

Board of Education Members

October 16, 2024, at 6:00 p.m. TECA Gym

Amanda Richardson, President

Abbie Ridenour, Vice-President

Brett Bocci, Secretary

Damon Caughell, Treasurer

Marilyn Zoller Koral, Member

Ruchi Shah, Member

Annette Caneda, Vice-President

Jena-lee Rogers, Teacher Representative

AGENDA

1.0 Call to Order/Roll Call

2.0 Civility Policy

We ask all Board meeting attendees to remember that TECA's Civility Policy requires us to treat one another with mutual respect, courtesy, and kindness; to take responsibility for our actions; and to cooperate in the best interest of TECA's students.

3.0 Purpose of the Board of Education

The TECA Board of Education partners with school leaders and engages with the community to ensure that students have a well-rounded, high quality education and that TECA is positioned for long-term sustainability. We do this through annual strategic planning and monthly reviews of academic, financial and operational quality of the school as well as discussions of the school climate and culture.

OPEN SESSION

4.0 Response to Previous Public Comment

4.1 *Responding to public comments made in advance of the Closed Session on the meeting of September 18, 2024.*

5.0 Public Comment

Members of the public are welcome to address the Board. If you would like to address the Board on a non-agenda item or closed session agenda item, you should do so during this general public comment period. If you would like to address the board on an open session agenda item, you may do so either during this general comment period, or before the portion of the meeting designated for that agenda item. We ask that you limit your comments to matters within the Board's jurisdiction, and to 3 minutes per person or 15 minutes per topic (excluding translation). For more information regarding public comment, please review the Public Comment Policy printed on the back of the public comment sign-in sheet by the door.

6.0 Informational Presentations

- 6.1 Superintendent Report (5 min) - *Supt. Allen*
- 6.2 Teacher Representative Report (5 min) - *Teacher Representative Rogers*
- 6.3 PTA Presentation (15 min) - *PTA President Chilen*
- 6.4 Effective Board Engagement Presentation (10 min) - *Emeritus Board Member Hazelton*

7.0 Discussion and Action Items

- 7.1 Discuss Enrollment and Staffing Report - (10 min) - *Supt. Allen*
- 7.2 Committee and Working Group Updates - (10 mins) - *Pres. Richardson*
 - Student Family Working Group - *Member Shah*
 - Fiscal Planning Working Group - *Vice-President Riddenhour*
 - Finance Working Group - *Treasurer Caughell*
 - Governance Committee - *Pres. Richardson*
- 7.4 Board Business - (10 mins) - *Pres. Richardson*
 - ED 2024-25 Goals
 - Adjusting the Date for the November Board Meeting
- 7.5 Approval or Acknowledgement of Memoranda of Understanding (MOU), Vendor Contracts and Other Partnerships (10 min) - *Supt. Allen*
 - Mission Graduates 2024-25
 - Document Tracking Services (DTS)
 - Pacific Office Automation

8.0 Standing Discussion and Action Items

- 8.1 Monthly Finance Report July 2024, August 2024 - For Information Only (10 min) - *Director of Finance Melendez*
- 8.2 Approval of Minutes (5 min) - *Board Secretary Bocci*
 - September 18, 2024

9.0 CLOSED SESSION

To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee.

- 9.1 Public Employment Contracts (Gov. Code § 54957(b)(3 cases)
 - Admin: Superintendent, Principal, Director of Finance

- 9.2 Public Employee Discipline/Dismissal/Release/Leave of Absence/Resignation
(Gov. Code §54954.5 (e), 54957) (2 cases)
- Family Leave

Resume Open Session

10.0 Items for Next Board Meeting

11.0 Future Board Meeting

- **Wednesday, November (TBD) at 6:00 pm, Gym**

12.0 Adjournment

Information on Accessibility to Meetings of the Board of Education:

The board strives to make board meetings accessible to all members of the TECA community. Although we conduct board meetings in English, language interpretation is available upon request. If you would like to attend a board meeting and require language interpretation, please contact (760)468-0996 as soon as possible, but at least 48 hours prior to the scheduled meeting, and we will make every effort to accommodate your request.

Thomas Edison Charter
Academy
3531 22nd Street
San Francisco, CA 94114

Miembros de la Junta de Educación

Amanda Richardson, presidenta

Abbie Ridenour, vicepresidenta

Brett Bocci, Secretario

Damon Caughell, Tesorero

Marilyn Zoller Koral, Miembro

Ruchi Shah, Miembro

Annette Caneda, vicepresidenta

Jena-lee Rogers, representante de maestros

16 de octubre de 2024, a las 6:00 p.m. Gimnasio TECA

ORDEN DEL DÍA

- 1.0 Llamar al orden/pasar lista
- 2.0 Política de civismo

Pedimos a todos los asistentes a las reuniones de la Junta Directiva que recuerden que la Política de Civildad de TECA requiere que nos tratemos unos a otros con respeto mutuo, cortesía y amabilidad; asumir la responsabilidad de nuestras acciones; y cooperar en el mejor interés de TECA's estudiantes.

3.0 Propósito de la Junta de Educación

La Junta de Educación de TECA se asocia con líderes escolares y se involucra con la comunidad para garantizar que los estudiantes tengan una educación integral y de alta calidad y que TECA esté posicionada para la sostenibilidad a largo plazo. Hacemos esto a través de una planificación estratégica anual y revisiones mensuales de la calidad académica, financiera y operativa de la escuela, así como debates sobre el clima y la cultura escolar.

SESIÓN ABIERTA

4.0 Respuesta al comentario público anterior

4.1 Responder a los comentarios públicos realizados antes de la sesión cerrada sobre la reunión de 18 de septiembre de 2024.

5.0 Comentario público

Los miembros del público pueden dirigirse a la Junta. Si desea dirigirse a la Junta sobre un tema que no forma parte de la agenda o un tema de la agenda de una sesión cerrada, debe hacerlo durante este período de comentarios del público general. Si desea dirigirse a la junta sobre un tema de la agenda de una sesión abierta, puede hacerlo durante este período de comentarios generales o antes de la parte de la reunión designada para ese tema de la agenda. Le solicitamos que limite sus comentarios a asuntos dentro de la jurisdicción de la Junta y a 3 minutos por persona o 15 minutos por tema (sin incluir traducción). Para obtener más información sobre los comentarios públicos, revise la Política de comentarios públicos impresa en la parte posterior de la hoja de registro de comentarios públicos junto a la puerta.

6.0 Presentaciones informativas

6.1 Informe del Superintendente (5 min) - Superintendente Todo

6.2 Informe del representante docente (5 min) - Representante de maestros Rogers

6.3 Presentación de la PTA (15 min) - Presidente PTA Chile

6.4 Presentación sobre la participación efectiva de la junta directiva (10 min) - Hazelton, miembro emérito de la junta directiva

7.0 Elementos de discusión y acción

7.1 Discutir el informe de inscripción y dotación de personal - (10 min) - Superintendente Todo

7.2 Actualizaciones de comités y grupos de trabajo - (10 minutos) - Pres. Richardson

Grupo de Trabajo de Familia Estudiantil - Miembro Shah

Grupo de Trabajo de Planificación Fiscal - Vicepresidente Riddenhour

Grupo de Trabajo de Finanzas - Tesorero Caughell

Comité de Gobernanza - Pres. Richardson

7.4 Negocios de mesa - (10 minutos) - Pres. Richardson

Metas del ED 2024-25

Ajuste de la fecha para la reunión de la Junta Directiva de noviembre

7.5 Aprobación o reconocimiento de memorandos de entendimiento (MOU), proveedor

Contratos y otras asociaciones (10 min) - Superintendente Todo

Graduados de la Misión 2024-25

Servicios de seguimiento de documentos (DTS)

Automatización de oficinas del Pacífico

8.0 Temas permanentes de discusión y acción

8.1 Informe Financiero Mensual julio 2024, agosto 2024 - Sólo para información (10 mín.) -
Director de Finanzas Meléndez

8.2 Aprobación de Acta (5 min) - Secretario del Consejo Bocci
18 de septiembre de 2024

9.0 SESIÓN CERRADA

Para considerar el nombramiento, empleo, evaluación de desempeño, disciplina o despido de un empleado público o para conocer de quejas o cargos presentados contra el empleado por otra persona o empleado.

9.1 Contratos de empleo público (Código de Gobierno § 54957(b)(3) casos)
Administrador: Superintendente, Director, Director de Finanzas

9.2 Disciplina para empleados públicos/Despido/Liberación/Permiso de ausencia/Renuncia
(Código de Gobierno §54954.5 (e), 54957) (2 casos)
Licencia Familiar

Reanudar sesión abierta

10.0 Artículos para la próxima reunión de la junta directiva

11.0 Futura reunión de la junta directiva

Miércoles, Noviembre (por determinar) a las 6:00 pm, Gimnasio

12.0 Aplazamiento

Información sobre Accesibilidad a las Reuniones de la Junta de Educación:

La junta se esfuerza por hacer que las reuniones de la junta sean accesibles a todos los miembros de la comunidad TECA. Aunque llevamos a cabo reuniones de la junta directiva en inglés, hay interpretación de idiomas disponible previa solicitud. Si desea asistir a una reunión de la junta y necesita interpretación de idiomas, comuníquese con (760)468-0996 lo antes posible, pero al menos 48 horas antes de la reunión programada, y haremos todo lo posible para atender su solicitud.

Academia autónoma Thomas Edison

3531 calle 22

San Francisco, CA 94114

The Role of Board Members in Serving the TECA Community

Ryan Hazelton
Board Emeritus

Board Membership

- **Teachers and parents wonder:** “Why does this person care and why are they doing this?” - Have your why ready.
- **Perspective:** Making decisions that balance immediate concerns with the long-term strategic goals of the school.
- **Providing Diversity of Perspective:** Add objectivity and broader context to decisions when balancing student/teacher needs with school sustainability
- **Authenticity**
- **Community Engagement/Participation**

Supporting an Executive Director

Key: Respect the line between governance and management, and support organizational leadership in ways they need.

- Balance accountability with trust
- Provide strategic guidance
- Focus on advocacy and fundraising
- Don't ask for information or reports, if you're not going follow through and read it.

Being a Community Member @ TECA

COLLABORATION

Board projects with admin staff to move strategy forward for school

BE A RESOURCE

Bring in & connect resources to school

Advocate in public forums

Answer when called upon

SHOW UP

EVENTS
PTA
HOLIDAYS

In Summary

Be Authentic

Be Present

Be Consistent

Be Engaged

Ryan Hazelton
rhazeltonsf@gmail.com

Enrollment by Homeroom				
Teacher	Grade	Enrollment	Vacancy	Drops
Schoeffler	TK	18	5	0
Baer	TK	19/18	4	-2
Almaguer	Kindergarten-Dual Spanish	18	4	-1
Cruz	Kindergarten-Dual English	19/18	3	-1
Aquino	1st Grade-Dual Spanish	22/21	0	0
Phreaner	1st Grade-Dual English	22	0	-1
Mecham	Kindergarten/ 1st Grade-English Only	11(K) 9 (1st)	2	-2
Ngo	2nd Grade-English Only	14/13	8	-3
Kirby	2nd Grade-Dual English	22	0	-1
Vergara	2nd Grade-Dual Spanish	23	0	0
Morgan	3rd Grade-Dual English	22	0	0
Jones	3rd Grade-English Only	23	0	0
Gomez	3rd GradeDual Spanish	22	0	-1
Beverly	4th Grade	28	2-4	-2
Contreras	4th Grade-Spanish	32	0	0
Epstein-Norris	5th Grade	28	2-4	0
Ramirez	5th Grade-Spanish	28	2-4	0
Cook	6th Grade	26/27	6	0
Harbour	6th Grade	27	5	-1
Reekers	6th Grade	27	5	-1
Ortiz	7th Grade-Spanish	30	2	0
Lucy	7th Grade	31/30	2	0
Lloyd	8th Grade	23/24	6-8	-2
Deigan	8th Grade	30	2	0
TOTAL				

Special Education Programing 2024-2025

No. of Students	65
Pending Students	10
STAFFING	Cost
Certified Staff	
Classified Staff	
Contracts	
Behavior Specialist	
Occupational Therapist	
Instructional Para	
Supplies	
TOTAL COST	

Specials Programing 2024-2025

Course	Grade Levels/ No. of Students
Art	TK-8
PE	TK-8
STEM	
Music	
Drama	TK-8
Newspaper	6-8
Writing	
TA	6-8
Staffing	
Classified and Certified	

Supplies	
TOTAL COST	

ED LEADERSHIP STRATEGIC PLAN 2022- 2025

Strategic Priorities

	Student Success	Engaged Personnel	Finance and Budget
Definition	As defined by TECA's vision and mission statement; and the CA School Dashboard.	Investing financially, professionally, and in the well-being of a high quality and diverse workforce where staff are supported to achieve student success and educational excellence.	Maximizing financial resources to fund engaged personnel, instructional materials, and programs that result in student success and educational excellence.
Objectives	<p>1) Engage in a study of instructional materials and programs to assess student performance/ achievement goals as outlined in the LCAP/ CSI plans.</p> <p>2) Develop and implement a process for monitoring student engagement and learning.</p> <p>3) Monitoring the implementation of the yearly climate survey to identify and better understand student needs.</p>	<p>1) Participate more and engage in a study to prioritize professional/ staff development structures that directly improve student performance and outcomes.</p> <p>2) Evaluate direct reports, actively promoting the importance of feedback and self-reflection. Study the documentation and effectiveness of the evaluation process.</p> <p>3) Monitor the implementation of the yearly climate survey to identify and better understand personnel needs.</p>	<p>1) Develop a marketing plan to increase revenues by improving enrollment and attendance numbers.</p> <p>2) Ensure that all instructional materials, and programs are assessed for effectiveness and cost-efficiency.</p> <p>3) Engage in a study to determine and prioritize the necessary resources to provide personnel the structures, systems, and tools needed to improve student performance and outcomes.</p>
Strategies	<ul style="list-style-type: none"> Develop a comprehensive list of instructional materials and programming. 	<ul style="list-style-type: none"> Calendar all professional/ staff development structures and 	<ul style="list-style-type: none"> Establish a regular enrollment and attendance meeting.

	<ul style="list-style-type: none"> ● Observe classroom instruction on a weekly basis. ● Review the LCAP/ CSI goals in meetings with the principal and LEA coordinator. ● Establish and participate in LEA data inquiry cycles. ● Provide feedback to and take action where needed on the annual climate survey. ● Establish weekly meetings with the principal. 	<p>prioritize those to observe or participate in.</p> <ul style="list-style-type: none"> ● Develop a template and write up summary notes for each structure. ● Document evaluations and feedback to all direct reports. ● Provide feedback to the annual climate survey. ● Ensure productive negotiation and discussion meetings with ECTU. ● Establish weekly meetings with the principal. 	<ul style="list-style-type: none"> ● Monitor monthly attendance data and provide reports at the school board meetings. ● Identify a marketing plan template. ● Attend meetings with the Director of Finance and Coordinator of Categorical Funds. ● Establish weekly meetings with the principal.
<p>2024-25 Objectives and Areas of Focus</p>	<ul style="list-style-type: none"> - Attend mentor PLCs - Ensuring expectations of rigor in the classroom - Observe each person each week (as an admin team) 	<ul style="list-style-type: none"> - Weekly admin / leadership meeting and bi-weekly 1:1s - Written feedback monthly to direct reports 	<ul style="list-style-type: none"> - Attendance reporting to be overseen by business office - Define project plan and execute plan to align spending to our LCAP goals

Objectives for 2024-25 are as discussed in the TECA Governance committee meeting Sept 16, 2024



Board Report 7.5

Approval or Acknowledgement of Memoranda of Understanding (MOU), Vendor Contracts, and Other Partnerships

For Board Meeting date: **October 16, 2024**

Person reporting: **Supt. Allen**

Executive Summary/Purpose:

TECA enters into agreements on behalf of students and staff in order to collaborate with partners or to provide programs and services for students, teachers, the school, and the district. The term of these agreements is usually for one year, but may be for a longer period of time if specified in the MOU.

Today, the following agreements are brought forward for Approval/Acknowledgement:

Partner Org. or Vendor	Program or Service Area	Term of Agreement	Cost	Funding Resource	New/ Renew	Approval/ Acknowledgment
Mission Graduates (MG)	After School Programming	SY 2024-25	\$203,483	After-School Education and Safety Grant (ASES)	Renew	Approval
			\$885,223.00	Expanding Learning Opportunities Program (ELOP)		
Documents Tracking Services (DTS)	Web-based template forms and documents	December 12, 2024 - June 30, 2025	\$3,236	General Funds	Renew	Acknowledgment
Pacific Office Automation	Copiers, printers, and phones	72 months	\$2,820/mo.	General Funds	New	Acknowledgment

Report Attachments:

- Mission Graduates ASES
- Mission Graduates ELOP
- Document Tracking Services (DTS)
- Pacific Office Automation

Pages:

- 1-5
- 1-4
- 1-7
- 1-1

MEMORANDUM OF UNDERSTANDING
Between
Mission Graduates and Thomas Edison Charter Academy

Mission Graduates Mission: *Mission Graduates is a nonprofit organization that increases the number of K-12 students in San Francisco who are prepared for and complete a college education*

I. OVERVIEW

The following Memorandum of Understanding defines the terms, conditions, and responsibilities of each party in the collaboration between **Mission Graduates (MG)** and **Thomas Edison Charter Academy (TECA)**, herein described. The collaboration refers specifically to work on implementing an afterschool program. The terms of this Memorandum of Understanding shall remain valid until **June 30, 2025**.

II. PARTIES INTENT

- A. Whereas, Thomas Edison Charter Academy is the recipient of a California ASES grant to provide afterschool programming for the students who attend TECA; and
- B. Whereas, Mission Graduates has been providing quality and academically-aligned afterschool programming in San Francisco for 50 years;
- C. The parties wish to establish and define a business relationship between MG and TECA as it related to the TECA Extended Day Program (“Program”) for youth attending school at TECA, which is located at 3521 22nd Street, San Francisco, CA 94114 (“The Facility”); and
- D. This MOU is intended to serve as a guiding document as to the responsibilities of MG and TECA for the operation of the Program, consistent with the ASES grant documents between TECA and the California Department of Education.

III. TERM

- A. This MOU will be in effect until **June 30, 2025**, and may be extended or shortened by written agreement of both parties. The agreement may be terminated for cause, provided the Grievances section (discussed further below) is followed.

IV. MISSION GRADUATES RESPONSIBILITIES

- A. Mission Graduates will develop and implement an academically aligned afterschool program for TECA students that provides academic support, engaging enrichment, and structured physical activity for the TECA academic year Monday through Friday 1:30pm - 6:00pm, Wednesday 12:30pm - 6:00pm.
- B. Mission Graduates will recruit, train, and supervise program staff charged with implementing the TECA Extended Day Program. All staff hired will have completed a background check, fingerprinting, and TB Clearance. Mission Graduates will provide for the ongoing training and professional development of the TECA Extended Day staff, with support from TECA staff to address academic alignment between the school day and afterschool.

- C. Mission Graduates will seek additional sources of funding, with the goal of sustaining the program, expanding the program to serve more students, and offering a summer program if TECA determines an interest.
- D. Mission Graduates will develop application materials and Program marketing materials. MG will also develop a registration and enrollment process in consultation with TECA administration. MG will process all applications and all Program fees charges to participants.
- E. Mission Graduates will work with TECA Administration to provide all documentation needed for expense reimbursement under TECA's ASES grant.
- F. Mission Graduates staff will work in partnership with TECA staff to ensure that all spaces utilized in the Program are left clean the next school day and that all students and learning spaces are safe.

V. THOMAS EDISON CHARTER ACADEMY RESPONSIBILITIES

- A. TECA will provide the use of space for the Program, and all necessary utilities, free of charge. Program spaces include one classroom per grade, the Afterschool Office, Cafeteria, Yard, and school common spaces, at a minimum. This space will be provided Monday through Friday from school dismissal time until 6:00 pm, during the TECA academic year. Mission Graduates may request additional evening time for Family and TECA community events.
- B. TECA will provide janitorial services to clean the Program space after its use by MG for the Program, including trash removal, and will maintain the Facility to the standards appropriate for an afterschool program.
- C. TECA will fund the role of Attendance Coordinator and Snack Coordinator to support Mission Graduates in the development and implementation of the Program. This position will work closely with the Mission Graduates Program Director to ensure the completion of attendance records and provide support and oversight of youth during the daily snack period.
- D. TECA will assist in transition of students to their afterschool programming and ensuring that those not in afterschool programming are picked up and have left the premises. This may require TECA staff to stay after school dismissal to ensure all students not enrolled in programming have left. TECA staff will work in partnership with MG staff to ensure that spaces are left clean for the TECA Extended Day Program and that all students and learning spaces are safe.
- E. TECA shall reimburse MG on a monthly basis for program expenses including staffing costs, program supplies, enrichment subcontractors, and other expenses that are allowable and reimbursable under TECA's ASES grant, which reimbursement from TECA shall not exceed the annual budgeted amount, based on the number of students enrolled in the Program.
- F. TECA shall provide Mission Graduates with copies of all ASES grant documents that outline the Program requirements and expectations, including all contract amendments and renewals.

VI. FUNDING

- A. Funding for the Program will come from Parent fees and the California Department of Education ASES contract. Mission Graduates will be able to invoice from TECA **\$203,483** for eligible Program expenses from the ASES contract.
- B. To ensure adequate funding of the Program, Parent fees are assumed at the **2024-2025** budget of \$166,000 between a mixture of monthly program fees and registration fees.

- C. If either of these sources of funding are reduced, TECA and MG will develop a plan to address the reduction, which could include committing additional funding to the Program or reducing staffing.

VII. INDEMNITY AND INSURANCE

A. TECA'S Obligations

1. TECA shall defend, indemnify, and hold harmless Mission Graduates, its Board, Officers, employees and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of TECA's performance under this agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of MG, its agent or employees.
2. TECA shall maintain during this Agreement, at its cost, general liability insurance insuring itself and MG against liability for bodily injury, including death, or property damage resulting from TECA's performance under this Agreement or the use of the Facility for the Program, with a limit of not less than Two Million Dollars per occurrence and Four Million Dollars in the aggregate, including abuse and molestation coverage, automobile liability insurance with a combined single limit of not less than One Million Dollars, Worker's compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than One Million Dollars per employee for bodily injury or disease.
3. TECA, at its cost, shall maintain on the Facility, fire and extended coverage insurance, with vandalism and malicious mischief endorsements, in accordance with its general policy and practice as to amount and form.
4. All insurance required hereunder shall be primary (so that any contingent liability insurance of MG will not be called upon for contribution); non-cancelable without thirty (30) days advance written notice to MG, cover the indemnification obligations of TECA to MG under this agreement; and be evidenced by a certificate of insurance and related endorsement from TECA's insurance carrier.
5. TECA agrees to notify MG in writing immediately upon knowledge of any claim, suit, action or proceeding for which either party may be entitled to indemnity under this Agreement.

B. Mission Graduates' Obligations

1. MG shall defend, indemnify, and hold harmless TECA, its Board, Officers, employees and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of MG's performance under this agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of MG, its agent or employees.
2. MG shall maintain during this Agreement, at its cost, general liability insurance insuring itself and TECA against liability for bodily injury, including death, or property damage resulting from MG's performance under this Agreement or the use of the Facility for the Program, with a limit of not less than Two Million Dollars per occurrence and Four Million Dollars in the aggregate, including abuse and molestation

coverage, automobile liability insurance with a combined single limit of not less than One Million Dollars, Worker's compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than One Million Dollars per employee for bodily injury or disease.

3. All insurance required hereunder shall be primary (so that any contingent liability insurance of TECA will not be called upon for contribution); cover the indemnification obligations of MG to TECA under this agreement; and be evidenced by a certificate of insurance and related endorsement from MG's insurance carrier.
4. MG agrees to notify TECA in writing immediately upon knowledge of any claim, suit, action or proceeding for which either party may be entitled to indemnity under this Agreement.

VIII. NOTIFICATION

- A. Formal Notice between the parties under this agreement shall be addressed as follows:

For Mission Graduates:
Eddie Kaufman L.C.S.W.
Chief Executive Officer
3040 16th Street
San Francisco CA 94103
eddie@missiongraduates.org

For Thomas Edison Charter Academy
Anakarita Allen
Executive Director
3521 22nd Street
San Francisco CA 94114
aallen@teca-sf.org

IX. GRIEVANCES

- A. If either party has material concerns about the quality of the Program or the partnership, a meeting must be convened between the two organizations to address those concerns. Material concerns are defined as issues that risk youth safety or issues that put in question the viability of the ongoing partnership.
- B. At the meeting, concerns must be clearly articulated. An Action Plan that addresses potential remedies to these solutions must also be discussed, complete with key personnel responsible, and timeline required to address the issue. Notes from this meeting must be created, and both partners must agree to the content of these notes.
- C. After a reasonable amount of time, but not to exceed 3 months, the two parties will reconvene to assess resolution of the grievance or to renegotiate the Action Plan.

X. MISCELLANEOUS

This MOU constitutes the entire MOU and understanding between the parties, and supersedes all offers, negotiations and other MOUs concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this MOU must be in writing and executed by both parties.



Applicable Laws:

The laws of the State of California cover this agreement.

By signing below, both parties agree to all the terms, conditions, and responsibilities of the collaboration between Mission Graduates and Thomas Edison Charter Academy described herein.

 _____
Sept 5, 2024

Signature
Eddie Kaufman L.C.S.W.
Chief Executive Officer
Mission Graduates

Signature
Anakarita Allen
Executive Director
Thomas Edison Charter Academy

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I. OVERVIEW

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II. PARTIES INTENT

- A. Whereas, Thomas Edison Charter Academy is the recipient of a California Extended Learning Opportunities (ELOP) grant to provide extended learning opportunities through afterschool and summer programming for the students who attend TECA; and
- B. Whereas, Mission Graduates has been providing quality and academically-aligned afterschool programming in San Francisco for 50 years;
- C. The parties wish to establish and define a business relationship between MG and TECA as it related to the TECA Extended Day Program (“Program”) for youth attending school at TECA, which is located at 3521 22nd Street, San Francisco, CA 94114 (“The Facility”); and
- D. This MOU is intended to serve as a guiding document as to the responsibilities of MG and TECA for the operation of the Program, consistent with the ASES grant documents between TECA and the California Department of Education.

III. TERM

- A. This MOU will be in effect until **June 30, 2025**, and may be extended or shortened by written agreement of both parties. The agreement may be terminated for cause, provided the Grievances section (discussed further below) is followed.

IV. MISSION GRADUATES RESPONSIBILITIES

- A. Mission Graduates will develop and implement an academically focused summer program for TECA students that provides academic support, engaging enrichment, and structured physical activity for 6 weeks providing a program day of 9 hours.
- B. Mission Graduates will recruit, train, and supervise 13 existing staff and 4 additional program staff charged with serving TECA ELOP students within TECA’s Extended Day Program. All staff hired will have completed a background check, fingerprinting, and TB Clearance. Mission Graduates will provide for the ongoing training and professional development of the TECA Extended Day staff, with support from TECA staff to address academic alignment between the

school day and afterschool during the school year. These staff will ensure that Mission Graduates can expand programming for transitional kindergarten and kindergarten students and ensure a 1:10 staff to student ratio.

- C. The afterschool and summer programming will be offered to all TECA students.

V. THOMAS EDISON CHARTER ACADEMY RESPONSIBILITIES

- A. TECA will provide the use of space for the Program, and all necessary utilities, free of charge. Program spaces include one classroom per grade, the Afterschool Office, Cafeteria, Yard, and school common spaces, at a minimum. This space will be provided Monday through Friday from school dismissal time until 6:00 pm, during the TECA academic year and for 6 weeks during the summer. Mission Graduates may request additional evening time for Family and TECA community events.
- B. TECA will provide janitorial services to clean the Program space after its use by MG for the Program, including trash removal, and will maintain the Facility to the standards appropriate for an afterschool program.
- C. TECA will provide nutritious after-school snacks and summer meals for students attending the program.
- D. TECA shall reimburse MG monthly for program expenses including staffing costs, program supplies, enrichment subcontractors, and other expenses that are allowable and reimbursable under TECA's ASES grant, which reimbursement from TECA shall not exceed the annual budgeted amount, based on the number of students enrolled in the Program.
- E. TECA shall provide Mission Graduates with copies of all ELOP grant documents that outline the Program requirements and expectations, including all contract amendments and renewals.

VI. FUNDING

- A. Funding for the Program will come from the California Department of Education ELOP contract. Mission Graduates will be able to invoice from TECA **\$885,223.00** for eligible Program expenses from the ELOP contract.

VII. INDEMNITY AND INSURANCE

- A. TECA'S Obligations
 - 1. TECA shall defend, indemnify, and hold harmless Mission Graduates, its Board, Officers, employees and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of TECA's performance under this agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of MG, its agent or employees.
 - 2. TECA shall maintain during this Agreement, at its cost, general liability insurance insuring itself and MG against liability for bodily injury, including death, or property damage resulting from TECA's performance under this Agreement or the use of the Facility for the Program, with a limit of not less than Two Million Dollars per occurrence and Four Million Dollars in the aggregate, including abuse and molestation coverage, automobile liability insurance with a combined single limit of not less than One Million Dollars, Worker's compensation insurance as required by applicable law,

and Employer's Liability insurance with limits of not less than One Million Dollars per employee for bodily injury or disease.

3. TECA, at its cost, shall maintain on the Facility, fire, and extended coverage insurance, with vandalism and malicious mischief endorsements, in accordance with its general policy and practice as to amount and form.
4. All insurance required hereunder shall be primary (so that any contingent liability insurance of MG will not be called upon for contribution); non-cancelable without thirty (30) days advance written notice to MG, cover the indemnification obligations of TECA to MG under this agreement; and be evidenced by a certificate of insurance and related endorsement from TECA's insurance carrier.
5. TECA agrees to notify MG in writing immediately upon knowledge of any claim, suit, action or proceeding for which either party may be entitled to indemnity under this Agreement.

B. Mission Graduates' Obligations

1. MG shall defend, indemnify, and hold harmless TECA, its Board, Officers, employees and agents against all claims, damages, losses, expenses (including reasonable attorneys' fees) and liabilities (referred to collectively as "losses") of any kind or character arising out of MG's performance under this agreement. This obligation shall not lie in those instances where the losses are caused solely by the negligence or intentional misconduct of MG, its agent, or employees.
2. MG shall maintain during this Agreement, at its cost, general liability insurance insuring itself and TECA against liability for bodily injury, including death, or property damage resulting from MG's performance under this Agreement or the use of the Facility for the Program, with a limit of not less than Two Million Dollars per occurrence and Four Million Dollars in the aggregate, including abuse and molestation coverage, automobile liability insurance with a combined single limit of not less than One Million Dollars, Worker's compensation insurance as required by applicable law, and Employer's Liability insurance with limits of not less than One Million Dollars per employee for bodily injury or disease.
3. All insurance required hereunder shall be primary (so that any contingent liability insurance of TECA will not be called upon for contribution); cover the indemnification obligations of MG to TECA under this agreement; and be evidenced by a certificate of insurance and related endorsement from MG's insurance carrier.
4. MG agrees to notify TECA in writing immediately upon knowledge of any claim, suit, action or proceeding for which either party may be entitled to indemnity under this Agreement.

VIII. NOTIFICATION

- A. Formal Notice between the parties under this agreement shall be addressed as follows:

For Mission Graduates:
Eddie Kaufman L.C.S.W.
Chief Executive Officer
3040 16th Street
San Francisco CA 94103

For Thomas Edison Charter Academy
Anakarita Allen
Executive Director
3521 22nd Street
San Francisco CA 94114

eddie@missiongraduates.org

aallen@teca-sf.org

IX. GRIEVANCES

- A. If either party has material concerns about the quality of the Program or the partnership, a meeting must be convened between the two organizations to address those concerns. Material concerns are defined as issues that risk youth safety or issues that put in question the viability of the ongoing partnership.
- B. At the meeting, concerns must be clearly articulated. An Action Plan that addresses potential remedies to these solutions must also be discussed, complete with key personnel responsible, and timeline required to address the issue. Notes from this meeting must be created, and both partners must agree to the content of these notes.
- C. After a reasonable amount of time, but not to exceed 3 months, the two parties will reconvene to assess resolution of the grievance or to renegotiate the Action Plan.

X. MISCELLANEOUS

This MOU constitutes the entire MOU and understanding between the parties, and supersedes all offers, negotiations and other MOUs concerning the subject matter contained herein. There are no representations or understandings of any kind not set forth herein. Any amendments to this MOU must be in writing and executed by both parties.

Applicable Laws:

The laws of the State of California cover this agreement.

By signing below, both parties agree to all the terms, conditions, and responsibilities of the collaboration between Mission Graduates and Thomas Edison Charter Academy described herein.

 Sept 5, 2024

Signature
Eddie Kaufman L.C.S.W.
Chief Executive Officer
Mission Graduates

Signature
Anakarita Allen
Executive Director
Thomas Edison Charter Academy



LICENSE AGREEMENT

This Agreement effective **December 15, 2024**, is made and entered into by **Thomas Edison Charter Academy** ("Licensee") and Document Tracking Services ("DTS") as Licensor, each a "Party" and collectively the "Parties".

1. Scope of Agreement

- 1.1 License. This License Agreement between Licensee and DTS covers Licensee's use of DTS's proprietary web-based application in accordance with the terms and conditions expressed herein.
- 1.2 Agreement to Be Bound. Licensee agrees to be bound by, and comply with, the terms of this License Agreement by (i) accessing and/or using the DTS Application and/or (ii) ratifying this License Agreement by signing below.

2. License and Right to Use.

DTS hereby grants to Licensee a non-exclusive and non-transferable license to use DTS application in order to create, edit, update, print and track specific documents as described in Exhibit **A** of this agreement.

- 2.1 DTS retains all rights, title and interest in DTS application and any registered trademarks associated with the license.
- 2.2 Licensee retains all rights, title and interest in the documents as described in Exhibit **A** of this agreement.

3. Internet Areas.

Neither Licensee nor any third party shall be permitted to establish any "pointers" or links between the Online Area and any other area on or outside of the DTS login without the prior written approval of DTS.

4. Term of License.

The term of this License Agreement is for **one (1) year, six (6) months and fifteen (15) days** from the effective date noted at the top of this document.

5. Personnel.

DTS will assign the appropriate personnel to represent DTS in all aspects of the license including but not limited to account set up and customer license inquiries.

6. Content.

DTS will be solely responsible for loading the content supplied by Licensee into DTS's secure server and will provide complete access to Licensee and its representatives. Licensee is solely responsible for the sufficiency, adequacy, and completeness of its content; for updating its content as necessary; and for proper implementation of any plans or procedures required by local, state, or federal law.

7. Security of Data.

At all times, DTS will have complete security of Licensee's documents on dedicated servers that only authorized DTS personnel will have access to. All logins by DTS's authorized personnel will be stored and saved as to time of log-in.

- 7.1 Licensee may request in writing that DTS only store Licensee's documents for the period of time that allows Licensee and its authorized personnel to create, edit and update their documents.



- 8. Management of Database.** DTS shall allow Licensee to review, edit, create, update and otherwise manage all content of Licensee available through the Secure Login of DTS.
- 9. Customer Service.** DTS shall respond promptly and professionally to questions, comments, complaints and other reasonable requests regarding any aspect of DTS application by Licensee. DTS business hours are Monday-Friday 8AM PST to 5PM PST except for national/state holidays.
- 10. Fees.**
 - 10.1 Licensee shall pay a fee of **\$655**.
 - 10.2 Document Set Up Fee. The one-time set up fee for documents as described in Exhibit A and made a part of this Agreement is **\$0**.
 - 10.3 Licensee shall pay the annual licensing fee upon execution of the Agreement between parties and the electronic submittal of the invoice to Licensee.
 - 10.4 DTS will charge a one-time setup fee of \$200 per standard document up to a maximum of \$850 for customized documents.
- 11. Warranty.**
 - 11.1 Licensee represents and warrants that all information provided to DTS, including but not limited to narratives, editorials, information regarding schools, is owned by Licensee and Licensee has the right to use and allow use by DTS as called for hereunder and that no copyrights, trademark rights or intellectual property rights of any nature of any third party will be infringed by the intended use thereof. In the event any claim is brought against DTS based on an alleged violation of the rights warranted herein, Licensee agrees to indemnify and hold DTS harmless from all such claims, including attorney fees and costs incurred by DTS in defending such claims.
 - 11.2 The express warranties provided in this License Agreement are the sole and exclusive warranties made by DTS to Licensee. DTS makes no other warranty, express or implied, and Licensee assumes no warranty, express or implied, by use of the DTS Application. By accepting this Agreement, Licensee acknowledges that it is not relying on any implied warranties, including warranties of performance, fitness for a particular purpose or otherwise, or upon any representation or warranty outside those expressly contained in this Agreement.



12. Liability.

- 12.1 DTS will not be liable to Licensee for indirect, incidental, exemplary, special or consequential damages; loss or corruption of data or interruption or loss of business; or loss of revenues, profits, goodwill or anticipated sales or savings.
- 12.2 The maximum aggregate liability of DTS under this License Agreement is limited to the fees received by DTS from Licensee for use of the DTS Application.
- 12.3 This limitation on DTS's liability applies whether the claims sound in warranty, contract, tort, infringement, or otherwise. Nothing in this License Agreement excludes any liability that cannot be limited as a matter of law.

13. Choice of Law and Venue. This License Agreement, and any dispute related to this License Agreement or arising from it, shall be governed exclusively by the laws of the State of California. The state and federal courts of the State of California shall have exclusive jurisdiction to adjudicate any dispute arising out of, or related to, this License Agreement or its formation, interpretation, or enforcement.

14. Severability. If any portion of this License Agreement is not enforceable under applicable law, it will not affect any other term of this Agreement.

15. Definitions.

15.1 Document. A document is defined as **a)** a specific template provided by CDE or; **b)** any specific word document or forms that have different fields or school references such as elementary, middle or high schools* submitted by District or CDE; or **c)** individual inserts submitted by District or CDE that are integrated into existing documents or are offered as supplemental and/or addendums to other report documents.

* Licensee submits a SPSA template for their elementary, middle and high schools, which is counted as three (3) separate documents.

15.2 Customized Documents. Any document that is not a standard CDE template is considered a custom document and as such may be subject to additional setup fees; DTS shall provide an estimated cost of these additional fees prior to the execution of this agreement.

16. Additional Services. DTS can also provide Data Transfer and Document Translation services to Licensee for an additional fee. The fee for each additional service would be agreed upon between the parties and invoiced at the time the services were requested. The fee shall be payable within thirty (30) days from DTS invoice.



The Parties hereto have executed this Agreement as of the Effective Date.

Document Tracking Services, LLC

By: Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Date: October 10, 2024

Licensee

By: _____

Date: _____

Thomas Edison Charter Academy



Exhibit A

The following are standard documents to be used in conjunction with the license.

1. 2024 School Accountability Report Card (CDE Template)
2. 2024 Comprehensive School Safety Plan (Custom Template)
3. 2024 Local Control and Accountability Plan (CDE Template)
4. Others to be identified as needed.



October 10, 2024

Thomas Edison Charter Academy
3531 22nd Street
San Francisco, CA 94114

Re: Document Tracking Services

****PLEASE NOTE CORRECT DTS MAILING/REMIT ADDRESS****

INVOICE #9411410

Pursuant to the licensing agreement between Thomas Edison Charter Academy and Document Tracking Services (DTS):

Document Tracking Services

Document Tracking Services [12/15/24 to 6/30/25]: \$230
Single School District

Translation Services

2024 Spanish Local Control and Accountability Plan (LCAP): \$2,646
1 Spanish LCAP (BOP, LCAP Annual Update, LCAP with Instructions)
2024 Spanish School Accountability Report Card (SARC): \$165
1 Spanish SARC

Total Balance Due: \$3,236

Please Make Checks Payable To: Document Tracking Services

Send to:

Aaron Tarazon, Director
Document Tracking Services
10606 Camino Ruiz, Suite 8-132
San Diego, CA 92126
858-784-0960 - Phone
858-587-4640 - Corporate Fax

Thank you!

Approved Per Payment (Signature)

Name/Role (Printed)



#	Account Name	Document	Name	Words	Fee
1	Thomas Edison Charter Academy	2024 Budget Overview for Parents	Spanish	120	\$17
1	Thomas Edison Charter Academy	2024 LCAP Annual Update LCAP	Spanish	7,033	\$1,020
1	Thomas Edison Charter Academy	2024 LCAP with Instructions	Spanish	11,099	\$1,609



**PACIFIC OFFICE
AUTOMATION**
— PROBLEM SOLVED —

**IMAGING EQUIPMENT
SERVICE ORDER**

BUSINESS NAME Thomas Edison Charter Academy

TSA # _____

ORDER # _____

This Order is incorporated into and made apart of the Total Services Agreement ("TSA") between Customer and POA which governs the imaging equipment and/or services specified below.

BILL TO:			PO #	SOLD BY	
3531 22ns Street, San Francisco, CA 94114				Ahmed Alazzawi	
SHIP TO:			CONTACT PHONE #		
3531 22ns Street, San Francisco, CA 94114			415-285-0527		
QTY	ITEM	TYPE	DESCRIPTION	UNIT PRICE	TOTAL
2			RICOH PRO 8310s (Downstairs B/W Machines)		
			Machines Include : Inner Finsher		
			Hole Puncher		
1			Ricoh IM C2510 (Upstairs Color)		
51			Yealink T44W Prime Business Phone (w/pro)		
					\$2,820/month
MINIMUM MONTHLY PAYMENT (<i>plus applicable taxes</i>) \$ <u>2,820</u>				TERM <u>72</u> MONTHS	Device Management
SERVICE/SUPPLY AGREEMENT	MODELS	MONTHLY MINIMUM NUMBER OF IMAGES	EXCESS PER IMAGE CHARGE	EXCESS BILLING CYCLE	
B/W	Ricoh (c2510)	cpc	\$0.01	<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Semi-Annual <input type="checkbox"/> Annual	Automated Meter Reading
Color	Ricoh (c2510)	500	\$0.06		Auto Toner Replenishment
B/W (production)	Ricoh (8310s)	cpc	\$0.0044		Advanced Scanning
					Security
					MFP Network Support
					Power Filter
CONDITIONS OF SALE, CONTINGENCIES OR COMMENTS					Delivery
Includes: Toner, Delivery, Labor, Parts, Maintenance,					
Networking setup and unlimited service calls					SUBTOTAL
Excludes: Paper and staples					SALES TAX
					TOTAL
					\$2,820/month


By signing this Order, Customer acknowledges and agrees: (a) this Order is NON-Cancelable; (b) this Order will be governed by the TSA General Terms and Conditions, the applicable TSA Additional Terms and Conditions for the Solution and this Order all of which are an integral part of this Order and incorporated herein; and (c) this Order relating to the equipment and services described herein, can only be changed by written agreement signed by both Parties.

PACIFIC OFFICE AUTOMATION

NAME Nica Aviles

TITLE Branch Administrative Manager

DATE 7/23/2024


SIGNATURE 

CUSTOMER

BUSINESS LEGAL NAME Thomas Edison Charter Academy -CA

SIGNER NAME & TITLE ANAKARITA ALLEN Executive Director

DATE 7/23/2024

SIGNATURE 



PACIFIC OFFICE AUTOMATION

The Northwest's own, the nationally recognized copier company

TOTAL IMAGE MANAGEMENTSM TB

Schedule No. _____

Master Agreement No. _____

EQUIPMENT

Equipment Model & Description	Serial Number	Accessories
(2) Ricoh Pro 8310s	_____	_____
Ricoh IM C2510	_____	_____
(51) Yealink T44W Prime Business Phone (w/pro)	_____	_____

See attached schedule for additional Equipment / Accessories

Equipment Location (if different from Billing Address) _____

SUPPLIER

Pacific Office Automation, Inc. _____
 Name

 Address

 City State Zip

"Master Agreement" shall mean the above referenced Master Agreement. "Schedule" shall mean this Schedule. "TIM Agreement" shall mean this Schedule and the Master Agreement.

YOU HAVE SELECTED THE EQUIPMENT. THE SUPPLIER AND ITS REPRESENTATIVES ARE NOT OUR AGENTS AND ARE NOT AUTHORIZED TO MODIFY THE TERMS OF THE TIM AGREEMENT. YOU ARE AWARE OF THE NAME OF THE MANUFACTURER OF EACH ITEM OF EQUIPMENT AND YOU WILL CONTACT EACH MANUFACTURER FOR A DESCRIPTION OF YOUR WARRANTY RIGHTS. WE MAKE NO WARRANTIES TO YOU, EXPRESS OR IMPLIED, AS TO THE MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, SUITABILITY OR OTHERWISE. WE PROVIDE THE EQUIPMENT TO YOU AS-IS. YOU AGREE TO USE THE EQUIPMENT ONLY IN THE LAWFUL CONDUCT OF YOUR BUSINESS AND NOT FOR PERSONAL, HOUSEHOLD OR FAMILY PURPOSES. WE SHALL NOT BE LIABLE FOR CONSEQUENTIAL OR SPECIAL DAMAGES. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF THE TIM AGREEMENT AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF CUSTOMER. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO THE TIM AGREEMENT AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER TIM AGREEMENT TERM FOR ACCOUNTING PURPOSES.


YOUR PAYMENT OBLIGATIONS ARE ABSOLUTE AND UNCONDITIONAL AND ARE NOT SUBJECT TO CANCELLATION, REDUCTION OR SETOFF FOR ANY REASON WHATSOEVER. BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THE TIM AGREEMENT SHALL BE GOVERNED BY THE LAWS OF OREGON. YOU CONSENT TO THE JURISDICTION AND VENUE OF FEDERAL AND STATE COURTS IN OREGON.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

ALL OF THE TERMS AND CONDITIONS SET FORTH IN THE MASTER AGREEMENT ARE HEREBY INCORPORATED INTO THIS SCHEDULE. BY SIGNING THIS SCHEDULE, YOU AGREE TO THE TERMS OF THIS SCHEDULE AND THE MASTER AGREEMENT. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

OWNER ("We", "Us")

Pacific Office Automation, Inc.

By:  _____
 Name: **Nica Aviles**

Title: **Branch Administrative Manager**

Date: **7/23/2024**

TRANSACTION TERMS

Minimum Monthly Payment \$ **2820** Term **72** months
(plus applicable taxes)

Minimum Monthly Payment includes estimated applicable personal property and other similar taxes.

Image Type	Minimum Number of Images	Excess Per Image Charge
Black & White Images	(c2510) cpc	\$0.01
Color Images	(c2510) 500/month	\$0.06
Black and white	(c8310s) cpc	\$0.0044

Excess Per Image Billing Preference (monthly if not checked)

Monthly Quarterly Semi-Annually Annually

SUPPLIER FUEL/FREIGHT FEE \$ _____ per month
(Not to exceed \$75.00 per month)

The following additional payments are due on the date this Schedule is signed by you:

SECURITY DEPOSIT \$ _____
 ADVANCE PAYMENT *\$ _____ *Applied to: first last
(plus applicable taxes)

DOCUMENT FEE \$75.00 (included on first invoice)

CUSTOMER ("You")

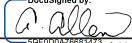
Thomas Edison Charter Academy -CA _____
 Full Legal Name

Trade / DBA _____

3531 22nd Street _____
 Billing Address

San Francisco **CA** **94114** _____
 City State Zip

Anakarita Allen **415-285-0527** **aallen@teca-sf.org** _____
 Contact Name Phone E-mail Address

By: X  _____
 Signature of Authorized Signer

Name: **ANAKARITA ALLEN**

Title: **Executive Director**

Date: **7/23/2024** Fed Tax ID: **91-2162243**



**PACIFIC OFFICE
AUTOMATION**
— PROBLEM SOLVED —

TOTAL SOLUTIONS AGREEMENT

NO. _____



PROFESSIONAL SERVICES



FACILITIES MANAGEMENT



PRODUCTION COLOR / B&W / LARGE FORMAT



MAILING / SENDING



MULTI FUNCTION PRINTERS & COPIERS



SECURITY CAMERAS



MANAGED PRINT SERVICES / FLEET



UNIFIED COMMUNICATIONS
(CLOUD / ON-PREMISE)




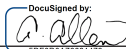
MANAGED IT SERVICES & CYBER SECURITY
(CLOUD / ON-PREMISE)



SOFTWARE SOLUTIONS
(CLOUD / ON-PREMISE)

Pacific Office Automation (“POA”) offers a wide variety of products and services (collectively “Solutions”) for the purpose of efficient office management. By entering into this Total Solutions Agreement (“TSA” or “Master Agreement”), you (“Customer”) are agreeing to obtain one or more Solutions from POA, all of which are governed by the terms of this Master Agreement. Specifically, you agree to the purchase or lease of any of the Solutions as may be later identified by an Order subsequent to this TSA. Each party acknowledges that it has read this Agreement and agrees that this Agreement supersedes and merges all prior proposals, agreements, and/or understandings between the parties, whether oral or written.

PACIFIC OFFICE AUTOMATION	
NAME	Nica Aviles
TITLE	Branch Administrative Manager
DATE	7/23/2024
SIGNATURE	

CUSTOMER	
BUSINESS LEGAL NAME	Thomas Edison Charter Academy -CA
TRADE/DBA NAME	
SIGNER NAME & TITLE	ANAKARITA ALLEN Executive Director
DATE	7/23/2024
SIGNATURE	

By signing this TSA, you agree to terms and conditions on the following pages and that any Solution leased or purchased on any Order will be governed by the Master Agreement General Terms and Conditions, the applicable Master Agreement Additional Terms and Conditions for that particular Solution and the Order Form. You further understand and agree: (a) this Master Agreement is binding, effective, and NON-CANCELABLE upon execution; (b) you fully understand the terms and conditions stated herein, including that additional paperwork or documentation may be required from you to fulfill your obligations under this TSA; and (c) by signing above, you have represented to POA that you actually possess authority to enter this TSA.

POA Total Solutions Agreement - General Terms and Conditions Applicable to all Solutions Pacific Office Automation and Customer agree as follows:

1. TERM OF AGREEMENT.

This Agreement is effective upon the date of Customer's signature, and unless otherwise stated herein, will remain in force for the term stated on each Order, as integrated hereby. Unless either party provides written notice of non-renewal not more than ninety (90) days and not less than thirty (30) days prior to the expiration of the Solution Order Term, the Solution Order will be automatically renewed for additional, successive one-year terms ("Renewal Term").

2. PRODUCT / SERVICE ADDENDA.

Customer acknowledges that POA provides a variety of Solutions and that the TSA General Terms and Conditions governs the terms and conditions of all POA Solutions. Should there be any conflict in the terms of this TSA and any Order, the terms of the Order shall prevail.

3. FEES AND PAYMENT.

Customer agrees to pay to POA, at a minimum, the monthly payment amount agreed to for any Order executed by Customer, as well as all associated charges for services and hardware (as applicable), and variable usage and non-recurring charges throughout the term and any renewal term. Failure to pay any POA invoices within thirty (30) days may result in an interruption of service. Customer agrees that POA may increase the minimum monthly payment and any image, variable, or use charges each year during any Order term in an amount not to exceed 10% of such charge. Customer agrees to pay any applicable Federal, State, or local taxes, as applicable, to any Order. If an Order includes any third-party software, Customer agrees that POA may increase Customer's payment to reflect any increase made by the third-party software provider to POA.

4. LATE FEES.

If Customer fails to pay any POA invoice within thirty (30) days after the payment due date, Customer shall be obligated to also pay to POA an additional late fee amount of 1.5% per month, or 18% per annum.

5. FINANCING.

Several POA Solutions involve equipment or services that may be leased/financed through POA or through a third-party financing entity. POA agrees to provide reasonable assistance to Customer in order to obtain financing for the purchase or lease of the Solution(s) and customer consents to credit checks; however, financing cannot be guaranteed by POA. Customer remains responsible for the full purchase price of the equipment sold/leased in the event that financing cannot be obtained. If a "sale" price is not specifically indicated in the Addendum, due to anticipation of an agreed-upon lease (monthly) payment, the purchase price will be: the Manufacturer's Suggested Retail Price of the equipment, plus the cost of any lease buyouts, delivery charges, and installation charges, as well as the total amount of any Service/Order Agreement that POA has agreed to provide incidental to the equipment.

6. COOPERATION.

Customer agrees to provide POA with all necessary information to implement any Order. In the event that financing is obtained, Customer hereby agrees to fully cooperate in executing whatever industry standard Lease Financing Agreement(s) required for financing. Additionally, Customer agrees to cooperate in any and all respects necessary to fulfill the intent of this Agreement and any Order including cooperation with delivery and acceptance of POA Solutions as well as cooperation in buyouts, return(s) of equipment, and/or any incidental actions requested by POA. Customer's failure or refusal to enter necessary financing documents shall be considered a material breach of this Agreement, subjecting the Customer to: a) liability for payment in full of the contracted Solution(s); and/or b) POA's ability to enforce the terms of this TSA and any Order. As applicable, Customer agrees to return all leased equipment in full working order at the end of any lease term or renewal term. In the event Customer fails to cooperate in providing necessary information to implement an Order, POA shall have the right to begin billing the Customer the monthly payment amount for the Order.

7. PRIVATE DATA.

Customer shall make arrangements to protect or remove all sensitive and private data that may become stored on Customer's equipment. While POA may provide options for data removal and protection, Customer is solely responsible for selecting an appropriate data removal standard that meets Customer's business needs. POA shall not be liable for damages arising from Customer's failure to fully remove and protect its data and/or the data owned by any third party.

8. APPROPRIATE USE.

Customer agrees that by entering into this Agreement, POA will not assume and should not be exposed to the business and operational risks associated with Customer's business. It is specifically understood that Customer will use the solution ordered solely for lawful and appropriate purposes including all import/exports laws.

9. INTERIM USE.

In the event of partial or staged delivery of any equipment or Solution, POA reserves the right to charge Customer interim rental and usage charges until such time as complete delivery, acceptance and commencement of the initial lease term. The interim rental fee shall be charged on a percentage basis of delivered equipment/solution plus usage charges.

10. MISCELLANEOUS.

- This Agreement shall be governed by laws of the State of Oregon. Customer consents to jurisdiction and venue in Multnomah County, OR for any dispute arising out of this Agreement or any related Order, but POA specifically reserves its right to determine that venue may be more appropriate in the location where the Solution(s) are being used. Should another venue be chosen by POA, the State law controlling that venue shall govern.
- In the event any one or more provisions of this Agreement or any Order is held to be invalid or unenforceable, the enforceability of the remaining provisions shall be unimpaired.
- No modification, amendment, supplement or waiver of this Agreement shall be binding upon the parties hereto unless made in writing and signed by both parties.
- Customer may not assign or dispose of any rights or obligations under this Agreement, any Order, or any financing documents without POA's prior written consent.

11. METER READINGS.

POA offers a DCA and other network-based machine data collection methods for Customer convenience, billing accuracy, and to enhance service effectiveness. Customer agrees that POA will enable a DCA or network monitoring software on applicable Equipment to automatically report Meter Readings. If the Customer's Solution includes Meter Readings but Customer refuses a DCA or networking monitoring software, Customer agrees to provide POA with a timely Meter Reading prior to the end of the month. If the Customer fails to provide POA with a timely Meter Reading, POA reserves the right to estimate Meter Readings and charge Customer an additional fee up to \$50 per machine, per month.

12. SITE ENVIRONMENT.

Customer shall be responsible to ensure the site that any Order is to be installed or used meets the manufacturer's requirements including, but not limited to, space, power, network, temperature, and humidity. Electrical power must meet the voltage, amperage, and electrical noise level requirements. Customer agrees that the site must meet minimum standards to implement the Solution(s). Customer bears sole responsibility to modify or upgrade their site. In the event the site requires any modification or upgrade, the Order shall remain in full effect.

13. DISCLAIMERS.

ALL EQUIPMENT AND SOLUTIONS OFFERED BY POA ARE SUBJECT TO A MANUFACTURER'S WARRANTY. EXCEPT AS SPECIFICALLY PROVIDED BY THE MANUFACTURER(S), POA DISCLAIMS, WITHOUT LIMITATION, ALL IMPLIED WARRANTIES, INCLUDING IMPLIED WARRANTIES OF MERCHANTABILITY AND/OR FITNESS FOR A PARTICULAR PURPOSE. IN NO EVENT SHALL POA BE LIABLE FOR ANY SPECIAL, INCIDENTAL, INDIRECT OR CONSEQUENTIAL DAMAGES, INCLUDING (BUT NOT LIMITED TO) A LOSS OF DATA, LOSS OF REVENUE, AND/OR LOSS OF PROFITS, ARISING OUT OF OR IN CONNECTION WITH THE USE OR INABILITY TO USE THE SERVICE OR EQUIPMENT PROVIDED HEREUNDER. THIS DISCLAIMER APPLIES WHETHER THE CLAIMS ARE MADE BASED ON A THEORY OF BREACH OF CONTRACT, BREACH OF WARRANTY, NEGLIGENCE OR OTHERWISE, EVEN IF POA IS ADVISED IN ADVANCE OF THE POSSIBILITY OF SUCH DAMAGES.

14. REMEDIES.

In the event of a Customer default of this Agreement or any Order, POA may: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Minimum Payments, Excess Per Image Charges and other charges; (ii) the present value of all remaining Minimum Payments, Excess Per Image Charges and other charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii)(a) require you to return all of the Equipment at the end of the lease term, or take possession of the equipment; or if (iii)(a) is not satisfied within 30 days of demand, we may recover from you the Fair Market Value of the Equipment; and (b) declare any other agreements between us in default. If we take possession of the Equipment, we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and POA may charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. The remedies are cumulative, are in addition to any other remedies provided for by law, may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

15. EXCLUSIVE PROVIDER.

Customer agrees that POA shall be its exclusive provider for the Solutions offered. Upon Customer's request, POA will provide a customized price book of the current Solutions offered. In the event that customer is given an industry standard quote by any third party, POA shall have the right of first refusal to beat or meet the quote. If POA can beat or meet the quote, Customer agrees to order the Solution from POA.

Imaging Equipment Service Order *Additional Terms and Conditions*

1. SERVICE / SUPPLY COMMITMENT.

The following are included in POA's Service/Supply Commitment:

- Replacement of all parts found defective or worn as a result of normal equipment use.
- Labor to repair and properly maintain the equipment.
- Preventative maintenance done at intervals specified by the manufacturer.
- Loaner equipment in the event the equipment requires shop work to repair.
- Replacement of photoconductors and heater rollers found defective or worn as a result of normal use.
- Replacement of black and color toner, black developer, brushes, and filters.
- Factory recommended retrofits and improvements in the equipment.

2. TONER SUPPLY.

If toner is included in the Order, the toner will be supplied within the cost per copy charge based upon standard manufacturer's yield. POA may perform an audit to determine consumption levels. In the event actual consumption levels exceed standard toner coverages (10% Mono, 35% Color), POA reserves the right to invoice for excess consumption. Coverage under the One Rate program assumes the device will be operated within manufacturer specifications using standard toner coverages. Not included are paper, staples, and network support. Service calls by POA covered under the Service Order will only be made during the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding holidays. Service requested and performed at any other time will be billed at standard overtime rates.

3. BASE / OVERAGE CHARGES.

Customer agrees to pay POA the base and overage charges agreed to in the Order and agrees that excess images over the allotted base amount during the billing cycle will be billed to Customer at the agreed to rate for overages. If not noted, overages will be charged at POA's book rates. If the Service/Supply Agreement combines two or more pieces of equipment of different operating costs, POA reserves the right to adjust image allocation and pricing to fairly reflect actual usage should the actual usage rate of the equipment vary by more than 10% from the expected usage rates.

4. POA MFP NETWORK SERVICE.

POA MFP Network Service solely provides coverage for services related to the connectivity between the covered equipment and the Customer's Network. MFP Network Service does not provide coverage for services for the Customer's Network itself. Customer shall be solely responsible for the cost of any cables or additional hardware required to connect equipment to a network. POA shall not be responsible for any updates or problems arising after the initial installation due to a change in the Customer's computers and/or Network.

5. WARRANTIES / GUARANTEES.

- a. **Standard Limited Warranty:** POA warrants New, Newly Remanufactured, Newly Reconditioned, and Newly Refurbished equipment to be free of defect in materials and workmanship for a period of 90 days from installation. In addition, POA warrants for New, Newly Remanufactured, Newly Reconditioned, and Newly Refurbished equipment the same warranty for five (5) years if continuously maintained by POA or one of its authorized representatives. These warranties do not extend to replacement of supply items or consumables such as photo conductors, heater rollers, fuser, cleaning kits, toner, developer, or paper. New Equipment shall be defined as equipment with usage up to 5,000 copies. Newly Remanufactured, Newly Reconditioned, and Newly Refurbished shall be defined as equipment that has been remanufactured, reconditioned, and refurbished respectively, to meet standards aligned with original manufacturer specifications and POA's quality standards. Used equipment shall receive a 30 day warranty.
- b. **Response Time Warranty:** POA guarantees four hour average response time for emergency services for equipment that is within fifty miles of POA branch offices. If POA does not perform this guaranteed average response time for a period of one year, Customer will receive, upon written request a 5% credit towards Customer's next service or supply purchase from POA.
- c. **Upgrade, Trade-in:** For all New equipment purchased hereunder and continuously covered under a POA Service Agreement, POA will guarantee a trade in value on New Equipment up to 90% of MSRP during the first 36 months after acquisition and a minimum guaranteed trade in value of 10% thereafter.

Unified Communications Services Order *Additional Terms and Conditions*

1. SCOPE OF SERVICE COVERAGE.

In the event of any service issues, POA will assist Customer with troubleshooting the source of the problem and use reasonable efforts to remedy the issue. Service calls to POA covered under this Agreement will be made during the hours of 8 a.m. to 5 p.m. Monday through Friday, excluding holidays. Service requested and performed at any other time will be billed at standard overtime rates. Some elements key to proper performance, including but not limited to, LAN, wiring, power, firewall, CNAM, directory listings, CPE, and ISP, are beyond the scope of POA's responsibility to repair under this Agreement. Unless Customer purchases a separate Managed UC Services or Managed IT Services Order under which POA is providing the Customer with a Managed Router, CPE and ISP do not fall within the scope of POA's responsibility. While POA will offer telephone support to the Customer in diagnosing service issues outside the direct scope of its responsibility, such as those listed above, their ultimate repair will remain the responsibility of the Customer. Additional Service Levels can be purchased upon request.

2. DOMESTIC/INTERNATIONAL CALLS.

Dial Tone services are included with the Elevate Cloud UC Solution and may be purchased separately for other UC Solutions identified on the Order. Dial Tone service includes unlimited calls to the Continental US, AK, HI, Canada, and Puerto Rico, ("Domestic Calls"). All calls which are not Domestic Calls shall be deemed Long Distance. As applicable, Customer will be charged on a per minute for Long distance and rate will vary based on call destination. If a Customer Solution includes an Auto Attendant, 1,000 minutes per month will be included for calls transferred off net. Customer will be billed for each minute for calls transferred off net above 1,000 minutes.

3. TOLL FREE CALLS.

A Toll-Free bundle of minutes can be purchased and will be specified on the Order. Customers who exceed the number of allowed Toll Free minutes will be charged an excess usage fee on a per minutes basis based on usage. Unused Toll Free minutes shall not carry over from month to month.

4. TOLL FRAUD.

Toll Fraud is the theft of Long Distance calls. Customer should immediately notify POA of suspected Toll Fraud by calling POA's Customer Service phone number. POA is not responsible for Toll Fraud and it is the sole responsibility of the Customer for payment of any charges incurred due to Toll Fraud, abuse, or misuse.

5. LOCAL AREA NUMBERS.

Local Area Telephone Numbers are assigned according to the proximity of the address the Customer provides to POA. It is the Customer's responsibility to confirm whether the assigned numbers are in the local calling area of the Customer. If POA is porting any local or toll-free numbers or is providing new local or toll-free numbers, POA is not liable for any errors or omissions that may arise from the number assignment or porting process, including but not limited to advertising costs and Long Distance fees.

6. UC WARRANTY.

POA hereby warrants for a period of (1) year, from the first day of operation, all equipment listed on the Order to be free of defects in material and workmanship, unless otherwise warranted by the manufacturer. Equipment which has been repaired or serviced by others, abused, altered, improperly handled, refurbished, or used with equipment not installed by POA is not covered under this warranty. Damage due to acts of God, fire, water or riots are not covered by this warranty.

Managed IT Services Order *Additional Terms and Conditions*

1. COVERAGE.

Details of coverage are outlined on the Managed Service Order and herein. Costs to repair or replace hardware are not covered under the terms of this Agreement. Additional details of support and escalation can be provided upon written request. Services performed outside of standard business hours are not covered by this Agreement and are subject to additional fees. Any onsite service call requested by the Client where no service is necessary will be subject to standard chargeable fees.

2. FEES / PAYMENT.

If the number of users and/or workstations increases or there is an increase in hardware during the term of this Agreement, POA may in its sole discretion automatically adjust the monthly payment amount to reflect any increase. Any and all services requested by the Client that fall outside of the terms of this Agreement will be considered "Projects" and will be quoted and billed as separate, individual services. Customer agrees to pay to POA, at a minimum, the monthly payment amount agreed to for any Order executed by Customer, as well as all cloud variable usage charges, as applicable.

3. MINIMUM STANDARDS REQUIRED FOR SERVICES.

In order to provide effective services under this Agreement, the Customer environment must conform to the following:

- a. All workstation and/or servers with Windows Operating systems must be running a version currently supported by the manufacture and all service packs and critical updates installed.
- b. All server and workstation software must be genuine, licensed, and vendor supported.
- c. The environment must have a currently licensed, up-to-date and vendor supported server based POA approved antivirus solution protecting all servers, workstations, and email.
- d. The environment must have a currently licensed, vendor supported, server based POA approved backup solution that can be monitored, and be able to issue notice of failures and successes.
- e. The environment must have a currently licensed, vendor supported POA approved hardware firewall between the internal network and the internet.
- f. All wireless data traffic in the environment must be securely encrypted.
- g. There must be an outside static IP address assigned to a network device allowing RDP and VPN access. Customer must have an adequate internet connection and speed approved by POA.
- h. Customer must ensure that environment has sufficient power to meet manufacturer's specifications on all hardware devices.
- i. Costs required to bring Customer's environment into compliance with minimum standards is not included in this Agreement. All work associated with bringing Customer's environment with minimum standards must be contracted through and completed by POA.

4. EXCLUDED PRODUCTS AND SERVICES.

Products and services not covered by this Agreement:

- a. Services on parts, equipment, or software not covered by vendor/manufacture warranty or support.
- b. The costs of any parts, equipment, or shipping charges of any kind.
- c. The costs of any software licensing or software renewal or upgrade fees of any kind.
- d. The costs of any third party vendor or manufacturer support or incident fees of any kind.
- e. Failure due to acts of God, building modifications, power failures, or other adverse environmental conditions or factors.
- f. Service or repair made necessary by the alteration or modification of equipment of software other than as authorized by POA.
- g. Maintenance of applications software packages, whether acquired from POA or any other source unless specified on this Agreement.
- h. Programming (modification of software code) and program (software) maintenance.
- i. Training service of any kind.

5. POA IS EXCLUSIVE INFORMATION TECHNOLOGY PROVIDER.

By entering this Agreement, Client agrees that POA is the exclusive provider, manager, and servicer of all Information Technology and similar products and services to Client. Client additionally agrees it will not employ any internal Information Technology personnel during the term of this Agreement.

6. ANTIVIRUS.

Included are basic requirements for Client antivirus protection.

7. MOVES.

One (1) workstation or hardware move per every ten (10) Customer users during every calendar month during the term of the Order. Move time must be scheduled in advance and there is no carryover of any unused Move time from any previous month.

8. RIGHTS AND INTERESTS.

All worldwide intellectual property rights associated with any ideas, concepts, techniques, processes or other work product created by POA during the course of performing the services shall belong exclusively to POA, and Client shall have no right or interest therein, other than as acknowledged in this paragraph. POA hereby grants to Client a royalty-free, nontransferable, nonexclusive license, solely for Client's internal business purposes, to the object code form of any application software programs or other work product created by POA in performing the services, for use solely during the term of this Agreement.

9. DEVELOPMENT TOOLS.

POA will retain all right, title and interest in and to all software development tools, know-how, methodologies, processes, technologies or algorithms used in providing the services which are based on trade secrets or proprietary information of POA, or are otherwise owned or licensed by POA. Licenses will not be deemed to have been granted by either party to any of its patents, trade secrets, trademarks or copyrights except as otherwise expressly provided in this Agreement.

MITs Average Response Times (Business Hours 7:30 am to 5:30 pm)	
Infrastructure Emergency (servers, multiple workstations)	15 minutes
Help Desk Response Time: 7:30 am to 5:30 pm	< 60 minutes
Average On-site Response Time During Business Hours	< 3 hours
Non-critical On-Site Service Related Issues	< 4 hours
Chargeable Service Rate - MITs Customers	
Rate for Standard Hours - 7:30 am to 5:30 pm	Included
Rate for After Hours Service - 5:30 pm to 11:30 pm	At Current Market Rate
Rate for Overnight Service - 11:30 pm to 7:30 am	
Rate for any Holiday Service - All Day	
*Help Desk will try to resolve all issues before dispatching a local technician	

Mailing & Sending Service Order Additional Terms and Conditions**W* kk* Vu@o: '8y* k* Vu--o**

Equipment Warranty: POA warrants New Equipment to be free of defect in materials and workmanship for a period of 90 days from installation. This warranty does not extend to replacement of supply items or consumables.

Response Time Warranty: POA guarantees a four hour average response time for emergency services for equipment that is within fifty miles of POA branch offices. If POA does not meet the guaranteed average response time for a period of one year, Customer, upon written request, will receive a 5% credit towards Customer's next service or supply purchase from POA.

Upgrade, Trade-in, Limited Guarantee: For all New Equipment purchased hereunder and continuously covered under a POA Service/Supply Agreement, POA will guarantee a trade in value on New Equipment sold by POA up to 90% of MSRP during the first 36 months after acquisition and a minimum guaranteed trade in value of 10% thereafter.

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In the event of any service issues, POA will assist Customer with troubleshooting the source of the problem and use reasonable efforts to remedy the issue. Service calls to POA covered under this Agreement will be made during the hours of 8 a.m. to 5 p.m. Monday through Friday, excluding holidays. Service requested and performed at any other time will be billed at standard overtime rates. POA shall provide all labor and parts required for the normal operation and maintenance of the equipment specified in the Order excluding paper and staples. Customer shall be solely responsible for all costs to repair or replace Equipment that is lost, damaged by theft, casualty, misuse, or any other cause other than normal wear and tear.

Managed Cybersecurity Order Additional Terms and Conditions**1. COVERAGE.**

Details of coverage are outlined on the Managed Cybersecurity Order and/or the Statement of Work. Provided Customer is in full compliance with this Agreement, Customer will (i) have the right to use the Solution during the Term and (ii) have a limited, nontransferable, non-sublicensable, non-exclusive license during the Term to (a) install the object code form of the software, but only in connection with Customer's use of the Solution, (b) use and access the third party cloud service in conjunction with Customer's use of the Solution, and (c) access the Customer's portal, subject to all applicable terms and conditions governing such portal, including the Privacy Policy. Services performed outside of standard business hours are not covered by this Agreement and Order and are subject to additional fees. Any onsite service call requested by the Customer where no service is necessary will be subject to standard chargeable fees.

2. FEES / PAYMENT.

If the number of users and/or workstations increases or there is an increase in hardware during the term of this Agreement, POA may in its sole discretion automatically adjust the monthly payment amount to reflect any increase. Any and all services requested by the Customer that fall outside of the terms of this Agreement and Order will be considered "Projects" and will be quoted and billed as separate, individual services.

3. WARRANTY.

During the term and provided that Customer is in compliance with this Agreement, (i) the solutions provided under this agreement do not infringe or misappropriate any intellectual property rights of any third party, and (ii) the solutions shall substantially perform in all material respects as described in the documentation or statement of work. In the event of any breach of this Section, POA shall, as its sole liability and Customer's sole remedy, repair or replace the solutions that are subject to the warranty claim at no cost to Customer. Except for the warranty described in this section, the solutions are provided without warranty of any kind, express or implied including, but not limited to, the implied warranties or conditions of design, merchantability, fitness for a particular purpose, and any warranties of title. Customer acknowledges that the solutions are provided "as is" and further acknowledge that POA does not warrant (a) the operation of the solutions will be uninterrupted, or error free, (b) the solutions are not vulnerable to fraud or unauthorized use, (c) the features or functionalities of the solution will be available at any time in the future, and (d) the solutions will identify or detect every vulnerability or security issue. Customer is responsible and POA shall have no responsibility for determining that the use of solution complies with applicable laws in the jurisdiction(s) in which client may deploy and use the solutions. POA does not accept liability beyond the remedies set forth herein.

4. MINIMUM STANDARDS REQUIRED FOR SERVICES.

In order to provide effective services under this Agreement, the Customer environment must conform to the following:

- a. All workstations and/or servers with Windows Operating systems must be running a version currently supported by the manufacture and all service packs and critical updates installed.
- b. All server and workstation software must be genuine, licensed, and vendor supported.
- c. The environment must have a currently licensed, up-to-date and vendor supported server and a POA approved antivirus solution protecting all servers, workstations, and e-mail.
- d. The environment must have a currently licensed, vendor supported, backup solution that can be monitored, and be able to issue notice of failures and successes.
- e. The environment must have a currently licensed, vendor supported and POA approved hardware firewall between the internal network and the internet.
- f. All wireless data traffic in the environment must be securely encrypted.
- g. There must be an outside static IP address assigned to a network device allowing RDP and VPN access. Customer must have an adequate internet connection and speed approved by POA.
- h. Customer must ensure that environment has sufficient power to meet manufacturer's specifications on all hardware devices.

Costs required to bring Customer's environment into compliance with minimum standards is not included in this Agreement/Order. All work associated with bringing Customer's environment within the minimum standards must be contracted through and completed by POA.

5. EXCLUDED PRODUCTS AND SERVICES.

Products and services not covered by this Agreement:

- (a) Services on parts, equipment, or software not covered by vendor/manufacture warranty or support.
- (b) Except as provided by this Agreement, the Order, or the Statement of work, the costs of any parts, equipment, or shipping charges of any kind and the cost of any software, licensing, or software renewal or upgrade fees of any kind.
- (c) Failure due to acts of God, building modifications, power failures, or other adverse environmental conditions or factors.
- (d) Service or repair made necessary by the alteration or modification of equipment or software other than as authorized by POA.
- (e) Maintenance of applications software packages, whether acquired from POA or any other source unless specified on this Agreement.
- (f) Programming (modification of software code) and program (software) maintenance.

6. RIGHTS AND INTERESTS.

POA will retain all right, title and interest in and to all software development tools, know-how, methodologies, processes, technologies or algorithms used in providing the services which are based on trade secrets or proprietary information of POA, or are otherwise owned or licensed by POA. Customer understands and agrees that the Licensor of the Solution owns, or has the right to license the Solution and that Customer shall have no right, title or license except as otherwise provided in this Agreement and Order.

Managed Print Services Order *Additional Terms and Conditions*

POA SERVICES.

POA shall provide all labor, parts, and toner required for the normal operation and maintenance of the equipment described in the Order excluding paper, staples, relocation and freight. If toner is included, the toner will be supplied within the base charge based upon the manufacturer’s standard yield, with excess toner to be billed at POA’s published price. Repairs or maintenance to the equipment caused by casualty or misuse are not covered, and will be billed at POA’s standard rates.

4. KEY OPERATOR.

Customer agrees to designate and make available a suitable person who will be trained by POA to operate and supervise the operation of the Equipment. Customer shall promptly notify POA if such key operator is no longer available to supervise the operation of the Equipment.

5. ACCESS AND ELECTRICAL REQUIREMENTS.

Customer shall provide POA technicians’ access to all sides of the Equipment and the manufacturer’s specified electrical power for each piece of Equipment.

6. DAMAGES TO EQUIPMENT.

Customer acknowledges and agrees POA is not an insurer of the Equipment and Customer shall be solely responsible for all costs to repair or replace Equipment that is lost, damaged by theft, casualty, misuse, or any other cause other than normal wear and tear.

Access Controls & Security Cameras Order *Additional Terms and Conditions*

1. POA REPRESENTATIONS AND WARRANTIES.

POA warrants that all new hardware will be substantially free of defects in materials and workmanship for a period of 90 days as well as any additional manufacturer warranties.

2. DISCLAIMERS.

By signing this Agreement, Customer acknowledges and agrees that the equipment listed, including the associated monitoring services, are designed to reduce certain risks of loss, however, POA does not guarantee that no loss or damage will occur. Further, Customer acknowledges and agrees that POA assumes no liability and shall not be liable for any loss or damage sustained by Customer, and Customer covenants not to sue POA for any loss, (economic or non-economic), business loss or interruption, consequential damages (in contract or tort), data corruption or inability to retrieve data, personal injury, or property damage sustained by Customer or any other third party regardless of any failure of the equipment to perform as intended, regardless of whether or not such loss or damage was caused by, or contributed to, any extra contractual or legal duty, strict products liability, POA will not have any liability for permit fees, false alarms, false alarm fines, the manner in which first responders respond, or how alarms are monitored by the call centers or first responders, or refusal of first responders to respond. EXCEPT FOR THE WARRANTIES EXPLICITLY SET FORTH IN THIS AGREEMENT, POA MAKES NO WARRANTIES WHETHER EXPRESS, IMPLIED, OR STATUTORY, REGARDING OR RELATING TO THE PRODUCTS, OR ANY MATERIALS OR SERVICES FURNISHED OR PROVIDED TO CUSTOMER IN CONNECTION WITH THIS AGREEMENT. WITHOUT LIMITING THE FOREGOING, POA HEREBY DISCLAIMS ANY AND ALL IMPLIED WARRANTIES OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, NON-INFRINGEMENT, OR TITLE.

Electric Vehicle Charging Stations Order *Additional Terms and Conditions*

1. SERVICE COVERAGE.

In the event of any service issues, POA will assist the Customer with troubleshooting the source of the problem and use reasonable efforts to remedy the issue. Service calls to POA covered under this Agreement will be made during the hours of 8 a.m. to 5 p.m. Monday through Friday, excluding holidays. Service at any other time will be billed at standard overtime rates. Except for any downtime resulting from outages of third-party connections or utilities or other reasons beyond POA’s control, POA will ensure the reasonable functionality of the EV equipment. POA guarantees four-hour average response time for services for EV equipment that is within fifty miles of POA branch offices.

2. WARRANTY.

POA hereby warrants for a period of five (5) years, from the first day of installation, all EV equipment listed in this Agreement to be free of defects in material and workmanship, unless otherwise warranted by the manufacturer. EV equipment which has been repaired or serviced by others, abused, altered, improperly handled, refurbished, or used with equipment not installed by POA is not covered under this warranty. Damage due to acts of God, fire, water or riots is not covered by this warranty.



PACIFIC OFFICE AUTOMATION

The Northwest's own, the nationally recognized copier company

TOTAL IMAGE MANAGEMENTSM Master Agreement

Master Agreement No. _____ **R12**

"Master Agreement" shall mean this Master Agreement. "Schedule" shall mean any Schedule signed by you and us which incorporates the terms of this Master Agreement. "TIM Agreement" shall mean this Master Agreement and any Schedule.

TERMS AND CONDITIONS

1. **COMMENCEMENT OF SCHEDULE** Commencement of a Schedule and acceptance of the Equipment shall occur upon delivery of the Equipment to you. To the extent that the Equipment includes intangible property or associated services such as periodic software licenses and prepaid database subscription rights, such intangible property shall be referred to as "Software". You understand and agree that we have no right, title or interest in the Software and you will comply throughout the Term of the TIM Agreement with any license and/or other agreement ("Software License") entered into with the supplier of the Software ("Software Supplier"). You are responsible for entering into any Software License with the Software Supplier no later than the Commencement Date of the TIM Agreement. You agree to inspect the Equipment upon delivery and verify by telephone or in writing such information as we may require. The Equipment is accepted by you under a Schedule unless you notify us within three (3) days of delivery that you do not accept the Equipment and specify the defect or malfunction. In that event, we will replace the defective item of Equipment or cancel the Schedule and you will assume all our rights under any purchase order or agreement entered into by us to buy the Equipment. If you signed a purchase order or similar agreement for the purchase of the Equipment, by signing a Schedule you assign to us all of your rights, but none of your obligations under it. All attachments, accessories, replacements, replacement parts, substitutions, additions and repairs to the Equipment shall form part of the Equipment under a Schedule.

2. **SECURITY DEPOSIT.** The Security Deposit will be held by us, without interest, and may be commingled (unless otherwise required by law), until all obligations under the TIM Agreement are satisfied, and may be applied at our option against amounts due under the TIM Agreement. The Security Deposit will be returned to you upon termination of a Schedule, provided you are not in default, or applied to the Minimum Monthly Payment ("Minimum Payment") due at the end of the Term, or to the amount we may quote for any purchase or upgrade of the Equipment.

3. **IMAGE CHARGES.** Each month during the Term of a Schedule, you agree to remit to us the Minimum Payment and all other sums when due and payable at the address we provide to you from time to time. You agree that you will remit payments to us in the form of company checks (or personal checks in the case of sole proprietorships), direct debit or wires only. You also agree cash and cash equivalents are not acceptable forms of payment for the TIM Agreement and that you will not remit such forms of payment to us. Payment in any other form may delay processing or be returned to you. Furthermore, only you or your authorized agent as approved by us will remit payments to us. Minimum Payments will include any freight, delivery, installation or other expenses we finance on your behalf at your request. In return for the Minimum Payment, you are entitled to produce the Minimum Number of Images for each applicable Image Type each month. You also agree to pay us the applicable Excess Per Image Charge for each metered image that exceeds the applicable Minimum Number of Images (plus appli-

cable taxes). We may estimate the number of images produced if you do not provide us with meter readings within seven (7) days of request. We will adjust the estimated charge for excess images upon receipt of actual meter readings. Notwithstanding any adjustments, you will never pay us less than the Minimum Payment. You agree that after the first twelve (12) months of the Term (or any extension or renewal) of the TIM Agreement, and at the end of each following twelve (12) month period thereafter, the Minimum Payments and Excess Per Image Charges may be increased by an amount equal to the lesser of: (a) up to 15% of the Minimum Payments and Excess Per Image Charges in effect at the end of the prior twelve (12) month period; or (b) the maximum percentage permitted by applicable law. At our option, you will: (a) provide us by telephone or facsimile the actual meter readings when requested by us; (b) provide us (or our agent) access to the Equipment to obtain meter readings; or (c) allow us (or our agent) to attach an automatic meter reading device to the Equipment. We may audit any automatic meter reading device periodically. Minimum Payments are due whether or not you receive an invoice. If you have a dispute with the Supplier regarding the Equipment, you shall continue to pay us all Minimum Payments and Excess Per Image Charges without deduction or withholding any amounts. You authorize us to adjust the Minimum Payments by not more than 15% to reflect any reconfiguration of the Equipment or adjustments to reflect applicable sales taxes or the cost of the Equipment by the manufacturer and/or Supplier.

4. **OTHER CHARGES.** You agree to: (a) pay all premiums and other costs of insuring the Equipment; (b) reimburse us for all costs and expenses incurred in enforcing the TIM Agreement; and (c) pay all other costs and expenses for which you are obligated under the TIM Agreement. You agree, at our discretion, to either: (1) reimburse us annually for all personal property and other similar taxes and governmental charges associated with the ownership, possession or use of the Equipment; or (2) remit to us each month our estimate of the pro-rated equivalent of such taxes and governmental charges included in the Minimum Payment as specified on a Schedule to this Master Agreement. In the event that the Minimum Payment includes personal property and other similar taxes, as specified on a Schedule to this Master Agreement, you acknowledge and agree that such amount represents our estimate of such taxes that will be payable with respect to the Equipment during the Term and that we may make a profit from such estimate. You agree to pay us an administrative fee for the processing of taxes, assessments or fees which may be due and payable under this Master Agreement. We may take on your behalf any action required under the TIM Agreement which you fail to take, and upon receipt of our invoice you will promptly pay our costs (including insurance premiums and other payments to affiliates), plus reasonable processing fees. Restrictive endorsements on checks you send to us will not reduce your obligations to us. We may charge you a return check or non-sufficient funds charge of \$25 for any check which is returned by the bank for any reason (not to exceed the maximum amount permitted by law). You agree to pay a monthly

Continued on Page 2


BOTH PARTIES AGREE TO WAIVE ALL RIGHTS TO A JURY TRIAL. THIS MASTER AGREEMENT AND EACH SCHEDULE SHALL BE GOVERNED BY THE LAWS OF OREGON. YOU CONSENT TO THE JURISDICTION AND VENUE OF FEDERAL AND STATE COURTS IN OREGON.

TO HELP THE GOVERNMENT FIGHT THE FUNDING OF TERRORISM AND MONEY LAUNDERING ACTIVITIES, FEDERAL LAW REQUIRES ALL FINANCIAL INSTITUTIONS TO OBTAIN, VERIFY AND RECORD INFORMATION THAT IDENTIFIES EACH PERSON WHO OPENS AN ACCOUNT. WHAT THIS MEANS TO YOU: WHEN YOU OPEN AN ACCOUNT, WE WILL ASK FOR YOUR NAME, ADDRESS AND OTHER INFORMATION THAT WILL ALLOW US TO IDENTIFY YOU. WE MAY ALSO ASK TO SEE IDENTIFYING DOCUMENTS.

BY SIGNING THE MASTER AGREEMENT, YOU ACKNOWLEDGE RECEIPT OF PAGE 2 OF THE MASTER AGREEMENT, AND AGREE TO THE TERMS ON BOTH PAGES 1 AND 2. ORAL AGREEMENTS OR COMMITMENTS TO LOAN MONEY, EXTEND CREDIT OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT INCLUDING PROMISES TO EXTEND OR RENEW SUCH DEBT ARE NOT ENFORCEABLE. TO PROTECT YOU AND US FROM MISUNDERSTANDING OR DISAPPOINTMENT, ANY AGREEMENTS WE REACH COVERING SUCH MATTERS ARE CONTAINED IN THIS WRITING, WHICH IS THE COMPLETE AND EXCLUSIVE STATEMENT OF THE AGREEMENT BETWEEN US, EXCEPT AS WE MAY LATER AGREE IN WRITING TO MODIFY IT.

OWNER ("We", "Us")

Pacific Office Automation, Inc.

By: X 
DocuSigned by: Nica Aviles
0648F260970401

Name: Nica Aviles

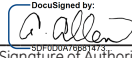
Title: Branch Administrative Manager

Date: 7/23/2024

CUSTOMER ("You")

Thomas Edison Charter Academy -CA
Full Legal Name

Trade / DBA

By: X 
DocuSigned by: Anakarita Allen
Signature of Authorized Signer

Name: ANAKARITA ALLEN
Please Print

Title: Executive Director

Date: 7/23/2024 Fed Tax ID: 91-2162243

POA 1702(c) Master r12 (OR) 11/13

ADDITIONAL TERMS AND CONDITIONS OF TIM AGREEMENT

Fuel/Freight Fee, specified on a Schedule to this Master Agreement, which will be remitted by us to the Supplier.

5. **LATE CHARGES.** For any payment which is not received by its due date, you agree to pay a late charge equal to the higher of 10% of the amount due or \$22 (not to exceed the maximum amount permitted by law) as reasonable collection costs.

6. **MAINTENANCE AND SERVICE; OWNERSHIP AND USE.** The Supplier identified on a Schedule has agreed to provide **FULL SERVICE MAINTENANCE DURING NORMAL BUSINESS HOURS, INCLUDING ALL TONER, DEVELOPER AND PARTS NECESSARY TO PRODUCE IMAGES. YOU MUST PURCHASE COPIER PAPER AND STAPLES SEPARATELY.** You acknowledge that: (a) we are not responsible for any service, repair or maintenance of the Equipment; and (b) we are not a party to any service maintenance agreement. You agree to pay for service maintenance outside of the Supplier's normal business hours for service required by your negligence or misuse of the Equipment at Supplier's customary rates. We reserve a security interest in the Equipment to secure all of your obligations under the TIM Agreement. We own the Equipment and you have the right to use the Equipment under the terms of the TIM Agreement. If the TIM Agreement is deemed to be a secured transaction, you grant us a first priority security interest in the Equipment to secure all of your obligations under the TIM Agreement. We hereby assign to you all our rights under any manufacturer and/or supplier warranties, so long as you are not in default hereunder. You must keep the Equipment free of liens. You may not remove the Equipment from the address indicated on the Schedule without first obtaining our approval. If we grant permission to move the Equipment, the Minimum Payments and Excess Per Image Charges may be increased by us at our sole discretion to cover the additional costs of service, maintenance and supplies. You agree to: (a) keep the Equipment in your exclusive control and possession; (b) use the Equipment in conformity with all insurance requirements, manufacturer's instructions and manuals; (c) keep the Equipment repaired and maintained in good working order and as required by the manufacturer's warranty and specifications; and (d) give us reasonable access to inspect the Equipment and its maintenance and other records.

If any Equipment is designated "Service Only", you acknowledge and agree that: (1) we do not own such Equipment; (2) we are not providing such Equipment to you pursuant to the terms of the TIM Agreement; (3) Supplier has agreed to provide full service maintenance of such Equipment pursuant to the terms outlined above; and (4) that portion of the Minimum Payment attributable to such Equipment includes only the full service maintenance of such Equipment and not the use or rental of the Equipment.

7. **INDEMNITY.** You are responsible for all losses, damages, claims, infringement claims, injuries and attorneys' fees and costs ("Claims"), incurred or asserted by any person, in any manner relating to the Equipment, including its use, condition or possession. You agree to defend and indemnify us against all Claims, although we reserve the right to control the defense and to select or approve defense counsel. This indemnity continues beyond the termination of a Schedule for acts or omissions which occurred during the Term of a Schedule. You also agree that the TIM Agreement has been entered into on the assumption that we are the owner of the Equipment for U.S. federal income tax purposes and will be entitled to certain U.S. federal income tax benefit its available to the owner of the Equipment. You agree to indemnify us for the loss of any U.S. federal income tax benefits resulting from the failure of any assumptions in the TIM Agreement to be correct or caused by your acts or omissions inconsistent with such assumption or the TIM Agreement. In the event of any such loss, we may increase the Minimum Payments and other amounts due to offset any such adverse effect.

8. **LOSS OR DAMAGE.** If any item of Equipment is lost, stolen or damaged you will, at your option and cost, either: (a) repair the item or replace the item with a comparable item reasonably acceptable to us; or (b) pay us the sum of: (i) all past due and current Minimum Payments, Excess Per Image Charges and other charges; (ii) the present value of all remaining Minimum Payments and other charges for the item, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment. We will then transfer to you all our right, title and interest in the Equipment AS-IS AND WHERE-IS, WITHOUT ANY WARRANTY AS TO CONDITION, TITLE OR VALUE. Insurance proceeds shall be applied toward repair, replacement or payment hereunder, as applicable. In this Master Agreement, "Fair Market Value" of the Equipment means its fair market value at the end of the Term, assuming good order and condition (except for ordinary wear and tear from normal use), as estimated by us.

9. **INSURANCE.** You agree, at your cost, to: (a) keep the Equipment insured against all risks of physical loss or damage for its full replacement value, naming us as loss payee; and (b) maintain public liability insurance, covering personal injury and Equipment damage for not less than \$300,000 per occurrence, naming us as additional insured. The policy must be issued by an insurance carrier acceptable to us, must provide us with not less than 15 days' prior written notice of cancellation, non-renewal or amendment, and must provide deductible amounts acceptable to us. If you do not provide acceptable insurance within 30 days after the start of this Agreement, we have the right but no obligation to obtain insurance covering our interest (and only our interest) in the Equipment for the Agreement Term and any renewals as would be further described on a letter from us to you. Any insurance we obtain will not insure you against third party or liability claims and may be cancelled at any time. In the event that we elect to obtain such insurance, you will be required to pay us an additional amount each Billing Period for the cost of such insurance and an administrative fee, the cost of which insurance and administrative fee may be more than the cost to obtain your own insurance. We may make a profit on these programs.

10. **DEFAULT.** You will be in default under the TIM Agreement if: (a) you fail to remit to us any payment within ten (10) days of the due date or breach any other obligation under the TIM Agreement; (b) a petition is filed by or against you or any guarantor under any bankruptcy or insolvency law; or (c) you default under any other agreement with us.

11. **REMEDIES.** If you default, we may do one or more of the following: (a) recover from you, AS LIQUIDATED DAMAGES FOR LOSS OF BARGAIN AND NOT AS A PENALTY, the sum of: (i) all past due and current Minimum Payments, Excess Per Image Charges and other charges; (ii) the present value of all remaining Minimum Payments, Excess Per Image Charges and other charges, discounted at the rate of 6% per annum (or the lowest rate permitted by law, whichever is higher); and (iii) the Fair Market Value of the Equipment; (b) declare any other agreements between us in default; (c) require you to return all of the Equipment in the manner outlined in Section 12,

or take possession of the Equipment, in which case we shall not be held responsible for any losses directly or indirectly arising out of, or by reason of the presence and/or use of any and all proprietary information residing on or within the Equipment, and to lease or sell the Equipment or any portion thereof, and to apply the proceeds, less reasonable selling and administrative expenses, to the amounts due hereunder; (d) charge you interest on all amounts due us from the due date until paid at the rate of 1-1/2% per month, but in no event more than the lawful maximum rate; and (e) charge you for expenses incurred in connection with the enforcement of our remedies including, without limitation, repossession, repair and collection costs, attorneys' fees and court costs. These remedies are cumulative, are in addition to any other remedies provided for by law, and may be exercised concurrently or separately. Any failure or delay by us to exercise any right shall not operate as a waiver of any other right or future right.

12. **END OF TERM OPTIONS; RETURN OF EQUIPMENT.** If you are not in default, at least 60 days (but not more than 120 days) prior to the end of the Term (or Renewal Term) you shall give us written notice of your intention at the end of the Term (or the Renewal Term) which election cannot be revoked, to return all, but not less than all, of the Equipment. **IF YOU FAIL TO PROVIDE US WITH SUCH 60 DAY PRIOR WRITTEN NOTICE, OR HAVING NOTIFIED US, YOU FAIL TO RETURN THE EQUIPMENT, THE TERM OF THE TIM AGREEMENT SHALL AUTOMATICALLY RENEW FOR ONE ADDITIONAL TERM OF TWELVE (12) MONTHS** (the "Renewal Term") and all of the provisions of the TIM Agreement shall continue to apply, including, without limitation, your obligations to remit Minimum Payments, Excess Per Image Charges and other charges, until all of the Equipment is returned to us (either because we demand return of the Equipment or you decide to return the Equipment). If you are in default, or at the end of the Term (or the Renewal Term), you shall: (1) return all of the Equipment, freight and insurance prepaid at your cost and risk, to wherever we indicate in the continental United States, with all manuals and logs, in good order and condition (except for ordinary wear and tear from normal use), packed per the shipping company's specifications; and (2) securely remove all data from any and all disk drive or magnetic media prior to returning the Equipment (and you are solely responsible for selecting an appropriate removal standard that meets your business needs and complies with applicable laws). You will pay us for any loss in value resulting from the failure to maintain the Equipment in accordance with the TIM Agreement or for damages incurred in shipping and handling.

13. **ASSIGNMENT.** You may not assign or dispose of any rights or obligations under the TIM Agreement or sublease the Equipment without our prior written consent. We may, without notifying you: (a) assign the TIM Agreement or our interest in the Equipment; and (b) release information we have about you and the TIM Agreement to the manufacturer, Supplier or any prospective investor, participant or purchaser of the TIM Agreement. If we do make an assignment under subsection 13(a) above, our assignee will have all of our rights under the TIM Agreement, but none of our obligations. You agree not to assert against our assignee claims, offsets or defenses you may have against us.

14. **MISCELLANEOUS.** Notices must be in writing and will be deemed given five (5) days after mailing to your (or our) business address. You represent that: (a) you have authority to enter into the TIM Agreement and by so doing you will not violate any law or agreement; and (b) the TIM Agreement is signed by your authorized officer or agent. The TIM Agreement is the entire agreement between us, and cannot be modified except by another document signed by us. The TIM Agreement is binding on you and your successors and assigns. All financial information you have provided is true and a reasonable representation of your financial condition. You authorize us or our agent to: (a) obtain credit reports and make credit inquiries; (b) furnish payment history to credit reporting agencies; and (c) you irrevocably grant us the power to prepare, sign on your behalf (if applicable), and file, electronically or otherwise, Uniform Commercial Code ("UCC") financing statements and any amendments thereto or continuation thereof relating to the Equipment, and containing any other information required by the applicable UCC. Any claim you have against us must be made within two (2) years after the event which caused it. If a court finds any provision of the TIM Agreement to be unenforceable, all other terms shall remain in effect and enforceable. You authorize us to insert or correct missing information on the TIM Agreement, including your proper legal name, serial numbers and any other information describing the Equipment. If you so request, and we permit the early termination of a Schedule, you agree to pay a fee for such privilege. **THE PARTIES INTEND THIS TO BE A "FINANCE LEASE" UNDER ARTICLE 2A OF THE UCC. YOU WAIVE ALL RIGHTS AND REMEDIES CONFERRED UPON A LESSEE BY ARTICLE 2A OF THE UCC. YOU FURTHER HEREBY ACKNOWLEDGE AND AGREE THAT WE AND/OR SUPPLIER MAY MAKE A PROFIT ON ANY AND ALL FEES REFERENCED HEREIN AND, IN SO DOING WAIVE ANY AND ALL CLAIM WHICH YOU MAY HAVE FOR UNJUST ENRICHMENT. WE MAKE NO REPRESENTATION OR WARRANTY OF ANY KIND, EXPRESS OR IMPLIED, WITH RESPECT TO THE LEGAL, TAX OR ACCOUNTING TREATMENT OF ANY TIM AGREEMENT AND YOU ACKNOWLEDGE THAT WE ARE AN INDEPENDENT CONTRACTOR AND NOT A FIDUCIARY OF CUSTOMER. YOU WILL OBTAIN YOUR OWN LEGAL, TAX AND ACCOUNTING ADVICE RELATED TO EACH TIM AGREEMENT AND WILL MAKE YOUR OWN DETERMINATION OF THE PROPER TIM AGREEMENT TERM FOR ACCOUNTING PURPOSES.**

15. **ELECTRONIC TRANSMISSION OF DOCUMENTATION.** The TIM Agreement may be executed in counterparts. The executed counterpart which has our original signature and/or is in our possession shall constitute chattel paper as that term is defined in the UCC and shall constitute the original agreement for all purposes, including, without limitation: (i) any hearing, trial or proceeding with respect to the TIM Agreement; and (ii) any determination as to which version of the TIM Agreement constitutes the single true original item of chattel paper under the UCC. If you sign and transmit the TIM Agreement to us by facsimile or other electronic transmission, the transmitted copy shall be binding upon the parties. You agree that the facsimile or other electronic transmission of the TIM Agreement manually signed by us, when attached to the facsimile or other electronic copy signed by you, shall constitute the original agreement for all purposes. The parties further agree that, for purposes of executing the TIM Agreement, and subject to our prior approval and at our sole discretion: (a) a document signed and transmitted by facsimile or other electronic transmission shall be treated as an original document; (b) the signature of any party on such document shall be considered as an original signature; (c) the document transmitted shall have the same effect as the counterpart thereof containing original signatures; and (d) at our request, you, who executed the TIM Agreement and transmitted its signature by facsimile or other electronic transmission shall provide the counterpart of the TIM Agreement containing your original manual signature to us. No party may raise as a defense to the enforcement of the TIM Agreement that a facsimile or other electronic transmission was used to transmit any signature of a party to the TIM Agreement.

Certificate Of Completion

Envelope Id: CBA869E3DEBE43EDA5DE8DC663681517	Status: Completed
Subject: Complete with DocuSign: School Lease Docs (MUST BE SIGNED BY 7/23)	
Source Envelope:	
Document Pages: 10	Signatures: 8
Certificate Pages: 5	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	Ahmed Alazzawi
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	14747 NW Greenbrier Pkwy
	Beaverton, OR 97006-5601
	ahmed.alazzawi@pacificoffice.com
	IP Address: 69.170.58.30

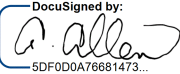
Record Tracking

Status: Original	Holder: Ahmed Alazzawi	Location: DocuSign
7/22/2024 9:32:43 AM	ahmed.alazzawi@pacificoffice.com	

Signer Events

ANAKARITA ALLEN
aallen@teca-sf.org
Executive Director
Security Level: Email, Account Authentication (None)

Signature

DocuSigned by:

5DF0D0A76681473...
Signature Adoption: Drawn on Device
Using IP Address: 162.207.204.122

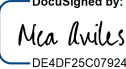
Timestamp

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Viewed: 7/23/2024 12:07:59 PM
Signed: 7/23/2024 12:26:40 PM

Electronic Record and Signature Disclosure:

Accepted: 7/23/2024 12:07:59 PM
ID: a6df1910-5012-452e-8ab1-7243a0f9cafo

Nica Aviles
Nica.Aviles@pacificoffice.com
Branch Administrative Manager
03/28/23
Security Level: Email, Account Authentication (None)

DocuSigned by:

DE4DF25C07924C1...
Signature Adoption: Pre-selected Style
Using IP Address: 69.170.58.30

Sent: 7/23/2024 11:53:42 AM
Viewed: 7/23/2024 12:30:04 PM
Signed: 7/23/2024 12:30:16 PM

Electronic Record and Signature Disclosure:

Accepted: 7/23/2024 12:30:04 PM
ID: 522b4e45-5139-4a0d-b355-bc2b412145f7

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	7/23/2024 11:53:42 AM
Certified Delivered	Security Checked	7/23/2024 12:30:04 PM

Envelope Summary Events	Status	Timestamps
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Signing Complete	Security Checked	7/23/2024 12:30:16 PM
Completed	Security Checked	7/23/2024 12:30:16 PM

Payment Events	Status	Timestamps
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Electronic Record and Signature Disclosure

ELECTRONIC RECORD AND SIGNATURE DISCLOSURE

From time to time, Pacific Office Automation (we, us or Company) may be required by law to provide to you certain written notices or disclosures. Described below are the terms and conditions for providing to you such notices and disclosures electronically through the DocuSign system. Please read the information below carefully and thoroughly, and if you can access this information electronically to your satisfaction and agree to this Electronic Record and Signature Disclosure (ERSD), please confirm your agreement by selecting the check-box next to 'I agree to use electronic records and signatures' before clicking 'CONTINUE' within the DocuSign system.

Getting paper copies

At any time, you may request from us a paper copy of any record provided or made available electronically to you by us. You will have the ability to download and print documents we send to you through the DocuSign system during and immediately after the signing session and, if you elect to create a DocuSign account, you may access the documents for a limited period of time (usually 30 days) after such documents are first sent to you. After such time, if you wish for us to send you paper copies of any such documents from our office to you, you will be charged a \$0.00 per-page fee. You may request delivery of such paper copies from us by following the procedure described below.

Withdrawing your consent

If you decide to receive notices and disclosures from us electronically, you may at any time change your mind and tell us that thereafter you want to receive required notices and disclosures only in paper format. How you must inform us of your decision to receive future notices and disclosure in paper format and withdraw your consent to receive notices and disclosures electronically is described below.

Consequences of changing your mind

If you elect to receive required notices and disclosures only in paper format, it will slow the speed at which we can complete certain steps in transactions with you and delivering services to you because we will need first to send the required notices or disclosures to you in paper format, and then wait until we receive back from you your acknowledgment of your receipt of such paper notices or disclosures. Further, you will no longer be able to use the DocuSign system to receive required notices and consents electronically from us or to sign electronically documents from us.

All notices and disclosures will be sent to you electronically

Unless you tell us otherwise in accordance with the procedures described herein, we will provide electronically to you through the DocuSign system all required notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you during the course of our relationship with you. To reduce the chance of you inadvertently not receiving any notice or disclosure, we prefer to provide all of the required notices and disclosures to you by the same method and to the same address that you have given us. Thus, you can receive all the disclosures and notices electronically or in paper format through the paper mail delivery system. If you do not agree with this process, please let us know as described below. Please also see the paragraph immediately above that describes the consequences of your electing not to receive delivery of the notices and disclosures electronically from us.

How to contact Pacific Office Automation:

You may contact us to let us know of your changes as to how we may contact you electronically, to request paper copies of certain information from us, and to withdraw your prior consent to receive notices and disclosures electronically as follows:

To contact us by email send messages to: info@pacificoffice.com

To advise Pacific Office Automation of your new email address

To let us know of a change in your email address where we should send notices and disclosures electronically to you, you must send an email message to us at info@pacificoffice.com and in the body of such request you must state: your previous email address, your new email address. We do not require any other information from you to change your email address.

If you created a DocuSign account, you may update it with your new email address through your account preferences.

To request paper copies from Pacific Office Automation

To request delivery from us of paper copies of the notices and disclosures previously provided by us to you electronically, you must send us an email to info@pacificoffice.com and in the body of such request you must state your email address, full name, mailing address, and telephone number. We will bill you for any fees at that time, if any.

To withdraw your consent with Pacific Office Automation

To inform us that you no longer wish to receive future notices and disclosures in electronic format you may:

- i. decline to sign a document from within your signing session, and on the subsequent page, select the check-box indicating you wish to withdraw your consent, or you may;
- ii. send us an email to info@pacificoffice.com and in the body of such request you must state your email, full name, mailing address, and telephone number. We do not need any other information from you to withdraw consent.. The consequences of your withdrawing consent for online documents will be that transactions may take a longer time to process..

Required hardware and software

The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

Acknowledging your access and consent to receive and sign documents electronically

To confirm to us that you can access this information electronically, which will be similar to other electronic notices and disclosures that we will provide to you, please confirm that you have read this ERSD, and (i) that you are able to print on paper or electronically save this ERSD for your future reference and access; or (ii) that you are able to email this ERSD to an email address where you will be able to print on paper or save it for your future reference and access. Further, if you consent to receiving notices and disclosures exclusively in electronic format as described herein, then select the check-box next to ‘I agree to use electronic records and signatures’ before clicking ‘CONTINUE’ within the DocuSign system.

By selecting the check-box next to ‘I agree to use electronic records and signatures’, you confirm that:

- You can access and read this Electronic Record and Signature Disclosure; and
- You can print on paper this Electronic Record and Signature Disclosure, or save or send this Electronic Record and Disclosure to a location where you can print it, for future reference and access; and
- Until or unless you notify Pacific Office Automation as described above, you consent to receive exclusively through electronic means all notices, disclosures, authorizations, acknowledgements, and other documents that are required to be provided or made available to you by Pacific Office Automation during the course of your relationship with Pacific Office Automation.



Board Report 8.1

July 2024 Finance Executive Report

Report period: July 2024

For Board meeting date: Oct 16, 2024

Person reporting: Director of Finance Rina Melendez

Executive Summary/Purpose (not to exceed 4 lines):

Monthly Reporting (July – 2024):

- **July 2024-Cash Balances:**

*Student Activities cash account balance is \$17,587.

*Main Board Account cash balance is \$11,818,967.

- **July 2024-Profit and Loss Summary:**

\$349,953 in revenue was recorded, of which \$134,879 were received, and \$215,074. were accrued (Prop 28, State Aid, ELO-P, sped mental health) . Expenses were \$650,721. Our Financial Position Net was at \$300,769 Negative. (Any cash shortfalls are covered with fund reserves until revenues are received).

- **Year to date Financial Impact (July '24 – '24):**

\$ In revenues were received. YTD Expenses encumbered are\$. The YTD Financial Position is a deficit of \$. (Temporary deficit covered by reserves)

- Productivity from previous meeting (what was accomplish):

1- Onboarding new staff,

2- Multi-year Revenue/Expense estimates (2024-25, 25-26, 26-27 FY)

3- LCAP prep.023-24 FY book closing

4- 2023-24 Initial Audit work

5- Strategize final Covid-19 funding expenditure plan (Esser III)

Pending activities:

* 2023-24 Internal Audit

*Year end reporting

*ESSER III, grants reports (ongoing) * Federal & Special ED reporting

***Report Attachments: Circle pages: 1-15

Recap of Revenues and Cash Flow: Accrued: Prop 28 \$4,359, State basic state aid \$146,501, ELO-P \$38,456, ERMHS-\$2,176, ASES/Essex summer grant \$23,581.26. Received: UPK Grant \$64,440.31, in Lieu of Property Tax \$0, Sped Sate \$24,160, Student meals Reimbursement \$0, Misc. \$1,713.99, Interest income \$745, dividends income \$42,736.43.

Recap of Expenditure:

Workers compensation Ins.: \$0 of 10.

Instructional: Student testing services \$14,423, Rental fees for Ricoh copiers, serviceteacher PD, and food for PD, recruitment, supplies for homeless students, core and non-core curriculum materials \$9,069(math, Science, novels), instructional Subscriptions and software, All Instructional Certificated and Classified personnel Salaries, taxes, and benefits.

Counseling: supplies, Personnel Salaries, taxes, and benefits.

Health Services: Supplies for Health aid stations.

Other Pupil Services: After school program-summer services \$35,581.

Facilities: Expenditure related to gardening services, and water fountain filter services and supplies.

Custodial: Outside Cleaning Services monthly charges \$24,140 janitorial and cleaning supplies, and in-house Custodial Payroll and Benefits, and additional cleaning and disinfecting supplies.

Food Services: summer student meals provided by City & County of SF (DCYF program). Cafeteria staff salaries, and benefits for the Cafeteria Personnel.

Technology: Student Data+information systems \$9,043, School Lottery System \$5,103, Comcast and ATT Phone, fax, wireless and internet services, computer supplies, IT consultant support services, staff salaries, and benefits for the student technology Personnel.

Special Education (Sped): SPED consultants \$0, and in-house personnel salaries, taxes, and benefits.

Admin Department: Charter School memberships, DO Supplies, IT Subscriptions, PD expenses, personal protective equipment, food for staff training, payroll fees, legal fees, office supplies, all district office classified and site admin team salaries, benefits, payroll taxes.

Thomas Edison Charter Academy

Profit & Loss Roll Up

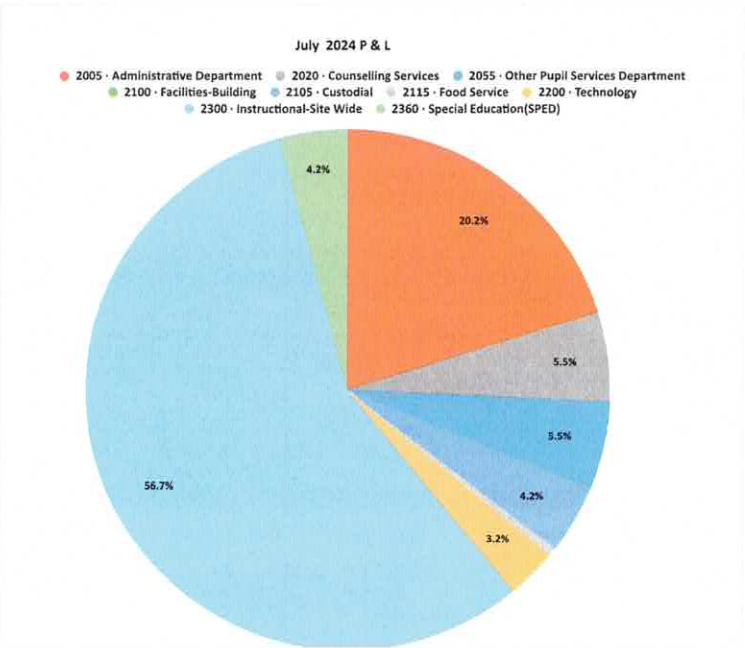
July 2024

Accrual Basis

July '24

Revenue	349,953
Total Revenue	349,953
Expenses	
1-3601 · Workers Compensation Insurance	0
2005 · Administrative Department	131,374
2020 · Counselling Services	35,889
2025 · Health Services	0
2055 · Other Pupil Services Department	35,581
2100 · Facilities-Building	295
2105 · Custodial	27,650
2110 · Transportation	0
2115 · Food Service	2,738
2200 · Technology	20,686
2300 · Instructional-Site Wide	368,921
2360 · Special Education(SPED)	27,587
Total Expense	650,721
Net Income	-300,768

Expenses as a % of Total Monthly Operating Budget



	Transportation/Muni passes/All Fieldtrips	\$6,500	5800		\$0.00	\$6,500	0%
	Yondr (Student phones locked cases rental)	\$2,663	5800		\$0.00	\$2,663	0%
increased by 200 (8/29/24)	Parking(Teacher Parking Passes)	\$3,800	5800		\$0.00	\$3,800	0%
	Food for Instructional Staff meetings/Trainings	\$17,000	4300		\$0.00	\$17,000	0%
Outside Services for Implementation	Community School Partnership Grant Services	\$0	5800		\$0.00	\$0	#DIV/0!
	Other School Expenses Total	\$166,257		\$0	\$0.00	\$166,257	0%
	SPED						
	Outside Services (SPG-\$171,673-Ed Specialist, OT,Speech)	\$171,673	5800		\$0.00	\$171,673	0%
	Misc Equipment/toner	\$1,400	4300		\$0.00	\$1,400	0%
	Audio/Visual Supplies	\$400	4300		\$0.00	\$400	0%
	Curriculum Materials and Supplies	\$2,225	4100		\$0.00	\$2,225	0%
	Student Testing and Software subscriptions	\$225	4100		\$0.00	\$225	0%
	Counseling Supplies	\$700	4300		\$0.00	\$700	0%
	Counseling Supplies-For Tier III-Misc. Equipment	\$500	4300		\$0.00	\$500	0%
	SPED Total	\$177,123		\$0	\$0.00	\$177,123	0%
	Instructional Total	\$849,028		\$37,587	\$37,587.36	\$811,440	4%
	Facilities	Roll Up Budget	Code				
181,480 in 23/24	Rental Agreement (SFUSD) (\$3,49) (\$3.60*5200-Square Foot)	\$187,200	5600		\$0.00	\$187,200	0%
	Recology-Refuse Services (Yard Debris Box)	\$5,000	5600		\$0.00	\$5,000	0%
	Custodial Cleaning Services(\$289,680) (\$48,975-Summer Deep cleaning)	\$338,655	5500	\$24,140.00	\$24,140.00	\$314,515	7%
	Maint. Contract/Agreements (Gardening & Maintenance) Juan Cardona/Dewey Pest Control	\$17,400	5500	\$295.44	\$295.44	\$17,105	2%
	Facilities Maintenance & Repair Services (Task Rabbit and other)	\$10,000	5800		\$0.00	\$10,000	0%
	Facilities Maintenance & Repair Services (Cafeteria)	\$2,000	5800		\$0.00	\$2,000	0%
	Facilities Maintenance Supplies	\$3,000	4300		\$0.00	\$3,000	0%
	Utilities (Water, sewer, gas, Electric, Refuse serv.)	\$47,028	5500		\$0.00	\$47,028	0%
					\$0.00		
	Custodial				\$0.00		
	Custodial/Cleaning Supplies	\$50,000	4300	\$1,887.91	\$1,887.91	\$48,112	4%
	Total Facilities and custodial Supplies	\$660,283		\$26,323.35	\$26,323.35	\$633,959	4%
	Supplies and Material	Roll Up Budget	Code				
	District Office and Administrative						
	Copy Paper	\$1,500	4300		\$0.00	\$1,500	0%
	District Office Supplies	\$5,000	4300	\$371.23	\$371.23	\$4,629	7%
	Misc. Supplies-Other (paper cups, Utencils, ect)	\$1,800	4300	\$24.66	\$24.66	\$1,775	1%
	Non Instruction and District Office Miscellaneous Equipment	\$2,060	4300	\$130.34	\$130.34	\$1,930	6%
	Non Instructional and District Office Furniture	\$10,200	4400		\$0.00	\$10,200	0%
	Postage (All)	\$5,000	5900		\$0.00	\$5,000	0%
	Express Mail (All)	\$750	5900		\$0.00	\$750	0%
	Enrollment costs	\$1,000	5800		\$0.00	\$1,000	0%
	Food for meetings/Trainings-Staff-\$8K and Water delivery-\$3K (District and Non Instructional)	\$11,000	4300	\$192.89	\$192.89	\$10,807	2%
	Food for Board Meetings	\$3,500	4300		\$0.00	\$3,500	0%
	Board Budget	\$6,500	4300		\$0.00	\$6,500	0%
IT	Computer Supplies -Toners	\$15,000	4300	\$348.83	\$348.83	\$14,651	2%
IT	Computer Supplies -All other supplies	\$1,000	4300		\$0.00	\$1,000	0%
IT	Computers/Laptops (All Non Instructional) and Misc. Equipment	\$5,400	4300		\$0.00	\$5,400	0%
	Total	\$69,710		\$1,068	\$1,067.95	\$68,642	2%
	Subscriptions and Memberships						
	Subscriptions (Quickbooks, Drop Box, Amazon Prime, Tax1099s prep, Adobe, Zoom,DRI CISCO Systems), 1And1.com/Go daddy - Domain Web Hosting Company, Crash Plan - IT, meraki licenses)	\$9,000	5300	\$496.99	\$496.99	\$8,503	6%
IT	Membership Dues (CSDC, CCSA, SSC, ACSA,SPED academy,Copower, ready Refresh)	\$19,000	5300	\$8,633.50	\$8,633.50	\$10,367	45%
IT	Movie/music Licensing	\$501	5300		\$0.00	\$501	0%
IT	Microsoft Office Licensing Fees (All Non Instructional)	\$1,300	5800		\$0.00	\$1,300	0%
	Total	\$29,801		\$9,130	\$9,130.49	\$20,670	31%
	Contracted /Outside Services and Consultants						
	Consultants (grant writing, Surveys, marketing, school safety consulting)	\$20,000	5800		\$0.00	\$20,000	0%
	Outside services /one time Services/Vendors - Development/Fundraising/reporting fees (E-rate consultant)/survey subscription/E-waste-recycling fees	\$9,740	5800	\$498.38	\$498.38	\$9,242	5%
	Emergency preparedness and supplies	\$3,000	4300		\$0.00	\$3,000	0%
Increased by \$56 per month (/29/2024)	IT Consulting Services (\$75,686.40-Mo Shalabi, \$29,927.76-Measure Education)	\$105,614	5800	\$7,693.88	\$7,693.88	\$97,920	7%
	Audit Fees	\$26,380	5800		\$0.00	\$26,380	0%
	Legal Services Fees	\$50,000	5800	\$51.00	\$51.00	\$49,949	0%
	Student & Employee Handbooks & All Policy review Work	\$0	5800		\$0.00	\$0	#DIV/0!
	Staffing Agency (For Temporary CLASSIFIED Staff)	\$0	5800		\$0.00	\$0	0%
	District Admin-SFUSD Oversight (1% of LCFF Funding)	\$71,196	5800		\$0.00	\$71,196	0%
EE handbooks, business cards, labor law posters, copier image overages	Printed materials and Reproduction Cost and other technology services	\$5,000	5800		\$0.00	\$5,000	0%
	PD-Employee Training and Development (DO including travel)	\$16,000	5200	\$170.24	\$170.24	\$15,830	1%

	Conference Fees and materials (Charter School Development Conferences and Trainings including Board training fees)Conferences for Principal, Admin team, School Services of CA	\$10,000	5200		\$0.00	\$10,000	0%
	Employee Recruitment/Retention/recognition (District Office)	\$4,000	5800		\$0.00	\$4,000	0%
IT	TECA Website with ADA compliance Services(School Webmaster)(Edlio)	\$3,825	5800	\$4,170.00	\$4,170.00	-\$345	109%
	Total	\$324,756		\$12,584	\$12,583.50	\$312,172	4%
Professional Outside Services and Other							
	Bank Services Fees	\$2,000	5800	\$750.57	\$750.57	\$1,249	38%
	Payroll Processing Charges	\$21,855	5800	\$1,417.67	\$1,417.67	\$20,437	6%
IT	Comcast/ATT Business-Phone/Fax/Cell phones	\$32,000	5900	\$3,082.56	\$3,082.56	\$28,917	10%
IT	ATT and Comcast Business-Internet Access	\$40,000	5900		\$0.00	\$40,000	0%
IT	Repair/Maintenance of IT Equipment	\$3,500	5800		\$0.00	\$3,500	0%
IT	Meraki System Manager (3-year Licenses)-E-rate grant items	\$0	5800		\$0.00	\$0	#DIV/0!
IT	Cybersecurity (Filter Security for 600 student @ \$3.50 each)	\$2,100	5800		\$0.00	\$2,100	0%
IT	Jumpcloud Identity -as -a-Service (unified identity management to decommission hardware server, enhance security, content filtering for 100 employees @ \$10 each)	\$12,000	5800		\$0.00	\$12,000	0%
	MTA-Admin & Processing Fees (Mass transit Discovery,Beneflex, Cobra, Principal, ETC)	\$1,000	5800	\$58.20	\$58.20	\$942	6%
	Pitney Bowes (Stamp Machine)	\$1,368	5600	\$227.53	\$227.53	\$1,140	17%
	Rent/Lease Equipment (Quench-water equipment and servicing)	\$1,300	5600		\$0.00	\$1,300	0%
	Fiscal and HR Compliance Consulting and PD (personnel Academy)	\$10,000	5800		\$0.00	\$10,000	0%
	Special Taxes and Fees (E-waste, Recycling, CA Environmental Fees, CA Corporate Filing fees)	\$3,000	5800		\$0.00	\$3,000	0%
	Data Services (School Pathways/other data services needs)/IC final data extraction/SchoolMint (Lottery)	\$27,506	5800	\$5,103.36	\$5,103.36	\$22,403	19%
	Property and Casualty Insurance	\$57,595	5400		\$0.00	\$57,595	0%
	Total	\$215,223		\$10,640	\$10,639.89	\$204,584	5%
Business Travel and Conferences Cost							
	Parking	\$250	5200		\$0.00	\$250	0%
	Mileage	\$500	4300		\$0.00	\$500	0%
	Total	\$750		\$0	\$0.00	\$750	0%
Total District Office and Administrative		\$640,240					
Food Services (Cafeteria)							
	Subagreement for Food Services (Chefables)	\$300,000	5100		\$0.00	\$300,000	0%
	Kitchen Infrastructure Equipment (Infrastructure Carry-over Grant)	\$0	4400		\$0.00	\$0	#DIV/0!
	Misc. Non Food Supplies and Equipment - Kitchen (ice machine, shelving, new lunch tables)	\$3,000	4300		\$0.00	\$3,000	0%
	Food Supplies-Lunch/snacks	\$500	4700		\$0.00	\$500	0%
	Kitchen Permit	\$710	5800		\$0.00	\$710	0%
	Nutrition Program PD (Kitchen Infrastructure Grant)	\$52	5800	\$52.47	\$52.47	\$0	100%
	Horizon Solana - Food Service Subscription to manage School Lunch Distribution	\$2,613	5800		\$0.00	\$2,613	0%
	Total	\$306,875		\$52	\$52.47	\$306,823	0%
Other Pupil and Parent Support Agreements							
	23-24FY -ELOP Funds- Tentative Subagreement for Services -Mission Graduates From restricted reserves	\$566,854	5100		\$0.00	\$566,854	0%
	24-25FY- ELOP Funds-Mission Graduates	\$736,829	5100		\$0.00	\$736,829	0%
	ELOP-Materials and supplies	\$10,000	4300		\$0.00	\$10,000	0%
	ASES Program -ESSER Summer grant	\$35,581	5100	\$35,581.26	\$35,581.26	\$0	
	After School Program Grant - Subagreement for Services -Mission Graduates	\$203,483	5100		\$0.00	\$203,483	0%
	America Scores	\$12,000	5800		\$0.00	\$12,000	0%
	AAPAC	\$1,500	4300		\$0.00	\$1,500	0%
	Total	\$1,566,247		\$35,581	\$35,581.26	\$1,530,666	2%
Health Services							
	Vision/Hearing	\$6,000	5800		\$0.00	\$6,000	0%
	Other health related supplies	\$4,404	4300		\$0.00	\$4,404	0%
	Total	\$10,404		\$0	\$0.00	\$10,404	0%
A (Gen. & other Recurring Funds)							
	2024-25 Non Personnel Expenses	\$3,429,382		\$132,966	\$132,966	\$3,296,416	4%
B (One Time & ELOP 23-24 Funs)							
	Total Non Personnel Expenses using Restricted Reserves (ELOP-\$566,856/AMIS & EFF- \$36,840)	\$603,694					
C (Total of Both)							
	Grand Total Non Personnel Expenses	\$4,033,076		\$132,966	\$132,966	\$3,900,110	3%
	Total Personnel Expenses	\$8,331,297		\$517,755	\$517,755	\$7,813,542	6%
	Total Expenditures	\$12,364,373		\$650,721	\$650,721	\$11,713,652	5%
	Total Revenue	\$10,421,305		\$349,953	\$349,953	\$10,071,352	3%
	Variance	-\$1,943,068		-\$300,768	-\$300,768		

Thomas Edison Charter Academy								
2024-25 Non-Personnel Budget		3% Cola added to most expenses			Year to date Expenditures	Remaining Balance	Percentage of Budget used YTD	
		2024-25 Roll Up Budget	Code	July 2024	Year to date Expenditures	Remaining Balance	Percentage of Budget used YTD	
Student Testing, Data and Information	School Pathways SIS Support integration, implementation,subscriptions, one time add ons	\$5,490	5800	\$9,042.60	\$9,042.60	-\$3,553	165%	
	Messaging System integration product (for Students progress and homework communication)/Bright Arrow Messaging System/Google classroom	\$784	5800		\$0.00	\$784	0%	
	Follet School Solutions-School Library System	\$1,129	5800		\$0.00	\$1,129	0%	
	Follet School Solutions-School Library System	\$5,103	5800		\$0.00	\$5,103	0%	
	NWEA (MAP Assessment benchmark for reading & math 3rd-8th graders 516-StudentsWeb-based measures for academic progress)/Pearson Education protocol	\$11,655	4100	\$14,423.40	\$14,423.40	-\$2,768	124%	
	Multiple Measures (General Student-Testing+accountability-EL) Reporting Services	\$3,540	4100		\$0.00	\$3,540	0%	
	American Reading Company IRLA Benchmark Testing	\$6,000	4100		\$0.00	\$6,000	0%	
	Document Tracking Services (SARC, SPSA, LCAP)Subscription	\$395	5800		\$0.00	\$395	0%	
	Document Tracking Services (SARC, SPSA, LCAP)+translation	\$3,090	5800		\$0.00	\$3,090	0%	
Student Testing, Data and Information Total		\$37,187		\$23,466	\$23,466.00	\$13,720.73	63%	
Student Technology-Software	Brain Pop Combo (including Spanish) Instructional Subscription	\$5,220	4100		\$0.00	\$5,220	0%	
	Mosa Mack (Science Interactive subscriptions)-	\$2,295	4100		\$0.00	\$2,295	0%	
	Math Online Platforms (Dreambox TK-2-55,720)IXL (5th grade/Go Math) (IXL-\$2,450-ELA math add on)/8th grade (Manga high's-Blue Duck-\$990.60)	\$8,720	4100	\$5,500.00	\$5,500.00	\$3,220	63%	
	Magma Math Platform (3rd-8th grade)	\$5,550	4100					
	Nearpod Inc (Online teaching platform)	\$5,580	4100		\$0.00	\$5,580	0%	
	Nearpod-Mystery Science floccablurary	\$2,750	4200		\$0.00	\$2,750	0%	
	Mystery Science- Instructional Subscription to Science/Generation Genius	\$2,395	4100	\$1,670.00	\$1,670.00	\$725	70%	
	Microsoft Licences/other Subscriptions/Chromebooks Licenses (Student and Teacher) All instructional subscription & licenses	\$3,090	5900		\$0.00	\$3,090	0%	
	Newsela	\$7,293	4200		\$0.00	\$7,293	0%	
	PebbleGo (6 databases) (Capstone)	\$2,080	4200		\$0.00	\$2,080	0%	
	Raz Kids (Learning A-Z) (Reading resources TK-3rd, sped, RTI) additional 4 classroom licenses \$461.80 due to distance learning (covid-19)	\$2,462	4200		\$0.00	\$2,462	0%	
	Learning Ally for Tier 2 and 3 Students-Subscription to visual and auditory Novels (Title I)	\$1,899	4200	\$1,899.00	\$1,899.00	\$0	100%	
	EdPuzzle	\$135	4200		\$0.00	\$135	0%	
	BeeReaders (Greenfield learning) Spanish Reading Program	\$4,000	4200		\$0.00	\$4,000	0%	
	BeeReaders (Greenfield learning) Dual Reading Program	\$3,000	4200		\$0.00	\$3,000	0%	
	SHI- 100 Students Chromebooks-Licenses and Warranties/other classroom equipment warranties for instruction and students support/Student Hardware IT repairs	\$600	4200		\$0.00	\$600	0%	
	Total		\$57,069		\$9,069.00	\$9,069.00	\$48,000	16%
	Student Technology-Hardware	Instructional Adult Replacement Laptops /instructional classroom-technology hardware (7-units)	\$18,000	4400		\$0.00	\$18,000.00	0%
		Student Chrome Books (including replacement of damaged ones)-44 units @\$340 each	\$15,000	4400		\$0.00	\$15,000.00	0%
Instructional sTUDENTS & Adult Laptops Repairs services		\$10,000	5800		\$0.00	\$10,000.00	0%	
All other school hardware-(lpads, projectors, cart chargers, printers, keyboards, audio, visual, tech services, all other misc. equipment		\$15,000	4400		\$0.00	\$15,000.00	0%	
Total		\$58,000		\$0.00	\$0.00	\$58,000.00	0%	
Reproduction of Instructional Materials	Leases (Ricoh Copiers) + Annual image overage fees	\$20,000	5600	\$1,622.46	\$1,622.46	\$18,377.54	8%	
	Printed Material and Reproduction Cost (Annual Overages of ricoh images)	\$10,500	4300		\$0.00	\$10,500.00	0%	
	Student Handbooks/School Printed Communications	\$8,000	5800		\$0.00	\$8,000.00	0%	
	Stamples for Ricoh Machines	\$300	4300		\$0.00	\$800.00	0%	
	Office 1 - Color printing in the Teachers lounge	\$1,000	5800		\$0.00	\$1,000.00	0%	
	Total		\$40,300		\$1,622.46	\$1,622.46	\$38,677.54	4%
Curriculum and Instruction Materials including instructional subscriptions	Added additional funds for compliance							
	TCI-Social Studies History Alive -Box (K-8th grade TCI history alive subscription)	\$15,484	4100		\$0.00	\$15,484	0%	
	Science and Curriculum/Virtual Science Workshops	\$2,500	4200		\$0.00	\$2,500	0%	
	American Reading Co.-SchoolpaceElementary Grade leveled Classroom Libraries and subscriptions/Swish essay feedback subscriptions (polley)/SEESAW Online learning subscription last year of contract is 9/1/2025)	\$18,000	4200	\$928.12	\$928.12	\$17,072	5%	
Language Arts English and Spanish Phoenemic awareness/phonics.(Wilson Lang.-foundations)(senderos comunes)	\$8,872	4100		\$0.00	\$8,872	0%		

	Math Curriculum middle school (6-8) (LearZillion-7th-online subscriptions-\$2500-curriculum books\$1,000)LearZillion-8thth-online subscriptions-\$2500-curriculum books\$1,000(LearZillion--online PD Webinar-\$1,500), ELO Math intervention kits/magine learning	\$6,410	4100		\$0.00	\$6,410	0%
W.A.C.	Math Curriculum materials-Houghton Mifflin Harcourt Grade K	\$6,980	4100		\$0.00	\$6,980	0%
W.A.C.	Math Curriculum materials-Houghton Mifflin Harcourt (3rd and 4th grade)	\$6,980	4100		\$0.00	\$6,980	0%
W.A.C.	5th grade Wit & Wisdom pilot-Text books and teachers edition texts:	\$622	4100		\$0.00	\$622	0%
W.A.C.	Spanish Curriculum materials-Houghton Mifflin Harcourt (4th grade)	\$5,093	4100		\$0.00	\$5,093	0%
	Core Curriculum Consumables/Core Curriculum Materials (Wilson language Training)(Go math workbooks for 2nd grade , , practice math books)	\$5,111	4300		\$0.00	\$5,111	0%
	Novels for novel study	\$3,000	4200		\$0.00	\$3,000	0%
	Testing Materials (all including Headphones)	\$8,000	4200		\$0.00	\$8,000	0%
	Resource Room-Tier I guided reading (Books/Materials)	\$7,500	4200		\$0.00	\$7,500	0%
	Social Emotional Learning Curriculum Tool Box (Center for Collaborative Classroom)	\$1,500	4100		\$0.00	\$1,500	0%
	ELD wonders (reading Worktexts) (McGraw hill-workbooks)	\$2,816	4100		\$0.00	\$2,816	0%
	ELD wonders (reading Subscription)(McGraw hill-subscription)	\$3,600	4100		\$0.00	\$3,600	0%
	ELD Wit and Wisdom ELD Component	\$107	4100				
	8th-8th Grade ELA Wit & Wisdom/Great Minds Books/Online teachers edition of W&Wisdom	\$10,731	4100		\$0.00	\$10,731	0%
	W&W Curriculum training for 3	\$350	4100				0%
	Middle School Spanish Dual language Expansion Literature	\$2,000	4200		\$0.00	\$2,000	0%
	Tier 1-3 Intervention Books for Teachers (PRIM ect) and Student Intervention Materials/Consumables	\$1,500	4200		\$0.00	\$1,500	0%
	Scholastic Magazine (prioritize TK)	\$3,000	4200		\$0.00	\$3,000	0%
Title-I	Additional RTI Materials (Title-I)	\$2,500	4200		\$0.00	\$2,500	0%
		\$122,656		\$928	\$928.12	\$121,728	1%
Supplies	Office Supplies - (Supplies & Copy Paper)	\$10,000	4300		\$0.00	\$10,000	0%
	Instructional access to technology for teaching (Headphone, IT Misc, etc)	\$300.00	4300		\$0.00	\$300.00	0%
	Classroom Supplies/ (Student Incentives)	\$27,600	4300		\$0.00	\$27,600	0%
	Attendance incentives (including snacks)	\$7,000	4300		\$0.00	\$7,000	0%
	Toner for classroom printers (16 classroom printers)	\$8,640	4300		\$0.00	\$8,640	0%
We only budget an estimate based on prior year PEEF funding	Athletics Supplies and Equipment (PEEF)	\$2,676	4300		\$0.00	\$2,676	0%
AMIMBG	Drama Gen. Funds-\$2K/AMIS Grant-\$2K)	\$4,000	4300		\$0.00	\$4,000	0%
We only budget an estimate based on prior year PEEF funding	Art Supplies PEEF	\$5,420	4300		\$0.00	\$5,420	0%
AMIMBG	Art Supplies -AMIS GRANT (AB185-FUNDS)	\$5,070	4300		\$0.00	\$5,070	0%
We only budget an estimate based on prior year PEEF funding	Music-PEEF	\$2,710	4300		\$0.00	\$2,710	0%
AMIMBG	Music -AMIS GRANT (AB185-FUNDS)	\$1,655	4300		\$0.00	\$1,655	0%
Prop 28	Dance	\$0	4300		\$0.00	\$0	#DIV/0!
AMIMBG	Other Specials Electives (Newspaper and other JE electives-AMIS GRANT (AB185-FUNDS)	\$2,000	4300		\$0.00	\$2,000	0%
	STEAM-Gen. Funds	\$2,000	4100		\$0.00	\$2,000	0%
AMIMBG	STEAM-AMIS GRANT (AB185-FUNDS)	\$2,000	4100		\$0.00	\$2,000	0%
	Specials Supplies	\$3,500	4100		\$0.00	\$3,500	0%
We only budget an estimate based on prior year PEEF funding	Main Library Books and Materials (PEEF)	\$8,850	4200		\$0.00	\$8,850	0%
AMIS Grant	Main Library Books and Materials AMIS Grant	\$9,615	4200		\$0.00	\$9,615	0%
	Classroom libraries	\$7,500	4200		\$0.00	\$7,500	0%
	Homeless Children's Supplies	\$2,500	4300		\$0.00	\$2,500	0%
	Total	\$113,036		\$0	\$0.00	\$113,036	0%
Professional Development	PD (Travel, lodging, meals, other travel cost)	\$10,700	5200		\$0.00	\$10,700	0%
	PD Consultants/PD-Training and Development (35,200) (Riverside County-BTSA induction(6teachers)-\$13,800)	\$49,000	5200	\$826.28	\$826.28	\$48,174	2%
	Additional Teacher Resources/Instructional Materials (Subscriptions for online and digital teaching resources-Heinman,zoom, TCI middle school social studies, middle school math curriculum)	\$3,000	4200		\$0.00	\$3,000	0%
	Brennan de Frisco Poetry Sessions for J Rogers Quarter 1 & 2 (\$2,720)	\$5,400	5200		\$0.00	\$5,400	0%
AMIMBG	ATDLE-PD	\$800		\$800.00	\$800.00		
AMIMBG	Instructional Round consultant (susan Yelda)	\$6,000	5200		\$0.00	\$6,000	0%
EEF	OG PD for TK-2 teachers and intervention team	\$2,500	5200	\$875.50	\$875.50	\$1,625	35%
	Total	\$77,400		\$2,502	\$2,501.78	\$74,898	3%
Other School Expenses	Parent Outreach and Support						
	Food for Meetings-Parents/Family Events (All)	\$5,500	4300		\$0.00	\$5,500	0%
	Parents Center Supplies	\$1,000	4300				
	Misc. Supplies-Parent Outreach/counseling team events	\$2,000	4300		\$0.00	\$2,000	0%
Parent Outreach and Support	Marketing/Student recruitments/New Student and Parent Costs (Ice Cream, Saturday, Welcome Collateral)	\$500	4300		\$0.00	\$500	0%
	School Furniture	\$10,000	4400		\$0.00	\$10,000	0%
	Staffing Agency (For Temporary Staff) (Swing, the education team)-This cost is with the certificated worksheet (originally 35K)	\$98,994	5800		\$0.00	\$98,994	0%
	Staffing Agency (release time for instructional rounds)	\$2,300	5800		\$0.00	\$2,300	0%
	All Graduation/Promotions Expenses	\$10,000	4300		\$0.00	\$10,000	0%
	Recruitment (live scans,VTP, Ejoin, Craigslist)	\$6,000	5800		\$0.00	\$6,000	0%

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Thomas Edison charter Academy

Balance Sheet

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10903 FRB-Certificate of Deposit-5077	264,331.15
10904 FRB-Certificate of Deposit-5085	264,497.40
10905 FRB-Certificate of Deposit-7313	263,118.66
Cash & Equivalents	0.00
10702 Petty Cash	853.93
10801 WF - Charter Board Acct-4733	10,250,790.75
10803 WF - Savings Account-9574	48,359.70
10805 WF - Food Services Acct -2380	217,439.41
10808 WF - After School Ext Day-1019	215,971.36
10901 FRB-Board Account-3910	3,864.80
10902 FRB- Brokerage account-3804	289,739.61
Total Cash & Equivalents	11,027,019.56
Total Bank Accounts	\$11,818,966.77
Other Current Assets	
13000 Pre-paid	92,281.30
Accounts Receivable	0.00
11000 Accounts Receivables	1,034,954.59
11220-5 Mental Health-prior Year(Selpa)	0.40
Total Accounts Receivable	1,034,954.99
Total Other Current Assets	\$1,127,236.29
Total Current Assets	\$12,946,203.06
Fixed Assets	
15100 Fixed Asset-Portable Classroom	372,753.99
15200 Fixed Assets- Equipment	55,186.27
17100 Accumulated Depr-Portables	-106,855.00
17200 Accumulated Depreciation-Equipmt	-23,836.00
Total Fixed Assets	\$297,249.26
Other Assets	
14000-0000 Right of Use Asset-Operating Lease	58,212.00
14500-0000 Right to Use Asset-Accum Amortization	-6,778.00
Total Other Assets	\$51,434.00
TOTAL ASSETS	\$13,294,886.32

Thomas Edison charter Academy

Balance Sheet

As of July 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20020-d Accts Payable - thru Wells F	122,721.73
22003 Accrued Taxes & Other Benefits	16,152.44
22003-c Accrued Vacation	48,524.29
Total 22003 Accrued Taxes & Other Benefits	64,676.73
24001-0000 Right to Use Asset Liability-Current	13,970.00
Total Other Current Liabilities	\$201,368.46
Total Current Liabilities	\$201,368.46
Long-Term Liabilities	
24001-0001 Right to Use Asset Liability-Long Term	37,464.00
Total Long-Term Liabilities	\$37,464.00
Total Liabilities	\$238,832.46
Equity	
30000 Opening Fund Balance	641,810.25
32000 Retained Earnings	12,489,091.77
33000 Prior Year Adjustment	225,920.50
Net Income	-300,768.66
Total Equity	\$13,056,053.86
TOTAL LIABILITIES AND EQUITY	\$13,294,886.32

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Thomas Edison charter Academy

Profit and Loss

July 2024

	TOTAL
Income	
4901 WF-Earned Dividends-Sweep account	42,736.43
6770 Prop 28 Revenue	4,359.00
All Other State Revenue	
8590ELO Expanded Learning Opportunities	38,456.00
8590UPK Universal P-K Plan&Implmt Grant	64,440.31
Total All Other State Revenue	102,896.31
Ases-Esser grant ASES-Esser summer grant Revenue	23,581.26
4200 State Grant Revenue	
42008 SPED - State	24,160.00
42010 SPED - Mental Health L2	2,176.00
8010-19 8010-8019 Principal Apportionmt	
8011 State Aid-Current Year	146,501.00
Total 8010-19 8010-8019 Principal Apportionmt	146,501.00
Total 4200 State Grant Revenue	172,837.00
4400 Misc. Revenue	
44000-7 Year Books	75.00
44000-8 Other	
Misc Reimbursement	1,638.99
Total 44000-8 Other	1,638.99
Total 4400 Misc. Revenue	1,713.99
4700 Interest Income-Wells Fargo Sav	93.14
4801 Interest Income-FRB Brokerage	1,735.52
Total Revenue	176,379.65
Total Income	\$349,952.65
GROSS PROFIT	
	\$349,952.65
Expenses	
2005 Administrative Department	
Adm - Contracted Purchased Svcs	
1-51020 Outside Services Purchased	4,668.38
1-51120 Rent/Lease Equipment	227.53
Total Adm - Contracted Purchased Svcs	4,895.91
Admin-Other Expense	
1-56010 Employee Training & Devel.	131.16
1-56030 Membership Dues	8,633.50
1-56050 Bank Service Charges	750.57
1-56060 Payroll Processing Charge	1,417.67
1-56070 Miscellaneous Supplies	24.66
1-56100 Legal Fees	51.00

Thomas Edison charter Academy

Profit and Loss

July 2024

	TOTAL
1-56131 Food for meeting/training	192.89
1-56191 TMA Processing Fee	58.20
Total Admin-Other Expense	11,259.65
Admin-Supplies & Materials	
1-52140 District Office Supplies	371.23
1-52141 Miscellaneous Equipment	130.34
1-52170 Subscriptions	496.99
Total Admin-Supplies & Materials	998.56
Admin-Travel Expense	
1-53030 Meals EE Only	-50.26
1-53050 Other Travel Costs	50.00
Total Admin-Travel Expense	-0.26
Personnel Expenses	
Personnel Tax- Benefit Expenses	
1-50510 Payroll Tax -FICA/Med	4,181.51
1-50710 Medical Insurance	2,785.01
1-50740 Site Base Retirement - STRS	7,324.84
1-50741 Class EE Retirement Matching	1,233.24
Total Personnel Tax- Benefit Expenses	15,524.60
Salary & Wages	
1-1300 Certif Supvr & Admin Salaries	52,349.94
1-2200 Class Support Salary	10,338.97
1-2300 Class Supvr & Admin Salaires	18,416.66
1-2400 Class Clerical & Office Salar	17,590.09
Total Salary & Wages	98,695.66
Total Personnel Expenses	114,220.26
Total 2005 Administrative Department	131,374.12
2020 Counselling Services	
Personnel Expenses	
Personnel Tax - Benefit Expense	
B-50510 Payroll Tax-FICA/Med	349.40
B-50710 Medical Insurance	5,951.53
B-50740 Site Base Retirement - STRS	4,744.98
Total Personnel Tax - Benefit Expense	11,045.91
Salary & Wages	
B-1200 Certif Pupil Support Salaries	24,842.84
Total Salary & Wages	24,842.84
Total Personnel Expenses	35,888.75
Total 2020 Counselling Services	35,888.75

Thomas Edison charter Academy

Profit and Loss

July 2024

	TOTAL
2055 Other Pupil Services Department	
C-51020 Outside Svcs Purch	
C-5100 Subagreements for Services-ASP	35,581.26
Total C-51020 Outside Svcs Purch	35,581.26
Total 2055 Other Pupil Services Department	35,581.26
2100 Facilities-Building	
Repairs & Maintenance	
3-55010 Repair & Maintenance-Facility	295.44
Total Repairs & Maintenance	295.44
Total 2100 Facilities-Building	295.44
2105 Custodial	
4-51050 Facility Cleaning Service	24,140.00
4-52150 Cleaning and Custodial Supplies	1,887.91
Personnel Expenses	
Personnel Benefit-Tax Expenses	
4-50710 Medical Insurance	1,595.98
4-56010 Employee Training & Devel.	26.23
Total Personnel Benefit-Tax Expenses	1,622.21
Total Personnel Expenses	1,622.21
Total 2105 Custodial	27,650.12
2115 Food Service	
6-56010 PD - Employee Training	52.47
Personnel Expenses	
Personnel Benefit - Tax Expense	
6-50710 Medical Insurance	2,685.57
Total Personnel Benefit - Tax Expense	2,685.57
Total Personnel Expenses	2,685.57
Total 2115 Food Service	2,738.04
2200 Technology	
7-51020 Outside Services	7,693.88
Personnel Expenses	
7-56010 Employee Training & Devel.	13.11
Personnel Benefit- Tax Expenses	
7-50710 Medical Insurance	504.68
Total Personnel Benefit- Tax Expenses	504.68
Total Personnel Expenses	517.79

Thomas Edison charter Academy

Profit and Loss

July 2024

	TOTAL
Tech - Supplies	
7-52090 Computer Supplies	348.83
7-52170 Subscriptions	9,042.60
Total Tech - Supplies	9,391.43
Tech.-Communications	
7-54010 Communication-Phone/Fax	2,169.17
7-54012 Communications-Wireless	913.39
Total Tech.-Communications	3,082.56
Total 2200 Technology	20,685.66
2300 Instructional-Site Wide	
Instruct.-Contract. Purch. Svcs	
8-51020 Outside Services Purchased	5,103.36
8-51120 Rent/Lease Equipment	1,622.46
8-51160 Testing - Benchmark Assessment	14,423.40
Total Instruct.-Contract. Purch. Svcs	21,149.22
Instructional-Other Expense	
8-56010 PD-Employee Training & Develop.	1,626.28
Total Instructional-Other Expense	1,626.28
Instructional-Supplies & Mat'l	
8-52170 Subscriptions-Instructional	9,997.12
Total Instructional-Supplies & Mat'l	9,997.12
Instructional-Travel	
8-53020 Lodging	875.70
Total Instructional-Travel	875.70
Personnel Expenses	
Personnel Benefit - Tax Expense	
8-50510 Payroll Tax -FICA/MED	5,312.25
8-50530 Payroll Taxes-Unemployment	210.00
8-50710 Medical Insurance	32,762.46
8-50740 Site Base Retirement - STRS	42,226.15
Total Personnel Benefit - Tax Expense	80,510.86
Salary & Wages	
8-1100 Teachers Salaries	243,750.08
8-2100 Class Instructional Salaries	11,011.82
Total Salary & Wages	254,761.90
Total Personnel Expenses	335,272.76
Total 2300 Instructional-Site Wide	368,921.08

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Thomas Edison charter Academy

Profit and Loss

July 2024

	TOTAL
2360 Special Education(SPED)	
Personnel Expenses	
Personnel Benefit - Tax Expense	
9-50510 Payroll taxes -FICA/MED	248.38
9-50710 Medical Insurance	5,793.88
9-50740 Site Base Retirement - STRS	3,455.08
Total Personnel Benefit - Tax Expense	9,497.34
Salary & Wages	
9-1100 Teachers Salaries	18,089.50
Total Salary & Wages	18,089.50
Total Personnel Expenses	27,586.84
Total 2360 Special Education(SPED)	27,586.84
Total Expenses	\$650,721.31
NET OPERATING INCOME	\$ -300,768.66
NET INCOME	\$ -300,768.66

TECA - Student Activities

Balance Sheet

As of July 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
TECA - Activities Account-2372	17,586.71
Total Bank Accounts	\$17,586.71
Total Current Assets	\$17,586.71
Other Assets	
18600 Other Assets	96.00
Total Other Assets	\$96.00
TOTAL ASSETS	\$17,682.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-50.88
Total Accounts Payable	\$ -50.88
Total Current Liabilities	\$ -50.88
Total Liabilities	\$ -50.88
Equity	
30000 Opening Balance Equity	21,884.19
32000 Unrestricted Net Assets	-4,161.02
Net Income	10.42
Total Equity	\$17,733.59
TOTAL LIABILITIES AND EQUITY	\$17,682.71

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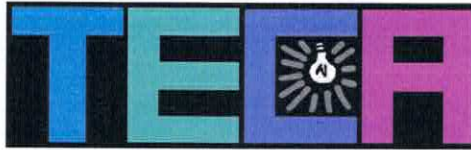
TECA - Student Activities

Profit and Loss

July 2024

	TOTAL
Income	
43400 Direct Public Support	
43410 Corporate Contributions	
43414 E-Script	10.42
Total 43410 Corporate Contributions	10.42
Total 43400 Direct Public Support	10.42
Total Income	\$10.42
GROSS PROFIT	\$10.42
Expenses	
Total Expenses	
NET OPERATING INCOME	\$10.42
NET INCOME	\$10.42

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Thomas Edison Charter Academy

Board Report 8.1

August 2024 Finance Executive Report

Report period: August 2024

For Board meeting date: Oct 16, 2024

Person reporting: Director of Finance Rina Melendez

Executive Summary/Purpose (not to exceed 4 lines):

Monthly Reporting (Aug – 2024):

- **Aug 2024-Cash Balances:**

*Student Activities cash account balance is \$17,587.

*Main Board Account cash balance is \$11,866,766.

- **Aug 2024-Profit and Loss Summary:**

\$493,272 in revenue was recorded, of which \$301,780 were received, and \$191,492. were accrued (Prop 28, State Aid, ELO-P, sped mental health) . Expenses were \$784,075. Our Financial Position Net was at \$290,803 Negative. (Any cash shortfalls are covered with fund reserves until revenues are received).

- **Year to date Financial Impact (July 2024 – August 2024):**

\$843,224 In revenues were received. YTD Expenses encumbered are \$1,434,796. The YTD Financial Position is a deficit of \$591,571. (Temporary deficit covered by reserves)

- Productivity from previous meeting (what was accomplish):

1- Classroom supplies purchasing for teachers

2- 2023-24 Continued audit work prep

3- Unaudited Actuals Report

4- 2023-24 Initial Audit work

5- Strategize final Covid-19 funding expenditure plan (Esser III)

Pending activities:

* 2023-24 Internal Audit

*Liability Insurance renewal

*ESSER III, grants reports (ongoing) * Federal & Special ED reporting

***Report Attachments: Circle pages: 1-25

Recap of Revenues and Cash Flow: Accrued: Prop 28 \$4,359, State basic state aid \$146,501, ELO-P \$38,456, ERMHS-\$2,176,ASES/Supply chain assistance apportionment one time grant \$22,377.14. in Lieu of Property Tax \$184,152, Sped Sate \$22,348, Student meals Reimbursement \$0, Interest income \$93.32, dividends income \$44,888.18.

Recap of Expenditure:

Workers compensation Ins.: \$9,670 1 of 10.

Instructional: Student testing services \$6,399, Library online system renewal, rental fees for Ricoh copiers, serviceteacher PD, and food for PD,recruitment, supplies for homeless students, core and non-core curriculum materials 22,826 (math, Science,novels), instructional Subscriptions and software, All Instructional Certificated and Classified personnel Salaries, taxes, and benefits.

Counseling: supplies, Personnel Salaries, taxes, and benefits.

Health Services: Supplies for Health aid stations.

Other Pupil Services: After school program-summer services \$35,581.

Facilities: Expenditure related to gardening services, and water fountain filter services and supplies, Repairs \$3,874.

Custodial: Outside Cleaning Services monthly charges \$39,140 janitorial and cleaning supplies, and in-house Custodial Payroll and Benefits, and additional cleaning and disinfecting supplies.

Food Services: Kitchen Infrastructure Grant Refrigerator purchase \$5, Student meal POS system license renewal \$2,938. Cafeteria staff salaries, and benefits for the Cafeteria Personnel.

Technology: Comcast and ATT Phone, fax, wireless and internet services,computer supplies, IT consultant support services,staff salaries, and benefits for the student technology Personnel.

Special Education (Sped): SPED consultants \$12,348, and in-house personnel salaries, taxes, and benefits.

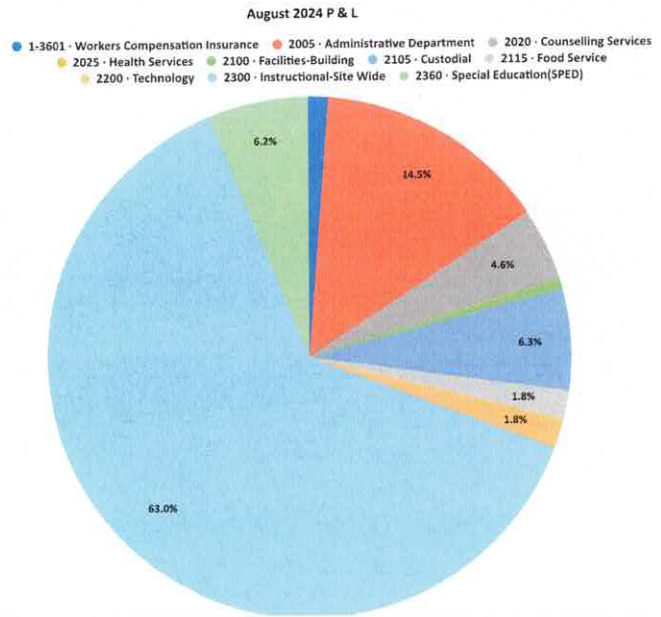
Admin Department: Charter School memberships, DO Supplies, IT Subscriptions,PD expenses, personal protective equipment, food for staff training, payroll fees, legal fees, office supplies, charter school HR/Business membership fees, all district office classified and site admin team salaries, benefits, payroll taxes.

Thomas Edison Charter Academy
 Profit & Loss Roll Up
 Aug 2024

Accrual Basis
Aug '24

Revenue	493,272
Total Revenue	<u><u>493,272</u></u>

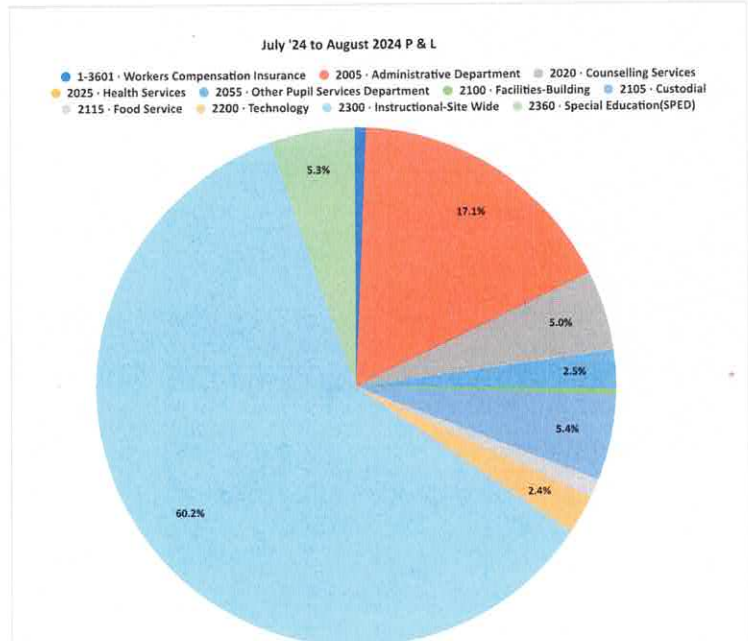
Expenses		Expenses as a % of Total Monthly Operating Budget
1-3601 · Workers Compensation Insurance	9,670	1.2%
2005 · Administrative Department	113,338	14.5%
2020 · Counselling Services	36,123	4.6%
2025 · Health Services	100	0.0%
2055 · Other Pupil Services Department	0	0.0%
2100 · Facilities-Building	4,890	0.6%
2105 · Custodial	49,190	6.3%
2110 · Transportation	0	0.0%
2115 · Food Service	14,071	1.8%
2200 · Technology	14,059	1.8%
2300 · Instructional-Site Wide	494,166	63.0%
2360 · Special Education(SPED)	<u>48,468</u>	6.2%
Total Expense	<u><u>784,075</u></u>	100%
Net Income	<u><u>-290,803</u></u>	



Thomas Edison Charter Academy
 Profit & Loss Roll Up
 July 2024 to August 2024

Accrual Basis
July '24-August'24

Revenue	843,224	
Total Revenue	843,224	
Expenses		Expenses as a % of Total Monthly Operating
1-3601 · Workers Compensation Insurance	9,670	0.7%
2005 · Administrative Department	244,712	17.1%
2020 · Counselling Services	72,012	5.0%
2025 · Health Services	100	0.0%
2055 · Other Pupil Services Department	35,581	2.5%
2100 · Facilities-Building	5,185	0.4%
2105 · Custodial	76,841	5.4%
2110 · Transportation	0	0.0%
2115 · Food Service	16,809	1.2%
2200 · Technology	34,745	2.4%
2300 · Instructional-Site Wide	863,086	60.2%
2360 · Special Education(SPED)	76,055	5.3%
Total Expense	1,434,796	100%
Net Income	-591,571	



Thomas Edison Charter Academy						
2024-25 Non-Personnel Budget		3% Cola added to most expenses		Year to date Expenditures	Remaining Balance	Percentage of Budget used YTD
		2024-25 Roll Up Budget	August 2024	Year to date Expenditures	Remaining Balance	Percentage of Budget used YTD
Student Testing, Data and Information	School Pathways SIS Support integration, implementation,subscriptions, one time add ons	\$5,490		\$9,042.60	-\$3,553	165%
	Messaging System integration product (for Students progress and homework communication)/Bright Arrow Messaging System/Google classroom	\$784		\$0.00	\$784	0%
	Follet School Solutions-School Library System	\$1,129	\$1,141.34	\$1,141.34	-\$12	101%
	Follet School Solutions-School Library System	\$5,103		\$0.00	\$5,103	0%
	NWEA (MAP Assessment benchmark for reading & math 3rd-8th graders 516-StudentsWeb-based measures for academic progress)/Pearson Education protocol	\$11,655		\$14,423.40	-\$2,768	124%
	Multiple Measures (General Student-Testing+accountability-EL) Reporting Services	\$3,540	\$399.00	\$399.00	\$3,141	11%
	American Reading Company IRLA Benchmark Testing	\$6,000	\$6,000.00	\$6,000.00	\$0	100%
	Document Tracking Services (SARC, SPSA, LCAP)Subscription	\$395		\$0.00	\$395	0%
	Document Tracking Services (SARC, SPSA, LCAP)+translation	\$3,090		\$0.00	\$3,090	0%
Student Testing, Data and Information Total		\$37,187	\$7,540	\$31,006.34	\$6,180.39	83%
Student Technology-Software						
	Brain Pop Combo (including Spanish) Instructional Subscription	\$5,220		\$0.00	\$5,220	0%
	Mosa Mack (Science Interactive subscriptions)-	\$2,295	\$2,295.00	\$2,295.00	\$0	100%
	Math Online Platforms (Dreambox-Tk-2-\$5,720)IXL (5th grade/Go Math) (IXL-\$2,450-ELA math add on)/8th grade (Manga high's-Blue Duck-\$990.60)	\$8,720		\$5,500.00	\$3,220	63%
	Magma Math Platform (3rd-8th grade)	\$5,550				
	Nearpod Inc (Online teaching platform)	\$5,580		\$0.00	\$5,580	0%
	Nearpod-Mystery Science floclablurary	\$2,750		\$0.00	\$2,750	0%
	Mystery Science- Instructional Subscription to Science/Generation Genius/School Specialty subscription	\$2,395	\$360.00	\$2,030.00	\$365	85%
	Microsoft Licences/other Subscriptions/Chromebooks Licenses (Student and Teacher) All instructional subscription & licenses	\$3,090		\$0.00	\$3,090	0%
	Newsela	\$7,293		\$0.00	\$7,293	0%
	PebbleGo (6 databases) (Capstone)	\$2,080		\$0.00	\$2,080	0%
	Raz Kids (Learning A-Z) (Reading resources TK-3rd, sped, RTI) additional 4 classroom licenses \$461.80 due to distance learning (covid-19)	\$2,462		\$0.00	\$2,462	0%
	Learning Ally for Tier 2 and 3 Students-Subscription to visual and auditory Novels (Title I)	\$1,899		\$1,899.00	\$0	100%
	EdPuzzle	\$135		\$0.00	\$135	0%
	BeeReaders (Greenfield learning) Spanish Reading Program	\$4,000	\$4,000.00	\$4,000.00	\$0	100%
AMIS Grant	BeeReaders (Greenfield learning) Dual Reading Program	\$3,000	\$3,000.00	\$3,000.00	\$0	100%
	SHI- 100 Students Chromebooks-Licenses and Warranties/other classroom equipment warranties for instruction and students support/Student Hardware IT repairs	\$600		\$0.00	\$600	0%
Total		\$57,069	\$9,655.00	\$18,724.00	\$38,345	33%
Student Technology-Hardware						
	Instructional Adult Replacement Laptops /instructional classroom-technology hardware (7-units)	\$18,000		\$0.00	\$18,000.00	0%
	Student Chrome Books (including replacement of damaged ones)-44 units @\$340 each	\$15,000		\$0.00	\$15,000.00	0%
	Instructional sTUDENTS & Adult Laptops Repairs services	\$10,000		\$0.00	\$10,000.00	0%
	All other school hardware-(lpads, projectors, cart chargers, printers, keyboards, audio, visual, tech services, all other misc. equipment	\$15,000	\$3,714.19	\$3,714.19	\$11,285.81	25%
Total		\$58,000	\$3,714.19	\$3,714.19	\$54,285.81	6%
Reproduction of Instructional Materials						
	Leases (Ricoh Copiers) + Annual image overage fees	\$20,000	\$1,622.46	\$3,244.92	\$16,755.08	16%
	Printed Material and Reproduction Cost (Annual Overages of ricoh images)	\$10,500	\$348.58	\$348.58	\$10,151.42	3%
	Student Handbooks/School Printed Communications	\$8,000		\$0.00	\$8,000.00	0%
	Stamps for Ricoh Machines	\$800		\$0.00	\$800.00	0%
	Office 1 - Color printing in the Teachers lounge	\$1,000		\$0.00	\$1,000.00	0%
Total		\$40,300	\$1,971.04	\$3,593.50	\$36,706.50	9%
Curriculum and Instruction Materials including instructional subscriptions						
Added additional funds for compliance	TCI-Social Studies History Alive -Box (K-8th grade TCI history alive subscription)	\$15,484	\$16,963.00	\$16,963.00	-\$1,479	110%
	Science and Curriculum/Virtual Science Workshops	\$2,500		\$0.00	\$2,500	0%

	American Reading Co.-SchoolpaceElementary Grade leveled Classroom Libraries and subscriptions/Swish essay feedback subscriptions (polley)/SEESAW Online learning subscription last year of contract is 9/1/2025)	\$18,000		\$928.12	\$17,072	5%
	Language Arts English and Spanish Phoenemic awareness/phonics.(Wilson Lang.-foundations)(senderos comunes)	\$8,872		\$0.00	\$8,872	0%
	Math Curriculum middle school (6-8) (LearZillion-7th-online subscriptions-\$2500-curriculum books\$1,000)LearZillion-8thth-online subscriptions-\$2500-curriculum books\$1,000(LearZillion--online PD Webinar-\$1,500), ELO Math intervention kits/imagine learning	\$6,410	\$2,591.86	\$2,591.86	\$3,818	40%
W.A.C.	Math Curriculum materials-Houghton Mifflin Harcourt Grade K	\$6,980		\$0.00	\$6,980	0%
W.A.C.	Math Curriculum materials-Houghton Mifflin Harcourt (3rd and 4th grade)	\$6,980		\$0.00	\$6,980	0%
W.A.C.	5th grade Wit & Wisdom pilot-Text books and teachers edition texts-	\$622		\$0.00	\$622	0%
W.A.C.	Spanish Curriculum materials-Houghton Mifflin Harcourt (4th grade)	\$5,093		\$0.00	\$5,093	0%
	Core Curriculum Consumables/Core Curriculum Materials (Wilson language Training)(Go math workbooks for 2nd grade, , practice math books)	\$5,111	\$659.75	\$659.75	\$4,451	13%
	Novels for novel study	\$3,000	\$31.42	\$31.42	\$2,969	1%
	Testing Materials (all including Headphones)	\$8,000		\$0.00	\$8,000	0%
	Resource Room-Tier I guided reading (Books/Materials)	\$7,500		\$0.00	\$7,500	0%
	Social Emotional Learning Curriculum Tool Box (Center for Collaborative Classroom)	\$1,500		\$0.00	\$1,500	0%
	ELD wonders (reading Worktexts) (McGraw hill-workbooks)	\$2,816		\$0.00	\$2,816	0%
	ELD wonders (reading Subscription)(McGraw hill-subscription)	\$3,600		\$0.00	\$3,600	0%
	ELD Wit and Wisdom ELD Component	\$107				
	6th-8th Grade ELA Wit & Wisdom/Great Minds Books/Online teachers edition of W&Wisdom	\$10,731	\$1,909.04	\$1,909.04	\$8,822	18%
	W&W Curriculum training for 3	\$350				0%
	Middle School Spanish Dual language Expansion Literature	\$2,000		\$0.00	\$2,000	0%
	Tier 1-3 Intervention Books for Teachers (PRIM ect) and Student Intervention Materials/Consumables	\$1,500		\$0.00	\$1,500	0%
	Scholastic Magazine (prioritize TK)	\$3,000	\$670.45	\$670.45	\$2,330	22%
Title-I	Additional RTI Materials (Title-I)	\$2,500		\$0.00	\$2,500	0%
		\$122,656	\$22,826	\$23,753.64	\$98,902	19%
Supplies	Office Supplies - (Supplies & Copy Paper)	\$10,000	\$587.38	\$587.38	\$9,413	6%
	Instructional access to technology for teaching (Headphone, IT Misc, etc)	\$300.00		\$0.00	\$300.00	0%
	Classroom Supplies/ (Student Incentives)	\$27,600	\$3,707.31	\$3,707.31	\$23,893	13%
	Attendance incentives (including PBIS snacks)	\$7,000	\$53.68	\$53.68	\$6,946	1%
	Toner for classroom printers (16 classroom printers)	\$8,640		\$0.00	\$8,640	0%
We only budget an estimate based on prior year PEEF funding	Athletics Supplies and Equipment (PEEF)	\$2,676	\$547.09	\$547.09	\$2,129	20%
AMIMBG	Drama Gen. Funds-\$2K/AMIS Grant-\$2K)	\$4,000		\$0.00	\$4,000	0%
We only budget an estimate based on prior year PEEF funding	Art Supplies PEEF	\$5,420	\$139.21	\$139.21	\$5,281	3%
AMIMBG	Art Supplies -AMIS GRANT (AB185-FUNDS)	\$5,070		\$0.00	\$5,070	0%
We only budget an estimate based on prior year PEEF funding	Music-PEEF	\$2,710		\$0.00	\$2,710	0%
AMIMBG	Music -AMIS GRANT (AB185-FUNDS)	\$1,655		\$0.00	\$1,655	0%
Prop 28	Dance	\$0		\$0.00	\$0	#DIV/0!
AMIMBG	Other Specials Electives (Newspaper and other JE electives-AMIS GRANT (AB185-FUNDS)	\$2,000		\$0.00	\$2,000	0%
	STEAM-Gen. Funds	\$2,000		\$0.00	\$2,000	0%
AMIMBG	STEAM-AMIS GRANT (AB185-FUNDS)	\$2,000		\$0.00	\$2,000	0%
	Specials Supplies	\$3,500	\$30.00	\$30.00	\$3,470	1%
We only budget an estimate based on prior year PEEF funding	Main Library Books and Materials (PEEF)	\$8,850	\$183.61	\$183.61	\$8,666	2%
AMIS Grant	Main Library Books and Materials AMIS Grant	\$9,615		\$0.00	\$9,615	0%
	Classroom libraries	\$7,500	\$535.99	\$535.99	\$6,964	7%
	Homeless Children's Supplies	\$2,500		\$0.00	\$2,500	0%
	Total	\$113,036	\$5,784	\$5,784.27	\$107,252	5%
Professional Development	PD (Travel, lodging, meals, other travel cost)	\$10,700	\$1,247.09	\$1,247.09	\$9,453	12%
	PD Consultants/PD-Training and Development (35,200) (Riverside County-BTSA induction(6teachers)-\$13,800)	\$49,000	\$881.37	\$1,707.65	\$47,292	3%
	Additional Teacher Resources/Instructional Materials (Subscriptions for online and digital teaching resources-Heinman,zoom, TCI middle school social studies, middle school math curriculum)	\$3,000		\$0.00	\$3,000	0%
	Brennan de FriscoPoetry Sessions for J Rogers Quarter 1 & 2 (\$2,720)	\$5,400		\$0.00	\$5,400	0%
AMIMBG	ATDLE-PD	\$800		\$800.00		
AMIMBG	Instructional Round consultant (susan Yelda)	\$6,000		\$0.00	\$6,000	0%
	OG Membership for Bruno	\$125				
EEF	OG PD for TK-2 teachers and intervention team	\$2,500	\$1,500.00	\$2,375.50	\$125	95%
	Total	\$77,525	\$3,628	\$6,130.24	\$71,395	8%
Other School Expenses	Parent Outreach and Support	\$5,500		\$0.00	\$5,500	0%

	Parents Center Supplies	\$1,000				
	Misc. Supplies-Parent Outreach/counseling team events	\$2,000		\$0.00	\$2,000	0%
Parent Outreach and Support	Marketing/Student recruitments/New Student and Parent Costs (Ice Cream, Saturday, Welcome Collateral)	\$500		\$0.00	\$500	0%
	School Furniture	\$10,000	\$1,018.30	\$1,018.30	\$8,982	10%
	Staffing Agency (For Temporary Staff) (Swing, the education team)-This cost is with the certificated worksheet (originally 35K)	\$98,994	\$2,325.00	\$2,325.00	\$96,669	2%
	Staffing Agency (release time for instructional rounds)	\$2,300		\$0.00	\$2,300	0%
	All Graduation/Promotions Expenses	\$10,000		\$0.00	\$10,000	0%
	Recruitment (live scans,VTP, Ejoin, Craigslist)	\$6,000	\$3,712.22	\$3,712.22	\$2,288	62%
	Transportation/Muni passes/All Fieldtrips	\$6,500		\$0.00	\$6,500	0%
	Yondr (Student phones locked cases rental)	\$2,663		\$0.00	\$2,663	0%
increased by 200 (8/29/24)	Parking(Teacher Parking Passes)	\$3,800	\$3,800.00	\$3,800.00	\$0	100%
	Food for Instructional Staff meetings/Trainings	\$17,000	\$6,551.63	\$6,551.63	\$10,448	39%
	Other School Expenses Total	\$166,257	\$17,407	\$17,407.15	\$148,850	10%
	SPED					
	Outside Services (SPG-\$171,673-Ed Specialist, OT,Speech)	\$171,673	\$12,347.50	\$12,347.50	\$159,326	7%
	Misc Equipment/toner	\$1,400	\$613.74	\$613.74	\$786	44%
	Audio/Visual Supplies	\$400		\$0.00	\$400	0%
	Curriculum Materials and Supplies	\$2,225		\$0.00	\$2,225	0%
	Student Testing and Software subscriptions	\$225		\$0.00	\$225	0%
	Counseling Supplies	\$700	\$172.68	\$172.68	\$527	25%
	Counseling Supplies-For Tier III-Misc. Equipment	\$500		\$0.00	\$500	0%
	SPED Total	\$177,123	\$13,134	\$13,133.92	\$163,989	7%
	Instructional Total	\$849,153	\$85,660	\$123,247.25	\$725,906	15%
	Facilities					
	Roll Up Budget					
181,480 in 23/24	Rental Agreement (SFUSD) (\$3,499) (\$3.60*5200-Square Foot)	\$187,200		\$0.00	\$187,200	0%
	Recology-Refuse Services (Yard Debris Box)/El Jefe	\$5,000	\$750.00	\$750.00	\$4,250	15%
	Custodial Cleaning Services(\$289,680) (\$48,975-Summer Deep cleaning)	\$338,655	\$39,140.00	\$63,280.00	\$275,375	19%
	Maint. Contract/Agreements (Gardening & Maintenance) Juan Cardona/Dewey Pest Control	\$17,400	\$2,815.00	\$3,110.44	\$14,290	18%
	Facilities Maintenance & Repair Services (Task Rabbit and other)	\$10,000		\$0.00	\$10,000	0%
	Facilities Maintenance & Repair Services (Cafeteria)	\$2,000		\$0.00	\$2,000	0%
	Facilities Maintenance Supplies	\$3,000	\$1,059.40	\$1,059.40	\$1,941	35%
	Utilities (Water, sewer, gas, Electric, Refuse serv.)	\$47,028		\$0.00	\$47,028	0%
	Custodial					
	Custodial/Cleaning Supplies	\$50,000	\$4,740.51	\$6,628.42	\$43,372	13%
	Total Facilities and custodial Supplies	\$660,283	\$48,504.91	\$74,828.26	\$585,454	11%
	District Office and Administrative					
	Roll Up Budget					
Supplies and Material	Copy Paper	\$1,500	\$111.25	\$111.25	\$1,389	7%
	District Office Supplies	\$5,000	\$569.42	\$940.65	\$4,059	19%
	Misc. Supplies-Other (paper cups, Utencils, ect)	\$1,800	\$228.60	\$253.26	\$1,547	14%
	Non Instructional and District Office Miscellaneous Equipment	\$2,060	\$68.50	\$198.84	\$1,861	10%
	Non Instructional and District Office Furniture	\$10,200	\$217.22	\$217.22	\$9,983	2%
	Postage (All)	\$5,000	\$1,600.00	\$1,600.00	\$3,400	32%
	Express Mail (All)	\$750		\$0.00	\$750	0%
	Enrollment costs	\$1,000		\$0.00	\$1,000	0%
	Food for meetings/Trainings-Staff-\$8K and Water delivery-\$3K (District and Non Instructional)	\$11,000	\$1,137.33	\$1,330.22	\$9,670	12%
	Food for Board Meetings	\$3,500		\$0.00	\$3,500	0%
	Board Budget	\$6,500		\$0.00	\$6,500	0%
IT	Computer Supplies -Toners	\$15,000	\$540.03	\$888.86	\$14,111	6%
IT	Computer Supplies -All other supplies	\$1,000		\$0.00	\$1,000	0%
IT	Computers/Laptops (All Non Instructional) and Misc. Equipment	\$5,400		\$0.00	\$5,400	0%
	Total	\$69,710	\$4,472	\$5,540.30	\$64,170	8%
	Subscriptions and Memberships					
	Subscriptions (Quickbooks, Drop Box, Amazon Prime, Tax1099s prep, Adobe, Zoom,DRI CISCO Systems), 1And1.com/Go daddy - Domain Web Hosting Company, Crash Plan - IT, meraki licenses/(Adobe Licenses prorated Oct.-June 2025\$3,277) and \$6443 for a full year)	\$12,277	\$344.00	\$840.99	\$11,436	7%
	Membership Dues (CSDC, CCSA, SSC, ACSA,SPED academy,Copower, ready Refresh)	\$19,000	\$5,886.19	\$14,519.69	\$4,480	76%
IT	Movie/music Licensing	\$501		\$0.00	\$501	0%
IT	Microsoft Office Licensing Fees (All Non Instructional)	\$1,300		\$0.00	\$1,300	0%
	Total	\$33,078	\$6,230	\$15,360.68	\$17,717	46%
	Contracted /Outside Services and Consultants					
	Consultants (grant writing, Surveys, marketing, school safety consulting)	\$20,000		\$0.00	\$20,000	0%
	Outside services /one time Services/Vendors - Development/Fundraising/reporting fees (E-rate consultant)/survey subscription/E-waste-recycling fees	\$9,740	\$464.00	\$962.38	\$8,778	10%
	Emergency preparedness and supplies	\$3,000	\$1,579.00	\$1,579.00	\$1,421	53%

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Increased by \$56 per month (/29/2024)	IT Consulting Services (\$75,686.40-Mo Shalabi, \$29,927.76-Measure Education)	\$105,614	\$7,789.88	\$15,483.76	\$90,130	15%	
	Audit Fees	\$26,380		\$0.00	\$26,380	0%	
	Legal Services Fees	\$50,000		\$51.00	\$49,949	0%	
	Student & Employee Handbooks & All Policy review Work	\$0		\$0.00	\$0	#DIV/0!	
	Staffing Agency (For Temporary CLASSIFIED Staff)			\$0.00	\$0	0%	
	District Admin-SFUSD Oversight (1% of LCFF Funding)	\$71,196		\$0.00	\$71,196	0%	
	EE handbooks, business cards, labor law posters, copier image overages	Printed materials and Reproduction Cost and other technology services	\$5,000		\$0.00	\$5,000	0%
		PD-Employee Training and Development (DO including travel)	\$16,000	\$68.78	\$239.02	\$15,761	1%
		Conference Fees and materials (Charter School Development Conferences and Trainings including Board training fees)Conferences for Principal, Admin team, School Services of CA	\$10,000		\$0.00	\$10,000	0%
		Employee Recruitment/Retention/recognition (District Office)	\$4,000		\$0.00	\$4,000	0%
IT	TECA Website with ADA compliance Services(School Webmaster)(Edlio)	\$3,825		\$4,170.00	-\$345	109%	
	Total	\$324,756	\$9,902	\$22,485.16	\$302,270	7%	
Professional Outside Services and Other	Bank Services Fees	\$2,000	\$855.77	\$1,606.34	\$394	80%	
	Payroll Processing Charges	\$21,855	\$1,277.08	\$2,694.75	\$19,160	12%	
IT	Comcast/ATT Business-Phone/Fax/Cell phones	\$32,000	\$3,097.23	\$6,179.79	\$25,820	19%	
IT	ATT and Comcast Business-Internet Access	\$40,000	\$696.30	\$696.30	\$39,304	2%	
IT	Repair/Maintenance of IT Equipment	\$3,500		\$0.00	\$3,500	0%	
IT	Meraki System Manager (3-year Licenses)-E-rate grant items	\$0		\$0.00	\$0	#DIV/0!	
IT	Cybersecurity (Filter Security for 600 student @ \$3.50 each)	\$2,100		\$0.00	\$2,100	0%	
	Jumpcloud Identity -as -a-Service (unified identity management to decommission hardware server, enhance security, content filtering for 100 employees @ \$10 each)	\$12,000		\$0.00	\$12,000	0%	
IT	MTA-Admin & Processing Fees (Mass transit Discovery,Beneflex, Cobra, Principal, ETC)	\$1,000	\$58.20	\$116.40	\$884	12%	
	Pitney Bowes (Stamp Machine)	\$1,368		\$227.53	\$1,140	17%	
	Rent/Lease Equipment (Quench-water equipment and servicing)	\$1,300	\$265.19	\$265.19	\$1,035	20%	
	Fiscal and HR Compliance Consulting and PD (personnel Academy)	\$10,000		\$0.00	\$10,000	0%	
	Special Taxes and Fees (E-waste, Recycling, CA Environmental Fees, CA Corporate Filing fees)	\$3,000		\$0.00	\$3,000	0%	
	Data Services (School Pathways/other data services needs)/IC final data extraction/SchoolMint (Lottery)	\$27,506		\$5,103.36	\$22,403	19%	
	Property and Casualty Insurance	\$57,595	\$16,519.50	\$16,519.50	\$41,076	29%	
	Total	\$215,223	\$22,769	\$33,409.16	\$181,814	16%	
Business Travel and Conferences Cost	Parking	\$250		\$0.00	\$250	0%	
	Mileage	\$500	\$36.10	\$36.10	\$464	7%	
	Total	\$750	\$36	\$36.10	\$714	5%	
	Total District Office and Administrative	\$643,517					
	Food Services (Cafeteria)	Roll Up Budget					
	Subagreement for Food Services (Chefables)	\$300,000		\$0.00	\$300,000	0%	
	Kitchen Infrastructure Equipment (Infrastructure Carry-over Grant)	\$0	\$5,324.09	\$5,324.09	-\$5,324	#DIV/0!	
	Misc. Non Food Supplies and Equipment - Kitchen (ice machine, shelving, new lunch tables)	\$3,000		\$0.00	\$3,000	0%	
	Food Supplies-Lunch/snacks	\$500		\$0.00	\$500	0%	
	Kitchen Permit	\$710		\$0.00	\$710	0%	
	Nutrition Program PD (Kitchen Infrastructure Grant)	\$52	\$55.96	\$108.43	-\$56	207%	
	Horizon Solana - Food Service Subscription to manage School Lunch Distribution	\$2,613	\$2,937.59	\$2,937.59	-\$325	112%	
	Total	\$306,875	\$8,318	\$8,370.11	\$298,505	3%	
	Other Pupil and Parent Support Agreements	Roll Up Budget					
	23-24FY -ELOP Funds- Tentative Subagreement for Services -Mission Graduates From restricted reserves	\$566,854		\$0.00	\$566,854	0%	
	24-25FY- ELOP Funds-Mission Graduates	\$736,829		\$0.00	\$736,829	0%	
	ELOP-Materials and supplies	\$10,000		\$0.00	\$10,000	0%	
	ASES Program -ESSER Summer grant	\$35,581		\$35,581.26	\$0		
	After School Program Grant - Subagreement for Services -Mission Graduates	\$203,483		\$0.00	\$203,483	0%	
	America Scores	\$12,000		\$0.00	\$12,000	0%	
	AAPAC	\$1,500		\$0.00	\$1,500	0%	
	Total	\$1,566,247	\$0	\$35,581.26	\$1,530,666	2%	
	Health Services						
	Vision/Hearing	\$6,000		\$0.00	\$6,000	0%	
	Other health related supplies	\$4,404	\$99.72	\$99.72	\$4,304	2%	
	Total	\$10,404	\$100	\$99.72	\$10,304	1%	
A (Gen. & other Recurring Funds)	2024-25 Non Personnel Expenses	\$3,432,784	\$186,328	\$319,294	\$3,113,490	9%	
B (One Time & ELOP 23-24 Funs)	Total Non Personnel Expenses using Restricted Reserves (ELOP-\$566,856/AMIS & EFF- \$36,840)	\$603,694					

C (Total of Both)	Grand Total Non Personnel Expenses	\$4,036,478	\$186,328	\$319,294	\$3,717,184	8%
	Total Personnel Expenses	\$8,331,297	\$597,747.11	\$1,115,502	\$7,215,795	13%
	Total Expenditures	\$12,367,775	\$784,075	\$1,434,796	\$10,932,980	12%
	Total Revenue	\$10,421,305	\$493,271.83	\$843,224	\$9,578,081	8%
	Variance	-\$1,946,470	-\$290,803.01	-\$591,571		

Thomas Edison charter Academy

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
10903 FRB-Certificate of Deposit-5077	264,331.15
10904 FRB-Certificate of Deposit-5085	264,497.40
10905 FRB-Certificate of Deposit-7313	263,118.66
Cash & Equivalents	0.00
10702 Petty Cash	853.93
10801 WF - Charter Board Acct-4733	10,242,769.10
10803 WF - Savings Account-9574	48,453.02
10805 WF - Food Services Acct -2380	272,615.78
10808 WF - After School Ext Day-1019	215,971.36
10901 FRB-Board Account-3910	3,864.80
10902 FRB- Brokerage account-3804	290,291.09
Total Cash & Equivalents	11,074,819.08
Total Bank Accounts	\$11,866,766.29
Other Current Assets	
13000 Pre-paid	82,613.86
Accounts Receivable	0.00
11000 Accounts Receivables	721,341.40
11220-5 Mental Health-prior Year(Selpa)	0.40
Total Accounts Receivable	721,341.80
Total Other Current Assets	\$803,955.66
Total Current Assets	\$12,670,721.95
Fixed Assets	
15100 Fixed Asset-Portable Classroom	372,753.99
15200 Fixed Assets- Equipment	55,186.27
17100 Accumulated Depr-Portables	-106,855.00
17200 Accumulated Depreciation-Eqpmt	-23,836.00
Total Fixed Assets	\$297,249.26
Other Assets	
14000-0000 Right of Use Asset-Operating Lease	58,212.00
14500-0000 Right to Use Asset-Accum Amortization	-6,778.00
Total Other Assets	\$51,434.00
TOTAL ASSETS	\$13,019,405.21

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Thomas Edison charter Academy

Balance Sheet

As of August 31, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
20020-d Accts Payable - thru Wells F	138,043.63
22003 Accrued Taxes & Other Benefits	16,152.44
22003-c Accrued Vacation	48,524.29
Total 22003 Accrued Taxes & Other Benefits	64,676.73
24001-0000 Right to Use Asset Liability-Current	13,970.00
Total Other Current Liabilities	\$216,690.36
Total Current Liabilities	\$216,690.36
Long-Term Liabilities	
24001-0001 Right to Use Asset Liability-Long Term	37,464.00
Total Long-Term Liabilities	\$37,464.00
Total Liabilities	\$254,154.36
Equity	
30000 Opening Fund Balance	641,810.25
32000 Retained Earnings	12,489,091.77
33000 Prior Year Adjustment	225,920.50
Net Income	-591,571.67
Total Equity	\$12,765,250.85
TOTAL LIABILITIES AND EQUITY	\$13,019,405.21

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Thomas Edison charter Academy

Profit and Loss

August 2024

	TOTAL
Income	
4901 WF-Earned Dividends-Sweep account	44,888.18
6770 Prop 28 Revenue	4,359.00
All Other State Revenue	
8590ELO Expanded Learning Opportunities	38,456.00
Total All Other State Revenue	38,456.00
Revenue	
4200 State Grant Revenue	
42008 SPED - State	22,348.00
42010 SPED - Mental Health L2	2,176.00
8010-19 8010-8019 Principal Apportionmt	
8011 State Aid-Current Year	146,501.00
Total 8010-19 8010-8019 Principal Apportionmt	146,501.00
8096 In Lieu of Property Tax	184,152.00
Total 4200 State Grant Revenue	355,177.00
4700 Interest Income-Wells Fargo Sav	93.32
4801 Interest Income-FRB Brokerage	551.48
Total Revenue	355,821.80
Supply Chain Grant-CDE	22,377.14
Total Income	\$465,902.12
GROSS PROFIT	\$465,902.12
Expenses	
1-3601 Workers Compensation Insurance	9,670.45
2005 Administrative Department	
Adm - Contracted Purchased Svcs	
1-51020 Outside Services Purchased	464.00
Total Adm - Contracted Purchased Svcs	464.00
Admin-Other Expense	
1-54020 Mileage	36.10
1-56010 Employee Training & Devel.	181.87
1-56030 Membership Dues	5,886.19
1-56050 Bank Service Charges	855.77
1-56060 Payroll Processing Charge	1,277.08
1-56069 Misc-Emergency Supplies	1,579.00
1-56070 Miscellaneous Supplies	228.60
1-56131 Food for meeting/training	1,137.33
1-56191 TMA Processing Fee	58.20
Total Admin-Other Expense	11,240.14

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Thomas Edison charter Academy

Profit and Loss

August 2024

	TOTAL
Admin-Supplies & Materials	
1-52070 Copy Paper	111.25
1-52130 Training/Meeting Materials	68.78
1-52140 District Office Supplies	587.70
1-52141 Miscellaneous Equipment	68.50
1-52142 Postage & Stamps	1,600.00
1-52144 District Office Furniture	217.22
1-52170 Subscriptions	344.00
Total Admin-Supplies & Materials	2,997.45
Personnel Expenses	
Personnel Tax- Benefit Expenses	
1-50510 Payroll Tax -FICA/Med	4,079.17
1-50710 Medical Insurance	-741.54
1-50740 Site Base Retirement - STRS	7,324.84
1-50741 Class EE Retirement Matching	1,233.24
Total Personnel Tax- Benefit Expenses	11,895.71
Salary & Wages	
1-1300 Certif Supvr & Admin Salaries	38,349.94
1-2200 Class Support Salary	13,044.15
1-2300 Class Supvr & Admin Salaires	11,416.66
1-2400 Class Clerical & Office Salar	23,929.88
Total Salary & Wages	86,740.63
Total Personnel Expenses	98,636.34
Total 2005 Administrative Department	113,337.93
2020 Counselling Services	
Non-Personnel - Counseling	
B-52140 - Counseling Supplies	172.68
Total Non-Personnel - Counseling	172.68
Personnel Expenses	
Personnel Tax - Benefit Expense	
B-50510 Payroll Tax-FICA/Med	369.08
B-50710 Medical Insurance	4,376.89
B-50740 Site Base Retirement - STRS	5,004.29
Total Personnel Tax - Benefit Expense	9,750.26
Salary & Wages	
B-1200 Certif Pupil Support Salaries	26,200.49
Total Salary & Wages	26,200.49
Total Personnel Expenses	35,950.75
Total 2020 Counselling Services	36,123.43

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Thomas Edison charter Academy

Profit and Loss

August 2024

	TOTAL
2025 Health Services	
E-52140 Health Supplies	99.72
Total 2025 Health Services	99.72
2100 Facilities-Building	
Facilities Contract. Purch. Svc	
3-51080 Refuse Services	750.00
Total Facilities Contract. Purch. Svc	750.00
Repairs & Maintenance	
3-55010 Repair & Maintenance-Facility	3,080.19
3-55030 Repairs & Main-Equip/Supplies	1,059.40
Total Repairs & Maintenance	4,139.59
Total 2100 Facilities-Building	4,889.59
2105 Custodial	
4-51050 Facility Cleaning Service	39,140.00
4-52150 Cleaning and Custodial Supplies	4,740.51
Personnel Expenses	
Personnel Benefit-Tax Expenses	
4-50510 Payroll Tax-FICA/MED	229.76
4-50710 Medical Insurance	1,595.98
4-50741 Class EE Retirement Matching	165.91
Total Personnel Benefit-Tax Expenses	1,991.65
Salary & Wages	
4-2200 Class Support Salaries	3,318.32
Total Salary & Wages	3,318.32
Total Personnel Expenses	5,309.97
Total 2105 Custodial	49,190.48
2115 Food Service	
6-52141 Misc Equipment - Food Services	5,324.09
6-52170 Subscriptions	2,937.59
6-52180 Food Supplies - Lunch SES Snack	53.68
6-56010 PD - Employee Training	55.96

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Thomas Edison charter Academy

Profit and Loss

August 2024

	TOTAL
Personnel Expenses	
Personnel Benefit - Tax Expense	
6-50510 Payroll Tax -FICA/MED	139.66
6-50710 Medical Insurance	2,685.57
Total Personnel Benefit - Tax Expense	2,825.23
Salary & Wages	
6-2200 Class Support Salaries	2,874.27
Total Salary & Wages	2,874.27
Total Personnel Expenses	5,699.50
Total 2115 Food Service	14,070.82
2200 Technology	
7-51020 Outside Services	7,789.88
Personnel Expenses	
Personnel Benefit- Tax Expenses	
7-50710 Medical Insurance	610.68
Total Personnel Benefit- Tax Expenses	610.68
Total Personnel Expenses	610.68
Tech - Supplies	
7-52060 Library/Media Materials	1,324.95
7-52090 Computer Supplies	540.03
Total Tech -- Supplies	1,864.98
Tech.-Communications	
7-54010 Communication-Phone/Fax	2,183.84
7-54012 Communications-Wireless	913.39
7-54015 Communications-Internet Access	696.30
Total Tech.-Communications	3,793.53
Total 2200 Technology	14,059.07
2300 Instructional-Site Wide	
Instruct.-Contract. Purch. Svcs	
8-51025 Staffing Agency	2,325.00
8-51120 Rent/Lease Equipment	1,622.46
8-51160 Testing - Benchmark Assessment	6,399.00
Total Instruct.-Contract. Purch. Svcs	10,346.46

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Thomas Edison charter Academy

Profit and Loss

August 2024

	TOTAL
Instructional-Other Expense	
8-52144 Instructional Furniture	1,018.30
8-56010 PD-Employee Training & Develop.	2,381.37
8-56015 Employee Recruitment	3,712.22
8-56030 Memberships-Instructional	125.00
8-56130 Property & Casualty Insurance	16,519.50
8-56131 Food for Meetings/trainings	6,551.63
Total Instructional-Other Expense	30,308.02
Instructional-Supplies & Mat'l	
8-52019 Core Curriculum Text/Materials	2,952.77
8-52020 Core Curriculum Consumables	659.75
8-52030 Classroom Supplies	3,707.31
8-52050 Athletic Supplies & Equipment	10.85
8-52051 Arts Supplies	139.21
8-52054 Drama	547.09
8-52060 Library BK/Media Mat	535.99
8-52070 Paper Supplies	444.96
8-52080 Printed Materials & Repro. Cost	348.58
8-52140 Office/Misc Supplies	142.42
8-52141 Misc Equipment	3,714.19
8-52170 Subscriptions-Instructional	28,898.00
Total Instructional-Supplies & Mat'l	42,101.12
Instructional-Travel	
8-53010 PD-Travel	379.43
8-53020 Lodging	867.66
8-54010 Parking	3,800.00
Total Instructional-Travel	5,047.09
Personnel Expenses	
Personnel Benefit - Tax Expense	
8-50510 Payroll Tax -FICA/MED	7,490.53
8-50530 Payroll Taxes-Unemployment	888.82
8-50710 Medical Insurance	30,940.48
8-50740 Site Base Retirement - STRS	48,115.74
Total Personnel Benefit - Tax Expense	87,435.57
Salary & Wages	
8-1100 Teachers Salaries	302,435.47
8-1900 Other Certificated Salaries	3,577.17
8-2100 Class Instructional Salaries	12,914.65
Total Salary & Wages	318,927.29
Total Personnel Expenses	406,362.86
Total 2300 Instructional-Site Wide	494,165.55

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Thomas Edison charter Academy

Profit and Loss

August 2024

	TOTAL
2360 Special Education(SPED)	
Personnel Expenses	
Personnel Benefit - Tax Expense	
9-50510 Payroll taxes -FICA/MED	698.83
9-50710 Medical Insurance	5,793.90
9-50740 Site Base Retirement - STRS	3,503.79
Total Personnel Benefit - Tax Expense	9,996.52
Salary & Wages	
9-1100 Teachers Salaries	23,621.49
9-2100 Class Instructional Salaries	1,888.55
Total Salary & Wages	25,510.04
Total Personnel Expenses	35,506.56
SPED-Contracted Svcs. Purchased	
9-51020 Outside Services Purchased	12,347.50
Total SPED-Contracted Svcs. Purchased	12,347.50
SPED-Instr.Supplies & Material	
9-52040 Special Education Materials	613.74
Total SPED-Instr.Supplies & Material	613.74
Total 2360 Special Education(SPED)	48,467.80
Total Expenses	\$784,074.84
NET OPERATING INCOME	\$-318,172.72
Other Income	
Misc. Income	27,369.71
Total Other Income	\$27,369.71
NET OTHER INCOME	\$27,369.71
NET INCOME	\$-290,803.01

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Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
Income	
4901 WF-Earned Dividends-Sweep account	87,624.61
6770 Prop 28 Revenue	8,718.00
All Other State Revenue	141,352.31
Ases-Esser grant ASES-Esser summer grant Revenue	23,581.26
Supply Chain Grant-CDE	532,201.45
	22,377.14
Total Income	\$815,854.77
GROSS PROFIT	\$815,854.77
Expenses	
1-3601 Workers Compensation Insurance	9,670.45
2005 Administrative Department	244,712.05
2020 Counselling Services	72,012.18
2025 Health Services	99.72
2055 Other Pupil Services Department	35,581.26
2100 Facilities-Building	5,185.03
2105 Custodial	76,840.60
2115 Food Service	16,808.86
2200 Technology	34,744.73
2300 Instructional-Site Wide	863,086.63
2360 Special Education(SPED)	76,054.64
Total Expenses	\$1,434,796.15
NET OPERATING INCOME	\$ -618,941.38
Other Income	
Misc. Income	27,369.71
Total Other Income	\$27,369.71
NET OTHER INCOME	\$27,369.71
NET INCOME	\$ -591,571.67

Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
Income	
4901 WF-Earned Dividends-Sweep account	87,624.61
6770 Prop 28 Revenue	8,718.00
All Other State Revenue	
8590ELO Expanded Learning Opportunities	76,912.00
8590UPK Universal P-K Plan&Implmt Grant	64,440.31
Total All Other State Revenue	141,352.31
Ases-Esser grant ASES-Esser summer grant Revenue	23,581.26
4200 State Grant Revenue	
42008 SPED - State	46,508.00
42010 SPED - Mental Health L2	4,352.00
8010-19 8010-8019 Principal Apportionmt	
8011 State Aid-Current Year	293,002.00
Total 8010-19 8010-8019 Principal Apportionmt	293,002.00
8096 In Lieu of Property Tax	184,152.00
Total 4200 State Grant Revenue	528,014.00
4400 Misc. Revenue	
44000-7 Year Books	75.00
44000-8 Other	
Misc Reimbursement	1,638.99
Total 44000-8 Other	1,638.99
Total 4400 Misc. Revenue	1,713.99
4700 Interest Income-Wells Fargo Sav	186.46
4801 Interest Income-FRB Brokerage	2,287.00
Total Revenue	532,201.45
Supply Chain Grant-CDE	22,377.14
Total Income	\$815,854.77
GROSS PROFIT	\$815,854.77
Expenses	
1-3601 Workers Compensation Insurance	9,670.45
2005 Administrative Department	
Adm - Contracted Purchased Svcs	
1-51020 Outside Services Purchased	5,132.38
1-51120 Rent/Lease Equipment	227.53
Total Adm - Contracted Purchased Svcs	5,359.91

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Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
Admin-Other Expense	
1-54020 Mileage	36.10
1-56010 Employee Training & Devel.	313.03
1-56030 Membership Dues	14,519.69
1-56050 Bank Service Charges	1,606.34
1-56060 Payroll Processing Charge	2,694.75
1-56069 Misc-Emergency Supplies	1,579.00
1-56070 Miscellaneous Supplies	253.26
1-56100 Legal Fees	51.00
1-56131 Food for meeting/training	1,330.22
1-56191 TMA Processing Fee	116.40
Total Admin-Other Expense	22,499.79
Admin-Supplies & Materials	
1-52070 Copy Paper	111.25
1-52130 Training/Meeting Materials	68.78
1-52140 District Office Supplies	958.93
1-52141 Miscellaneous Equipment	198.84
1-52142 Postage & Stamps	1,600.00
1-52144 District Office Furniture	217.22
1-52170 Subscriptions	840.99
Total Admin-Supplies & Materials	3,996.01
Admin-Travel Expense	
1-53030 Meals EE Only	-50.26
1-53050 Other Travel Costs	50.00
Total Admin-Travel Expense	-0.26
Personnel Expenses	
Personnel Tax- Benefit Expenses	
1-50510 Payroll Tax -FICA/Med	8,260.68
1-50710 Medical Insurance	2,043.47
1-50740 Site Base Retirement - STRS	14,649.68
1-50741 Class EE Retirement Matching	2,466.48
Total Personnel Tax- Benefit Expenses	27,420.31
Salary & Wages	
1-1300 Certif Supvr & Admin Salaries	90,699.88
1-2200 Class Support Salary	23,383.12
1-2300 Class Supvr & Admin Salaires	29,833.32
1-2400 Class Clerical & Office Salar	41,519.97
Total Salary & Wages	185,436.29
Total Personnel Expenses	212,856.60
Total 2005 Administrative Department	244,712.05

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Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
2020 Counselling Services	
Non-Personnel - Counseling	
B-52140 - Counseling Supplies	172.68
Total Non-Personnel - Counseling	172.68
Personnel Expenses	
Personnel Tax - Benefit Expense	
B-50510 Payroll Tax-FICA/Med	718.48
B-50710 Medical Insurance	10,328.42
B-50740 Site Base Retirement - STRS	9,749.27
Total Personnel Tax - Benefit Expense	20,796.17
Salary & Wages	
B-1200 Certif Pupil Support Salaries	51,043.33
Total Salary & Wages	51,043.33
Total Personnel Expenses	71,839.50
Total 2020 Counselling Services	72,012.18
2025 Health Services	
E-52140 Health Supplies	99.72
Total 2025 Health Services	99.72
2055 Other Pupil Services Department	
C-51020 Outside Svcs Purch	
C-5100 Subagreements for Services-ASP	35,581.26
Total C-51020 Outside Svcs Purch	35,581.26
Total 2055 Other Pupil Services Department	35,581.26
2100 Facilities-Building	
Facilities Contract. Purch. Svc	
3-51080 Refuse Services	750.00
Total Facilities Contract. Purch. Svc	750.00
Repairs & Maintenance	
3-55010 Repair & Maintenance-Facility	3,375.63
3-55030 Repairs & Main-Equip/Supplies	1,059.40
Total Repairs & Maintenance	4,435.03
Total 2100 Facilities-Building	5,185.03

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Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
2105 Custodial	
4-51050 Facility Cleaning Service	63,280.00
4-52150 Cleaning and Custodial Supplies	6,628.42
Personnel Expenses	
Personnel Benefit-Tax Expenses	
4-50510 Payroll Tax-FICA/MED	229.76
4-50710 Medical Insurance	3,191.96
4-50741 Class EE Retirement Matching	165.91
4-56010 Employee Training & Devel.	26.23
Total Personnel Benefit-Tax Expenses	3,613.86
Salary & Wages	
4-2200 Class Support Salaries	3,318.32
Total Salary & Wages	3,318.32
Total Personnel Expenses	6,932.18
Total 2105 Custodial	76,840.60
2115 Food Service	
6-52141 Misc Equipment - Food Services	5,324.09
6-52170 Subscriptions	2,937.59
6-52180 Food Supplies - Lunch SES Snack	53.68
6-56010 PD - Employee Training	108.43
Personnel Expenses	
Personnel Benefit - Tax Expense	
6-50510 Payroll Tax -FICA/MED	139.66
6-50710 Medical Insurance	5,371.14
Total Personnel Benefit - Tax Expense	5,510.80
Salary & Wages	
6-2200 Class Support Salaries	2,874.27
Total Salary & Wages	2,874.27
Total Personnel Expenses	8,385.07
Total 2115 Food Service	16,808.86
2200 Technology	
7-51020 Outside Services	15,483.76
Personnel Expenses	
7-56010 Employee Training & Devel.	13.11
Personnel Benefit- Tax Expenses	
7-50710 Medical Insurance	1,115.36
Total Personnel Benefit- Tax Expenses	1,115.36
Total Personnel Expenses	1,128.47

Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
Tech - Supplies	
7-52060 Library/Media Materials	1,324.95
7-52090 Computer Supplies	888.86
7-52170 Subscriptions	9,042.60
Total Tech - Supplies	11,256.41
Tech.-Communications	
7-54010 Communication-Phone/Fax	4,353.01
7-54012 Communications-Wireless	1,826.78
7-54015 Communications-Internet Access	696.30
Total Tech.-Communications	6,876.09
Total 2200 Technology	34,744.73
2300 Instructional-Site Wide	
Instruct.-Contract. Purch. Svcs	
8-51020 Outside Services Purchased	5,103.36
8-51025 Staffing Agency	2,325.00
8-51120 Rent/Lease Equipment	3,244.92
8-51160 Testing - Benchmark Assessment	20,822.40
Total Instruct.-Contract. Purch. Svcs	31,495.68
Instructional-Other Expense	
8-52144 Instructional Furniture	1,018.30
8-56010 PD-Employee Training & Develop.	4,007.65
8-56015 Employee Recruitment	3,712.22
8-56030 Memberships-Instructional	125.00
8-56130 Property & Casualty Insurance	16,519.50
8-56131 Food for Meetings/trainings	6,551.63
Total Instructional-Other Expense	31,934.30
Instructional-Supplies & Mat'l	
8-52019 Core Curriculum Text/Materials	2,952.77
8-52020 Core Curriculum Consumables	659.75
8-52030 Classroom Supplies	3,707.31
8-52050 Athletic Supplies & Equipment	10.85
8-52051 Arts Supplies	139.21
8-52054 Drama	547.09
8-52060 Library BK/Media Mat	535.99
8-52070 Paper Supplies	444.96
8-52080 Printed Materials & Repro. Cost	348.58
8-52140 Office/Misc Supplies	142.42
8-52141 Misc Equipment	3,714.19
8-52170 Subscriptions-Instructional	38,895.12
Total Instructional-Supplies & Mat'l	52,098.24

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Thomas Edison charter Academy

Profit and Loss July - August, 2024

	TOTAL
Instructional-Travel	
8-53010 PD-Travel	379.43
8-53020 Lodging	1,743.36
8-54010 Parking	3,800.00
Total Instructional-Travel	5,922.79
Personnel Expenses	
Personnel Benefit - Tax Expense	
8-50510 Payroll Tax -FICA/MED	12,802.78
8-50530 Payroll Taxes-Unemployment	1,098.82
8-50710 Medical Insurance	63,702.94
8-50740 Site Base Retirement - STRS	90,341.89
Total Personnel Benefit - Tax Expense	167,946.43
Salary & Wages	
8-1100 Teachers Salaries	546,185.55
8-1900 Other Certificated Salaries	3,577.17
8-2100 Class Instructional Salaries	23,926.47
Total Salary & Wages	573,689.19
Total Personnel Expenses	741,635.62
Total 2300 Instructional-Site Wide	863,086.63
2360 Special Education(SPED)	
Personnel Expenses	
Personnel Benefit - Tax Expense	
9-50510 Payroll taxes -FICA/MED	947.21
9-50710 Medical Insurance	11,587.78
9-50740 Site Base Retirement - STRS	6,958.87
Total Personnel Benefit - Tax Expense	19,493.86
Salary & Wages	
9-1100 Teachers Salaries	41,710.99
9-2100 Class Instructional Salaries	1,888.55
Total Salary & Wages	43,599.54
Total Personnel Expenses	63,093.40
SPED-Contracted Svcs. Purchased	
9-51020 Outside Services Purchased	12,347.50
Total SPED-Contracted Svcs. Purchased	12,347.50
SPED-Instr.Supplies & Material	
9-52040 Special Education Materials	613.74
Total SPED-Instr.Supplies & Material	613.74
Total 2360 Special Education(SPED)	76,054.64
Total Expenses	\$1,434,796.15
NET OPERATING INCOME	\$-618,941.38

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Thomas Edison charter Academy

Profit and Loss

July - August, 2024

	TOTAL
Other Income	
Misc. Income	27,369.71
Total Other Income	\$27,369.71
NET OTHER INCOME	\$27,369.71
NET INCOME	\$ -591,571.67

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TECA - Student Activities

Balance Sheet

As of August 31, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
TECA - Activities Account-2372	17,586.71
Total Bank Accounts	\$17,586.71
Total Current Assets	\$17,586.71
Other Assets	
18600 Other Assets	96.00
Total Other Assets	\$96.00
TOTAL ASSETS	\$17,682.71
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
20000 Accounts Payable	-50.88
Total Accounts Payable	\$-50.88
Total Current Liabilities	\$-50.88
Total Liabilities	\$-50.88
Equity	
30000 Opening Balance Equity	21,884.19
32000 Unrestricted Net Assets	-4,161.02
Net Income	10.42
Total Equity	\$17,733.59
TOTAL LIABILITIES AND EQUITY	\$17,682.71

Board of Education Members

September 18, 2024, at 6:00 p.m. TECA Gym

Amanda Richardson, President

Annette Caneda, Vice-President

Brett Bocci, Secretary

Nathan Weems, Treasurer

Damon Caughell, Member

Marilyn Zoller Koral, Member

Abbie Ridenour, Member

Ruchi Shah, Member

Jena-lee Rogers, Teacher Representative

AGENDA

1.0 Call to Order/Roll Call

Amanda Richardson, President- Present

Annette Caneda, Vice-President- Absent

Brett Bocci, Secretary- Absent

Nathan Weems, Treasurer- Present

Damon Caughell, Member- Present

Marilyn Zoller Koral, Member- Present

Abbie Ridenour, Member- Present

Ruchi Shah, Member- Present

Jena-lee Rogers, Teacher Representative- Absent

2.0 Civility Policy

We ask all Board meeting attendees to remember that TECA's Civility Policy requires us to treat one another with mutual respect, courtesy, and kindness; to take responsibility for our actions; and to cooperate in the best interest of TECA's students.

3.0 Purpose of the Board of Education

The TECA Board of Education partners with school leaders and engages with the community to ensure that students have a well-rounded, high quality education and that TECA is positioned for long-term sustainability. We do this through annual strategic planning and monthly reviews of academic, financial and operational quality of the school as well as discussions of the school climate and culture.

OPEN SESSION

4.0 Response to Previous Public Comment

No public comments

5.0 Public Comment

Members of the public are welcome to address the Board. If you would like to address the Board on a non-agenda item or closed session agenda item, you should do so during this general public comment period. If you would like to address the board on an open session agenda item, you may do so either during this general comment period, or before the portion of the meeting designated for that agenda item. We ask that you limit your comments to matters within the Board's jurisdiction, and to 3 minutes per person or 15 minutes per topic (excluding translation). For more information regarding public comment, please review the Public Comment Policy printed on the back of the public comment sign-in sheet by the door.

No public comments

6.0 Informational Presentations

6.1 Superintendent Report (5 min) - Supt. Allen

- *Three bathrooms out of order*
- *Ms Rogers will continue to serve as the Teacher Representative.*
- *School year under way, MAP testing has begun*
- *Visiting teachers went out with Ms Lupe Aguilera, all new teachers have a buddy teacher*

6.2 Teacher Representative Report (5 min) - Teacher Representative Rogers

- *Teacher report skipped as Ms Rogers is not available*

7.0 Discussion and Action Items

7.1 Review and Approve Independent Study Policy - (10 min) - Supt. Allen
Motion to table Independent Study Policy and move to Governance Working Group- Pres Richardson
Second: Member Ridenour
Approved: Unanimous

7.2 Discuss Enrollment and Staffing Report - (10 min) - Supt. Allen

Supt Allen presented data on certified and classified staff

7.3 Review and Approve 2023-24 Unaudited Actuals - (15 min) - Director of Finance Melendez

Motion to approve: President Richardson

Seconded: Member Koral

Approved: Unanimous

7.4 Discuss and Approve of Plan to Move Chase Brokerage and CD Funds, and One Wells Fargo Savings Account Funds to Wells Fargo Money Market Fund Sweep (10 min) - Director of Finance Melendez

Director Melendez recommended closing Chase accounts to a Wells Fargo Money Market Fund Sweep to yield a better interest rate.

*Motion to approve: Treasurer Weems
Seconded: President Richardson
Approved: Unanimous*

7.5 Approve Board Roles and Committee Assignments (10 min) - *President Richardson*

- Role Assignments:
*The slate of officers consists of:
Amanda Richardson– President
Abbie Ridenour - Vice President
Damon Caughell– Treasurer
Nathan Bocci – Secretary*

*Motion to approve: Treasurer Weems
Second: President Richardson
Approved: Unanimous*

- Committee and Working Group Assignments

Discussed based on the retreat assignments.

Nathan Weems resigned from the Board and was formally accepted.

7.6 Review Board Work Plan (15 min) - *President Richardson*
Reviewed draft of the work plan.

7.7 Discussion of SFUSD Resource Realignment Notifications (5 min) - *President Richardson*
SFUSD postponed the announcement of their resource realignment.

7.8 Approval or Acknowledgement of Memoranda of Understanding (MOU), Vendor Contracts and Other Partnerships (10 min) - *Supt. Allen*

- Mission Graduate 2024-25 MOU
- Mo Shalabi
- Stephanie Harvey Consulting
- SPG Therapy and Education
- School Pathways

*Motion to table Mission Graduates MOU: President Richardson
Second: Member Korral
Approved Unanimous*

Reflected in the minutes that Ms Harvey does teacher professional development.

*Motion to approve Mo Shalabi, Stephanie Harvey Consulting, SPG Therapy and Education, School Pathways: President Richardson
Second: Treasurer Weems
Approved: Unanimous*

8.0 Standing Discussion and Action Items

8.1 Monthly Finance Report May-June 2024 - For Information Only (5 min) - *Director of Finance Melendez*

8.2 Approval of Minutes (5 min) - *Board Secretary Bocci*

- June 24, 2024

Motion to update the agenda that the meeting was on June 18, 2024: President Richardson

Seconded: Member Caughell

Approved: Unanimous

Motion to Approve minutes: President Richardson

Second: Member Caughell

Approved: President Richardson, Member Caughell, Member Ridenour, Member Shah

Abstain: Treasurer Weems and Member Korral

- August 24, 2024

Motion to Approve: President Richardson

Second: Member Ridenour

Approved: President Richardson, Member Caughell, Member Ridenour, Member Shah, Member Korral

Abstain: Treasurer Weems

Public Comment on non-agenda item:

Ms Contreras requested a teacher's aide for the 4th grade dual class as there are 32 students in the morning and 35 in the afternoon. Parent Naomi Zubin also requested a teacher's aide for that class.

9.0 CLOSED SESSION

To consider the appointment, employment, evaluation of performance, discipline, or dismissal of a public employee or to hear complaints or charges brought against the employee by another person or employee.

9.1 Public Employment Contracts (Gov. Code § 54957(b)(2 cases)

Motion to approve: President Richardson

Second: Member Korral

Approved: Unanimous

9.2 Public Employee Discipline/Dismissal/Release/Leave of Absence/Resignation
(Gov. Code §54954.5 (e), 54957) (2 cases)

Motion to approve: President Richardson

Second: Member Caughell

Approved: Unanimous

Resume Open Session 7:42pm

In closed session, the board approved one new contract and one leave of absence.

10.0 Items for Next Board Meeting

11.0 Future Board Meeting

Program costs will be discussed in the next meeting. The Mission Graduates contract will also be on the agenda. Numbers on special education will also be presented.

- **Wednesday, October 16, 2024 at 6:00 pm, Gym**

12.0 Adjournment

Motion to Adjourn at 7:54 pm: President Richardson

Seconded: Treasurer Weems

Approval: Unanimous

Information on Accessibility to Meetings of the Board of Education:

The board strives to make board meetings accessible to all members of the TECA community. Although we conduct board meetings in English, language interpretation is available upon request. If you would like to attend a board meeting and require language interpretation, please contact (760)468-0996 as soon as possible, but at least 48 hours prior to the scheduled meeting, and we will make every effort to accommodate your request.

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