Achievement Reduction Goal for literacy. Our goal was set at a 14% reduction for Latino students and 9% for Black students. LIFE Prep had a 10% reduction for Latino students and a 23% reduction among Black students.
2. LIFE Prep reintroduced our Pre-K program that it had established in 2008. During the 2014-2015 school year, LIFE Prep did not meet the timeline that was established by MDE. Since then we have been dedicated to bring it back. The Kindergarten readiness data shows that students who were enrolled in our pre-kindergarten program finished kindergarten at an advantage over their peers
3. LIFE Prep was selected by the Minnesota Department of Education as a High Quality Charter School. This distinction is for having improved test scores and strong internal operations. Only 35 schools in Minnesota received this designation.
4. The LIFE Prep special education department earned the Individuals with Disabilities Education Act Compliance Achievement Award for the

2015-2016 school year. Megan Radmer, the lead special education teacher, worked hard to ensure compliance in all due process paperwork and special education programming in our building. This awards demonstrates the commitment of the special education team to ensure compliance at LIFE Prep and reflects their dedication.

5. LIFE Prep reestablished the PTO. For the first time in many years it was led by a strong group of dedicated parents instead of a staff member. We anticipate even stronger commitment and participation in the upcoming school year.
6. The school earned the Minnesota Department of Education School Finance Award for fiscal year 2016.

During the 2015-2016 school year, 76.8% of our students were eligible for free or reduced price school meals. We serve many students from families with limited resources to support learning in the home. LIFE Prep welcomes all students regardless of background and seeks to provide a learning environment that meets the child where they currently are to help them progress and succeed throughout their tenure at LIFE Prep and beyond. Some of the school's important features are:

- High academic standards
- Data driven decision-making policies
- Academic achievement supported by assessments
- School-wide Response to Intervention (RtI) services
- Standards-based instruction
- Low student to staff ratio
- Free breakfast and lunch
- Building is open from 6:00 A.M through 6:00 P.M.
- After-school tutoring
- Family and community involvement
- Diverse student population
- Music, art and physical education each day
- Reading Corps for grades K-third grade
- Math Corps for grades 3-6
- Q-Comp teacher growth program
- Student teachers from University of Wisconsin River Falls
- Weekly college tutoring cadre from the University of Wisconsin River Falls

In 2015-2016, LIFE Prep was open from September 2, 2015-June 3, 2016. The school offered an extended learning year (ESY) program during June 2016.

LIFE PREP continues to welcome and celebrate diversity with a wonderfully diverse population. This diversity allows for the understanding, honoring, and learning of cultures through direct interaction and learning together.

School Governance

An organizational chart showing the governance and management responsibilities of individuals and groups of LIFE Prep can be found in Appendix A of this document.

Board Composition

2015-2016 School-Year Charter Public School Board 2014-2015 Election Date: May 11, 2016

Name	Position	Group	Email	Attendance
Julie Yang	Chair	Parent	julie.yang@lifeprepschool.org	Missed 1 meeting(s)
Leah Jones	Vice Chair	Teacher	Leah.jones@lifeprepschool.org	Missed 1 meeting(s)
Megan Radmer	Member	Teacher	meganradmer@lifeprepschool.org	Missed 2 meeting(s)
Quiana Mazique	Member	Parent	qiana.mazique@lifeprepschool.org	Missed 2 meeting(s)
Mary Howard	Member	Parent	Mary.howard@lifeprepschool.org	Missed 3 meeting(s)
Rachel Paulson	Member	Teacher	rachel.paulson@lifeprepschool.org	Missed 2 meeting(s)
Camie Johnson	Treasurer	Teacher	Camie.johnson@lifeprepschool.org	Missed 2 meeting(s)

Emma Mangano	Member	Teacher	emmamangano@lifeprepschool.org	Missed 2 meeting(s)
Doug Hepper	Member	Community Member	doug.hepper@lifeprepschool.org	Missed 1 meeting(s)
Alexis Gerrish	Secretary	Teacher	Alexis.gerrish@lifeprepschool.org	Missed 3 meeting(s)
Pang Vang	Member	Community Member	Pang.vang@lifeprepschool.org	Missed 2 meeting(s)
Nou Yang	Member	Parent	Nou.yang@lifeprepschool.org	Missed 0 meeting(s)
Bart Johnson	Executive Director	Ex Officio	bartjohnson@lifeprepschool.org	Missed 0 meeting(s)

Committees of the Board

Executive Committee

The members of the executive committee were Julie Yang, Mary Howard, Leah Jones, Alexis Gerrish, and Bart Johnson.

Policy Committee

The members of the policy committee were Camie Johnson, Rachel Eull, Mary Howard, Myla Johnson, and Bart Johnson.

Finance Committee

The members of the finance committee were Camie Johnson, Doug Hepper, Kelsey Nelson, Dawn Jenkins, and Bart Johnson.

School Board Trainings

During the 2015-2016 school year, the following members received board training:

Member	Date
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Julie Yang	12/2/15, 11/13/15, 11/11/5
Leah Jones	10/30/15
Megan Radmer	Did not receive training
Qiana Mazique	4/23/16
Mary Howard	Did not receive training
Rachel Paulson	3/1/16, 3/17/16, 2/25/16
Camie Johnson	8/13/15
Emma Mangano	2/17/15, 3/11/15, 3/15/15
Doug Hepper	Did not receive training
Alexis Gerrish	1/14/15
Pang Vang	Did not receive training
Nou Yang	Did not receive training

Bart Johnson	1/14/15
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Board Practices, Processes, and Performance

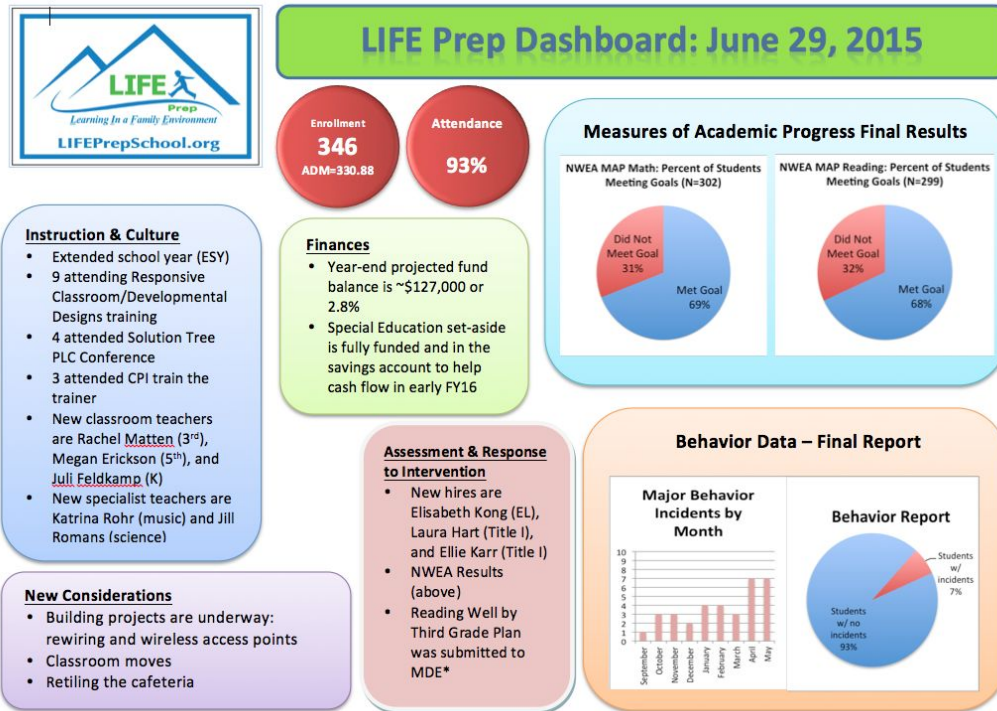
The board is organized as follows: there were 12 total members, six of whom were teachers, four of whom were parents, and two of whom were community members. The board reviewed the bylaws at its annual meeting of the membership in May 2016.

Open meetings laws are followed by posting meeting times on the school website and on the exterior door of the school. Minutes of past meetings are posted on the website.

Prior to each board meeting, agenda items are collected by the vice chair and organized by the chair. During the meetings simple, parliamentary procedure is followed with motions, discussion, and voting. The secretary records votes in the minutes.

The board has three active committees in perpetuity: executive, finance, and policy. Key decisions are made by the board in committee or in general or special sessions. Each committee delivers a report at the general meetings of the board. The board also receives reports from the parent-teacher organization and is briefed on the monthly financial report by Dawn Jenkins of the Anton Group.

The executive director delivers a monthly dashboard (an example is shown below).



A written executive director’s report is delivered during each meeting. Topics included are the following

1. Enrollment
2. Attendance
3. Finances
4. Instruction & Culture
5. Assessment & Response to Intervention
6. Student Behavior
7. New Considerations

The board approves an annual budget and revises it as necessary.

Board Policies

Approved board policies are located in Appendix D.

School Administrative

Administrative Team

Name	MDE File Folder #	Assignment	Years Employed at LIFE Prep	Not Returning in 2015-2016
Bart Johnson	388976	Executive Director & Principal	2	x
Myla Johnson	438780	Assistant Director	8	
Lori Steider	x	Admin. Asst.	7	
Carrie Vue	x	Finance Asst./Food Program Coordinator	1	
Isabelle Stigauf	X	Food Services Asst.	1	
Kelsey Nelson	x	Chief Operating Officer	1	
Mike Johnson	x	Facilities Manager	4	

During he 2015-2016 there was minimal transition for the administration at LIFE Prep. Kelsey Nelson began a new position as the chief operating officer (COO) in July 2015, Carrie Vue moved into the role of Finance Assistant and Food Program Coordinator in

January of 2016 after Emily Anderson resigned from the position, and Isabelle Stigauf was hired as the Food Services Assistant.

Evaluation of the Administrative Team

The executive team of the board of directors supervises the executive director. At the end of the school year, the board reviews the goals and the progress made toward the goals. Based on the performance of the executive director, the board may decide to renew the contract of the executive director or decline renewal of the contract for the following school year.

All other members of the administrative team are periodically coached and evaluated by the executive director. The exception is the finance assistant/food services coordinator and the food services assistant, who are evaluated by the chief operating officer.

Food Program

The food service program was coordinated by Carrie Vue. She organized the menus, the sales of meals, and the school staff. She teamed with the staff hired by our caterer, Caravan Kids Catering (CKC). CKC staff prepares and distributes the food and cleans trays and kitchen surfaces. They load and help with storage. LIFE Prep provides the point of sale (POS) worker to check each student’s tray for the correct types of food. The POS checks the food allergy list and then examines the student’s tray for adherence to safe eating. Isabelle Stiegof worked as a food services assistant before, during, and after meals. Detailed inspection reports and the most recent audit are included in **Appendix C** of this document.

Teaching Faculty & Licensed Staff

Teachers & Licensed Staff

	Name	Assignment	File Folder #	Not Returning in 2015-2016
1	Betheny Larson	Pre-Kindergarten	371109	
2	Beth Staffrude	Pre-Kindergarten	445773	x
3	Kristine Steigauf	Kindergarten	474683	X

4	Julie Feldkamp	Kindergarten	333144	x
5	Kuturah (Kate) Roth	1	402221	
6	Christine Obermueller	1	474811	x
7	Alexis Gerrish	2	442349	x
8	Kevin Busko	2	381499	
9	Lora Bovy	2	463200	
10	Rachel Paulson	3	459780	
11	Rachel Eull	3	478797	x
12	Rochelle Molde	3	387167	
13	LeAnn Moore	4	429683	
14	Leah Jones	4	430650	
15	Rebecca Pelton	5	476544	
16	Megan Erikson	5	471582	x
17	Quinn Adams	6	471077	
18	Camie Johnson	6	447658	
19	Laura Hart	Title I	488076	
20	Ellie Karr	Title I	474609	
21	Beth Deiss	Special Education	484153	x
22	Megan Radmer	Special Education	465894	

2 3	Katrina Rohr	Music	483443	x
2 4	Jill Romans	Science	355379	x
2 5	Rebecca Hanson	Art	468049	x
2 6	Samantha Pettit	Social Worker	489530	x
2 7	Heidi Wilson	Physical Education	385693	

Teacher Coaching, Supervision, and Evaluation

At LIFE Prep, teachers are observed at least three times per school year. One formal observation is conducted by the principal and two are conducted by teacher leaders on the Q-Comp team. Feedback and scores are reported to the principal and a professional development plan is made for each teacher with advisement by the Q-Comp coaches and the principal.

Instructional Support Staff

Last Name	First Name	Assignment	Not Returning in 2015-2016
Alexander	Alicia	2 nd Grade Program Paraprofessional	
Ashbach	Leslie	2 nd Grade SpEd Program Paraprofessional	
Boyle	Caitlin	3 rd Grade Program Paraprofessional	x
Daiz	Colleen	3 rd Grade SpEd Program Paraprofessional	
Evans	Emily	SpEd Program Paraprofessional	
Gharrity	Katie	1 st Grade Program Paraprofessional	
Gornik	Josh	SpEd Individual Student Paraprofessional	

Jamma	Christyna	5 th Grade SpEd Program Paraprofessional	
Lorentz	Cassie	3rd Grade SpEd Program Paraprofessional	
Schlosser	Katie	1 st Grade SpEd Paraprofessional	
Vue	Carrie	Transitioning to Food Service Program Coordinator	
Vue	Lue	SpEd Program Paraprofessional	
Walker	Traci	Kindergarten SpEd Paraprofessional	
Weems	Marcus	6 th Grade SpEd Program Paraprofessional	
Xiong	Cee	1 st Grade SpEd Program Paraprofessional	
Xiong	Peter	5 th Grade SpEd Program Paraprofessional	

Student Enrollment and Demographic Data

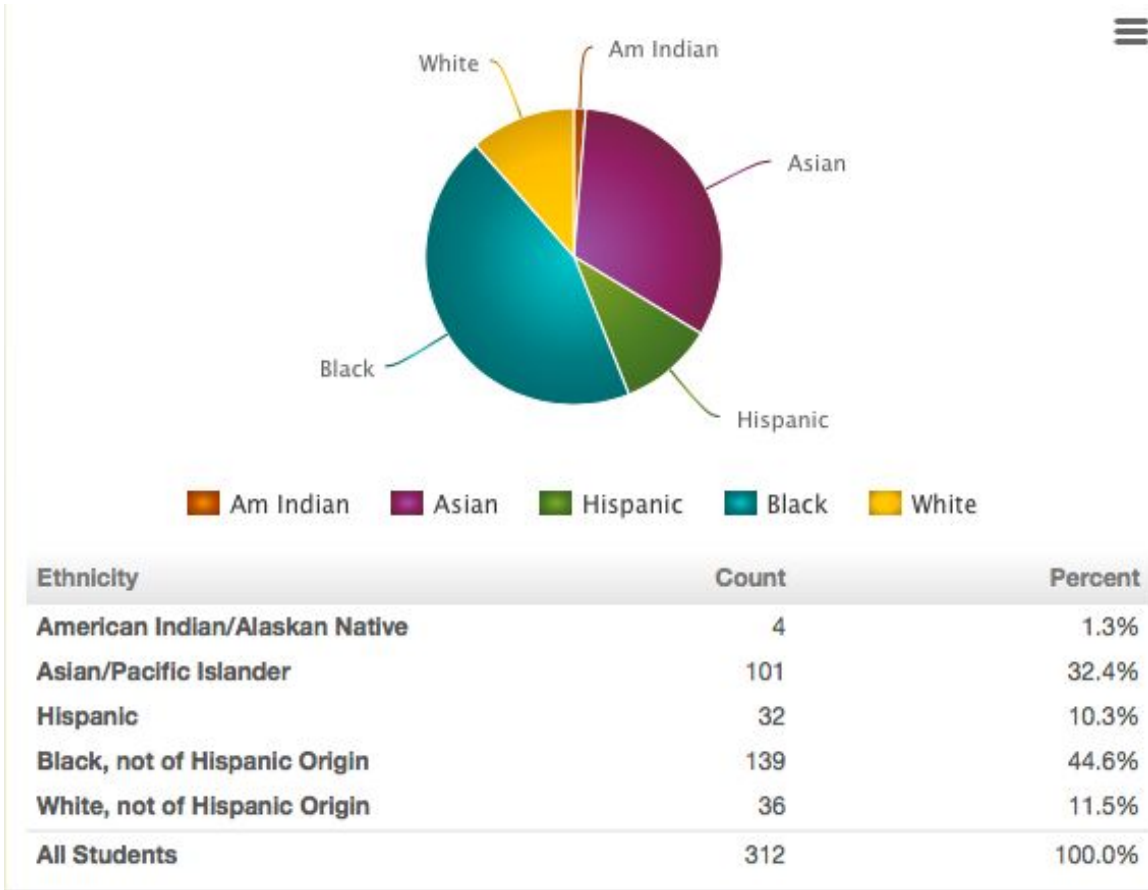
	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16
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Total Enrollment as of October 1st	220	267	315	375	400	417	323	306
Black	39%	39%	42%	40%	40%	42.9%	42.1%	44.6%
White	29%	29%	27%	23%	23%	21.1%	16.4%	11.5%
Latino	9%	12%	11%	11%	10%	6.5%	9.3%	10.3%
Asian	18%	19%	18%	25%	26%	27.8%	30.7%	32.4%
Native American	5%	0%	1%	1%	1%	1.7%	1.5%	1.3%
Eligible for Free/Reduced	80%	84%	85%	90%	76%	71.5%	76.8%	72.4%
English Learner	22%	15%	9%	9%	6%	4.8%	5.6%	20.8%
Receive Special Education Services	13%	19.4%	15.6%	13.9%	11.5%	11.0%	9.0%	6.4%

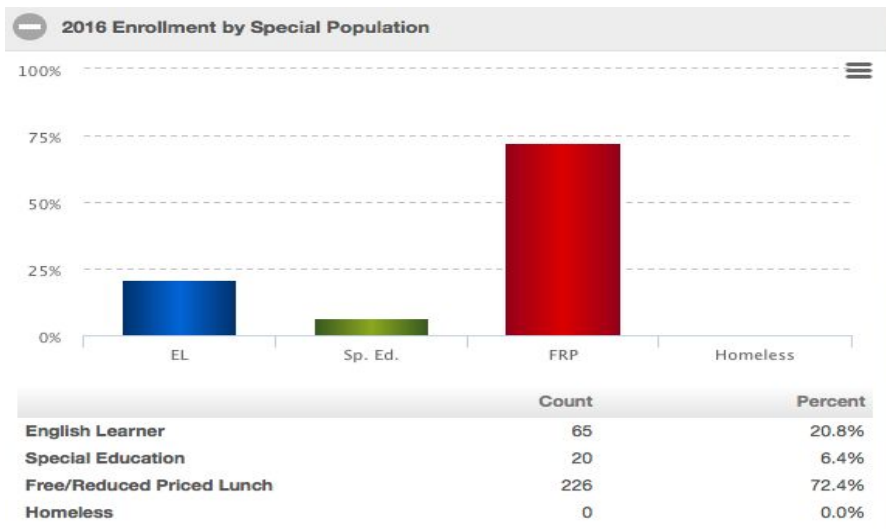
Attrition Rates

LIFE Prep began the 2015-2016 school year with 317 students (as of September 8, 2015). At the end of the school year, the enrollment was 320 students (as of June 8, 2016). This accounts for a fall-to-spring attrition rate of -0.95%. This actually constitutes a growth rate of 9.5% from fall to spring.

Racial Demographics of Students at LIFE Prep



Special Population Demographics of Students at LIFE Prep



Offerings

Students from grades kindergarten to sixth grade study English language arts, mathematics, and social studies in the classroom. In grades 2-8, students studied science as a special offering from a science specialist teacher. Grades K-2 received science instruction in the regular classroom setting. Physical education classes occurred each day for all students; while art, and music classes were offered multiple times each week for all students.

Instructional Leadership

Goals from 2015-2016

Literacy

At LIFE Prep, literacy scores during the 2015-2016 declined from the previous year. MCA reading scores declined by 4%. We did not reach our growth goal or our proficiency goal. The results of our literacy goals are reported below the stated goal.

LIFE Prep Reading SMART Goals

Growth Goal

Seventy percent (70%) of LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016 will be at grade level in the spring of 2016 according to their scores on the NWEA MAP reading test **or** show at least one-year's growth on the NWEA MAP reading test from the fall of 2015 to the spring of 2016.

Results: 68% of students met the growth goal.

Proficiency Goal

Fifty-three percent (53%) of LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016 will be proficient (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for reading.

Results: 43% of students met the proficiency goal.

Racial Achievement Gap Reduction Goal

Of the total LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016, there will be an proficiency achievement gap reduction

(meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for reading by race of 2% for Asian students, 14% for Latino students, and 9% for Black students.

Results: There was a 25% gap reduction among Asian students. There was a 100% reduction for Latino students resulting in the gap being closed. There was a 23% gap reduction among Black students.

Protected Class Achievement Gap Reduction Goal

Of the total LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016, there will be a proficiency achievement gap reduction (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for reading by protected class of 5% for Special Education Students.

Results: This goal was exceeded by 5.5% resulting in an 11.5% reduction.

Longitudinal Reading Proficiency by Race & Protected Class



Mathematics

At LIFE Prep, math scores during the 2015-2016 declined from the previous year. MCA math scores declined by 8%. We did not reach our growth goal or our proficiency goal. The results of our numeracy goals are reported below the stated goal.

LIFE Prep Math SMART Goals

Growth Goal

Seventy-six percent (76%) of LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016 will be at grade level in the spring of 2016 according to their scores on the NWEA MAP mathematics test **or** show at least one-year's growth on the NWEA MAP mathematics test from the fall of 2015 to the spring of 2016.

Results: 72% of students met the growth goal.

Proficiency Goal

Sixty-one percent (61%) of LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016 will be proficient (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for mathematics.

Results: 41% of students met the proficiency goal.

Protected Class Achievement Gap Reduction Goal

Of the total LIFE Prep students who have been continuously enrolled from October 1st, 2015 until June 3rd, 2016, there will be a proficiency achievement gap reduction (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for math by protected class of 2% for Special Education Students.

Results: There was no gap reduction.

Longitudinal Math Proficiency by Race & Protected Class



Challenge and Responses

The major challenges of the academic program revolved around low proficiency scores in reading and math. The responses to these challenges came in the form of developing a way to think about our collective efforts and the deployment of teams tasked to make improvements to different factors affecting student achievement.

Formation of the Continuous Improvement (CImp) Team

LIFE Prep was given the designation of “continuous improvement” school by the Minnesota Department of Education’s Multiple Measurement Rating (MMR) system following the 2014



MCA testing cycle. A continuous improvement school ranks in the bottom 25% of all Title I schools in MN in terms of test results. Our response to this was to attend training at the Minnesota Department of Education Centers of Excellence to develop a continuous improvement plan for the school.

Implementation of the CImp assisted LIFE Prep in changing from a “continuous improve” school to a “no designation” school for the 2015-2016 school year. Because of this, the CImp continues to be an important component part of LIFE Prep’s Leadership structure.

The following initiatives will continue with the various leadership teams in the continuous improvement framework.

Instructional Leadership Team

The instructional leadership team (ILT) is the overarching leadership group overseeing the five constituent leadership groups within the continuous improvement (CImp) team. The ILT met weekly and made important decisions about instruction, assessment, and

curriculum. These decisions were informed by the work of the five leadership teams of the CImp team: DuFour, Q-Comp, standards, response to intervention, and student assistance team.

DuFour Team

In order to examine grade level data and come to consensus on how to best teach the important skills and concepts of the grade level, LIFE Prep formed horizontal, or grade level, learning teams that worked from the four essential questions of a PLC as defined by Richard DuFour, et. al. in *Learning By Doing* (2010):

1. What is it that we want students to learn?
2. How will we know if they have learned it?
3. What will we do if they did not learn it?
4. What will we do if they did learn it?

Teachers looked at student work and decided how to make instructional decision as a team for the betterment of student achievement.

Standards Alignment

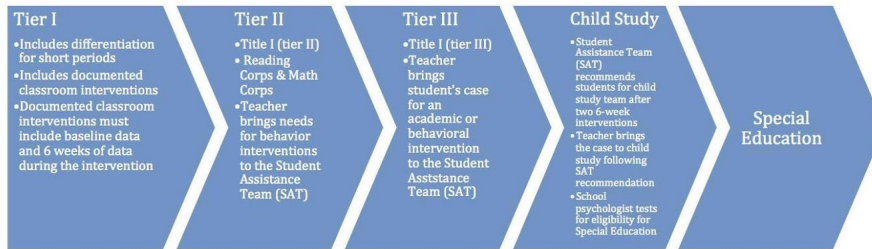
Three members of the teaching staff attended training on the Minnesota English Language Arts standards at the Minnesota Department of Education during a yearlong series. The team brought back their knowledge and trained teachers to read and plan units and lessons using the standards.

The teaching corps also began a three-year process of mapping the standards using Atlas Curriculum Mapping software. The ILT decided to extend the goal for completing the curriculum mapping to completion by 2019.

Response to Intervention

LIFE Prep began a school-wide response to intervention (RtI) program in 2014-2015. This was spurred by the hiring of two Title I teachers, who recorded and analyzed student data and developed comprehensive strategies for students to improve in math and reading skills. During the school year, there were four six-week intervention cycles with students who were below grade level. The goal was for students to exit the intervention being caught-up to grade level.

LIFE Prep Response To Intervention (RtI) Process: Academic & Behavioral Intervention Pathway



NOTES:

The goal of each step in the process is to either find interventions that move the student back toward a lower tier, keep them at a tier in which they are experiencing success, or move them up to the most appropriate level of support and intervention. Students may make progress at tier II or tier III and stay there for several rounds of interventions.

Student Assistance Team (SAT) handles tier II and III behavioral interventions and some tier III academic interventions, if appropriate. If two complete academic interventions have been completed, the SAT may choose to review the interventions and recommend for child study or they may offer up another intervention for the student.

Child study is the team who ultimately approves testing for special education. If our process is working well, nearly every student who is recommended for child study will be eligible for special education.

Student Assistance Team

For behavior interventions, the student assistance team (SAT) met with teachers regularly to discuss tier II and III interventions for students. The Response to Intervention pathway is shown below.

Q-Comp

Summary

The Q-Comp program review was conducted in March. Teacher leaders interviewed licensed teachers and Bart on the five components of the Q-Comp program. Teacher leaders evaluated Q-Comp program components. According to the site review, the Q-Comp Program at LIFE Prep received a proficiency rating in categories rating teacher leaders and teacher observations. An exemplary rating was received in job-embedded

professional development, sub categories: learning team composition & size & learning team meeting time.

Leaders met in May 2015 to discuss teacher observations and evaluations. All twenty-six licensed teachers received a proficient or higher rating on classroom observations. Each of the three learning teams met their student achievement goals. Each licensed teacher received \$2000 for performance pay allocated from the Q-Comp annual budget.

Overview of Q-Comp Components:

Component 1: Teacher Leaders

Teacher leaders & Mr. Johnson performed three observations on each of the twenty-six licensed teachers. They provided teachers with feedback on their teaching, including areas of strength and areas to work on. Teacher leaders helped impact student achievement through facilitating weekly sixty-minute learning team meetings and attending ongoing Q-Comp trainings in the summer and throughout the school year, which was provided by MDE. Teacher leaders were evaluated by licensed teachers through a survey. Teacher leaders were found to be proficient or exemplary in all areas.

Component 2: Job Embedded Professional Development

Learning team composition and learning team time received an exemplary rating. Learning teams met 60 minutes weekly, which is above the required 50 minutes weekly. Learning teams were configured with grade-like groups which made it easy for teachers to collaborate and share ideas to improve reading instruction. Teacher leaders were prepared with weekly agendas, mapped out cycle topics, modeled and research agenda topics, and reviewed student data to support increasing student achievement.

Component 3: Observation/Evaluation

Teachers were observed three times this year by Mr. Johnson and teacher leaders. Mr. Johnson formally observed all licensed teachers and effectively performed pre-observation and post-observation conferences. Teacher leaders conducted the other two observations and conducted post-observation conferences, providing feedback to licensed teachers. Teachers were able to set goals for themselves which helped improve overall instruction. Improved instruction is closely related to improved student achievement.

Component 4: Performance Pay

The approved performance pay amounts are consistent with the Q-Comp approval letter. Each licensed teacher can earn up to \$2500 in performance pay. 100% of licensed teachers earned performance pay for student achievement goals and observation proficiency.

Component 5: Reformed Salary Schedule

We do not use a tenured or probationary model at Life Prep.

Academic Goals for 2016-2017

Reading

Growth Goal

Seventy-four percent (74%) of LIFE Prep students who have been continuously enrolled from October 1, 2016 until June 7, 2017 will be at grade level in the spring of 2017 according to their scores on the NWEA MAP reading test **or** show at least one-year's growth on the NWEA MAP reading test from the fall of 2016 to the spring of 2017.

Proficiency Goal

Fifty percent (50%) of LIFE Prep students who have been continuously enrolled from October 1, 2016 until June 8, 2017 will be proficient (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for reading.

Racial Achievement Gap Reduction Goal

Of the total LIFE Prep students who have been continuously enrolled from October 1st, 2016 until June 8th, 2017, there will be a proficiency achievement gap reduction (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for reading by race of 8% for Asian students, and 7% for Black students.

Protected Class Achievement Gap Reduction Goal

Of the total LIFE Prep students who have been continuously enrolled from October 1st, 2016 until June 8th, 2017, there will be a proficiency achievement gap reduction (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for reading by protected class of 2% for Special Education Students.

Math

Growth Goal

Sixty-four percent (64%) of LIFE Prep students who have been continuously enrolled from October 1, 2016 until June 8, 2017 will be at grade level in the spring of 2016 according to their scores on the NWEA MAP mathematics test **or** show at least one-year's growth on the NWEA MAP mathematics test from the fall of 2016 to the spring of 2017.

Proficiency Goal

Fifty percent (50%) of LIFE Prep students who have been continuously enrolled from October 1, 2016 until June 8, 2017 will be proficient (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for mathematics.

Protected Class Achievement Gap Reduction Goal

Of the total LIFE Prep students who have been continuously enrolled from October 1st, 2016 until June 3rd, 2017, there will be a proficiency achievement gap reduction (meeting or exceeding the standard) on the Minnesota Comprehensive Assessment for math by protected class of 2% for Special Education Students.

Special Education

The most recent audit of the Special Education services delivery systems at LIFE Prep was conducted in February 2015. The LIFE Prep special education department earned the Individuals with Disabilities Education Act Compliance Achievement Award for the 2015-2016 school year. Megan Radmer, the lead special education teacher, worked hard to ensure compliance in all due process paperwork and special education programming. The report can be found in Appendix G.

Social and Emotional Learning

LIFE Prep excels in teaching its students social-emotional skills. The school is built around a nurturing philosophy, which is the backbone for everything we do. Students are safe at LIFE Prep. They are cared for by teachers and support staff. Many teachers use morning meetings and afternoon meetings to get students talking and working together to accomplish their daily goals. Students build strong relationships with each other and that encourages teamwork and bolsters the feeling of a strong community within the classroom. Some teachers use the Responsive Classroom model of community building, while other classrooms use a program called Houses.

Every month, LIFE Prep hosts a celebration for its students and families. These celebrations highlight the accomplishments of students in academics and social-emotional learning. There are also special celebrations in December for the Festival of Lights and in May for the school carnival. On Martin Luther King Day, students and staff engage in a day of service to the community. These are many, but not all of the ways students learn about community and social-emotional well-being.

Many parents choose LIFE Prep for their children because of the school's emphasis on social –emotional learning and the community spirit engendered by the students and staff in the building.

Attendance

The attendance goal for 2015-2016 was set at 95%. This goal was met.

Finances

Financial Management

During Fiscal Year 2016 Bart Johnson was the chief financial officer of LIFE Prep. Kelsey Nelson worked with Mr. Johnson to ensure internal controls were met in the accounts payable process. The school contracts with the Anton Group for its accounting services. Dawn Jenkins is the school's account representative from the Anton Group. Ms. Jenkins works closely with the financial officers and the finance committee of the board to advise and aid in budgeting, compliance consulting, and general accounting tasks associated with LIFE Prep's finances.

Accounts Payable

Accounts were paid within thirty days of receipt.

Accounts Receivable

Billing for *Fund 02: Food Services* and *Fund 04: Before Care, After Care, and Pre-School* collected a total of \$14,299.14. The total funds transferred from *Fund 01: General Education* to cover the net loss in these funds was \$221,410.18 which constitutes 4.81% of the total revenues for Fiscal Year 2016.

Board Monitoring

The board of directors is briefed about the previous month's financial statement, and the general state of the school's financial affairs. The presenter is the financial accountant, Ms. Jenkins of the Anton Group, with support from the executive director. During this time the board monitors the budget and discusses any major concerns. The board examines and approves the financial audit each year and oversees corrective actions.

Fiscal Year 2016 Summary

A preliminary financial summary as of June 30, 2016 is included as Appendix H. It shows that LIFE Prep was effective in continuing to protect the financial stability, continuity, and security of its operations and business infrastructure.

The school earned the Minnesota Department of Education School Finance Award for fiscal year 2016. The final balance for Fiscal Year 2016 was \$326,423.00.

Fund Balance

The school's fund balance as of June 30, 2016 was \$326, 423.00. In comparison to FY16 expenditure's which are \$4,209,457.00, the fund balance represents 8% of the 2016 expenditures.

Fiscal Year 2017 Projections

The Fiscal Year 2017(FY17) approved budget is included as Appendix I. It projects a fund balance of approximately \$446,442.00.

Authorizer Relationship and Evaluation Results

Authorizer Liaison

The charter school authorizer of LIFE Prep is The Guild. The liaison to LIFE Prep is Brad Blue.

Mailing address: 67 8th Ave. NE, Minneapolis, MN 55413

Phone: 612-991-0017

Email: bradbblue@gmail.com

Charter School Contract

Contract Purposes and Progress

The following seven purposes are outlined in Article 1 of the charter school contract between LIFE Prep and Concordia University:

1. Improve pupil learning and student achievement
2. Increase learning opportunities for pupils
3. Encourage the use of different and innovative teaching methods
4. Measure learning outcomes and create different and innovative forms of measuring outcomes
5. Establish new forms of accountability for schools
6. Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site
7. Describe how the school will provide special instruction and services for children with a disability under sections 125A.03 to 125A.24 and 125A.65

LIFE Prep is making progress in each area. The following descriptions highlight how the school is doing so in each area of purpose.

Improve pupil learning and student achievement

LIFE Prep staff members develop strong, nurturing relationships with students. The work collaboratively to develop individualized learning plans (ILPs) for each student. The teachers use data-driven instruction in the classroom and at the school level to improve learning and teaching.

Students are screened in reading and math twice each year in the fall and spring using NWEA MAP tests and take the Minnesota Comprehensive Assessments in the spring. These are used during the school year to differentiate and individualize instruction for each pupil.

Increase learning opportunities for pupils

Students participated in extended day programs, Saturday school, during the school year.

Encourage the use of different and innovative teaching methods

Students used iPad technology each week to improve their math skills and reading skills. LIFE Prep will make it a priority to update and increase the number of computers that students have access to.

Measure learning outcomes and create different and innovative forms of measuring outcomes

LIFE Prep staff members develop strong, nurturing relationships with students. The work collaboratively to develop individualized learning plans (ILPs) for each student. The teachers use data-driven instruction in the classroom and at the school level to improve learning and teaching.

Students are screened in reading and math twice each year in the fall and spring using NWEA MAP tests and take the Minnesota Comprehensive Assessments in the spring. These are used during the school year to differentiate and individualize instruction for each pupil.

Establish new forms of accountability for schools

Q-Comp is a teacher professional development and incentive program that establishes individual and school-wide learning and teaching goals. The Q-Comp program supports and improves teaching by observation and coaching from a team of teacher leaders in conjunction with the school's principal.

Teachers meet weekly to work collaboratively toward goals in cluster groups by grade level or subject area. During these meetings, teachers examine student work and learn about best practice.

Create new professional opportunities for teachers, including the opportunity to be responsible for the learning program at the school site

Q-Comp is a teacher professional development and incentive program that establishes individual and school-wide learning and teaching goals. The Q-Comp program supports and improves teaching by observation and coaching from a team of teacher leaders in conjunction with the school's principal.

Teachers meet weekly to work collaboratively toward goals in cluster groups by grade level or subject area. During these meetings, teachers examine student work and learn about best practice.

Describe how the school will provide special instruction and services for children with a disability under sections 125A.03 to 125A.24 and 125A.65

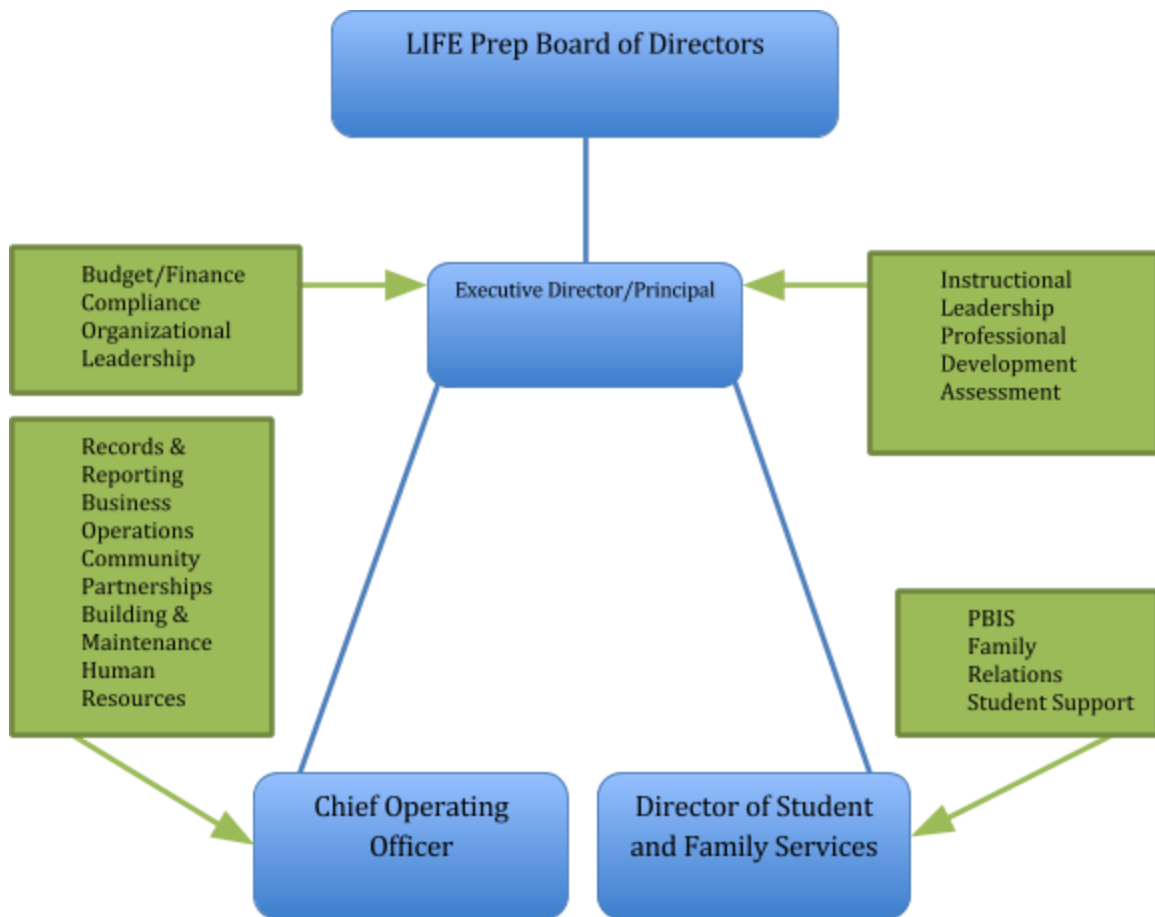
LIFE Prep provides a comprehensive educational experience for students with disabilities. We have a special education director, three special education teachers, and twenty special education paraprofessionals to assist individuals and program needs. The student assistance team (SAT) meets twice a month to discuss interventions for all students and the Child Study team meets monthly to discuss recommendations for special education referrals. All needs of students, based on all students' Individualized Education Plans (IEPs) are met.

Human Resources

Appendices E & F show the current employee handbook and a sampling of the onboarding materials for new hires to LIFE Prep.

Appendix A: LIFE Prep Organizational Chart for Management and Governance

LIFE Prep Organizational Chart



Appendix B: Leadership Biographies

Bart Johnson, Executive Director and Principal

Bart C. Johnson

3121 36th Ave. S. • Minneapolis, MN 55406
Phone: 612-219-1364 • E-Mail: bartholomewchristopherjohnson@gmail.com



Objective

To serve the students, staff, and school district as a transformational educational leader; an influential policy change agent; and a force for equity, excellence, and peace for all stakeholders.

Experience

Executive Director & Principal, LIFE Prep, 2014-Present

- Instructional leader of the school
- Supervision and evaluation of 25 licensed staff and 30 support staff
- Direction of staff development, professional development, and professional learning communities (PLCs)
- Financial management of a 4.6 million dollar budget
- Compliance oversight of educational, fiscal, and human resource practices
- Direction of major school-wide initiatives for improving literacy, numeracy, and school climate

Principal Intern

- Served as an instructional leader in several schools in the Minneapolis/St. Paul Metro area
- Learned different systems of teacher observation and evaluation
- Assisted principals in school improvement initiatives
- Led social-emotional learning programs in schools

Executive Director, Augsburg Fairview Academy, 2012-2013

- Instructional leader of the school
- Supervision and evaluation of 12 teachers and 10 support staff
- Financial management of a 1.7 million dollar budget
- Direction of school-wide operations
- Compliance oversight of educational, fiscal, and human resource practices
- Setting the agenda for staff meetings, board meetings, and directly reporting to the school's Board of Directors
- Systems management of the school
- Direction of marketing and community outreach
- Direction of two academic programs, Title One, Title Two, CEIS, ELL, and oversight of onsite Special Education

Lead Teacher, Augsburg Fairview Academy, 2010-2012

- Developed and managed budgets for three academic programs: *College Fast Track*, *Self-Directed Learning*, and the *Connections* program
- Used data-driven approaches to improve attendance, literacy, numeracy, testing, and instruction.
- Coordinated professional development calendar and led professional development activities including *Teach Like a Champion* (Lemov, 2010) trainings and teacher pedagogy forums (TPFs).
- Managed student behavior interventions, developed behavioral plans, facilitated family and school meetings regarding student behavior, and counseled students about positive behaviors
- Instituted school-wide *Response to Intervention* (RtI) reading and math programs
- Initiated a school-wide program to improve school climate and develop positive relationships among students and staff
- Fostered a school-wide tenor of high academic achievement and college readiness
- Coordinated testing as the District Assessment Coordinator (DAC)

Science Teacher, Augsburg Fairview Academy, 2007-2010

- Designed the curriculum for two thematically-based courses: *Physical Foundations of Biology* and *Biological Chemistry*
- Taught *Physical Foundations of Biology* and *Biological Chemistry* courses
- Supervised and mentored first-year and pre-service teachers, and staff

Science Teacher, Sheboygan Falls High School (WI), 2000-2007

- Designed course curriculum for Integrated Science, a thematically based general science class for ninth grade students.
- Coordinated and supervised trips to *Six Flags Great America* for 'Physics Days,' 2001-2007
- Taught several courses: Integrated Science, General Biology, Earth Science, Introduction to Physics, and Advanced Earth & Space Science.
- Collaborated and took a leading role with K-12 faculty and the Director of Instruction to update and formalize the science scope and sequence for the school district
- Collected and analyzed academic, attendance, and behavioral data from incoming ninth grade students, in a new initiative called the *Freshmen Connections Program*, to promote a smooth transition from middle school

Head Boys' Basketball Coach, Sheboygan Falls High School (WI), 2000-2007

- Developed and implemented a systemic plan for basketball operations in grades K-12 for the Sheboygan Falls School District
- Coached the varsity in 2003-2004 to the school's best record in twenty years (19-4), the first conference championship in twenty years, and the first regional play-off championship in nearly thirty years
- Voted conference and school district Coach of the Year in 2003-2004

Science Teacher, Lake Crystal Wellcome Memorial High School, 1999-2000

- Taught several classes: Advanced Biology, Earth & Space Science, Anatomy & Physiology, and Independent Research
- Coached nearly thirty high school and middle school students at the regional and state science fair competitions
- Coached, mentored, and advised four students who were selected to compete in the 2000 Intel International Science and Engineering Fair in Detroit, MI

Education

Educational Specialist Program, Superintendent License, Minnesota State University, Mankato, July 2015

Educational Specialist Program, Principal License, Minnesota State University, Mankato, 2014

Masters Degree in Educational Leadership, Minnesota State University, Mankato, 2012

Bachelor of Science Teaching Degree in Biology and Comprehensive Science, St. Cloud State University, 1999

Licenses

Minnesota Department of Education File Folder #381670

- Superintendent, pending
- K-12 Principal, Expires 6/30/2017
- Life Sciences, Grades 7-12, Expires 6/30/2017
- Science, Grades 5-9, expires 6/30/2017
- Chemistry, Grades 9-12, expires 6/30/2017

Myla Johnson, Assistant Director

Myla J. Johnson

9901 223rd St N Forest Lake, MN 55025

Phone: 612.669.4202 E-mail: mylajohnson@yahoo.com

EDUCATION

University of Minnesota Duluth, Duluth, MN
Master of Social Work (MSW), 2002

University of Wisconsin Superior, Superior, WI
Bachelor of Science Degree in Psychology with a minor in Sociology, 2000

Gogebic Community College, Ironwood, MI
Associate of Arts Degree in Psychology, 1998

LICENSURE

State of Minnesota Board of Social Work
Licensed Graduate Social Worker, June 2003

MN Department of Education
File Folder Number 438780
PK-12 School Social Worker

EXPERIENCE

LIFE Prep/ Concordia Creative Learning Academy

Director of Student and Family Services (August 2014-Present)

- Provides leadership in establishing and maintaining a positive school-wide climate through regular positive interactions with stakeholders
- Assists in the development and implementation of operational guidelines in the areas of staff and student handbooks, master school schedule, special education liaison with teams and administration, student activities, field trips, student conduct, security of the school facility, and student transportation
- Directs student behavior interventions, counsels students regarding positive behaviors, and communicates with families and teachers regarding student behavior.

Interim Director (May 2014- August 2014)

- Assumed responsibility for the continuing operations of LIFE Prep following departure of director
- Implemented School Board policy, state statutes, and federal regulations
- Developed and administered the general school routine, and coordinate all activities within the school building

Dean of Students (August 2012- August 2014)

- Provided disciplinary consequences for students as necessary
- Proactively communicated with teachers and families to promote positive behaviors and mitigate problem behaviors
- Served as a member of various building teams and acted as liaison to provide support and guidance for students

Co-Interim Director (March 2012- March 2013)

- Developed and administered the general school routine, and coordinate all activities within the school building
- Provided leadership in the recruitment of staff and executed a system of personnel selection and assignment
- Responsible for the administrative oversight and provided leadership and direction to staff

School Social Worker (December 2007- August 2012)

- Assisted students to function effectively in a school environment
- Interacted with students to assess the areas in which they may need counseling or assistance
- Provided referrals to outside agencies/resources (mental health screening, food/clothing, etc.)
- Serviced IEPs for students who receive social work services, wrote goals, and attended IEP meetings

Family & Children's Service, Brooklyn Park, MN

Family School Coordinator/Family Support Coordinator (November 2002- December 2007)

- Provided co-located, contracted case management and counseling services for children and families
- Outreach to families with children who need help with behavioral, social, emotional, and/or academic issues, including children with a Severe Emotional Disturbance diagnosis
- Served as a case manager and counselor, including developing treatment plans, documentation for case notes, initiate the diagnostic process, coordinating necessary case management services with appropriate agencies.
- Facilitated various support groups for children and adolescents

Kelsey Nelson, Chief Operating Officer

KELSEY NELSON

651-270-2517 kmnelson1116@gmail.com 4911 104th Lane NE Circle Pines, MN 55014

EDUCATION:

College of Saint Benedict - St. Joseph, MN 56374
Bachelor of Arts: December 2009 Major: Biology Minor: Education 9-12
President's Scholarship

RELATED EXPERIENCE

- CHIEF OPERATING OFFICER- *LIFE Prep* November 2015- PRESENT
- OPERATIONS MANAGER- *Augsburg Fairview Academy* JULY 2012-NOVEMBER 2015
- Handled state reporting including MARSS Report, STAR Report and MOCC Reporting
 - Managed school credit cards, staff spending, accounts payable and accounts receivable
 - Completed all human resource tasks including personnel file management, coordination of benefits, leave reporting, and incident reporting
 - Supervised Food Service Department
 - Managed building and facilities; supervised maintenance department
- HIGH SCHOOL SCIENCE INSTRUCTOR JANUARY 2010-JUNE 2015
- Taught 9-12th grade sciences including Biology, Physical Science, Physics and Biology
 - Subbed in several MN School districts as a long term school including Rush City, Cambridge, MNOHS and Minneapolis Public Schools
 - Worked as Science Instructor at Augsburg Fairview Academy from September 2014- June 2015
- ADMINISTRATIVE ASSISTANT- *Augsburg Fairview Academy* JULY 2011-JULY 2012
- Staffed Front Office
 - Handled student and staff requests, answered phones, and responded to visitors
 - Managed student reporting system
 - Assisted Lead Teacher in various other duties including data collection and analysis
- ACT TUTOR- *StudyPoint* JANUARY 2014-AUGUST 2016
- Work with High School students in preparing for the ACT exam

REFERENCES: Available upon request

Carrie Vue, Operations Manager & Food Service Coordinator

Carrie Vue

2701 Alissa Lane Maplewood, MN 55119 - 651-815-3254 - vuecarrie@gmail.com

Experience

LIFE Prep School 4/2009 to Present

- Paraprofessional
- Assist teacher in teaching and behavioral issues

Nightingale Home Health Kare 12/2007 to 2/2009

- Front desk receptionist
- Intake coordinator
- Scheduling of in-home nurse visits
- Insurance verification

Open Cities Health Care 6/2004 to 11/2007

- Front desk receptionist
- Billing
- Scheduling
- Insurance verification

Education

Herzing College 8/2001 to 12/2003

Dental Assisting

MPLS Community and Technical College 9/1999 to 5/2000

Cosmetology Program

Patrick Henry High School 9/1995 to 6/1999

- High School Diploma
- President of Asian Culture Club
- Captain of Badminton and Volleyball team
- TCF Intern

Skills

Excellent listener with outstanding communication skills

Energetic and motivated team player

Medical billing

Bilingual – Hmong

10+ years of customer service experience

Appendix C: Food Program Audit and Inspection Reports

The following document is the guidance from LIFE Prep’s most recent food program audit in April 2016.

Minnesota Department Of Education

Child Nutrition Programs

State Review Summary Report

LIFE Prep (100006354)

Review ID: 1662

Program Year: 2016
 Month of Review: April
 Lead Reviewer: Rachel Bowers
 SFA Representative(s): Carrie Vue

SFA - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
1600 - School Breakfast and SFSP Outreach	V-1600	The SFA did not provide information on how the SFA informs families of the availability of the School Breakfast Program prior to, or at the beginning of, the school year and provide reminders throughout the school year.	Describe how you will inform families about the availability of the School Breakfast Program.	
1600 - School Breakfast and SFSP Outreach	V-1600	The SFA did not provide information about how eligible families are informed about the availability and location of free meals for students via the Summer Food Service Program.	Describe how you plan to inform families about the availability of free meals via the Summer Food Service Program. Information on the SFSP, including instructions to finding sites is available on the Summer Food Service Program page of the MN Department of Education's website at: http://education.state.mn.us/MDE/SchSup/FNS/SFSP/index.html	

Site - Level Findings: LIFE Prep (100006845)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	The SFA was serving juice to students who requested a milk substitution due to lactose intolerance, which is unallowable. A milk substitute can be either lactose reduced or lactose free milk, or a non-dairy product that is nutritionally equivalent to milk.	Describe the action you will take to correct this finding. A list of nutritionally equivalent non-dairy products is attached below.	

No Technical Assistance

Appendix D: Approved Board Policies

1. 101.00 Racial Equity
2. 102.00 Equal Opportunity/Non-Discrimination
3. 103.00 Complaints
4. 201.00 Code of Conduct for School Board Members
5. 203.03 Facsimile Signatures
6. 204.00 School Board Procedures; Rules of Order
7. 205.00 School Board Meeting Minutes
8. Complaints Against a Member of the Board of Education
9. Hazing Prohibition
10. 304.00 Records: Data Management
11. 401.00 Equal Employment Opportunity
12. 408.00 Staff Hiring
13. 409.00 Drug-Free Workplace
14. 413.00 Chemical Use and Abuse
15. 414.00 Tobacco-Free Environment
16. 415.00 Harassment, Violence and Offensive Behavior
17. 420.00 Students and Employees with Sexually Transmitted Infections and Diseases and Certain other Communicable Diseases and infectious Conditions
18. 425.00 Nepotism
19. Attendance: Absences and Excuses Religious Holidays and Observances
20. 503.01 Attendance: Homeless Children and Youth Services
21. 503.02 Attendance: Student Entrance Age
22. Drug-Free Schools
23. 505.00 Bullying Prohibition
24. Students: Promotion and Retention

25. 506.02 Student Discipline: Expulsion and Exclusion
26. 506.03 Student Discipline: Suspension
27. 516.00 Students: Medications/ Medical Procedures
28. 516.01 Students: Immunizations
29. 601.01 Achievement
30. 603.00 School Calendar, School Year, Employment Year
31. 607.00 Textbooks and Instructional Material
32. 610.00 Field Trips
33. Crisis Management
34. Wellness Policy
35. Title XI, section 504 Policy
36. Weapons Policy
37. Expense Reimbursement Policy
38. Fund Balance Policy
39. Expenditure Policy
40. Jury Duty Policy
41. Pre-K Billing Policy
42. Lottery Policy
43. Open and Closed Meeting Policy
44. Out-of State travel Policy
45. Parent Involvement Policy
46. Conflict of Interest Policy
47. Policy of Facility Neutrality and Equal Access for Student Non-curricular Groups
48. Transportation Policy
49. Student Sex Nondiscrimination Policy
50. Student, Parental, Marital and Family Status Notification (MSBA)
51. Student with Disabilities Nondiscrimination Policy
52. Early Admittance Policy
53. Physical Restraint Policy

- 54. Search of Student Lockers Policy
- 55. Internet Acceptable and Safety Policy
- 56. Paid Time Off Policy
- 57. Staff Notification of Violent Behavior by Students
- 58. Public and Private Personnel Data Policy
- 59. Procurement Policy
- 60. Protection and Privacy Pupil Records
- 61. FMAL Policy

Appendix E: Staff Handbook

Employee Handbook 2015-2016 School Year



LIFE Prep
930 Geranium Avenue
Saint Paul, Minnesota 55106
(651) 793-6624

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MISSION STATEMENT:

LIFE Prep puts students first. Our success in closing the achievement gap comes from a commitment to academic accomplishment through the delivery of a rigorous curriculum.

The inclusive multicultural community is a safe place to learn and overcome adversity.

Learning In a **Family Environment** empowers students to create their own path.

VISION STATEMENT:

LIFE Prep ignites a desire to achieve and inspires students' hope for a bright future.

Students develop self-confidence through their accomplishments and are empowered to pursue their dreams.

We provide encouragement and a foundation for perseverance; preparing students to thrive as individuals on a successful life path.

LIFE PREP VALUES:

LOVE, LEARN, ACHIEVE, SUCCEED!

COMMITMENTS TO OUR STUDENTS AND FAMILIES

To achieve our mission and vision, the school community will prepare each child to:

- Leave the sixth grade having met or exceeded the state standards in reading and mathematics.
- Achieve success in middle school, high school and post-secondary education.

All students will receive a high quality, standards-based, whole child education:

- Teachers will focus their instruction on high quality student work that meets standards.
- Each child will study a challenging curriculum that applies their learning to everyday situations, thereby enhancing students' social, emotional, ethical and cognitive development.
- Students will receive education in state standards including: reading, writing, mathematics, social studies and science supplemented with character development, physical education and the arts.
- Each child will be monitored as a unique individual to assess growth, progress and any areas where he/she may need additional help.

Families will receive support and assistance from our staff:

- Free breakfast and lunch program.
- Adult/student ratio of 15:1.
- Individualized conferences twice per school year and an Individualized Learning Plan (ILP) that focus on their students' needs.
- A supportive and administrative staff that knows each child.
- Teachers and administrators who can be reached after school hours.

LIFE Prep Beliefs

Be There: All staff needs to be in their rooms when students are present. If you need to leave the building during lunch or prep, let the office know in case you need to be reached.

Make their Day: The moment a child arrives at school, they are to be greeted by each adult in the building. Take the time to welcome every individual and their parents.

Children are First: In every decision, action and manner—the STUDENTS come first. Be prepared **every** day: extra time and extra hours are a part of LIFE Prep. Know each child and discover his/her special gifts.

Go Above and Beyond: Positive calls to families, home visits, attending recitals, games and birthday parties; taking children to lunch etc. This is what we are all about and this is what is expected of LIFE Prep staff. These children love us and need to be loved.

High Expectations: Believe in the potential of each person. Expect only the best. Hold the bar a step higher.

STAFF CODE OF CONDUCT

-Deal fairly and honestly with those whose interest we affect and treat them as we would wish to be treated if the roles were reversed.

-Help individuals resolve any ethical dilemmas they may face and provide an environment where employees may question a building practice without suffering any retaliation or retribution.

-Forego any action, which violates the law or school practices.

-Only undertake business activities that would withstand public ethical review.

-Disclose any conflicts of interest we may have regarding our responsibilities to the school and remove conflicts where required.

-Refrain from any act if in doubt of its legality or ethical appropriateness.

-Represent LIFE Prep and charter schools in a positive manner to the public.

EMPLOYMENT AT LIFE Prep

Life is truly too short to work where one is not happy

***Please note – there is an updated organizational chart in the appendix**

Administrators and Administrative Staff

Executive Director/Principal

Assistant Director

Chief Operations Officer

Facilities Manager

Operations Manager

Administrative Assistant

Classification of Employees

Licensed Staff: Degreed individuals who hold valid teaching, administrative or social work licenses.

Classified Staff: Individuals who are not degreed or licensed, or individuals who are degreed or licensed but are employed on an hourly basis.

Full-Time School Year Employees: An employee who is employed at least 30 hours per week and at least 179 days in an academic year.

Part-Time School Year Employees: An employee who is employed fewer than 29 hours per week but works at least 179 days in an academic year.

Full-Time 12-Month Employee: A person who is employed 30 or more hours per week and at least 220 days in a 12-month period.

Part-Time 12 Month Employee: A person who is employed fewer than 29 hours per week and at least 220 days in a 12-month period.

Background Check

As in all Minnesota public schools, LIFE Prep conducts criminal background checks on all of its employees (MN Statute 120.1045). Every employee must sign a criminal history consent form that gives LIFE Prep permission to conduct a criminal history background check. The cost to the employee is up to \$10 that will be automatically deducted from your first paycheck.

Non-Discrimination Statement

LIFE Prep does not discriminate in hiring because of sex, creed, race, religion, national origin, marital status, sexual orientation, and status with regard to public assistance or any other protected class defined by local, state or federal law.

Early Out Potlucks

September 3, November 4, December 18 (winter party), January 29, February 26, March 18, May 18, June 8

All School Meetings 2015-2016

October 2

January 15

February 19

March 25

April 22

BENEFITS

FRINGE BENEFITS

Eligibility for fringe benefits depends upon the class of staff that your job description falls into:

Administration

Licensed Instructional: Teachers

Non-licensed Instructional: Paraprofessionals

	Administration	Licensed Instructional	Non-licensed Instructional
Health	100% ER	90%ER	90%ER
Dental	100%ER	50%EE	50%EE
Vision	100%ER	100%EE	100%EE
Life	100%ER	100%ER	100%ER
Long Term Disability	100%ER	100%ER	100%ER
Accidental Death and Dismemberment	100%ER	100%ER	100%ER

EE=Employee Paid ER=Employer Paid

Teachers Retirement Association (TRA):

All licensed personnel will have 7.5% deducted from the gross amount of each pay periods check as required by law.

LIFE Prep’s Board of Directors also pays 7.5% into your retirement account as required by law.

Public Employees Retirement Association (PERA):

All non-licensed personnel will have 7.5% deducted from the gross amount of each pay periods check as required by law. LIFE Prep’s Board of Directors also pays 6.5% into your retirement account as required by law.

403(b) (Personal Retirement):

All employees are eligible for enrollment in a 403(b) plan. The employee has the ability to contribute as much or as little as they would like to their plan. LIFE Prep does not contribute to this plan but we will deduct your contributions bi-weekly from your wages so your contributions are made on a pre-tax basis.

AFLAC (Gap Insurance):

All employees can enroll in various insurance offerings. These insurances are 100% employee paid for all classes of employees and deducted from wages bi-weekly. These premiums are paid on a pre-tax basis.

Additional Term Life Insurance:

Above what LIFE Prep already provides is available for purchase by the employee. Similar to the other insurance options, LIFE Prep will deduct the premiums bi-weekly from employee wages on a pre-tax basis.

FMLA (Family Medical Leave Act)

Employees eligible for FMLA have worked for their employer for at least one year and for 1,250 hours over the previous 12 months. Employees may take an unpaid leave of absence for a time period of up to 12 weeks. FMLA permits employees to take leave on an intermittent basis or to work a reduced schedule under certain circumstances. The leave must begin within 12 weeks of the birth or adoption of a child; however, in a case where the child is hospitalized longer than the mother, the leave may begin within 12 weeks after the child leaves the hospital. The leave must be requested in advance if possible and medical forms must be completed and signed by the employee’s physician. Employees may use PTO if they wish to be paid for any otherwise unpaid portion of FMLA. The school will continue to pay for the regular full-time employee’s share of health insurance benefits for up to 12 weeks. After 12 weeks, the employee is responsible for 100% cost of benefits. Employees returning from FMLA are reinstated to the same or comparable position at the same rate of pay they received prior to the leave beginning.

Parenting Leave (Effective 1/1/2013)

Teacher and administrators with 5+ years work experience at LIFE Prep, who are full-time employees may take up to 12 consecutive weeks of paid parenting leave. Leave commences on date of birth, adoption of child or doctor approved bed rest. Teachers and administrators in this category may use accrued PTO in order to receive wages during an unpaid portion of the parenting leave. LIFE Prep will in all instances be in compliance with the Family Medical Leave Act. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

Teacher and administrators with less than 5 years work experience at LIFE Prep, who are full-time employees may take up to 12 consecutive weeks of parenting leave, 6 weeks of which will be paid leave. Teachers and administrators in this category may use accrued PTO in order to receive wages during an unpaid portion of the parenting leave. Leave commences on date of birth, adoption of child or doctor approved bed rest. LIFE Prep will in all instances be in compliance with the Family Medical Leave Act. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

Paraprofessional and support staff with 5+ years work experience at LIFE Prep who are full-time employees may take up to 12 consecutive weeks of parenting leave, 3 weeks of which will be paid leave.

Paraprofessional and support staff in this category may use accrued PTO in order to receive wages for the unpaid portion of the parenting leave. Leave commences on date of birth, adoption of child or doctor approved bed rest. LIFE Prep will in all instances be in compliance with the Family Medical Leave Act. Upon return to work, the employee will be reinstated to his or her previous position or an equivalent position.

Paraprofessional and support staff with less than 5 years work experience at LIFE Prep, who are full-time employees may take up to 12 weeks of unpaid parenting leave. Paraprofessional and support staff in this category may use accrued PTO to receive wages for the unpaid portion of the parenting leave. LIFE Prep will in all instances be in compliance with the Family Medical Leave Act. Upon return to work the employee will be reinstated to his or her previous position or an equivalent position.

Paid Time Off (PTO)

- Full-time administrative staff will receive 20 PTO days (160 hours) per year and work 220 days per year.
- Full-time licensed staff will receive 10 PTO days (80 hours) per year. Workdays will be determined annually by Board-approved calendar.
- Full-time non-licensed support staff will receive 5 PTO days (40 hours) per year. Workdays will be determined annually by Board-approved calendar.
- All full-time staff will be able to roll over a maximum of 2 unused PTO days (16 hours) per year into the following year's PTO time.
- For all classes of full-time employee, the maximum PTO days that can be held by the employee is 30.
- Part-time employees who work less than 30 hours per week are not eligible for PTO.
- Temporary employees (such as summer workers or long-term substitute teachers) are not eligible for PTO.
- If an employee has 5+ consecutive year work history with LIFE Prep, they are qualified for a payout of their unused PTO days up to 30 days (240 hours). PTO payout amount is determined by using 50% of the school year Board-approved external sub pay times the number of PTO days accrued up to 30 days. Thirty-day notice must be given before last regular year student attendance day in order for licensed teaching staff to be eligible for this benefit.
- Employee is not eligible for the PTO pay out after receiving notice that the LIFE Prep Board of Directors or LIFE Prep Administration has terminated the employee's employment or has declined to renew the employee's employment after expiration of the current contract term.

Worker's Compensation Insurance

Job related injuries or occupational illnesses are covered under Worker's Compensation laws. An injury or occupational illness must be reported to Human Resources immediately. Reporting forms are available in the appendix of this manual. Return the completed form to Human Resources for signature so it can be submitted to the insurance company within 24 hours. You are not eligible for Worker's Compensation if the accident or illness is not immediately reported.

Military Leave

Military Leave applies to employees providing service in the Navy, Marines, Army, National Guard, International Guard, Commissioned Corps of Public Health and the Coast Guard and any other category designated by the President of the United States in times of service or emergency. The employee is required to give advance notice of training leave unless it is impossible or unreasonable due to military necessity. Military Leave will be granted for periods of active military service up to five years (unless longer statutory exceptions apply). Full-time training or other full-time duty performed by a member of the National Guard is

considered active duty. The law does not require continuation of compensation while on active military duty. An employee and his/her covered dependents can be on COBRA continuation benefits.

Re-Employment after Military Leave

An employee discharged from active military duty under honorable conditions is entitled to reemployment if the duty lasts less than five years.

LIFE Prep will reemploy an employee after Military Leave in the position that the person would have retained but for the absence due to military service under USERRA, unless: the school's circumstances have so changed as to make reemployment impossible or unreasonable (such as a reduction in force or the elimination of his/her position), the employee is disabled so as not to qualify for the prior or equivalent position and reemployment would cause undue hardship to the school or, the position the employee left was for a brief nonrecurring period and there was no reasonable expectation that the position would continue for a significant period. LIFE Prep will make reasonable efforts to refresh the returning employee's skills or to provide training to help the employee qualify for reemployment where the employee is no longer qualified due to technological advances. LIFE Prep will make reasonable accommodations for disabilities incurred or aggravated while in military service.

Discharge following reemployment: a person who is reemployed pursuant to the Federal Uniformed Services Act cannot be discharged except for cause pursuant to the following schedule—within one year if the person's service was more than 180 days or within 180 days if the person's period of service was more than 30 days but less than 181 days.

Non-Military and Non-FMLA/Emergency Leave

Considered on a case-by-case basis.

PERFORMANCE MANAGEMENT

Absences

An employee's presence at school is important to ensure the success of our students and to ensure operational efficiencies, regardless if the employee's position is licensed or non-licensed. When an employee is hired, he/she will be advised of expected work hours. All hours and days are subject to change and may be modified based on operational needs. All staff are required to e-mail their absence to the PTO request address, TimeOff@LIFEPrepSchool.org, as soon as they are aware they will need to be absent. If an employee is called away from LIFE Prep for an emergency, they are expected to report their absence to the TimeOff@LIFEPrepSchool.org address as soon as it is convenient.

Personal Leave Request

- Whenever possible, request personal leave in advance. E-mail your request to timeoff@lifeprepschool.org whether it is for personal time off or professional development. For every day over your allotted sick days, you will be deducted your daily rate of pay, which is determined by your annual salary divided by the number of working days determined by the board of directors. You will not be paid for time off used past your accrued PTO for the fiscal year.

If you are a teacher:

- Make sure you have left detailed plans for the day that include everything required by your supervisor.
- Either the executive director, assistant director or administrative assistant will find a sub for you.
- If you would like a specific internal substitute, make your request directly with the executive director.
- Please see the 'LIFE Prep Substitute Teacher Procedure' document in the appendix

NO SHOW/NO CALL

If a staff member does not show for a day of work and does not call to notify the director of their unplanned absence, the administration will contact the employee at their home. The employee will be made aware that there is concern for their welfare, ask for information surrounding the employee's "no show, no call," and advise them that they should return to work the following day. If the staff member is unavailable, the administration will leave a message.

If the staff member does not report to work for a second consecutive day and does not call to explain the unplanned absence, the administrator will again contact the employee at their home, or a message will be left, advising them if they do not return to work the next day it will be considered voluntary resignation, also know as "Job Abandonment."

If an employee does not show or call on the third consecutive day, at the end of business, the administrator will write a letter confirming the employee has voluntarily resigned by abandoning their job, note the dates of absence and contact made, and send a letter to the employee's home by next day delivery. The date of termination would be considered the fourth day the employee is out and will be noted in the letter.

If an employee does not report for work for 2 or more consecutive days and then later arrives to perform his or her job duties without notification there will be an immediate meeting with his or her direct supervisor. A reasonable explanation, which may include documentation from a physician, etc. may be required to avoid termination.

Employee Discipline

LIFE Prep is committed to providing a quality education to every child, and the key to this education is quality, professional staff. To support this commitment, the administration has the responsibility to hire, discipline, and release staff.

The following actions will result in suspension or removal from the employee's position at LIFE Prep. The suspension may be paid or unpaid from one to three days. The administration will determine the degree of discipline and will inform the staff member in writing. This list is not exhaustive and may be added to at the discretion of the administration.

- Job abandonment, leaving position and/or school building without permission from administration.
- Insubordination, direct disregard for request by administration.
- Physical or mental abuse of children.
- Verbal or written defamation of any staff member, child or parent
- Disregard for safety of children.

An employee's substandard performance will result in the imposition of discipline ranging from an oral reprimand to termination of employment. In most cases, discipline imposed for substandard performance will follow a progressive format where an employee is placed on an action plan for improvement and will be given guidance as to how to improve job performance.

Grievances

In the event of a disagreement or misunderstanding between staff members LIFE Prep will follow this procedure:

1. The staff member should go directly to the individual involved and talk to them about the situation or problem.
2. If the situation or problem is not resolved by step #1, inform the Executive Director and a meeting will take place with the Executive Director and the staff members involved.
3. If the problem is not resolved by the above, or has role issues with the Executive Director, the Executive Committee of the Board needs to be notified and this communication will be kept in the strictest confidence.

See Appendix A-2.

Harassment and Violence

LIFE Prep strives to maintain a workplace that is free from any form of harassment or violence towards other staff members, students and parents. Forms of harassment include: racial, color, creed, sex, marital status, sexual orientation, religious, age, personal, regard to public assistance, national origin. Any type of harassment should be immediately reported to your supervisor. In the rare case of supervisory harassment, please contact the Executive Committee?

Violation of School Policies/Misconduct

All staff members are to obey state and national laws, LIFE Prep school policies, and directions and/or job requirements as determined by your supervisor.

Misconduct of an employee will result in the imposition of discipline ranging from an oral reprimand to termination of employment. Misconduct includes but is not limited to the following:

- Unprofessional conduct
- Failure to comply with state and national laws or school policies
- Neglect of duties
- Personal and/or immoral conduct

- Use of illegal drugs or alcohol while on duty or off duty use that which impacts the employee's job performance
- Deliberate and serious violations of the rights and freedoms of other employees, students, or parents
- Theft of school or personal property
- Falsification of credentials or experience
- Failure to follow the canons of professional and personal ethics
- Unauthorized destruction of school property
- Criminal Activity/Conviction

SUBSTITUTE TEACHERS AND VAN DRIVERS

Substitute Teachers

LIFE Prep Board of Directors may pay all application fees to Minnesota Department of Education for qualifying paraprofessionals to earn a substitute teaching licensure through the Department of Education. If employee resigns or is terminated from employment with LIFE Prep within 2 years of sub licensure, employee agrees that LIFE Prep may deduct application fees from final paycheck. If LIFE Prep is to pay for an employee's substitute license, that employee must agree to work for the daily sub rate. If the employee does not wish to work for the daily sub rate because his or her position's daily rate receives higher wages, then LIFE Prep will not pay for the substitute teaching licensure.

Employee may not be absent on LIFE Prep contracted day from LIFE Prep to substitute in other schools. Internal substitutes (paraprofessionals employed by LIFE Prep) will earn a net substitute pay rate of \$18.55 per hour. External substitutes (sub call list and contracts with external agencies) will be paid a gross of \$18.55 per hour.

Van Drivers

School owned vans are to be used **for school business only**. Acceptable uses include: student transportation from home to school, and school to home; field trip transportation; doctors appointments during the school day for LIFE Prep enrolled students; etc.

All drivers must meet the following criteria:

- Proof of insurance
- Valid MN drivers license
- 22 years of age or older
- No more than 2 moving vehicle violations
- No alcohol related driving citations for previous 7 years
- No reckless driving citations for previous 7 years – Director discretion
- An approval of your driving history through LIFE Prep's auto insurance carrier

The driver of any school vehicle is responsible for any and all fines, tickets or citations received while driving school vehicle. LIFE Prep is in no way responsible for violations in law committed by employee. Drivers must follow all applicable laws including one occupant per seat belt

All van drivers must complete LIFE Prep vehicle inspection and safety training provided by our facilities manager, must maintain the mileage recording for vans in use and run their drivers' license information through our insurance company's database. Drivers are NOT allowed to speak on cell phones or text while driving.

LIFE Prep Property

All supplies, furniture, equipment, technology or other items given to, or acquired by LIFE Prep by donation, grant or fundraiser, are the property of LIFE Prep.

All supplies, furniture, equipment, technology or other items used by staff at LIFE Prep are presumed to be LIFE Prep property. An employee disputing the ownership of any item may be asked to prove ownership by producing a receipt for the item in question. All items purchased with school funds, including reimbursements, are the property of the school.

Access Card and Keys

All LIFE Prep employees are given a key to their room and an access card to the building. All keys are provided to staff by the facilities manager and acknowledged by the employee by their signature.

All access cards must be signed out from St. Casmir Catholic Church through their office manager.

Postage

LIFE Prep has a postage machine to be used for school mailings. When you are ready to send out student mailings, give them to the administrative assistant to be posted and mailed. Please do not post them yourself. School postage is not for personal use.

School Vans

School owned vans are to be used for school business only. Acceptable uses include: student transportation from home to school, and school to home; field trip transportation; doctors appointments during the school day for LIFE Prep enrolled students; etc.

Technology

All administrative and licensed staff will be issued a LIFE Prep laptop or tablet and power supply upon employment according to their needs. Paraprofessionals may be issued a life prep tablet upon request to the executive director. These devices are the property of LIFE Prep and must be returned in good working condition, and with the power supply and work-related files intact upon separation of employment from LIFE Prep. Failure to return these items may result in LIFE Prep invoicing an employee for the replacement value of these items. If the items are not returned and the invoice remains unpaid, the situation may result in LIFE Prep turning the matter over to law enforcement.

Only LIFE Prep technology staff or vendor will perform any maintenance that needs to be conducted.

The Employee is responsible for repair or replacement of technology in the following instances:

- o Neglect
- o Misuse
- o Theft
- o Lost item

T.V./D.V.D

Televisions are available to use in every classroom for educational purposes. Excessive or inappropriate use of television may result in disciplinary action. Only PG rated movies are permitted without prior consent from the executive director. Do not move televisions between classrooms.

DAILY OPERATIONS

Alarm Use

Entering the building: The white alarm panel will show a red “armed” light. Present your card to the inside reader below the white alarm panel within 30 seconds. The alarm will give you an audible signal that it is off. Proceed as normal. *Note: You cannot work or move about in the building with the alarm armed.* **Exiting the building:** Before arming, **ensure** that no one else is in the building. It is preferable to **walk** the building to be sure you are the last one out. If all the doors are latched the white alarm panel will say ready to arm. (green light) Present your card to the inside reader. If the alarm panel shows faults, you must remedy the affected condition or door. The panel will tell you which door to look for. You have 30 seconds to exit the building. The alarm is armed.

Cell Phones

Cell phones are not to be used for talking, internet use, **or** texting while children are present.

Classroom Budgets

All regular classrooms will have an instructional supply budget of \$400.00 and a non-instructional budget equal to the number of students enrolled on October 1 of each year, multiplied by \$40.00. Specialists will receive an instructional supply budget of \$400.00 per classroom. Special Education employees will have access to funds and approval must be received prior to purchase. Items purchased with this money **must be approved prior to purchase** and are the property of LIFE Prep. Items purchased without approval may not be reimbursed, at the discretion of the executive director.

Computer Use:

All email and computer transactions are public knowledge, accessible by the executive director and board of directors at any time. Teachers or paras are not to be on their computers while students are present for anything other than relevant classroom activities.

Elevator Use

The elevator should not be used in cases of fire, or severe weather. The elevator is to be used by people with disabilities, injuries or large loads only. It is not to be used for everyday use by staff and students.

Hours of Employment

Licensed Positions: Licensed staff will report for duty 30 minutes prior to the arrival of school children and remain on grounds until 30 minutes after dismissal or until the last bus departs.

Non-Licensed Positions: All non-teaching staff members are to be at their assigned stations by 7:00 a.m., and will not leave until 3:00 p.m.

Keys and Access Cards

All employees are given a key to their room and an access card to the building. Please see key and access card information above for specific details and expectations.

Mailboxes and E-mail

All staff members are expected to check their mailboxes and e-mail upon arrival and departure daily to assure you receive important communications from parents and staff. Remember that anything you write/send by school e-mail is public information. All employees are required to use professional writing when composing external messages.

Checking e-mail from a non-school computer:

1. Open our e-mail server site: mail.google.com/a/lifeprepschool.org
2. Enter your user name (usually your e-mail address).
3. Enter your password.
4. If you have any questions or trouble, talk to the Assistant Director.

Personal Property

Your personal property such as purses and keys should always be kept in a safe place in your work area. LIFE Prep is not responsible for lost or stolen items.

Phone Extension

Record a personal greeting on your extension and have your name entered on your station. Check messages daily and return parent calls within 24 hours. See Appendix: A-7 for staff extensions.

Purchase Orders (PO)

Purchase orders are used to purchase items that are in the Board approved budget from companies that will allow LIFE Prep to order an item and invoice LIFE Prep for payment later.

- ◆ All purchase orders MUST have the executive director's pre-approval and be able to be paid for with the funds available in the budget line item before ordering.
- ◆ All purchase orders may ONLY be placed by the chief operating officer (COO).
- ◆ Purchase orders should have the complete name, address, and phone and contact person at the company completed as well as the LIFE Prep contact information.

If the purchase is necessary and there is not enough money left in the budget, you may request a budget increase and go before the Board to make that request. No purchase orders will be paid without an invoice attached. Purchase orders are created by the COO.

Process:

1. Request a PO form from the COO.
2. Fill out the company/contact information from whom you are ordering, your information as the contact for questions and delivery, and the details of your order as requested on the form.
3. Attach an itemized invoice.
4. Sign request and give to the COO who will present it to the executive director with accounts payable on either the 10th or 25th of the month, whichever is closer to your request. The executive director will approve or deny the purchase order based upon need.
5. If the Director approves the request and there is money in the budget, the item will be ordered.
6. You are responsible for providing the receipt for your order to the COO as soon as possible.

Reimbursement

Rarely during the school year you may need to make a purchase for a special event for the school. The executive director must approve this purchase before it is made.

Process:

1. Get written approval from the executive director via a reimbursement form request. It is necessary to know a rough estimate of the purchase you are planning to make.
2. Make your purchase.
3. Retain receipt. **Without the receipt for your purchase you will not be reimbursed for the expense.**
4. The executive director will give the form to the COO for reimbursement.

5. Reimbursements are made twice per month, on the 10th and 25th along with accounts payable.
6. You will receive a paper check for your reimbursement in your LIFE Prep mailbox or via U.S. mail should we be on an extended break.

See Appendix A-3.

Staff Breakfast and Lunch

All staff will be responsible for providing their own breakfast and/or lunch, and also have the option of purchasing the school breakfasts and/or hot lunch at the current minimum reimbursement rate, which is \$3.50 unless you eat AFTER all students have received their meals for the day, in which case your meal will be free.

Substitute Plans

By the first week of school, all teachers need to have an emergency sub folder prepared and filed within your classroom. Emergency sub plans should include: your class list and seating chart, a schedule including specials, who rides which bus/rides in a car/goes in aftercare, parent/guardian contact info, and two days worth of activities or work for the class to complete.

Tax Exempt #

When making purchases for school, use the "Tax Exempt" card with our unique number on it. When using this card, you may be asked for identification. It is a violation of the law to use this card for personal use.

LIFE Prep, Tax Exempt ID Number: ES 37086
930 Geranium Avenue East
Saint Paul, MN 55106
ISD # 4035
Phone: 651-793-6624 Fax: 651-793-6633

Teacher Development/Conferences

Teaching staff must receive approval to attend work-related conferences from the executive director of the school prior to registration. Failure to do so may result in employee paying for the conference.

Employees who report to the LIFE Prep Board of Directors must receive approval to attend work-related conferences from the LIFE Prep Board of Directors prior to registration. Failure to do so may result in employee paying for the conference.

If the conference is required for teacher re-licensure or at the request of the executive director or Board of Directors, employee will receive federal mileage reimbursement rates for driving personal vehicle if the travel is further than the employee's commute from home to LIFE Prep round trip.

Titles

Everyone who works at LIFE Prep will use Mrs., Miss, Ms. or Mr. before his/her name or initial. You may choose whether to use your first name, surname or your initial.

HEALTH AND SAFETY

Contagious Diseases

Any disease, rash or virus that is suspected of being contagious must be referred to the executive director/principal immediately. Lice, ringworm, chicken pox, measles, conjunctivitis and whooping cough are just a few examples.

Open Door Policy –

The interaction between a single student and single employee of Life Prep should be done with an “open door”. This goes for all Administrators, Administrative staff, Licensed and Classified staff. If a door must be closed due to sensitive information, both windows and door locks should not be covered, blocked, or locked. Volunteers, visitors, parents, and college students should not be left unattended with a student in a classroom, or private area on school grounds. Any 1:1 interaction with these individuals should be done in a public setting.

Crisis Intervention

A crisis can occur at any time. Examples of crises are: the sudden death of a student or staff member, severe weather, intruders, fires or explosions. A crisis typically starts with a great deal of confusion so the best time to prepare for a crisis is before it occurs. A crisis surrounding schools involve children, and there is usually media attention. **Do not speak with the media, let our leadership team handle all public relations in times of a crisis. Your response as a staff member should ALWAYS be “no comment.”**

In the event of a crisis situation, the following plan will be in effect:

1. Notification of the staff-you will be apprised of the basic facts of the situation
 - If school is out, the emergency calling tree will go into effect.
 - Be prepared for an early morning meeting before school or a late afternoon meeting after school.
2. If a crisis should occur during school hours, the crisis intervention team will be called immediately to develop a plan of action to meet the specific needs of the situation.
3. Do not speak with the media unless you are specifically asked to do so by the executive director/principal.
4. Wait for further directives from the executive director/principal.

Mandated Reporting

As educational workers, we are mandated to report any suspected maltreatment of minors. Immediately report maltreatment to the Administration and complete the “mandated reporter” paperwork. This paperwork can be found in the appendix of this manual and in the mailboxes. See Appendix A-4.

Smoking Policy

LIFE Prep is a smoke-free environment. Smoking is not permitted on school grounds or in school vehicles.

Student Medication

All student medications are to be administered by office personnel so proper documentation can be retained. Students are not allowed to carry their own medications. Parents must complete a medication administration form. Written permission from parents is required to administer any kind of medication

including ibuprofen, acetaminophen, antacids, etc. You will be notified of any students requiring medication during school hours. **See Appendix A-5.**

No Firearms on the Premises

LIFE Prep does not allow firearms on the premises for any reason, other than by emergency responders such as the police department. No staff member or private citizen shall bring guns into the school.

EMERGENCY PROCEDURES

**** ALL STAFF has the responsibility of calling 911 if you determine the immediate safety of children is being jeopardized ****

CODE I -- If “Code I” is announced there is a threat **INSIDE** the building...lock your door, lower your blinds, immediately gather all children to an area away from windows and maintain silence. If you are in an open area such a hallway or the cafeteria, immediately go into a classroom or place where the students and staff cannot be seen. Wait for the “all clear” announcement from the loud speaker and phone system.

CODE O – If “Code O” is announced there is a threat **OUTSIDE** the building...maintain your position, lower your blinds and do not allow students to leave your room. Wait for the “all clear” announcement from the loud speaker and phone system.

Fire, Bomb Threat, Gas Leak—Follow the evacuation route posted in the room you occupy. Each teacher is responsible for the safety of all of his/her students. When a fire alarm sounds, students should evacuate quietly under constant supervision of a staff member. There is to be no talking while in line for the duration of the evacuation/drill. Teachers should take roll when exiting the building and give a “thumbs-up” signal when all students are accounted for. At least three fire drills will be conducted during an academic year.

Severe Weather

The tornado drill map will be posted in the classroom. Teachers and students should be familiar with the shelter location and procedures prior to an actual drill or emergency situation. When the tornado drill signal is given, move your students quickly and quietly to the designated area. Assume the tuck position and wait for the “all clear” signal. **Teachers should take roll and account for all students.**

STUDENT DAILY OPERATIONS

Arrival

Each student should be greeted individually every day. All staff should be in the hallway before school starts.

Assessments/ILP

Assessing our students’ success drives everything we do at LIFE Prep. We use NWEA testing 3 times per year in grades K-6. MCA tests are administered statewide for grades 3-6 in April. Reporting documents are required three times per year and should include NWEA scores. All students in grades K-6 will have an ILP

(Individualized Learning Plan). This is a goal setting page completed by the teacher, parent and student and is reviewed at conferences.

Attendance

Attendance MUST be taken each morning by 7:50. Students who arrive after 7:45 a.m., should report to the secretary for an admit slip to come to class. Once the school's attendance is accounted for, the daily email from the school secretary will indicate absences and reasons for the absences.

Bathroom Breaks/Passes

Encourage students to use the bathroom before school, at lunch, and en route to and from Specials.

No student should be outside and the classroom without a pass. All students should use the bathroom and drinking fountain closest to their location.

Breakfast Counts

Each class must track if students in their room eat breakfast. Turn in those counts daily to the operations coordinator.

Care of Your Room

Before you dismiss your students, make sure your floor is free of scraps, books and paper. Have the students place their chairs on top of the tables so floors can be swept easily. Place your trash and recycling bins near or just outside your door. You and your students are responsible for cleaning your boards and table/desk tops. If you have a special maintenance request, email Administrative staff.

Child Study Team

The Child Study Team will meet to review student cases that have been referred for specific problems. The regular team consists of special education teachers, social workers and the Assistant Director. If you have concerns about a specific child, refer him/her to the Special Ed Team.

Class Supplies and Wish List

It is helpful to make a "wish list" of any items you would like donated to the classroom as a whole. Keep it posted by your room and update it in your weekly newsletters. Carry your business card and staff ID card and ask local businesses for donations...you never know what you're going to get!

Parent Communication

All phone calls from parents should be returned within 24 hours. Document every conversation and correspondence with parents with the date, time and method of correspondence.

Weekly Class Newsletter

All teachers are required to send home weekly newsletters updating families. Place a one copy in the school secretary's box. Sample Newsletter Topics include: Flashback-what happened this week, FastForward-what is upcoming next week, Student of the Week-highlight one child, Birthdays-list any birthdays, Special Dates-field trips, vacations, early release days.

Departure - Student

Every teacher and/or Para must walk their students out to the buses, after care area, and/or Parent pick up location (dress accordingly in the winter!). IF A STUDENT misses the bus THE TEACHER IS RESPONSIBLE.

Aftercare: All students that do not take the bus or get a ride must be escorted to aftercare by the teacher or a para.

Discipline

The goal at LIFE Prep is to have a learning environment that is safe and free from unnecessary disruptions.

Behaviors such as the following seriously disrupt the learning environment, making it difficult for students to learn and for teachers to teach:

- Throwing items in the classroom or hallway
- Putdowns, profanity and disrespectful language
- Inappropriate gestures, drawings
- Threats or expression of intention to cause harm to another
- Vandalism, destruction or defacing of school or another student's property
- Insubordination, defiance or the will-full failure to carry out the instructions of a staff member
- Assault or an attempt to inflict bodily harm to another student or staff member
- Use of personal gaming systems during class time
- Refusing to participate in class
- The use, possession, or distribution of alcohol, tobacco or other drugs
- The use or possession of a weapon, matches, fireworks or lighters
- Stealing
- Public displays of affection
- Cheating or plagiarizing
- Leaving school grounds without permission
- Harassment in any form
- Use of cell phones, iPods, and other electronic devices during school hours
- Anything that in the judgment of the administration constitutes a serious disruption of learning, violates the rights of others or endangers the safety of anyone in the school

Students engaging in the previously listed behaviors will be subject to one or more of the following discipline consequences:

- Removal from class
- Loss of privileges such as field trips, fun classroom activities, other activities
- Session with a school social worker
- Parent phone call and/or meeting
- Lunchtime or after school detention
- Meeting with the Dean of Students or director
- In school suspension
- Out of school suspension
- Notification of law enforcement authorities
- Expulsion

All discipline matters are under the discretion of the administrative staff. It is always our goal to return the students back to class so that learning can continue for everyone. Please attempt to handle as many discipline issues in your room as possible. When this is not possible, students may be sent to the assistant director.

Emergency Substitute Plans

By the first day of school, all teachers need to have an emergency sub folder prepared and filed with the assistant director. Emergency sub plans should include: your class list and seating chart, a schedule including specials, who rides which bus/rides in a car/goes to aftercare, two days worth of activities or work for the class to do.

Field Trips/Permission Slips

Fieldtrips are welcome at LIFE Prep. **Each teacher must have signed Permission Slips for each student and must notify parents of the fieldtrip.**

First Aid

We do not employ an on-site nurse. Minor scrapes and cuts can be handled in the classroom and each teacher will receive a package of bandages. **Always complete an "Injury Report" and notify the parents immediately.** These forms can be found in this manual and by the mailboxes. See **Appendix: A-7.**

Food

Birthday treats AND special lunches are welcome at LIFE Prep.

Hearing and Vision Screening

Hearing and vision tests will be administered each academic year. We will take every measure to help all of our students get glasses or hearing aids if they need them.

Homework

Homework is practice. Do not ever assign something that has yet to be taught. When assigning homework, remember most of our students do not have access to a computer and many do not have transportation to a library. Homework must be assigned every day.

Learning Outside of the Classroom/Leaving School Grounds

Learning is welcomed outside of the classroom; just make sure to tell the administrative assistant. Take your students outside or to the park or in the cafeteria for a lesson/activity. Be sure to see the administrative assistant, who will have a sign out sheet for you to sign.

Lunch/Recess

Teachers have lunch and recess duty with their students every day. If you need to take a child/children out for a special luncheon, let the office know and make sure the rest of your class is covered. All students and are expected to go outside for recess unless it is below zero or there is a funeral at the church.

Lunch Schedule –

Teachers and paras have lunch and recess duty with their students every day.

10:45 – Pre-Kindergarten
10:50 – Kindergarten
11:10 – 1st grade
11:20- 2nd grade
11:50- 5th grade
12:10- 3rd grade
12:30 –4th & 6th Grades

Lunch Off School Grounds

If you need to take a child/children out for a special luncheon, let the office know and make sure the rest of your class is covered.

Recess

All students are expected to go outside for recess unless it is below zero or there's a funeral the church.

Schedule – Class

Turn in a copy of your daily schedule to the office staff by the end of the first week of school. Include your literacy time, math time, specials, lunch, etc., be sure to submit any changes throughout the year. This helps immensely when we are trying to locate kids for dentist appointments, etc.

School Calendar

The school calendar is distributed to all staff and students and a copy is in this manual. It is your responsibility to send reminders home for upcoming early release and no-school days. Please try to schedule doctor and dental appointments on our days off when possible. **See Appendix A-8.**

Snow Days/Inclement Weather

Should inclement weather occur and school must be canceled, the automated phone system will alert students and families. Administration will also send an email notification to families, put the closure on the website, and notify local news channels. Staff will be notified by email and telephone tree. See Appendix: A-11.

Special Paperwork Concerning Students

On some occasions you will be asked to complete special paperwork for parents, doctors, special education staff and social workers. Remember to report the facts unless your opinion is asked. Please complete these forms in a timely manner and make a copy to keep in the student's file.

Specialists: Art, Music, Physical Education, and Science

Specialists will stay in their classrooms. Classroom teachers or Paras will escort the students to your rooms. (Special Education staff may get their students from the regular education classroom.)

Supervision of Students

Your students are my students...all students at LIFE Prep are everyone's responsibility. We are all responsible for the supervision of *our* students, especially in common areas of the building. Get to know as many children in other classes as possible.

Volunteers and Parents

Volunteers, visitors, parents, college students are a required and essential part of LIFE Prep. All teachers should have volunteers in the classrooms to read, do special activities or to help the classroom teacher. All volunteers must sign in at the front desk and wear an identifying nametag. Please express your appreciation for volunteers in writing whenever possible. **Do not ever leave a volunteer alone with a student, our policy is to have a staff member with volunteers at all times.**

Staff Handbook Acknowledgement Form

I have received a copy of the 2015-2016 Staff Handbook for LIFE. Prep. I acknowledge my obligation to read and understand its contents and further acknowledge that:

- The handbook is only intended to provide a general overview of school personnel policies and does not necessarily represent all such policies or practices in force at any particular time.
- This handbook, dated August 2015, supersedes and replaces any previously stated written policies or practices covering the same or similar subjects or matters, including, but not limited to those contained in any manuals, handbooks, correspondence, memoranda or oral discussion.
- Neither this handbook, nor any other written or unwritten policy or practice creates nor is intended to create an express or implied contract, covenant, promise or representation between the school and the employee.
- I also understand that the school reserves discretion to add, change, or rescind any policy or practice and that any such modification shall not alter the at-will relationship between the school and the employee.
- No employee or representative of the school other than its director has any authority to enter into any written or oral employment agreement for any specified period of time, or to make any other binding agreement different than what is stated above.

Employee Signature

Employee Name (printed)

Date

****A copy of this document must be in personnel file prior to start of school year/employment.****

APPLICATION FOR EMPLOYMENT

(PRE-EMPLOYMENT QUESTIONNAIRE) (AN EQUAL OPPORTUNITY EMPLOYER)

PERSONAL INFORMATION				
				DATE
NAME		LAST		FIRST
		MIDDLE		SOCIAL SECURITY NUMBER
PRESENT ADDRESS				
		STREET	CITY	STATE
PERMANENT ADDRESS				
		STREET	CITY	STATE
PHONE NO.		ARE YOU 18 YEARS OR OLDER? Yes <input type="checkbox"/> No <input type="checkbox"/>		
ARE YOU PREVENTED FROM LAWFULLY BECOMING EMPLOYED IN THIS COUNTRY BECAUSE OF VISA OR IMMIGRATION STATUS? Yes <input type="checkbox"/> No <input type="checkbox"/>				
EMPLOYMENT DESIRED				
POSITION		DATE YOU CAN START		SALARY DESIRED
ARE YOU EMPLOYED NOW?		IF SO MAY WE INQUIRE OF YOUR PRESENT EMPLOYER?		
EVER APPLIED TO THIS COMPANY BEFORE?		WHERE?		WHEN?
REFERRED BY				
EDUCATION	NAME AND LOCATION OF SCHOOL	*NO OF YEARS ATTENDED	*DID YOU GRADUATE?	SUBJECTS STUDIED
GRAMMAR SCHOOL				
HIGH SCHOOL				
COLLEGE				
TRADE, BUSINESS OR CORRESPONDENCE SCHOOL				
GENERAL				
SUBJECTS OF SPECIAL STUDY OR RESEARCH WORK				
SPECIAL SKILLS				
ACTIVITIES: (CIVIC, ATHLETIC, ETC.)				
EXCLUDE ORGANIZATIONS, THE NAME OF WHICH INDICATES THE RACE, CREED, SEX, AGE, MARITAL STATUS, COLOR OR NATION OF ORIGIN OF ITS MEMBERS.				
U.S. MILITARY OR NAVAL SERVICE		RANK		PRESENT MEMBERSHIP IN NATIONAL GUARD OR RESERVES

*This form has been revised to comply with the provisions of the Americans with Disabilities Act and the final regulations and interpretive guidance promulgated by the EEOC on July 26, 1991.

Form W-4 (2014)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete only lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2014 expires February 17, 2015. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$1,000 and includes more than \$500 of unearned income (for example, interest and dividends).

Exceptions. An employee may be able to claim exemption from withholding even if the employee is a dependent, if the employee:

- Is age 65 or older.
- Is blind, or
- Will claim adjustments to income, tax credits, or itemized deductions, on his or her tax return.

The exceptions do not apply to supplemental wages greater than \$1,000,000.

Basic instructions. If you are not exempt, complete the Personal Allowances Worksheet below. The worksheet on page 2 further adjusts your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claim and may not be a flat amount or percentage of wages.

Head of household. Generally, you can claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring an allowable number of withholding allowances. Credits for child or dependent care expenses and the credit for tax on child tax credit may be claimed using the Personal Allowances Worksheet below. See Pub. 505 for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 505 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 505 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1391, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 505 to see how the amount you are having withheld compares to your projected total tax for 2014. See Pub. 505, especially if your earnings exceed \$150,000 (single) or \$180,000 (married).

Future developments. Information about any future developments affecting Form W-4 will be posted at www.irs.gov/w4.

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A _____
B	Enter "1" if: <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. 	B _____
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C _____
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D _____
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E _____
F	Enter "1" if you have at least \$2,000 of child or dependent care expenses for which you plan to claim a credit	F _____
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$65,000 (\$95,000 if married), enter "2" for each eligible child; then less "1" if you have three to six eligible children or less "2" if you have seven or more eligible children. • If your total income will be between \$65,000 and \$84,000 (\$95,000 and \$119,000 if married), enter "1" for each eligible child 	G _____
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H _____

For accuracy, **complete all worksheets that apply.**

- If you plan to **itemize or claim adjustments to income** and want to reduce your withholding, see the **Deductions and Adjustments Worksheet** on page 2.
- If you are **single and have more than one job** or are **married and you and your spouse both work** and the combined earnings from all jobs exceed \$50,000 (\$20,000 if married), see the **Two-Earners/Multiple Jobs Worksheet** on page 2 to avoid having too little tax withheld.
- If **neither** of the above situations applies, **stop here** and enter the number from line H on line 5 of Form W-4 below.

Separate here and give Form W-4 to your employer. Keep the top part for your records.

<p>Form W-4 Department of the Treasury Internal Revenue Service</p>	<p>Employee's Withholding Allowance Certificate</p> <p>▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	<p>OMB No. 1545-0047 2014</p>
1 Your first name and middle initial	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but with a partner at higher single rate. <small>Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.</small>
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	5 _____	
6 Additional amount, if any, you want withheld from each paycheck	6 \$ _____	
7 I claim exemption from withholding for 2014, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability, and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶ 7 _____		
Under penalties of perjury, I declare that I have examined this certificate and, to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employee's name and address (Employer: Complete lines 8 and 10 only if reporting to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

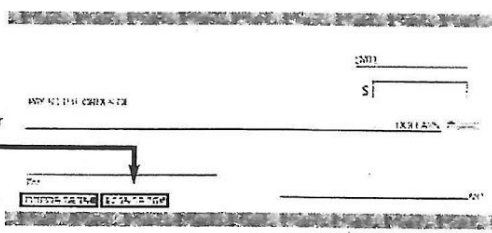
Direct Deposit Authorization

Employee Name: _____
 Last 4 Digits of SSN: _____ Date: _____
 Employer: _____

I choose to waive Direct Deposit Authorization (Otherwise complete Direct Deposit Authorization information below)
 Employees are allowed to set up a maximum of three direct deposit accounts. A maximum of three checking accounts and two saving accounts are allowed.

Account Number:
 Your bank account number follows the transit number on the lower, left corner of the check (see diagram).

Transit Number:
 A nine-digit number located in the lower, left corner of the check (see diagram).



	Account Type	Transit/ABA Number	Account Number	Full Net Deposit	Partial Deposit (Check if partial deposit)	Amount
1.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
2.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____
3.	_____	_____	_____	<input type="checkbox"/>	<input type="checkbox"/>	_____

Send remainder as a live check.

Authorization Statement:

By signing the Direct Deposit Authorization form below you are agreeing to the following:

- I authorize my employer and the bank listed above to deposit my net pay or a portion thereof as indicated into my account each pay date.
- If funds to which I am not entitled are deposited to my account, I authorize my employer to direct the bank to return said funds to my employer.
- I understand that my deposit may not be credited to my account until midnight on the pay date indicated on the check voucher.
- I understand that it is my responsibility to ensure that my wages are being deposited correctly into my account each pay date.
- I understand that each new account will go through a pre-notification process that may take two payroll periods to complete.

Employee Signature: _____ Date: _____

Criminal Background Check Notice

As you may know all school hiring authorities are now required by Minnesota law (Child Protection Background Check, Minnesota Statute Sections 299C.60 – 299C.64) to conduct criminal history background checks on persons offered employment. LIFE Prep School staff may conduct the background check and/or information may be requested from the St. Paul Police Department and the McDowell Agency, Inc. We request that you read this notice and fill out the accompanying *Criminal Background Check Authorization form*, which is adopted from that used by the Saint Paul Public Schools.

As a prospective employee of the LIFE Prep School, you have the following rights as spelled out in section 299C.62, Subdivision 3, of the above-mentioned law:

1. the right to be informed that a children’s service provider will request a background check on the children’s service worker:
 - i. for the purposes of the children’s service worker’s application to be employed by, volunteer with, or be an owner of a children’s service provider or for purposes of continuing as an employee, volunteer, or owner; and
 - ii. to determine whether the children’s service worker has been convicted of any crime specified in section 299C61, subdivision 2 or 4.
2. the right to be informed by the children’s service provider of the (Bureau of Criminal Apprehension) superintendent’s response to the background check and to obtain from the children’s service provider a copy of the background check report;
3. the right to obtain from the (McDowell Agency, Inc.) superintendent any record that forms the basis for the report;
4. the right to challenge the accuracy and completeness of any information contained in the report or record pursuant to section 12.04, subdivision 4;
5. the right to be informed by the children’s service provider if the children’s service worker’s application to be employed with, volunteer with, or be an owner of the children’s service provider, or to continue as an employee, volunteer, or owner, has been denied because of the (The McDowell Agency, Inc.) superintendent’s response; and
6. the right not to be required directly or indirectly to pay the cost of the background check.

In order for us to initiate a criminal background check, you are required to provide the information requested on the Criminal Background Check Authorization form. The information we receive will be reviewed. If your criminal background is related to your employment with The McDowell Agency, Inc., the offer of employment will be withdrawn. If you have already begun working, your employment will be terminated.

A copy of any information provided to or collected by LIFE Prep Agency, Inc. can be provided to you if there is any record of conviction. You have the right to request a copy of this information. If you wish to request a copy of the information, be sure to indicate your request in the space provided above the signature space on the Criminal Background Check Authorization Form.

LIFE Prep School
930 Geranium Avenue East
St. Paul, MN 55106
651-793-6624

Criminal Background Check Authorization
NON-PROFIT ORGANIZATION

The following named individual has made application with this agency for employment.

Last Name of Applicant (please print): _____

First Name (please print): _____

Middle (full-please print): _____

Address: _____

_____ **Date of Birth**

_____ **Sex (M or F)**

_____ **Social Security Number**

If you have lived at the above address for less than seven (7) years please list past addresses.

Address	City,	State & Zip Code	Date from	Date to
1 _____				
2 _____				
3 _____				

I authorize the McDowell Agency, Inc. to disclose any/all criminal history record information to LIFE Prep School pursuant to Minnesota State Statue 123B.03 for the purpose of employment with LIFE Prep School. I understand that if I accept a position with LIFE Prep School, I understand that a fee of up to \$10.00 will be deducted from my first paycheck to pay for the background check.

The expiration of this authorization shall be for a period no longer than one year from the date of my signature.

You have the right to request a copy of this information. If you wish to request a copy of the information please check this box:

Signature of Applicant

Date

STATEMENT OF CONFIDENTIALITY

Confidentiality is the preservation of privileged information and records concerning a student, which may be disclosed in a working relationship.

The following information should be treated as confidential:

Student record information including academic work such as daily assignments, tests and grades.

Discipline information such as referrals, investigative materials and information one might pick up in and around the school.

Any student information gained by working with students that could be considered student record or discipline information.

All records and information regarding students must be treated as confidential. Any questions you may receive both in and out of the school about students should not be discussed.

REPORTING CHILD ABUSE

Child abuse includes: Physical, Mental, Sexual, Neglect and Threatened Harm.

Minnesota law designates school employees and certain other professionals as mandatory reporters. When there is a reason to believe a student is being abused or a person has abused a student, school employees are required to make a report to the Department of Human Services.

Please notify school ADMINISTRATION if:

You hear students discussing issues that may be deemed dangerous to themselves or other students.

You witness an act of bullying or harassment.

A student confides in you information indicating abuse.

My signature below certifies that I have read the above and understand my responsibility and duty to abide by laws and policies regarding information with CONFIDENTIALITY preservation and CHILD ABUSE reporting throughout my employment at CCLA

Employee Signature

Date

PRINTED Employee Name

STAFF EMERGENCY INFORMATION

Name _____

You are asked to fill out the following information in case emergency services are required for you at work. This information will be kept in your personnel file **AND in a book at the front desk** so it can be given to emergency responders. Please understand that the information given may be *seen by others and you are not required to answer any of the questions.*

If you choose not to give any information please print your name on the top of the form, draw a line through the questions, sign and date at the bottom of the form.

Employees' Full Name _____ Birth Date _____

Address _____ City _____ State/Zip _____

Hospital Preference _____

Doctor & Address/phone _____

EMERGENCY CONTACT NAME Relationship Phone Numbers Home/cell

1. _____

2. _____

CIRCLE YES or NO on Health Concerns

Yes No Drug Allergies If yes please list _____

Yes No Other Allergies Type/Medications _____

Yes No Diabetes If yes, do you use INSULIN or MEDICATION (list) _____

Yes No Heart Problems Medications used _____

Yes No Vision Problems Do you wear GLASSES _____ Do you wear CONTACTS _____

Yes No Hearing Problems Explain _____

List ANY OTHER health concerns you would want emergency responders to know. _____

Employee Signature

Today's Date

Department of Homeland Security
U.S. Citizenship and Immigration Services

Form I-9 CNMI, Employment Eligibility Verification

Read instructions carefully before completing this form. The instructions must be available during completion of this form.

ANTI-DISCRIMINATION NOTICE: It is illegal to discriminate against work-authorized individuals. Employers CANNOT specify which document(s) they will accept from an employee. The refusal to hire an individual because the documents have a future expiration date may also constitute illegal discrimination.

Section 1. Employee Information and Verification (To be completed and signed by employee at the time employment begins.)

Print Name: Last	First	Middle Initial	Maiden Name
Address (Street Name and Number)		Apt. #	Date of Birth (month/day/year)
City	State	Zip Code	Social Security #

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following):

A citizen of the United States

A noncitizen national of the United States (see instructions)

A lawful permanent resident (Alien #) _____

An alien authorized to work (Alien # or Admission #) _____ until (expiration date, if applicable - month/day/year)

Employee's Signature _____ Date (month/day/year) _____

Preparer and/or Translator Certification (To be completed and signed if Section 1 is prepared by a person other than the employee.) I attest, under penalty of perjury, that I have assisted in the completion of this form and that to the best of my knowledge the information is true and correct.

Preparer's/Translator's Signature _____	Print Name _____
Address (Street Name and Number, City, State, Zip Code) _____	Date (month/day/year) _____

Section 2. Employer Review and Verification (To be completed and signed by employer. Examine one document from List A OR examine one document from List B and one from List C, as listed on the reverse of this form, and record the title, number, and expiration date, if any, of the document(s).)

List A	OR	List B	AND	List C
Document title: _____		_____		_____
Issuing authority: _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____
Document #: _____		_____		_____
Expiration Date (if any): _____		_____		_____

CERTIFICATION: I attest, under penalty of perjury, that I have examined the document(s) presented by the above-named employee, that the above-listed document(s) appear to be genuine and to relate to the employee named, that the employee began employment on (month/day/year) _____ and that to the best of my knowledge the employee is authorized to work in the United States. (State employment agencies may omit the date the employee began employment.)

Signature of Employer or Authorized Representative _____	Print Name _____	Title _____
Business or Organization Name and Address (Street Name and Number, City, State, Zip Code) _____		Date (month/day/year) _____

Section 3. Updating and Reverification (To be completed and signed by employer.)

A. New Name (if applicable) _____	B. Date of Rehire (month/day/year) (if applicable) _____
-----------------------------------	--

C. If employee's previous grant of work authorization has expired, provide the information below for the document that establishes current employment authorization.

Document Title: _____ Document #: _____ Expiration Date (if any): _____

I attest, under penalty of perjury, that to the best of my knowledge, this employee is authorized to work in the United States, and if the employee presented document(s), the document(s) I have examined appear to be genuine and to relate to the individual.

Signature of Employer or Authorized Representative _____	Date (month/day/year) _____
--	-----------------------------

Appendix G: Special Education Audit and Completed Corrective Actions

April 1, 2016

Billie Ward, Special Education Director
Life Prep (4035-07)
930 Geranium Ave
Saint Paul, MN 55106-2610
bward@isesmn.org

Re: Notification of No Findings

Dear Director Ward:

This letter is to inform you that the Minnesota Department of Education has received all required documentation submitted through the MNCIMP:SR system for the 2015-16 review of individual student records and has found the district's report to demonstrate full compliance. Therefore, no findings are being issued and Life Prep (4035-07) is released from the associated individual correction process.

For ongoing technical assistance, the district is encouraged to contact its lead monitor, Rachael Arndt, 651-582-8293, rachael.arndt@state.mn.us. The district administration and special education staff is commended for its commitment to providing compliant services to its children and families. The Division of Compliance and Assistance appreciates the efforts that resulted in this exemplary outcome.

Sincerely,



Marikay Canaga Litzau, J.D., Director
Division of Compliance and Assistance

MCL/jmb

Cc: Bart Johnson, Superintendent, Life Prep (4035-07), bart.johnson@lifeprepschool.org
Brad Blue, Minnesota Guild of Public Chtr Schools, Authorizer, bradbblue@gmail.com
Erin Levin, Program Monitoring Supervisor, Division of Compliance and Assistance
Rachael Arndt, Compliance Specialist, Division of Compliance and Assistance

Appendix H: LIFE Prep Ending Financial Statement, June 30, 2016.



June 2016 Financial Statements

LIFE PREP

The Anton Group - TAG

ADVISORY & ACCOUNTING SERVICES FOR CHARTER SCHOOLS

Financial Highlights

- **Balance Sheet:** The School's balance sheet reflects the school liquid assets and liabilities. The primary focus of the balance sheet is the cash balance and any material liabilities. Additionally, attention should be paid to the amount of the YTD state hold back. The highlights from the balance sheet are:
 - Reconciled Cash balance as of the end of the month: \$202,621.
 - YTD state aid receivable: The overpayment by MDE for FY15 has been paid back as of February 29th.
- Current line of credit balance: \$135,000.
- FY16 will continue a focus on maintaining a balanced budget and sufficient cash balance to minimize lending needs.
- **Income Statement:** The focus of the School's income statement is to monitor the ongoing revenues and expenses of the various programs. Monthly review of the actual spent vs. budget as well as taking into consideration the percentage of the fiscal year completed is imperative. Yet, also understanding how each individual line item functions will help the overall analysis. The highlights from the income statement are:
 - Percent of fiscal year completed: 100%
 - YTD revenue as a percent of working budget: 84%
 - YTD expenses as a percent of working budget: 87%
- **Cash Flow Statement:** The cash flow statement is the most important of all statements. This statement will help us understand the cash needs and opportunities of the school. Additionally, consistent review of this projection will ensure sufficient capital is always available. Currently, the school is getting paid on 320 ADM while the approved 2nd revised budget is based on 320 ADM.
- Over the next couple months, the FY16 accruals will be calculated and entered in preparation for the annual audit. This will include finalizing the FY16 holdback numbers and salaries payable for FY16 along with other misc. revenues and expenditures.

LIFE Prep
Balance Sheet
For the Period Ending June 30, 2016

	General Education	Food Service	Community Ed	Total All Funds
Assets				
Current Assets				
Sunrise Bank - Checking	121,055	(81,215)	(35,561)	4,279
Western Bank - Checking	303,411	897	(105,966)	198,342
Prepaid Expenses	6,364			6,364
State Receivable	-	-	-	-
Total Current Assets	430,831	(80,317)	(141,528)	208,986
TOTAL ASSETS	430,831	(80,317)	(141,528)	208,986
Liabilities and Fund Balance				
Current Liabilities				
Accounts Payable	28,153	14,267	55	42,475
Payroll Liabilities	(27,897)	-	11,216	(16,680)
Deferred Revenue (MDE Overpayment)	17,410	-	-	17,410
Line Of Credit	135,000	-	-	135,000
Total Current Liabilities	152,667	14,267	11,271	178,205
Equity & Fund Balance				
Audited Fund Balance - 6/30/15	188,116	-	-	188,116
Net Income FY16	90,048	(94,584)	(152,799)	(157,335)
Total Equity & Fund Balance	278,164	(94,584)	(152,799)	30,781
Total Liabilities, Equity & Fund Balance	430,831	(80,317)	(141,528)	208,986

For Management Purposes Only

LIFE Prep
Summary Income Expense Statement
For the Period Ending June 30, 2016

	Monthly Activity	Year-To-Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Revenues						
State Revenues						
General Education	73,577	2,715,907	3,012,091	90%	2,969,035	91%
Lease Aid	230,345	364,500	405,000	90%	405,000	90%
State Special Education Aid	-	578,864	649,461	89%	741,771	78%
Total State Revenues	303,921	3,659,271	4,066,552	90%	4,115,806	89%
Federal Revenues						
Federal Special Education Aid	650	42,768	51,400	83%	45,229	95%
Title I	-	106,195	124,299	85%	119,687	89%
Title II	-	16,695	17,200	97%	17,200	97%
Federal CEIS	-	-	9,000	0%	2,938	0%
Total Federal Revenues	650	165,657	201,899	82%	185,054	90%
Other Revenue	(421)	6,633	46,559	14%	44,882	15%
Fund 1 - Total Revenues	304,150	3,831,561	4,315,010	89%	4,345,742	88%
Expenditures						
Administration						
Salaries	24,106	319,020	310,953	103%	319,020	100%
Benefits	7,698	141,834	174,404	81%	168,980	84%
Purchased Services	23,623	229,066	248,200	92%	241,304	95%
Supplies	780	11,458	9,000	127%	11,458	100%
Dues and Memberships	663	3,441	2,000	172%	3,441	100%
Loans Costs	816	3,688	5,000	74%	3,688	100%
Total Administration	57,686	708,508	749,557	95%	747,891	95%
Elementary Program						
Salaries	70,731	835,168	1,000,824	83%	1,007,041	83%
Benefits	16,279	177,638	224,350	79%	217,854	82%
Purchased Services	3,797	56,341	44,500	127%	56,359	100%
Supplies	1,789	42,618	43,400	98%	43,887	97%
Equipment	-	8,853	10,000	89%	8,853	100%
Dues and Memberships	-	20	1,000	2%	20	100%
Total Elementary Program	92,596	1,120,639	1,324,074	85%	1,334,014	84%

LIFE Prep
Summary Income Expense Statement
For the Period Ending June 30, 2016

	Monthly Activity	Year-To-Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
State Special Education						
Salaries	35,347	478,318	430,237	111%	496,064	96%
Benefits	8,871	105,651	113,815	93%	111,506	95%
Purchased Services	15,744	79,695	69,175	115%	79,696	100%
Supplies	-	20,988	14,000	150%	20,988	100%
Total State Special Education	59,962	684,652	627,227	109%	708,254	97%
Federal Special Education						
Purchased Services	3,112	44,488	51,350	87%	44,488	100%
Supplies	-	741	50	1483%	741	100%
Total Federal Special Education	3,112	45,229	51,400	88%	45,229	100%
Federal CEIS						
Purchased Services	-	2,938	9,000	33%	2,938	100%
Total Federal CEIS	-	2,938	9,000	33%	2,938	100%
Title I						
Salaries	5,538	60,923	80,550	76%	80,550	76%
Benefits	1,574	15,068	24,549	61%	19,470	77%
Purchased Services	-	5,529	14,000	39%	14,000	39%
Supplies	-	5,667	5,200	109%	5,667	100%
Total Title I	7,112	87,187	124,299	70%	119,687	73%
Title II						
Purchased Services	-	15,067	15,600	97%	15,600	97%
Supplies	-	1,592	1,600	100%	1,600	100%
Total Title II	-	16,660	17,200	97%	17,200	97%
Instructional Support						
Purchased Services	-	60	2,000	3%	60	100%
Total Instructional Support	-	60	2,000	3%	60	100%
Student Support Services						
Salaries	5,803	70,090	54,600	128%	70,090	100%
Benefits	1,250	14,169	14,796	96%	14,169	100%
Purchased Services	377	299,595	317,504	94%	299,595	100%
Supplies	292	9,045	9,400	96%	9,045	100%
Total Student Support Services	7,722	392,900	396,300	99%	392,899	100%

LIFE Prep
Summary Income Expense Statement
For the Period Ending June 30, 2016

	Monthly Activity	Year-To-Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Building & Maintenance						
Salaries	3,565	47,565	46,350	103%	47,565	100%
Benefits	563	7,510	7,453	101%	7,510	100%
Purchased Services	8,887	132,440	145,182	91%	137,471	96%
Building Lease	37,500	450,000	450,000	100%	450,000	100%
Supplies	123	12,030	7,000	172%	12,030	100%
Equipment/Improvements	-	33,197	45,250	73%	33,197	100%
Total Building & Maintenance	50,638	682,741	701,235	97%	687,773	99%
Transfer to Other Funds	-	-	301,475	0%	282,185	0%
Fund 1 - Total Expenditures	278,828	3,741,513	4,303,768	87%	4,338,130	86%
Fund 1 - Net Income	25,322	90,048	11,243		7,612	
Fund 2 Revenue						
State Revenue	1,853	15,593	17,500	89%	15,593	100%
Federal Revenue	18,855	173,038	180,190	96%	173,037	100%
Local Revenue	10	73	50	145%	73	100%
Total State Revenues	20,718	188,703	197,740	95%	188,702	100%
Total Transfer from Other Fund	-	-	104,262	0%	94,575	0%
Fund 2 - Total Revenues	20,718	188,703	302,002	62%	283,277	67%
Fund 2 - Expenditures						
Salaries	210	11,221	13,050	86%	11,211	100%
Benefits	32	1,700	1,977	86%	1,700	100%
Purchased Services	-	11,792	13,050	90%	11,792	100%
Supplies	27,468	258,574	273,925	94%	258,574	100%
Total Fund 2 - Expenditures	27,710	283,287	302,002	94%	283,277	100%
Fund 2 - Total Expenditures	27,710	283,287	302,002	94%	283,277	100%
Fund 2 - Net Income (Loss)	(6,992)	(94,584)	-		-	

LIFE Prep
Summary Income Expense Statement
For the Period Ending June 30, 2016

	Monthly Activity	Year-To-Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Fund 4 Revenue						
Before & After Care	295	5,922	5,000	118%	5,922	100%
Pre Kindergarten	580	7,920	5,000	158%	7,920	100%
Total Fund 4 Revenues	875	13,842	10,000	138%	13,842	100%
Total Transfer from Other Fund	-	-	197,213	0%	187,610	0%
Fund 4 - Total Revenues	875	13,842	207,213	7%	201,452	7%
Fund 4 - Expenditures						
Before & After Care						
Salaries	5,368	57,408	69,761	82%	69,791	82%
Benefits	1,225	12,959	14,922	87%	15,955	81%
Supplies	-	40	500	8%	40	100%
Total Before & After Care	6,593	70,407	85,183	83%	85,786	82%
Pre Kindergarten						
Salaries	7,229	79,515	93,973	85%	93,973	85%
Benefits	1,743	16,356	25,258	65%	21,331	77%
Supplies	116	363	2,800	13%	363	100%
Total Pre Kindergarten	9,088	96,234	122,030	79%	115,667	83%
Fund 4 - Total Expenditures	15,681	166,641	207,213	80%	201,452	83%
Fund 4 - Net Income (Loss)	(14,806)	(152,799)	(0)		-	
TOTAL REVENUES	325,743	4,034,106	4,824,225	84%	4,830,471	84%
TOTAL EXPENDITURES	322,218	4,191,440	4,812,983	87%	4,822,860	87%
ALL FUNDS - NET INCOME (LOSS)	3,524	(157,335)	11,243		7,612	

2015-2016 ANNUAL REPORT – LIFE Prep, District #4035

LIFE Prep
Estimated Cash Flow Projection for FY16

	Estimated Receipts By Category						School Disbursements				Estimated Cash Balance Without LOC	Line of Credit	Estimated Cash Balance With LOC
	FY16 STATE REVENUE	FY15 HOLDBACK	OTHER	FEDERAL REVENUE	FOOD SERVICE REVENUE	Total Revenues	Payroll Expenses	FY16 Other Expenses	Lease Expenses	Total Expenses			
	FY16 Beginning Cash Balance										\$ 300,677	\$ 75,000	\$ 375,677
Jul 1-10	168,192	-	-	3,219	26,173	197,583	87,796	38,461	18,750	145,007	355,134	-	428,141
Jul 11-24	-	-	-	-	-	-	13,273	3,442	18,750	14,965	195,313	-	275,313
Jul 25-30	167,781	-	-	-	-	167,781	-	-	-	30,242	315,962	-	350,862
Aug 1-7	-	-	3,517	-	-	3,517	743,60	-	-	-	245,009	-	310,009
Aug 8-21	168,192	-	4,894	14,033	10,48	188,167	81,788	72,977	18,750	173,515	239,661	-	334,661
Aug 22-31	446,671	140,774	-	-	-	587,445	-	32,020	18,750	50,770	803,335	(25,000)	853,335
Sept 1-4	-	-	-	-	3,148	3,148	72,732	-	-	72,732	733,732	-	783,732
Sept 5-18	5,153	-	-	-	-	5,153	92,163	53,674	18,750	164,587	576,317	-	626,317
Sept 19-30	34,993	222,484	2	-	-	257,479	15,456	7,628	-	23,084	810,314	-	860,314
Oct 1-2	-	-	-	-	-	-	59,934	47,240	18,750	125,144	685,170	(25,000)	710,170
Oct 3-16	16,567	-	-	2,271	261	168,099	13,021	67,269	18,750	221,140	632,129	-	637,129
Oct 17-31	164,448	94,118	8	27,632	-	286,206	80,291	78,473	18,750	177,514	740,560	(25,000)	740,560
Nov 1-13	164,342	-	-	20,611	-	184,953	104,765	3,830	-	108,615	817,098	-	817,098
Nov 14-27	-	-	4,486	7,039	22,413	33,938	98,122	37,920	18,750	174,792	676,267	-	676,267
Nov 28-30	47,743	-	8	-	-	47,751	17,909	67,775	18,750	104,434	619,584	-	619,584
Dec 1-11	-	-	-	-	-	-	102,020	67,040	18,750	187,818	431,756	-	431,756
Dec 12-23	152,100	-	1,682	7,005	23,946	184,733	132,004	1,714	-	133,718	494,769	-	494,769
Dec 24-31	145,062	(114,496)	-	14,409	-	44,974	269	88	-	357	329,586	-	329,586
Jan 1-8	-	-	-	-	4,292	4,292	6,187	53,403	18,750	134,024	399,633	-	399,633
Jan 9-22	132,308	(73,000)	-	7,013	-	56,321	693,47	39,200	18,750	146,387	337,797	-	337,797
Jan 23-31	131,233	(62,830)	17,16	-	-	219,773	38,973	3,730	-	40,723	409,738	-	409,738
Feb 1-3	-	-	-	-	-	-	64,987	47,401	18,750	131,168	276,571	-	276,571
Feb 6-19	150,448	(73,000)	3,174	7,018	-	83,541	109,510	89,722	18,750	217,982	144,130	-	144,130
Feb 20-28	151,466	(91,493)	-	-	17,083	117,234	37,430	2,788	-	40,227	221,137	-	221,137
Mar 1-4	-	-	-	-	-	-	123,836	41,669	18,750	184,266	34,862	-	34,862
Mar 5-18	99,221	604	4,186	18,109	69	122,188	67,944	109,080	-	176,124	(19,074)	70,000	50,926
Mar 19-31	210,115	4,333	-	-	-	214,448	38,777	3,646	-	44,423	150,932	-	220,932
Apr 1	-	-	-	-	-	-	60,320	-	-	60,320	90,631	-	160,631
Apr 2-13	153,164	-	26,27	-	23,796	179,396	117,627	40,026	18,750	176,403	91,815	-	161,815
Apr 14-30	151,643	293	-	-	-	151,936	97,987	93,017	18,750	211,754	31,997	65,000	166,997
May 1-13	-	-	3,283	-	22,839	26,122	141,808	28,822	18,750	189,380	(131,142)	-	3,898
May 14-27	152,143	-	-	42,118	293,42	223,603	100,933	68,233	18,750	188,036	(95,375)	-	39,425
May 28-31	152,143	-	-	-	-	152,143	270	973	-	1,243	55,316	-	190,316
Jun 1-10	-	-	32,46	-	266,37	298,83	121,371	40,011	-	161,382	(82,373)	-	52,627
Jun 11-24	151,778	12,796	-	630	-	165,224	83,340	13,376	37,500	134,216	(35,368)	-	81,832
Jun 25-30	152,143	-	-	-	81	152,224	30,123	912	-	31,035	67,621	-	202,621
Total Estimate	3,638,430	103,600	32,928	171,146	219,123	4,187,228	2,655,293	1,332,491	412,300	4,400,084		135,000	
FY16 Budget	4,115,806	-	20,474	183,034	188,702	4,508,036	2,773,780	1,278,645	430,000	4,502,425			
FY15 Actuals	-	87,249	6,797	20,222	28,669	143,937	215,14	44,927	-	260,641			
FY16 Actuals	(411,381)	-	(16,009)	-	(427,381)	(230,000)	(7,208)	(27,500)	(294,899)				
	3,704,225	87,249	27,271	189,276	218,271	4,226,493	2,739,494	1,316,174	412,300	4,468,168			
	45,793	(8,231)	(36,37)	18,130	(733)	39,264	84,201	(6,217)	-	47,884			

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LIFE Prep
Payment Register by Bank and Check Number

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4035	WEST	T061 6A	9187		Wire	1	1029	TRA	No	Yes	No	USD	06/15/2016	7,857.10
4035	WEST	T061 6A	9188		Wire	1	1030	PERA	No	Yes	No	USD	06/15/2016	4,945.67
4035	WEST	T061 6A	9189		Wire	1	1107	IRS	No	Yes	No	USD	06/15/2016	20,654.87
4035	WEST	T061 6A	9190		Wire	1	1108	MN DEPT OF REVENUE	No	Yes	No	USD	06/15/2016	3,358.87
4035	WEST	T061 6A	9191		Wire	1	1277	Educators Benefit Consultants	No	Yes	No	USD	06/15/2016	755.00
4035	WEST	T061 6A	9192		Wire	1	1029	TRA	No	Yes	No	USD	06/28/2016	7,985.28
4035	WEST	T061 6A	9193		Wire	1	1030	PERA	No	Yes	No	USD	06/28/2016	2,342.28
4035	WEST	T061 6A	9194		Wire	1	1107	IRS	No	Yes	No	USD	06/28/2016	15,902.70
4035	WEST	T061 6A	9195		Wire	1	1108	MN DEPT OF REVENUE	No	Yes	No	USD	06/28/2016	2,564.17
4035	WEST	T061 6A	9196		Wire	1	1277	Educators Benefit Consultants	No	Yes	No	USD	06/28/2016	755.00
4035	WEST	T061 6A	9197		Wire	1	1029	TRA	No	Yes	No	USD	06/02/2016	7,835.32
4035	WEST	T061 6A	9198		Wire	1	1030	PERA	No	Yes	No	USD	06/02/2016	5,170.86
4035	WEST	T061 6A	9199		Wire	1	1107	IRS	No	Yes	No	USD	06/02/2016	21,037.62
4035	WEST	T061 6A	9200		Wire	1	1108	MN DEPT OF REVENUE	No	Yes	No	USD	06/02/2016	3,417.00
4035	WEST	T061 6A	9201		Wire	1	1277	Educators Benefit Consultants	No	Yes	No	USD	06/02/2016	755.00
4035	WEST	T061 6A	9202		Wire	1	1868	Western Bank	No	Yes	No	USD	06/30/2016	96.01
4035	WEST	T061 6A	9203		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/02/2016	402.00
4035	WEST	T061 6A	9204		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/13/2016	7.25
4035	WEST	T061 6A	9205		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/13/2016	70.00
4035	WEST	T061 6A	9206		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/13/2016	192.31
4035	WEST	T061 6A	9207		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/24/2016	384.00
4035	WEST	T061 6A	9208		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/27/2016	7.25
4035	WEST	T061 6A	9209		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/27/2016	70.00
4035	WEST	T061 6A	9210		Wire	1	1859	Benefits Extra	No	Yes	No	USD	06/27/2016	192.31
4035	WEST	T061 6A	9211		Wire	1	1857	MN Charter	No	Yes	No	USD	06/13/2016	662.73
4035	WEST	T061 6A	9212		Wire	1	1868	Western Bank	No	Yes	No	USD	06/30/2016	815.62
4035	WEST	T061 6A	9214		Wire	1	1829	Cardmember Services	No	Yes	No	USD	06/24/2016	7,286.19
4035	WEST	041816	8954	80164	Check	1	1218	SPED Forms, Inc	Yes	Yes	Yes	USD	06/22/2016	(707.00)
4035	WEST		9111	80234	Check	1	1892	Messeri & Kramer P.A.	Yes	Yes	No	USD	06/01/2016	303.78
4035	WEST	60216	9112	80235	Check	1	1387	Cash	Yes	Yes	No	USD	06/02/2016	100.00
4035	WEST	60216	9121	80236	Check	1	1637	Ace Hardware	Yes	Yes	No	USD	06/08/2016	100.90
4035	WEST	60216	9115	80237	Check	1	1023	Alexis Gerrish	Yes	Yes	No	USD	06/08/2016	46.86
4035	WEST	60216	9119	80238	Check	1	1089	ASSURANT EMPLOYE BENEFITS	Yes	Yes	No	USD	06/08/2016	932.28
4035	WEST	60216	9127	80239	Check	1	1766	CARAVAN KIDS CATERING	Yes	Yes	No	USD	06/08/2016	13,201.60
4035	WEST	60216	9132	80240	Check	1	1819	CHRISTINE OBERMUELLER	Yes	No	No	USD	06/08/2016	54.45
4035	WEST	60216	9122	80241	Check	1	1645	Delta Dental of Minnesota	Yes	Yes	No	USD	06/08/2016	2,210.49
4035	WEST	60216	9123	80242	Check	1	1696	Fantasy Corral	Yes	Yes	No	USD	06/08/2016	400.00
4035	WEST	60216	9118	80243	Check	1	1068	HEALTH PARTNERS	Yes	Yes	No	USD	06/08/2016	20,113.76
4035	WEST	60216	9114	80244	Check	1	1019	Kate Roth	Yes	Yes	No	USD	06/08/2016	44.96

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Co	Bank	Batch	Pmt No	Check No	Pay Type	Grp	Code	Rcd	Vendor	Print	Recon	Void	Curr	Pay/Void Date	Amount
4035	WEST	60216	9131	60245	Check	1	1813		KRISTINE STEIGAUF	Yes	Yes	No	USD	06/06/2016	85.83
4035	WEST	60216	9117	60246	Check	1	1052		Leah Jones	Yes	Yes	No	USD	06/06/2016	165.68
4035	WEST	60216	9124	60247	Check	1	1741		Loffler Companies Inc	Yes	Yes	No	USD	06/06/2016	1,397.60
4035	WEST	60216	9125	60248	Check	1	1741		Loffler Companies Inc	Yes	No	No	USD	06/06/2016	5,150.43
4035	WEST	60216	9130	60249	Check	1	1808		MEGAN ERICKSON	Yes	Yes	No	USD	06/06/2016	9.97
4035	WEST	60216	9129	60250	Check	1	1798		NOLOGY NETWORKS	Yes	Yes	No	USD	06/06/2016	2,545.74
4035	WEST	60216	9135	60251	Check	1	1895		Office Depot	Yes	Yes	No	USD	06/06/2016	492.25
4035	WEST	60216	9126	60252	Check	1	1745		Rachel Paulson	Yes	No	No	USD	06/06/2016	52.96
4035	WEST	60216	9137	60253	Check	1	1903		Robin Exsted M.Ed., M.S.	Yes	Yes	No	USD	06/06/2016	650.00
4035	WEST	60216	9120	60254	Check	1	1162		SCHOLASTIC BOOK FAIRS	Yes	Yes	No	USD	06/06/2016	782.35
4035	WEST	60216	9133	60255	Check	1	1831		TeachersASAP	Yes	Yes	No	USD	06/06/2016	4,993.75
4035	WEST	60216	9134	60256	Check	1	1836		Teachers On Call	Yes	Yes	No	USD	06/06/2016	3,136.50
4035	WEST	60216	9128	60257	Check	1	1782		The Anton Group	Yes	Yes	No	USD	06/06/2016	6,000.00
4035	WEST	60216	9113	60258	Check	1	1003		VERIZON WIRELESS	Yes	Yes	No	USD	06/06/2016	207.08
4035	WEST	60216	9136	60259	Check	1	1902		Wex Bank	Yes	Yes	No	USD	06/06/2016	292.29
4035	WEST	60216	9116	60260	Check	1	1051		YMCA CAMP ST. CROIX	Yes	Yes	No	USD	06/06/2016	200.00
4035	WEST	60216	9166	60261	Check	1	1892		Messerli & Kramer P.A.	Yes	Yes	No	USD	06/15/2016	303.78
4035	WEST	62016	9167	60262	Check	1	1009		ST. CASIMIR	Yes	Yes	No	USD	06/20/2016	37,500.00
4035	WEST	62016	9185	60263	Check	1	1904		Advance Acceptance/All-Lines Leasing	Yes	Yes	No	USD	06/22/2016	505.98
4035	WEST	62016	9173	60264	Check	1	1203		Avesis Third Party Admin.	Yes	Yes	No	USD	06/22/2016	20.52
4035	WEST	62016	9171	60265	Check	1	1049		Bethany Larson	Yes	No	No	USD	06/22/2016	115.65
4035	WEST	62016	9175	60266	Check	1	1516		cmERDC	Yes	Yes	No	USD	06/22/2016	757.88
4035	WEST	62016	9177	60267	Check	1	1661		Comcast	Yes	Yes	No	USD	06/22/2016	183.99
4035	WEST	62016	9183	60268	Check	1	1884		iDream TV	Yes	Yes	No	USD	06/22/2016	1,890.00
4035	WEST	62016	9182	60269	Check	1	1818		JULI FELDKAMP	Yes	No	No	USD	06/22/2016	879.67
4035	WEST	62016	9168	60270	Check	1	1019		Kate Roth	Yes	No	No	USD	06/22/2016	51.33
4035	WEST	62016	9174	60271	Check	1	1477		Kevin Busko	Yes	No	No	USD	06/22/2016	135.00
4035	WEST	62016	9181	60272	Check	1	1813		KRISTINE STEIGAUF	Yes	No	No	USD	06/22/2016	111.84
4035	WEST	62016	9172	60273	Check	1	1052		Leah Jones	Yes	No	No	USD	06/22/2016	186.06
4035	WEST	62016	9179	60274	Check	1	1797		LORA BOVY	Yes	No	No	USD	06/22/2016	102.00
4035	WEST	62016	9180	60275	Check	1	1808		MEGAN ERICKSON	Yes	No	No	USD	06/22/2016	30.00
4035	WEST	62016	9170	60276	Check	1	1032		Monarch Bus Service, Inc	Yes	Yes	No	USD	06/22/2016	376.55
4035	WEST	62016	9184	60277	Check	1	1895		Office Depot	Yes	Yes	No	USD	06/22/2016	187.78
4035	WEST	62016	9176	60278	Check	1	1578		Quinn Leathers	Yes	No	No	USD	06/22/2016	26.46
4035	WEST	62016	9178	60279	Check	1	1745		Rachel Paulson	Yes	No	No	USD	06/22/2016	101.00
4035	WEST	62016	9169	60280	Check	1	1021		Rochelle Molde	Yes	No	No	USD	06/22/2016	52.89

Pay/Void	Date	Amount
0	06/29/2016	303.78
k Total:		\$222,948.98
		\$222,948.98

Appendix I: 2015-2016 Projected Budget

LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
GENERAL FUND - 01						
REVENUE						
State Revenue						
01 R 005 000 000 201 000	-	10,755	9,319	115%	9,319	115%
01 R 005 000 000 211 000	-	2,606,829	2,896,043	90%	2,852,986	91%
01 R 005 000 000 212 000	-	24,746	25,983	95%	25,983	95%
01 R 005 000 335 300 000	73,577	73,577	80,747	91%	80,747	91%
01 R 005 000 348 300 000	230,345	364,500	405,000	90%	405,000	90%
01 R 005 000 740 360 000	-	578,864	649,461	89%	741,771	78%
Total State Revenue	303,921	3,659,271	4,066,552	90%	4,115,806	89%
Federal Revenue						
01 R 005 000 419 400 000	650	42,768	51,400	83%	45,229	95%
01 R 005 000 401 400 000	-	106,195	124,299	85%	119,687	89%
01 R 005 000 414 400 000	-	16,695	17,200	97%	17,200	97%
01 R 005 000 425 400 000	-	-	9,000	0%	2,938	0%
Total Federal Revenue	650	165,657	201,899	82%	185,054	90%
Other Revenue						
01 R 005 000 000 092 000	-	26	409	6%	26	100%
01 R 005 000 000 096 000	361	3,577	5,000	72%	3,577	100%
01 R 005 000 000 099 000	-	4,264	2,000	213%	4,264	100%
01 R 005 000 000 099 001	-	-	38,250	0%	38,250	0%
01 R 005 000 000 619 000	(782)	(2,013)	(5,000)	40%	(2,013)	100%
01 R 005 000 000 621 000	-	779	5,900	13%	778	100%
Total Other Revenue	(421)	6,633	46,559	14%	44,882	15%
TOTAL REVENUE	304,150	3,831,561	4,315,010	89%	4,345,742	88%

For Management Purposes Only

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 2015-2016 ANNUAL REPORT – LIFE Prep, District #4035
 Detailed Income Expense Statement
 For the Period Ending June 30, 2016

Description		Monthly Activity	Year-To-Date Activity	FY16 2nd	% of Approved Budget	FY16	% of Working Budget
				Approved Revised Budget 320 ADM		Working Budget 320 ADM	
EXPENDITURES							
Administration							
Salaries							
01 E 005 050 000 110 000	Executive Director, 1.0 FTE	6,923	90,000	90,000	100%	90,000	100%
01 E 005 105 000 170 000	Assistant Director/Dean of Students - 1.0 FTE	5,991	77,880	77,880	100%	77,880	100%
01 E 005 110 000 170 000	COO, Admin. Asst & Finance Asst	11,192	151,140	143,073	106%	151,140	100%
Total Salaries		24,106	319,020	310,953	103%	319,020	100%
Benefits							
01 E 005 050 000 210 000	FICA - ED	715	7,384	6,885	107%	7,384	100%
01 E 005 105 000 210 000	FICA - Assistant Director	458	5,958	5,958	100%	5,958	100%
01 E 005 110 000 210 000	FICA - 7.65% of admin salaries	668	10,960	10,945	100%	10,945	100%
01 E 005 110 000 214 000	PERA - COO, Admin. Asst & Finance Asst	839	11,336	10,730	106%	11,336	100%
01 E 005 050 000 218 000	TRA - ED	519	6,750	6,750	100%	6,750	100%
01 E 005 105 000 218 000	TRA - Asst Dir	449	5,841	5,841	100%	5,841	100%
01 E 005 050 000 220 000	Health Insurance - ED	1,134	11,987	11,250	107%	16,946	71%
01 E 005 105 000 220 000	Health Insurance - Assistant Director	1,266	15,828	14,638	108%	18,992	83%
01 E 005 110 000 220 000	Health Insurance - COO, Admin. Asst & Finance Asst	1,198	22,522	41,162	55%	25,517	88%
01 E 005 050 000 230 000	Life Insurance - ED	18	132	110	120%	143	92%
01 E 005 105 000 230 000	Life Insurance - Assistant Director	11	138	150	92%	150	92%
01 E 005 110 000 230 000	Life Insurance - COO, Admin. Asst & Finance Asst	11	254	434	58%	266	95%
01 E 005 050 000 235 000	Dental Insurance - ED	113	1,412	815	173%	1,693	83%
01 E 005 105 000 235 000	Dental Insurance - Assistant Director	113	1,412	1,496	94%	1,693	83%
01 E 005 110 000 235 000	Dental Insurance - COO, Admin. Asst & Finance Asst	83	1,764	3,792	47%	1,970	90%
01 E 005 050 000 240 000	LTD - ED	23	202	191	106%	221	92%
01 E 005 105 000 240 000	LTD - Assistant Director	16	190	150	127%	205	92%
01 E 005 110 000 240 000	LTD - COO, Admin. Asst & Finance Asst	11	238	359	66%	248	96%
01 E 005 110 000 270 000	Workers Compensation Insurance	-	16,818	18,000	93%	18,000	93%
01 E 005 105 000 280 000	Reemployment Insurance	-	20,040	34,000	59%	34,000	59%
01 E 005 050 000 299 000	Other Benefits - ED	20	196	193	102%	215	91%
01 E 005 105 000 299 000	Other Benefits - Assistant Director	19	226	172	131%	245	92%
01 E 005 110 000 299 000	Other Benefits - COO, Admin. Asst & Finance Asst	13	250	381	66%	263	95%
Total Benefits		7,698	141,834	174,404	81%	168,980	84%

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LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To-Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Purchased Services						
01 E 005 010 000 305 000 Auditor/Board Training	-	10,963	11,000	100%	11,000	100%
01 E 005 010 000 306 000 Erate Consulting	-	3,200	3,200	100%	3,200	100%
01 E 005 010 000 307 000 Authorizer Fee	-	23,792	25,000	95%	23,792	100%
01 E 005 010 000 308 000 Legal	-	3,967	9,000	44%	6,000	66%
01 E 005 105 000 305 000 CONSULTING FEES	-	6,133	5,000	123%	6,500	94%
01 E 005 105 000 306 000 TIES	-	8,576	10,000	86%	8,576	100%
01 E 005 105 000 307 000 Tech Support	5,091	31,809	34,000	94%	34,000	94%
01 E 005 107 000 305 000 Recruiting/Marketing Supplies	1,905	8,594	-	N/A	8,594	100%
01 E 005 110 000 305 000 Bank Fees	96	774	1,500	52%	819	94%
01 E 005 110 000 306 000 TAG	6,000	72,000	72,000	100%	72,000	100%
01 E 005 110 000 307 000 cmERDC	758	7,886	9,000	88%	9,000	88%
01 E 005 105 000 320 000 Communications - Internet/Cable	3,018	3,505	4,000	88%	3,505	100%
01 E 005 105 000 321 000 Communications - Cell & Land Lines	207	11,259	15,000	75%	13,250	85%
01 E 005 105 000 329 000 Postage	-	2,961	4,000	74%	3,500	85%
01 E 005 105 000 366 000 Training/PD/Travel/Conferences/Conventions	-	568	500	114%	568	100%
01 E 005 105 000 370 000 Copier Lease & Usage Fees	6,548	33,078	45,000	74%	37,000	89%
Total Purchased Services	23,623	229,066	248,200	92%	241,304	95%
Supplies						
01 E 005 110 000 401 000 Office Supplies	780	11,458	9,000	127%	11,458	100%
Total Supplies	780	11,458	9,000	127%	11,458	100%
Dues and Membership						
01 E 005 110 000 820 000 Dues/Memberships	663	3,441	2,000	172%	3,441	100%
Total Dues and Membership	663	3,441	2,000	172%	3,441	100%
Loans and Interest						
01 E 005 110 000 740 000 Interest Expense	816	3,688	5,000	74%	3,688	100%
Total Loans and Interest	816	3,688	5,000	74%	3,688	100%
Total Administration	57,686	708,508	749,537	95%	747,891	95%

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LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To-Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Elementary Program						
Salaries						
01 E 010 203 000 140 000 Teaching Staff	68,675	760,566	900,324	84%	900,324	84%
01 E 010 203 335 140 000 Teaching Staff Q-Comp	1,308	14,385	17,000	85%	17,000	85%
01 E 010 203 000 145 000 Substitute Teachers	748	4,848	2,000	242%	4,848	100%
01 E 010 203 000 170 000 DAC	-	-	1,500	0%	1,500	0%
01 E 010 203 000 185 000 Additional Pay	-	3,369	-	N/A	3,369	100%
01 E 010 203 335 185 000 Q-Comp	-	52,000	80,000	65%	80,000	65%
Total Salaries	70,731	835,168	1,000,824	83%	1,007,041	83%
Benefits						
01 E 010 203 000 210 000 FICA - Teachers and Paras	5,014	55,823	69,143	81%	69,143	81%
01 E 010 203 335 210 000 FICA - Q Comp	95	5,029	7,421	68%	7,421	68%
01 E 010 203 000 214 000 PERA - Teachers and Paras	56	448	3,000	15%	448	100%
01 E 010 203 335 214 000 PERA - Q Comp	-	150	500	30%	150	100%
01 E 010 203 000 218 000 TRA - Teachers	5,151	57,136	57,012	100%	68,012	84%
01 E 010 203 335 218 000 TRA - Q Comp	98	4,829	7,275	66%	6,700	72%
01 E 010 203 000 220 000 Health Insurance - Teachers and Paras	5,218	48,410	67,600	72%	59,530	81%
01 E 010 203 000 230 000 Life Insurance - Teachers and Paras	149	1,460	4,144	35%	1,658	88%
01 E 010 203 000 235 000 Dental Insurance - Teachers and Paras	335	2,776	3,896	71%	3,166	88%
01 E 010 203 000 240 000 LTD - Teachers and Paras	141	1,376	3,784	36%	1,421	97%
01 E 010 203 000 299 000 Other Benefits - Teachers and Paras	20	200	576	35%	206	97%
Total Benefits	16,279	177,638	224,350	79%	217,854	82%
Purchased Services						
01 E 010 203 000 305 000 Substitute Teachers	3,649	51,859	41,000	126%	51,859	100%
01 E 010 203 000 369 000 Field Tips	148	1,482	500	296%	1,500	99%
01 E 010 203 000 394 000 Atlas curriculum mapping software subscription	-	3,000	3,000	100%	3,000	100%
Total Purchased Services	3,797	56,341	44,500	127%	56,359	100%

LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Supplies						
01 E 010 203 000 401 000 Non-Instructional Supplies: School Celebrations	34	3,361	5,000	67%	4,000	84%
01 E 010 203 000 401 001 Non-Instructional Supplies: Kind. Graduation	70	70	600	12%	150	47%
01 E 010 203 000 401 002 Non-Instructional Supplies: 6th Grade Graduation	67	252	500	50%	500	50%
01 E 010 203 000 401 003 Non-Instructional Supplies: Classroom	1,044	13,010	12,000	108%	13,010	100%
01 E 010 203 000 401 004 Non-Instructional Supplies: Specialists	-	838	2,000	42%	1,000	84%
01 E 010 203 000 401 005 Non-Instructional Supplies: School Play	-	174	500	35%	250	69%
01 E 010 203 000 430 000 Instructional Supplies	575	11,687	9,400	124%	11,750	99%
01 E 010 203 000 460 000 Textbooks	-	4,895	5,000	98%	4,895	100%
01 E 010 203 000 461 000 Testing Materials	-	8,332	8,400	99%	8,332	100%
Total Supplies	1,789	42,618	43,400	98%	43,887	97%
Equipment						
01 E 010 203 000 530 000 Equipment purchased – Furniture	-	-	1,000	0%	-	N/A
01 E 010 203 000 555 000 Equipment purchased – Computers & Technology	-	8,853	9,000	98%	8,853	100%
Total Equipment	-	8,853	10,000	8%	8,853	100%
Dues & Memberships						
01 E 010 203 000 820 000 Dues & Membership	-	20	1,000	2%	20	100%
Total Dues & Memberships	-	20	1,000	2%	20	100%
Total Elementary Program	92,596	1,120,639	1,324,074	85%	1,334,014	84%
State Special Education						
Salaries						
01 E 010 407 740 140 000 SLD Licensed Teacher	-	186	186	100%	186	100%
01 E 010 408 740 140 000 EBD Licensed Teacher	-	124	124	100%	124	100%
01 E 010 420 740 140 000 SPED Licensed Teachers	5,811	62,947	46,549	135%	75,000	84%
01 E 010 420 740 156 000 SPED Social Workers	2,846	31,308	37,000	85%	37,000	85%
01 E 010 420 740 161 000 SPED PARAs	26,689	383,754	346,377	111%	383,754	100%
Total Salaries	35,347	478,318	430,237	111%	496,064	96%

LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To-Date Activity	FY16 2nd	% of	FY16	% of	
			Approved Revised Budget 320 ADM	Approved Budget	Working Budget 320 ADM	Working Budget	
Benefits							
01 E 010 407 740 210 000	FICA - SLD Teacher	-	14	14	100%	14	100%
01 E 010 408 740 210 000	FICA - EBD Teacher	-	9	9	100%	9	100%
01 E 010 420 740 210 000	FICA - Special Education Teachers & Paras	2,627	35,859	32,889	109%	35,889	100%
01 E 010 420 740 214 000	PERA – SPED Paras & Social Worker	1,978	28,758	28,753	100%	28,753	100%
01 E 010 407 740 218 000	TRA - SLD Teacher	-	14	14	100%	14	100%
01 E 010 408 740 218 000	TRA - EBD Teacher	-	9	9	100%	9	100%
01 E 010 420 740 218 000	TRA - Special Education Teachers	673	7,092	2,775	256%	8,100	88%
01 E 010 420 740 220 000	Health Ins. - Special Education Teachers & Paras	3,210	30,115	42,291	71%	34,887	86%
01 E 010 420 740 230 000	Life Insurance - Special Education Teachers & Paras	142	1,464	2,803	52%	1,519	96%
01 E 010 420 740 235 000	Dental Ins. - Special Education Teachers & Paras	131	1,185	1,991	60%	1,180	100%
01 E 010 420 740 240 000	LTD - Special Education Teachers & Paras	94	950	1,888	50%	950	100%
01 E 010 420 740 299 000	Other Benefits - Special Education Teachers & Paras	17	181	378	48%	180	100%
Total Benefits		8,871	105,651	113,815	93%	111,506	95%
Purchased Services							
01 E 010 401 740 394 000	Speech Services	3,596	24,736	56,175	44%	24,736	100%
01 E 010 405 740 394 000	DHH Services	-	-	1,000	0%	-	N/A
01 E 010 420 740 394 000	Substitute Teachers/Paras	12,147	54,960	12,000	458%	54,960	100%
Total Purchased Services		15,744	79,696	69,175	115%	79,696	100%
Supplies							
01 E 010 420 740 433 000	Instructional Supplies	-	20,988	14,000	150%	20,988	100%
Total Supplies		-	20,988	14,000	150%	20,988	100%
Total State Special Education		59,962	684,652	627,227	109%	708,254	97%
Federal Special Education							
Purchased Services							
01 E 010 420 419 303 000	Special Education Director Fees	-	12,850	12,850	100%	12,850	100%
01 E 010 420 419 366 640	SpEd Workshops/Conferences	-	8,826	9,000	98%	8,826	100%

LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To-Date Activity	FY16 2nd	% of	FY16	% of
			Approved Revised Budget 320 ADM	Approved Budget	Working Budget 320 ADM	Working Budget
01 E 010 401 419 373 000 Speech Services	-	-	19,500	0%	-	N/A
01 E 010 410 419 372 000 OT Services	3,112	22,812	10,000	228%	22,812	100%
Total Purchased Services	3,112	44,488	51,350	87%	44,488	100%
Supplies						
01 E 010 420 419 401 000 Non-Instructional Supplies	-	741	50	1483%	741	100%
Total Supplies	-	741	50	1483%	741	100%
Total Federal Special Education	3,112	45,229	51,400	88%	45,229	0%
Federal CEIS						
Purchased Services						
01 E 010 422 425 303 000 Purchased Services	-	2,938	9,000	33%	2,938	100%
Total Purchased Services	-	2,938	9,000	33%	2,938	100%
Total CEIS Federal Special Education	-	2,938	9,000.00	33%	2,938.00	100%
Title I						
Salaries						
01 E 010 216 401 110 000 CIMP Leadership Positions	-	-	8,550	0%	8,550	0%
01 E 010 216 401 140 000 Licensed Teachers - Title I	5,538	60,923	72,000	85%	72,000	85%
Total Salaries	5,538	60,923	80,550	76%	80,550	76%
Benefits						
01 E 010 216 401 210 000 FICA - Title I Teachers	403	4,482	6,162	73%	6,162	73%
01 E 010 216 401 218 000 TRA - Title I Teachers	415	4,569	6,041	76%	6,041	76%
01 E 010 216 401 220 000 Health Insurance - Title I	687	5,453	9,600	57%	6,601	83%
01 E 010 216 401 230 000 Life Insurance - Title I	-	-	110	0%	-	N/A
01 E 010 216 401 235 000 Dental Insurance - Title I	54	429	2,400	18%	519	85%
01 E 010 216 401 240 000 LTD - Title I	-	-	81	0%	-	N/A
01 E 010 216 401 251 000 HSA - Title I	15	134	140	96%	147	91%
01 E 010 216 401 299 000 Other Benefits - Title I	-	-	15	0%	-	N/A
Total Benefits	1,574	15,068	24,549	61%	19,470	77%

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LIFE Prep
Detailed Income Expense Statement
For the Period Ending June 30, 2016

Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Purchased Services						
01 E 010 216 401 303 000 Reading Corps & Math Corps	-	1,800	9,000	20%	9,000	20%
01 E 010 216 401 366 000 Title II Travel /Conference/Presenter Fees	-	3,729	5,000	75%	5,000	75%
Total Purchased Services	-	5,529	14,000	39%	14,000	39%
Supplies						
01 E 010 216 401 433 000 Title I Instructional Supplies	-	5,667	5,200	109%	5,667	100%
Total Supplies	-	5,667	5,200	109%	5,667	100%
Total Title I	7,112	87,187	124,299	70%	119,687	73%
Title II						
Purchased Services						
01 E 010 204 414 366 000 Title II Travel /Conference/Presenter Fees	-	15,067	15,600	97%	15,600	97%
Total Purchased Services	-	15,067	15,600	97%	15,600	97%
Supplies						
01 E 010 204 414 401 000 Title II Professional Development Supplies/Resources	-	1,592	1,600	100%	1,600	100%
Total Supplies	-	1,592	1,600	100%	1,600	100%
Total Title II	-	16,660	17,200	97%	17,200	97%
Instructional Support						
Purchased Services						
01 E 010 640 306 366 000 Staff Development	-	60	2,000	3%	60	100%
Total Purchased Services	-	60	2,000	3%	60	100%
Total Instructional Support	-	60	2,000	3%	60	100%

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Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Student Support Services						
Salaries						
01 E 005 760 723 170 000 SPED Van Drivers	5,803	70,090	54,600	128%	70,090	100%
Total Salaries	5,803	70,090	54,600	128%	70,090	100%
Benefits						
01 E 005 760 723 210 000 FICA - Van Driver	439	5,321	4,177	127%	5,321	100%
01 E 005 760 723 214 000 PERA - Van Driver	393	5,178	4,095	126%	5,178	100%
01 E 005 760 723 218 000 TRA - Van Driver	42	79	60	132%	79	100%
01 E 005 760 723 220 000 Health Insurance - Van Driver	331	3,160	5,619	56%	3,160	100%
01 E 005 760 723 230 000 Life Insurance - Van Driver	17	163	314	52%	163	100%
01 E 005 760 723 235 000 Dental Insurance - Van Driver	13	119	250	48%	119	100%
01 E 005 760 723 240 000 LTD - Van Driver	14	132	243	54%	132	100%
01 E 005 760 723 299 000 Other Benefits - Van Driver	2	17	38	45%	17	100%
Total Benefits	1,250	14,169	14,796	96%	14,169	100%
Purchased Services						
01 E 005 760 720 360 000 Contracted Transportation	-	293,155	300,004	98%	293,155	100%
01 E 005 760 723 360 000 SpEd Transportation	-	4,715	16,000	29%	4,715	100%
01 E 005 760 733 360 000 Field Trip Transportation	377	1,725	1,500	115%	1,725	100%
Total Purchased Services	377	299,595	317,504	94%	299,595	100%
Supplies						
01 E 010 720 000 401 000 Health Supplies	-	-	400	0%	-	N/A
01 E 005 760 723 440 000 Fuel	292	9,045	9,000	101%	9,045	100%
Total Supplies	292	9,045	9,400	96%	9,045	100%
Total Student Support Services	7,722	392,900	396,300	99%	392,899	100%
Building & Maintenance						
Salaries						
01 E 005 810 000 170 000 Facilities	3,565	47,565	46,350	103%	47,565	100%
Total Salaries	3,565	47,565	46,350	103%	47,565	100%

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Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Benefits						
01 E 005 810 000 210 000 FICA - Custodian	273	3,639	3,546	103%	3,639	100%
01 E 005 810 000 214 000 PERA - Custodian	267	3,567	3,476	103%	3,567	100%
01 E 005 810 000 230 000 Life Insurance - Custodian	11	138	150	92%	138	100%
01 E 005 810 000 240 000 LTD - Custodian	10	147	243	61%	147	100%
01 E 005 810 000 299 000 Other Benefits - Custodian	2	19	38	49%	19	100%
Total Benefits	563	7,510	7,453	101%	7,510	100%
Purchased Services						
01 E 005 810 000 305 000 Maintenance Contracted Services	3,350	31,140	30,150	103%	31,140	100%
01 E 005 810 000 330 000 Utilities	5,051	56,541	75,000	75%	61,572	92%
01 E 005 940 000 340 000 Property & Liability Insurance	-	36,132	29,012	125%	36,132	100%
01 E 005 940 000 340 001 Pollution Insurance	-	4,019	4,020	100%	4,020	100%
01 E 005 810 000 350 000 Repairs & Maintenance	506	4,607	7,000	66%	4,607	100%
Total Purchased Services	8,887	132,440	145,182	91%	137,471	0%
Building Lease						
01 E 005 850 348 370 000 Facility Lease	37,500	450,000	450,000	100%	450,000	100%
Total Building Lease	37,500	450,000	450,000	100%	450,000	100%
Supplies						
01 E 005 810 000 401 000 Supplies (Custodial)	123	12,030	7,000	172%	12,030	100%
Total Supplies	123	12,030	7,000	172%	12,030	100%
Equipment						
01 E 005 850 000 520 000 Building Improvements	-	33,197	45,250	73%	33,197	100%
Total Equipment	-	33,197	45,250	73%	33,197	100%

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Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Transfer to Other Funds						
01 E 005 950 000 910 000 Transfers-Perm Interfd Transf	-	-	301,475	0%	282,185	0%
Total Transfer to Other Funds	-	-	301,475	0%	282,185	0%
Total Building & Maintenance	50,638	682,741	1,002,710	68%	969,958	70%
FUND 1 - TOTAL EXPENDITURES	278,828	3,741,513	4,303,768	87%	4,338,130	86%
FUND 1 - NET INCOME	25,322	90,048	11,243		7,612	
FUND 02 - REVENUE						
State Revenue						
02 R 005 770 701 300 000 State - Regular Lunch	792	7,058	8,500	83%	7,058	100%
02 R 005 770 705 300 000 State - Breakfast Program	1,061	8,535	9,000	95%	8,535	100%
Total State Revenue	1,853	15,593	17,500	89%	15,593	100%
Federal Revenue						
02 R 005 770 701 471 000 Federal - Regular Lunch	1,800	16,117	18,900	85%	16,117	100%
02 R 005 770 701 472 000 Federal - Free & Reduced	9,452	86,127	108,000	80%	86,127	100%
02 R 005 770 701 473 000 Federal - Commodities	81	4,372	-	N/A	4,372	100%
02 R 005 770 702 471 000 Federal - After School Snack	429	3,264	2,700	121%	3,264	100%
02 R 005 770 705 476 000 Federal - Breakfast	7,093	62,967	50,400	125%	62,967	100%
02 R 005 770 709 479 000 Federal - Summer Food	-	190	190	100%	190	100%
Total Federal Revenue	18,855	173,038	180,190	96%	173,037	100%
Local Revenue						
02 R 005 770 701 601 000 Food Sales	10	73	50	145%	73	100%
02 R 005 950 701 649 000 Transfers-Perm Interfd Transf	-	-	104,262	0%	94,575	0%
Total Local Revenue	10	73	104,312	0%	94,647	0%
FUND 2 - REVENUE	20,718	188,703	302,002	62%	283,277	67%

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Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
FUND 2 - EXPENDITURES						
Salaries						
02 E 005 770 701 170 000 Food service support	210	11,221	13,050	86%	11,211	100%
Total Salaries	210	11,221	13,050	86%	11,211	100%
Benefits						
02 E 005 770 701 210 000 FICA - Food Services	16	858	998	86%	858	100%
02 E 005 770 701 214 000 PERA - Food Services	16	842	979	86%	842	100%
Total Benefits	32	1,700	1,977	86%	1,700	100%
Purchased Services						
02 E 005 770 701 305 000 Food Services - Contracted Services	-	11,792	13,050	90%	11,792	100%
Total Purchased Services	-	11,792	13,050	90%	11,792	100%
Supplies						
02 E 005 770 701 401 000 Food Services - Supplies	61	162	-	N/A	162	100%
02 E 005 770 701 490 000 Food Services - Lunch	20,982	176,348	173,715	102%	176,348	100%
02 E 005 770 705 490 000 Food Services - Breakfast	6,425	69,841	83,458	84%	69,841	100%
02 E 005 770 703 495 000 Food Services - Milk	-	11,368	15,851	72%	11,368	100%
02 E 005 770 701 820 000 Food Services - Dues & Memberships	-	855	901	95%	855	100%
Total Supplies	27,468	258,574	273,925	94%	258,574	100%
FUND 2 - EXPENDITURES	27,710	283,287	302,002	94%	283,277	100%
FUND 2 - NET INCOME (LOSS)	(6,992)	(94,584)	-		-	

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Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
FUND 04 - REVENUE						
Local Revenue						
04 R 005 505 000 040 000 Fees from Students - Before/After Care	295	5,922	5,000	118%	5,922	100%
04 R 005 581 000 040 000 Fees from Students - Pre Kindergarten	580	7,920	5,000	158%	7,920	100%
04 R 005 950 000 649 000 Transfers-From Interfd Transf	-	-	197,213	0%	187,610	0%
Total Local Revenue	875	13,842	207,213	7%	201,452	7%
FUND 04 - REVENUE	875	13,842	207,213	7%	201,452	0%
FUND 04 - EXPENDITURES						
Before & After Care						
Salaries						
04 E 010 580 000 161 000 BCAC - Salaries	5,368	57,408	69,761	82%	69,791	82%
Total Salaries	5,368	57,408	69,761	82%	69,791	82%
Benefits						
04 E 010 580 000 210 000 BCAC - FICA	405	4,274	5,337	80%	5,337	80%
04 E 010 580 000 214 000 BCAC - PERA	354	3,772	4,709	80%	4,709	80%
04 E 010 580 000 218 000 BCAC - TRA	32	486	872	56%	518	94%
04 E 010 580 000 220 000 BCAC - Health Insurance	404	4,065	3,497	116%	5,000	81%
04 E 010 580 000 230 000 BCAC - Life Insurance	14	166	143	116%	174	95%
04 E 010 580 000 235 000 BCAC - Dental Insurance	6	74	216	34%	87	85%
04 E 010 580 000 240 000 BCAC - LTD	8	95	124	77%	102	93%
04 E 010 580 000 251 000 BCAC - HSA	-	4	5	79%	4	89%
04 E 010 580 000 299 000 BCAC - Other Benefits	2	22	20	114%	24	93%
Total Benefits	1,225	12,959	14,922	87%	15,955	81%
Supplies						
04 E 005 570 000 401 000 BCAC - Supplies	-	40	500	8%	40	100%
Total Supplies	-	40	500	8%	40	100%
Total Before & After Care	6,593	70,407	85,183	83%	85,786	82%

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Description	Monthly Activity	Year-To- Date Activity	FY16 2nd Approved Revised Budget 320 ADM	% of Approved Budget	FY16 Working Budget 320 ADM	% of Working Budget
Pre Kindergarten						
Salaries						
04 E 010 581 000 140 000 Pre K - Salaries	7,229	79,515	93,973	85%	93,973	85%
Total Salaries	7,229	79,515	93,973	85%	93,973	85%
Benefits						
04 E 010 581 000 210 000 Pre K - FICA	452	5,289	7,189	74%	7,189	74%
04 E 010 581 000 218 000 Pre K - TRA	542	5,964	7,048	85%	7,048	85%
04 E 010 581 000 220 000 Pre K - Health Insurance	662	4,240	9,600	44%	6,190	68%
04 E 010 581 000 230 000 Pre K - Life Insurance	22	217	195	111%	217	100%
04 E 010 581 000 235 000 Pre K - Dental Insurance	43	423	1,028	41%	463	91%
04 E 010 581 000 240 000 Pre K - LTD	20	194	167	116%	194	100%
04 E 010 581 000 299 000 Pre K - Other Benefits	3	30	30	99%	30	99%
Total Benefits	1,743	16,356	25,258	65%	21,331	77%
Supplies						
04 E 010 581 000 401 000 Pre K - Non Instructional Supplies	116	248	800	31%	248	100%
04 E 010 581 000 430 000 Pre K - Instructional Supplies	-	115	2,000	6%	115	100%
Total Supplies	116	363	2,800	13%	363	100%
Total Pre Kindergarten	9,088	96,234	122,030	79%	115,667	0%
FUND 04 - EXPENDITURES	15,681	166,641	207,213	80%	201,452	83%
FUND 04 - NET INCOME (LOSS)	(14,806)	(152,799)	(0)		-	
TOTAL REVENUES	323,743	4,034,106	4,824,223	84%	4,830,471	84%
TOTAL EXPENDITURES	322,218	4,191,440	4,812,983	87%	4,822,860	87%
ALL FUNDS - NET INCOME (LOSS)	3,524	(157,335)	11,243		7,612	