

**ACADEMY FOR INTEGRATED ARTS
BOARD of DIRECTORS MEETING AGENDA**

March 30th, 2023

4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

The meeting will be held via Zoom. To join the Zoom meeting, please see the information below:

<https://us06web.zoom.us/j/99620454836?pwd=enJvZTIRWmhBbzZEZDEwck5DcmRSQT09>

Meeting ID: 996 2045 4836

Passcode: nq4Pn4

Dial by your location

+1 312 626 6799 US (Chicago)

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+1 301 715 8592 US (Washington DC)

+1 346 248 7799 US (Houston)

+1 253 215 8782 US (Tacoma)

Meeting ID: 996 2045 4836

Passcode: 492360

Find your local number: <https://us06web.zoom.us/u/kqWfK5xrJ>

I. CALL TO ORDER

II. COMMUNITY FORUM

The board will hear comments from community members. These comments may relate to any item on the agenda or other issues which need to be brought to the attention of the Board. Individual comments are limited to five minutes. Time allotted for the community forum will be fifteen minutes.

III. FINANCIAL REPORT

- Budget Report-Cara Newell

IV. CONSENT AGENDA

- Approval of the minutes from the 2/23/23 board meeting
- Approval of warrant list (check registry and purchasing card record)
- Approval of the financial report

V. ACTION ITEMS

- Approval of hiring Tessa Cambell, classroom teacher for '23-24
- Approval of change on '22-23 school calendar
- Approval of '23-24 school calendar
- Approval of AFIA Procurement Plan

VI. EXECUTIVE DIRECTOR'S REPORT

- Monthly Update-Tricia DeGraff

VII. DISCUSSION ITEMS/COMMITTEE REPORT

- Education Committee did not meet
- Audit/Finance Committee did not meet
- Governance Committee meets 3/28/23

VIII. NEW BUSINESS

IX. EXECUTIVE SESSION

Recommendation to enter into executive session for the purpose of conducting business related to personnel, real estate, and/or legal issues as specified in Section 610.021 of the Missouri Sunshine Law.

X. ADJOURNMENT

- Next Board Meeting Date: April 27th, 2023



Academy for Integrated Arts

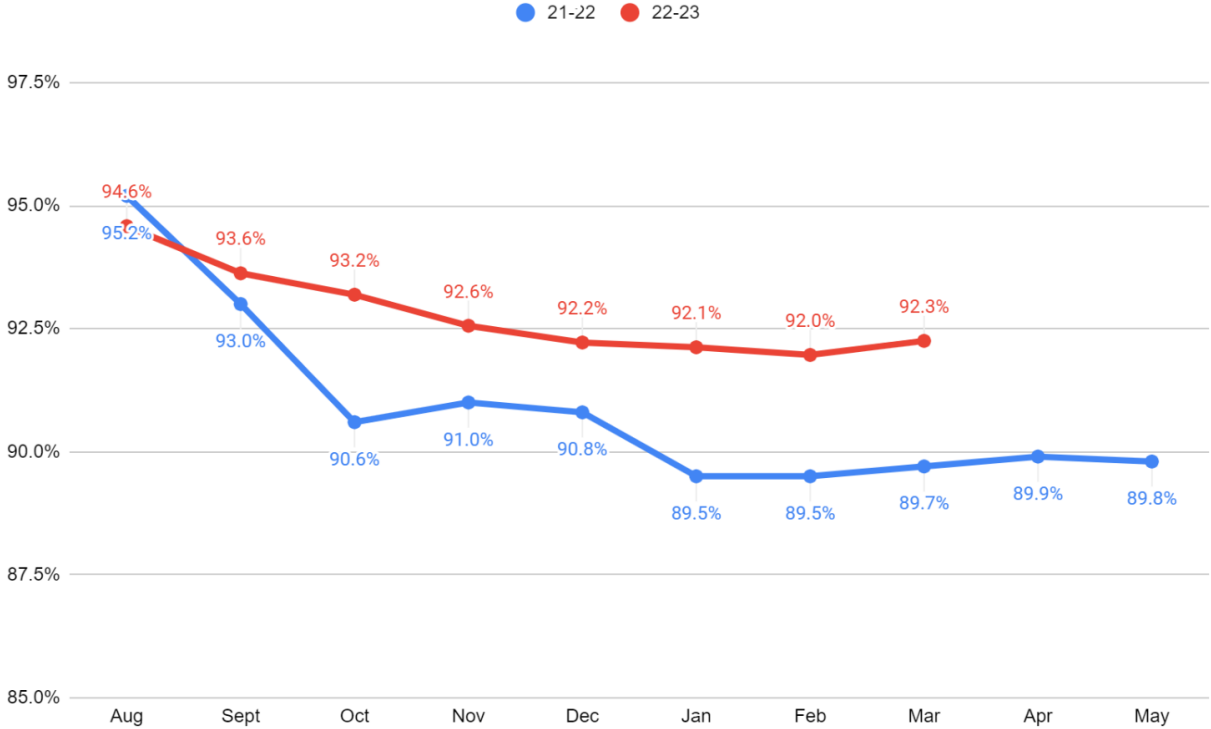
Executive Director's Report

March 30, 2023

Enrollment 2022-2023

Grade	8/22	Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	June
PK	16	16	16	16	16	16	16			
TK	9	7	7	7	7	7	7			
K	34	35	36	37	37	35	34			
1st	41	42	42	41	42	41	40			
2nd	42	42	41	40	40	39	39			
3rd	39	40	40	39	39	39	39			
4th	41	40	37	35	36	38	38			
5th	35	35	33	32	31	31	31			
6th	21	21	20	20	20	20	20			
Total	278	278	272	267	268	266	264			

Year to Date Attendance Percentage (through 3/17/2023)



90/90 Attendance Performance (As of 3/17/2023)

All Enrollments YTD <i>(includes withdrawn students & excludes PK)</i>				
90/90 Performance Band		# of Students	% of Students	2021-2022 <i>(as of 6/3/2022)</i>
Less than 85%	<i>No points</i>	31	11.5%	20.9%
85% to 87.5%	<i>0.25 points</i>	23	8.6%	10.5%
87.5% to 90%	<i>0.50 points</i>	21	7.8%	12.8%
Greater than 90%	<i>1 point</i>	194	72.1%	55.8%
MSIP6 - LEA Attendance Rate:	78.30%	Total YTD 269		
MSIP6 - LEA points:	0			

Updates

Charlie Keegan of KSHB 41 highlighted AFIA's approach to arts integration in this [news story](#).



Arts are key to success at KCMO charter school

Academy for Integrated Arts celebrates 10th anniversary in 2023

SCHOOL DAY AT THE X
MAY 11th
SIGN UP ONLINE TODAY
[ROYALS.COM/SCHOOLDAY](https://royals.com/schoolday)
41 WEATHER Academy

Buy tickets to School

School Safety Grants

On February 27, 2023, Governor Mike Parson signed an early supplemental budget bill for Fiscal Year 2023, **House Bill No.14**, that appropriated \$20 million in funding for School Safety Grants to support physical safety improvements in Local Education Agencies (LEAs) across the state. These funds will be distributed through the Department of Elementary and Secondary Education's School Safety Grant Program.

The purpose of this grant is to provide financial support to LEAs for school safety programs, including physical security upgrades and associated technology (e.g. door locks, monitoring systems), bleeding control kits, and automatic external defibrillators. Grants will be awarded through a competitive application process. The application period opens on March 15, 2023. Completed applications are due on April 7, 2023 and award notifications will be made on April 28, 2023. **We plan to submit an application for this grant and are working on obtaining quotes to update our video monitoring system, as our current system is outdated. We are also inquiring into bullet resistant laminate for the glass in the entry doors and windows.**

Grant guidance: <https://dese.mo.gov/media/pdf/school-safety-grant-guidance-fy2023>

Annual Performance Report Update

Link to the [full letter](#) that was shared with the AFIA community

Celebrations

- AFIA's growth was designated as above average: Our school earned 97% of the possible points in ELA and 98% of the possible points in Math for growth.
- Out of 553 Missouri Local Education Agencies (LEAs), **AFIA ranks FIFTH in our growth scores**. This means that AFIA was in the top 1% of all Missouri LEAs, district and charter.
- In May 2022, AFIA's sixth graders outperformed the state average on both the ELA and math tests
- In May 2022, AFIA's fifth graders outperformed the state average on the ELA test.

Growth Opportunities

- We need to increase the number of students who score proficient or advanced on the state test and decrease the number of students who score below basic.
- Attendance is significantly below pre-pandemic levels

Staffing Updates

- Resignation
- Three new hires
 - Tessa Campbell, 2023 - 2024 school year
 - Margaret (Maggie) Quinn, 2023 - 2024 school year
 - Gloria Davis, current school year (part-time, onsite sub)
- Interviewing apprentice teachers for the 2023 - 2024 school year

School App KC Updates

Date	PK	TK	K	1	2	3	4	5	6	Total	# of apps at same week for 22-23SY	# of apps at same week for 21-22Y	# of apps at same week for 20-21 SY	# of apps at same week for 19-20 SY
12/5/22	8	2	26	1	0	1	2	0	3	43	56	33	98	58
1/23/23	25	4	37	9	5	3	6	3	8	100	100	83	173	132
2/9/23	29	8	49	13	11	13	10	9	9	151	122	108	209	178
2/15/22	30	8	49	14	13	15	13	10	9	161	140	139	250	208
3/7/23	36	9	60	19	14	21	16	12	12	199	183	181	326	282

SchoolAppKC Application Breakdown

Date	Grade	Offered	Accepted	Declined	Open
3/28/23	PK	1	6	2	Yes
	TK	1	6	2	Yes
	K	12	10	37	Yes
	1	6	6	8	Yes
	2	2	4	7	Yes
	3	6	6	5	Yes
	4	2	4	8	Yes
	5	0	0	0	No
	6	0	0	0	No
Total		30	42	69	

Reminder: Please complete the personal financial disclosure

Personal Financial Disclosure - All board members' names were submitted to the Missouri Ethics Commission as a designated decision-making public servant as a board director. We are required to submit the names of all board members who served any part of 2022. If you don't submit your PFD by May 1st, you will be fined up to \$6,000. We ask that you complete this by April 15, 2023 so we can complete our Epicenter submission and ensure that AFIA is in compliance. You can submit this online by going to <https://www.mec.mo.gov/>.

Upcoming Dates

May 1: Personal Financial Disclosures must be submitted by all board members to the Missouri Ethics Commission

April 6th: Annual Review/Evaluation of AFIA's **Title I.A, Title II.A, and IV.A** Programs (5 PM)

April 13th: After School Club Gallery Walk (3:45 PM)

May 5th: Spring Fling

Remaining Harambee Dates:

April: 14th **May:** 12th and 19th

**ACADEMY FOR INTEGRATED ARTS
BOARD of DIRECTORS MEETING AGENDA**

February 23, 2023

4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

I. CALL TO ORDER

II. COMMUNITY FORUM

The board will hear comments from community members. These comments may relate to any item on the agenda or other issues which need to be brought to the attention of the Board. Individual comments are limited to five minutes. Time allotted for the community forum will be fifteen minutes.

III. FINANCIAL REPORT

- Budget Report-Cara Newell

IV. CONSENT AGENDA

- Approval of the minutes from the 1/26/23 board meeting
- Approval of warrant list (check registry and purchasing card record)
- Approval of the financial report

V. ACTION ITEMS

- Revise Family Engagement Goal 2 on AFIA's Performance Contract

VI. EXECUTIVE DIRECTOR'S REPORT

- Monthly Update-Tricia DeGraff

VII. DISCUSSION ITEMS/COMMITTEE REPORT

- Education Committee met 2/16/23
- Audit/Finance Committee met 2/16/23
- Governance Committee did not meet

VIII. NEW BUSINESS

- AFIA 10 year Anniversary Celebration Planning Update

IX. EXECUTIVE SESSION

Recommendation to enter into executive session for the purpose of conducting business related to personnel, real estate, and/or legal issues as specified in Section 610.021 of the Missouri Sunshine Law.

X. ADJOURNMENT

- Next Board Meeting (Zoom) Date: March 30th, 2023

**ACADEMY FOR INTEGRATED ARTS
BOARD of DIRECTORS MEETING
MINUTES**

January 26, 2023

4:00 p.m.

7910 Troost Ave., Kansas City, Missouri

This was a virtual meeting held via Zoom.

Present: Emily Brown, Secretary
Lynne Brown, Member
Peter Brown, Member
Brad Epsten, President
Patrick Lenoir, Member
Cara Newell, Treasurer
Jennifer Waddell, Member

Also Present: Tricia DeGraff, Executive Director
Karren Colbert, Principal
Martha McGeehon, Deputy Director for MCPSC
Karen Miazga Blackwood, Director, Education Partnerships at Teach for America

I. CALL TO ORDER AND ROLL CALL

Brad Epsten called the meeting to order at 4:03

II. FINANCIAL REPORT

Budget report-Cara Newell (attachment)

III. CONSENT AGENDA ITEMS

- Approval of the minutes from the December 8, 2022 board meeting
- Approval of the warrant list (check registry and purchasing card record)
- Approval of the financial report:
Motion: Lynne Brown
Second: Peter Brown
Vote: 7-0

IV. ACTION ITEMS

None

V. EXECUTIVE DIRECTOR'S REPORT

- Monthly Update -Tricia DeGraff (attachment)
- Board gave verbal acknowledgement that they read and agree to Missouri Charter Public School Commission's closure requirements.

VI. DISCUSSION ITEMS/COMMITTEE REPORTS

- Education Committee met on January 19th (attachment)
 - Audit/Finance met on January 19th (attachment)
 - Governance Committee met January 26th (attachment)
- DEI (Diversity Equity & Inclusion) training will be held in the first 30 minutes of the February, April and May board meetings.

VII. NEW BUSINESS

None

VIII. EXECUTIVE SESSION

No Executive Session

IX. ADJOURNMENT

Motion to adjourn: Emily Brown

Second: Cara Newell

Vote: 6-0

Meeting adjourned at 5:01 p.m.

Next Board Meeting is on February 24, 2023 at 4:00 p.m.

Respectfully submitted,

Emily Brown
Secretary

Lynne Brown
Chairman



Academy for Integrated Arts

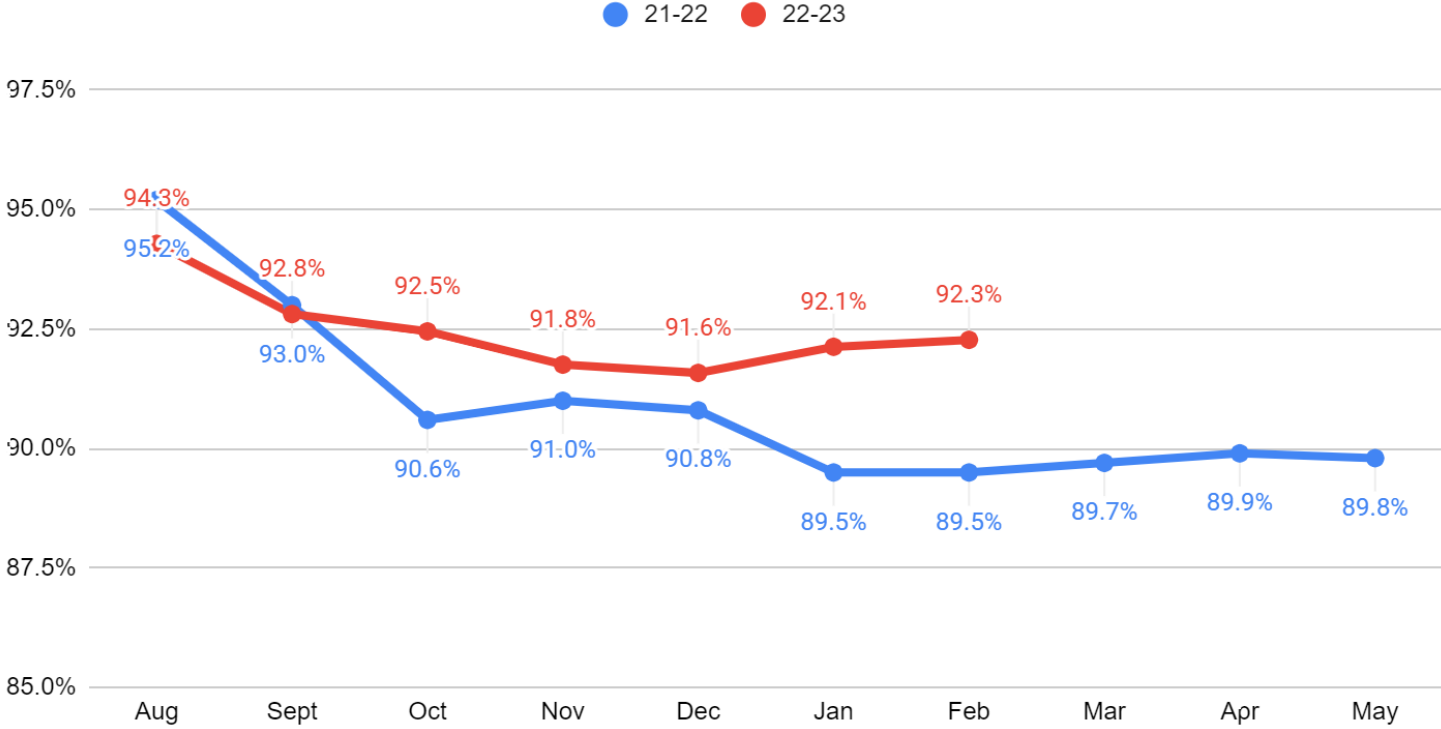
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February 23, 2023

Enrollment 2022-2023

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5th	35	35	33	32	31	31				
6th	21	21	20	20	20	20				
Total	278	278	272	267	268	266				

Year to Date Attendance Percentage (through 2/16/2023)



Partnership Updates

- As a part of the Family School Partnership work supported by SchoolSmartKC, Coaction Collective provided professional development to our team on February 3rd: Equitable and Effective Communication.
- Cornell Ellis of Brothers Liberating our Communities (BLOC) partnered with AFIA to engage in analysis of our staff culture survey and to determine our next steps for all school professional development. This work is in conjunction with AFIA's Equity Work Plan.
- We are currently hosting six UMKC practicum students on Tuesdays and Thursdays.

Annual Performance Report Update

Missouri's Department of Elementary and Secondary Education (DESE) recently released preliminary Annual Performance Reports (APR). The data in the APR is embargoed until March 7, 2023.

From DESE:

The Missouri School Improvement Program (MSIP) Annual Performance Report (APR) provides LEA and building-level data for stakeholders and serves as the primary basis for the classification of school districts. In accordance with Section 161.855.4, RSMo, the first year under MSIP 6 is considered a pilot year; therefore, the 2022 APR may not be used to lower a district's classification. The APR is also used by charter sponsors to inform renewal decisions.

For more information, [See Administrative Memo OQS-23-001](#)

Administrative Reviews

Every three years, each LEA engages in important reviews as a part of federal program compliance. Currently AFIA is engaging in the following reviews/tiered monitoring process:

- USDA Administrative Review - Food Service (onsite visit is March 2, 2023)
- ESEA Program Self-Monitoring
- McKinney-Vento Homeless Education Program
- Foster Care
- ESEA Finance Self-Assessment
- Special Education

Most of these are ongoing and last throughout the school year.

School App KC Updates

We are working to post enrollment ads to Facebook, Google and Youtube.

Date	PK	TK	K	1	2	3	4	5	6	Total	# of apps at same week for 22-23SY	# of apps at same week for 21-22Y	# of apps at same week for 20-21 SY	# of apps at same week for 19-20 SY
12/5/22	8	2	26	1	0	1	2	0	3	43	56	33	98	58
1/23/23	25	4	37	9	5	3	6	3	8	100	100	83	173	132
2/9/23	29	8	49	13	11	13	10	9	9	151	122	108	209	178
2/15/22	30	8	49	14	13	15	13	10	9	161	140	139	250	208

Upcoming Dates

February 24: Kansas City Friends of Alvin Ailey will perform Setting the Stage at AFIA at 9 AM.

March 2: Food Service Administrative Visit

March 8 - 9: [Virtual Site Visit](#) (Annual Sponsor Requirement)

May 1: Personal Financial Disclosures must be submitted by all board members to the Missouri Ethics Commission

Remaining Harambee Dates:

March: 10th, **April:** 14th and 28th, **May:** 12th and 19th

**ACADEMY FOR INTEGRATED ARTS
EDUCATION COMMITTEE AGENDA**

February 16, 2023

4:00 – 5:30 PM

7910 Troost Ave., Kansas City, Missouri

This meeting will be held over Zoom.

<https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>

Meeting ID: 917 1862 9229

Passcode: cqvjE5

Dial by your location

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+1 253 215 8782 US (Tacoma)

Meeting ID: 917 1862 9229

Passcode: 414140

I. CALL TO ORDER

II. DISCUSSION ITEMS

Reference Material: [Performance Contract](#)

Academic Data Updates – NWEA

- Academic Goal 3: Northwestern Evaluation Association Measures of Academic Performance (NWEA MAP) Assessments
In 1st and 2nd grades:
 - Over 50% of students will meet or exceed their projected RIT growth on the NWEA primary reading assessment.
 - Over 50% of students will meet or exceed their projected RIT growth on the NWEA primary mathematics assessment.

Family Engagement Updates / Data review from October conferences

- Family Engagement Goal 1: Over 80% of AFIA families will participate in family teacher conferences (held in October and February)
- Family Engagement Goal 2: Scores on the family satisfaction survey will average a 4 out of 5-point Likert scale.
Family participation rates on the survey will exceed 50%.
 - Measurement Tool: Advanced Questionnaire Survey

Rationale and Context for Family Engagement Goals:

AFIA believes it is our responsibility to engage with families positively and productively. We believe that it is important that we foster two-way meaningful communication with families to address student achievement and ensure:

- that families have an opportunity to play an integral role in assisting their child's learning.
- that families are encouraged to be actively involved in their child's education.
- that families are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Amendment to AFIA's Performance Contract: Family Engagement

- Need to update the performance contract goal to align with the current survey tool

Staffing Plan for the 2023 – 2024 School Year

Other items

III. Meeting Adjournment

ACADEMY FOR INTEGRATED ARTS

EDUCATION COMMITTEE AGENDA

February 16, 2023

4:00 – 5:30 PM

7910 Troost Ave., Kansas City, Missouri

Brad called the meeting to order at 4:10 PM.

This meeting will be held over Zoom.

<https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>

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I. **CALL TO ORDER**

II. **DISCUSSION ITEMS**

Reference Material: [Performance Contract](#)

Academic Data Updates – NWEA

· Academic Goal 3: Northwestern Evaluation Association Measures of Academic Performance (NWEA MAP) Assessments

In 1st and 2nd grades:

- Over 50% of students will meet or exceed their projected RIT growth on the NWEA primary reading assessment.
- Over 50% of students will meet or exceed their projected RIT growth on the NWEA primary mathematics assessment.

Family Engagement Updates / Data review from October conferences

· Family Engagement Goal 1: Over 80% of AFIA families will participate in family teacher conferences (held in October and February)

Tricia shared a slide deck with data from teacher conference survey.

- 85% agreed or strongly agreed that Coaction Collective professional development helped prepare for conferences
 - Overall participation rate = 88%
 - Teacher feedback informed Feb PD related to preparing teachers for challenging conversations
 - Feedback from families was overwhelmingly positive
- Family Engagement Goal 2: Scores on the family satisfaction survey will average a 4 out of 5-point Likert scale.

Family participation rates on the survey will exceed 50%.

Tricia shared the post-conference survey:

https://docs.google.com/forms/d/e/1FAIpQLSeIU614ELXLSaxffXNQ2qcqoAfPzveE7_rSCDHvKdpKIJZXXw/viewform#61;sf_link

Family Engagement Goal 2:

- Scores on the family post conference survey will be over 80% favorable (agree or strongly agree) on at least 80% of the questions.
- Family participation rates on the survey will exceed 50%.
- Measurement Tool: Post conference family survey

The family survey is composed of questions recommended by the Coaction Collective.

Rationale and Context for Family Engagement Goals:

AFIA believes it is our responsibility to engage with families positively and productively. We believe that it is important that we foster two-way meaningful communication with families to address student achievement and ensure:

- that families have an opportunity to play an integral role in assisting their child's learning.
- that families are encouraged to be actively involved in their child's education.
- that families are included, as appropriate, in decision-making and on advisory committees to assist in the education of their child.

Amendment to AFIA's Performance Contract: Family Engagement

- Need to update the performance contract goal to align with the current survey tool

Staffing Plan for the 2023 – 2024 School Year

Tricia has been meeting with the finance committee and they've given approval for Tricia to begin offering agreement letters for SY23-24

Brad - data meeting next week

Other items

III. **Meeting Adjournment**

**ACADEMY FOR INTEGRATED ARTS
FINANCE COMMITTEE MEETING
Approved MINUTES**

Thursday, January 19, 2022
8:30 a.m.

The meeting was held via Zoom. In attendance: Tricia DeGraff, Paul Greenwood, and Cara Newell. Peter Brown reviewed all materials and provided comments and approvals via email in advance of the meeting.

- I. Call to order
- II. Agenda approved for this meeting (January 19, 2023)
- III. Minutes approved for December 15, 2022 meeting

- IV. Financial Update and Review
 - Actual financial results vs. budget and forecast – Payroll was adjusted to address positions remain unfilled (and likely to stay that way). Other line items adjusted to reflect expenses incurred that are associated with specific grant requirements and actual spending trends noted during the first six months of the fiscal year.
 - Grant/donation activity – The SSKC grant budget assumed three equal payments of \$167k in SY23, 24 and 25. The actual payment schedule is SY23=\$84,000; SY24 and SY25=\$168,000; SY26=\$80,000. We also noted that the Missouri Arts Council grant of \$25,000 was not included in the forecast. Finally, Tricia discussed two other grants that are in process but not included in the forecast. As such, we declined to adjust the donation forecast at this time. We will take a more detailed look at the February meeting to assess what, if any, change to the forecast should be made.
 - Bank Statement reconciliation – Reviewed and in order.
 - Cash Disbursements – Reviewed and in order.
 - Outstanding Invoices – Reviewed and in order.
 - ADA WADA data - reviewed.

- V. Facilities – N/A

- VI. Approval of Expenditures >\$10,000 – Attached BCI Compressor repair proposal was reviewed by Finance Committee and by property manager (Kessinger Hunter). Approved expenditure

Continued next page

**ACADEMY FOR INTEGRATED ARTS
FINANCE COMMITTEE MEETING
Approved MINUTES**

Thursday, January 19, 2022
8:30 a.m.

- VII. Budget 2024 -
Preliminary discussion of compensation. Compensation plans of other school districts were reviewed. Over the next few days, Paul, Johnny and Tricia will prepare a detailed (but straightforward) model that can be used to assess an overall percentage increase that is reasonable for the year and keeps AFIA competitive with other schools. Then Tricia can allocate the total increase among the staff as she sees best.

We also discussed looking more closely at Occupancy costs as the building ages. An amount to be set aside potential significant repairs and maintenance may be included in future budgets.

- VIII. Other Business – N/A

- IX. Adjournment.



January 2023 Financials

PREPARED FEB'23 BY

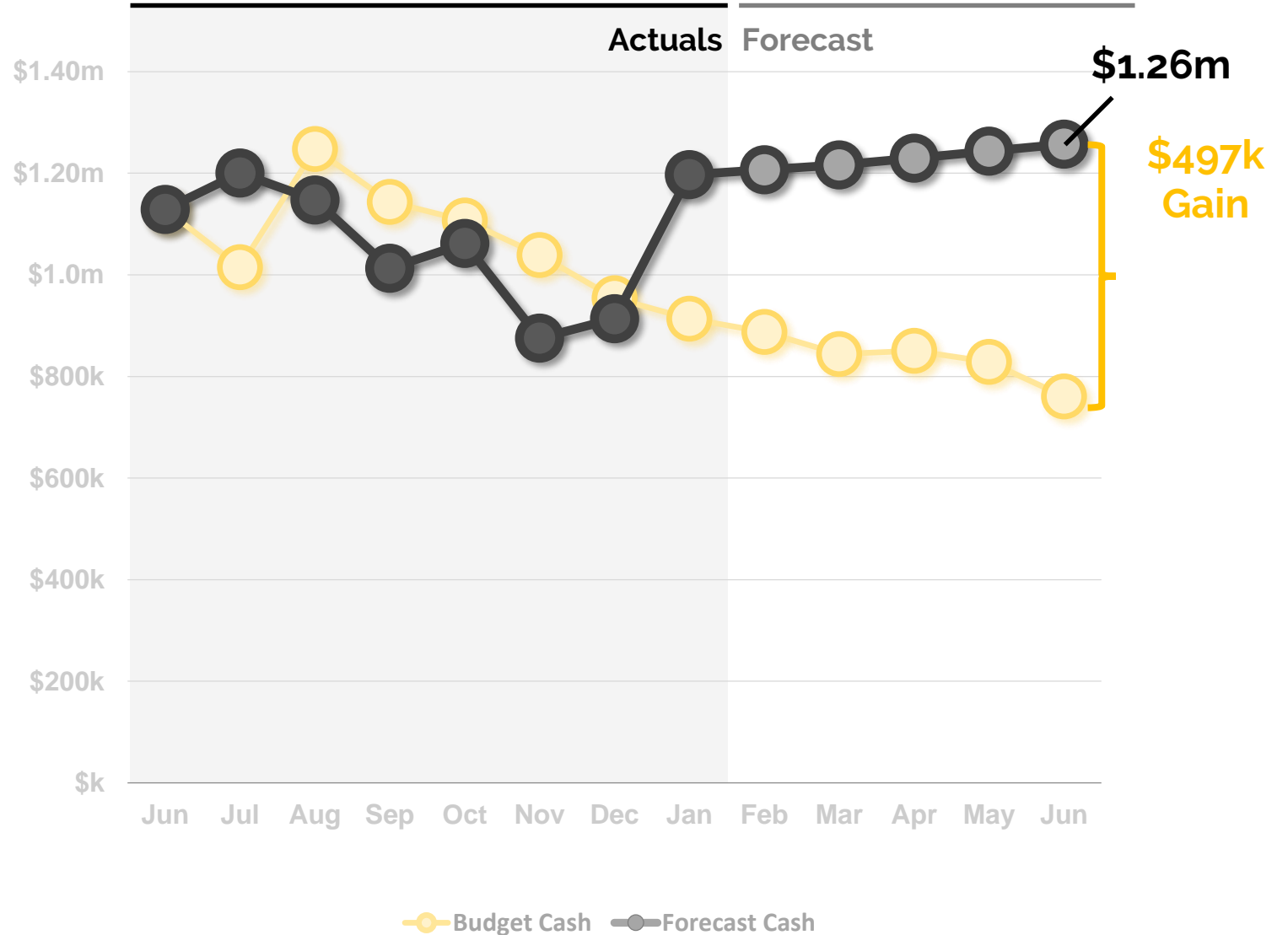


- **Executive Summary – 3**
- **Cash Forecast – 4**
- **Key Performance Indicators – 5**
- **Forecast Overview – 6**
- **Detailed Financials – 7**
- **Monthly Financials – 8**
- **Balance Sheet - 9**

- At January's close, forecasted Net Income is \$128.852, a \$11k increase from last month.
- Net Revenue projection is \$5,111,022 (\$50k more revenue):
 - State Revenue forecast increased \$40k with updated ADA and WADA weights
 - Federal Revenue increased \$8.6k with updated Title allocations and FY23 ESSER III plan
- Net Expenses projection is \$4,982,170 (\$39k more spending):
 - \$27k increase in forecasted Benefits based on current staff benefit elections
 - Net \$11k increase in Occupancy Services (\$3k in tech, \$4.7k in Supplies, \$2.8k in Electricity)

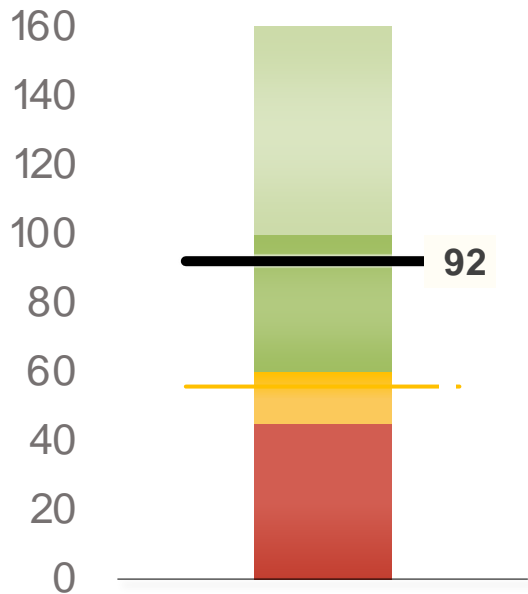
92 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$1.3m**, **\$497k** above budget.



Days of Cash

Cash balance at year-end divided by average daily expenses

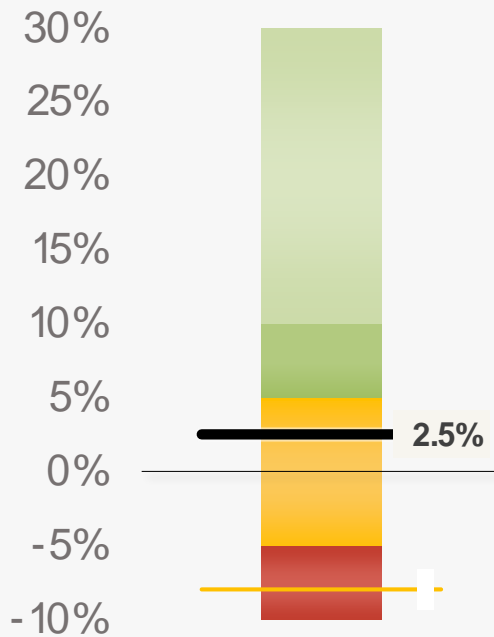


92 DAYS OF CASH AT YEAR'S END

The school will end the year with 92 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

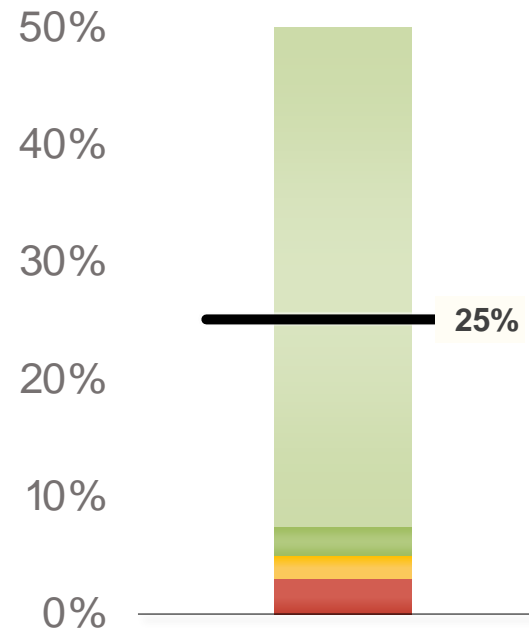


2.5% GROSS MARGIN

The forecasted net income is \$129k, which is \$497k above the budget. It yields a 2.5% gross margin.

Fund Balance %

Forecasted Ending Fund Balance / Total Expenses



25.13% AT YEAR'S END

The school is projected to end the year with a fund balance of \$1,251,976. Last year's fund balance was \$1,123,124.

Forecast Overview



	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$5.1m	\$4.6m	\$504k		Funding Equity remains primary driver in Revenue increase over budget.
Expenses	\$5m	\$5m	-\$7k		Increased Benefits and Occupancy spending as of 01/2023 forecast
Net Income	\$129k	-\$368k	\$497k		
Cash Flow Adjustments	0	0	0		
Change in Cash	\$129k	-\$368k	\$497k		

	Year-To-Date			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	210,536	210,245	291	339,580	339,580	(0)	129,044
State Revenue	1,788,767	1,306,863	481,904	2,999,490	2,417,415	582,075	1,210,723
Federal Revenue	490,139	638,292	(148,154)	1,190,973	1,168,611	22,362	700,834
Private Grants and Donations	369,010	528,054	(159,045)	550,000	675,000	(125,000)	180,990
Earned Fees	30,971	3,950	27,022	30,979	6,771	24,208	8
Total Revenue	2,889,422	2,687,404	202,018	5,111,022	4,607,376	503,645 ①	2,221,599
Expenses							
Salaries	1,475,786	1,501,690	25,905	2,461,044	2,574,326	113,282	985,258
Benefits and Taxes	408,055	441,132	33,077	712,727	756,227	43,500	304,671
Staff-Related Costs	45,439	29,193	(16,246)	81,690	50,046	(31,645)	36,251
Rent	137,500	116,667	(20,833)	200,000	200,000	(0)	62,500
Occupancy Service	232,095	162,785	(69,310)	335,883	279,060	(56,823)	103,788
Student Expense, Direct	171,092	214,379	43,287	412,670	367,507	(45,163)	241,578
Student Expense, Food	78,317	118,663	40,346	203,532	203,422	(110)	125,215
Office & Business Expense	122,955	107,355	(15,600)	206,274	184,038	(22,236)	83,319
Transportation	136,582	210,411	73,829	368,350	360,705	(7,645)	231,768
Total Ordinary Expenses	2,807,821	2,902,276	94,455	4,982,170	4,975,330	(6,839)	2,174,349
Total Expenses	2,807,821	2,902,276	94,455	4,982,170	4,975,330	(6,839) ②	2,174,349
Net Income	81,601	(214,872)	296,473	128,852	(367,954)	496,806 ③	47,251
Cash Flow Adjustments	(13,181)	-	(13,181)	0	-	0	13,181
Change in Cash	68,420	(214,872)	283,291	128,852	(367,954)	496,806	60,432

① REVENUE: \$504K AHEAD

② EXPENSES: \$7K BEHIND

③ NET INCOME: \$497K ahead

Monthly Financials

	Actual							Forecast					
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	35,850	32,552	28,178	29,467	26,962	27,639	29,888	25,809	25,809	25,809	25,809	25,809	339,580
State Revenue	184,061	170,940	173,289	395,153	195,299	298,042	371,982	242,145	242,145	242,145	242,145	242,145	2,999,490
Federal Revenue	31,733	9,855	65,693	0	66,403	88,483	227,971	140,167	140,167	140,167	140,167	140,167	1,190,973
Private Grants and Donations	134,756	166,524	272	1,700	5,067	16,191	44,500	36,198	36,198	36,198	36,198	36,198	550,000
Earned Fees	17,909	4,760	6,700	189	254	420	740	2	2	2	2	2	30,979
Total Revenue	404,309	384,631	274,131	426,509	293,985	430,775	675,082	444,320	444,320	444,320	444,320	444,320	5,111,022
Expenses													
Salaries	176,690	220,094	225,310	191,539	262,266	204,030	195,857	197,052	197,052	197,052	197,052	197,052	2,461,044
Benefits and Taxes	47,741	59,692	59,116	59,947	61,295	64,075	56,190	60,934	60,934	60,934	60,934	60,934	712,727
Staff-Related Costs	12,813	2,520	6,021	2,849	4,430	8,842	7,965	7,250	7,250	7,250	7,250	7,250	81,690
Rent	25,000	25,000	25,000	25,000	25,000	0	12,500	12,500	12,500	12,500	12,500	12,500	200,000
Occupancy Service	34,349	54,579	33,109	33,683	23,478	29,424	23,472	23,271	23,271	19,082	19,082	19,082	335,883
Student Expense, Direct	27,515	35,797	11,228	36,004	16,580	37,649	6,318	48,316	48,316	48,316	48,316	48,316	412,670
Student Expense, Food	0	0	12,521	20,621	21,231	17,504	6,440	25,043	25,043	25,043	25,043	25,043	203,532
Office & Business Expense	9,958	17,315	25,186	12,847	16,038	27,842	13,770	16,664	16,664	16,664	16,664	16,664	206,274
Transportation	0	17,846	0	348	49,853	2,829	65,706	46,354	46,354	46,354	46,354	46,354	368,350
Total Ordinary Expenses	334,066	432,841	397,491	382,838	480,171	392,197	388,217	437,383	437,383	433,194	433,194	433,194	4,982,170
Total Expenses	334,066	432,841	397,491	382,838	480,171	392,197	388,217	437,383	437,383	433,194	433,194	433,194	4,982,170
Net Income	70,243	-48,210	-123,360	43,671	-186,186	38,579	286,865	6,937	6,937	11,126	11,126	11,126	128,852
Cash Flow Adjustments	1,743	-4,990	-11,236	5,227	-197	-124	-3,605	2,636	2,636	2,636	2,636	2,636	0
Change in Cash	71,986	-53,200	-134,596	48,898	-186,383	38,455	283,260	9,573	9,573	13,762	13,762	13,762	128,852

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>1/31/2023</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	1,128,622	1,197,042	1,257,474
Total Current Assets	1,128,622	1,197,042	1,257,474
Total Assets	1,128,622	1,197,042	1,257,474
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	5,498	-7,683	5,498
Total Current Liabilities	5,498	-7,683	5,498
Total Long-Term Liabilities	0	0	
Total Liabilities	5,498	-7,683	
Equity			
Unrestricted Net Assets	1,123,124	1,123,124	1,123,124
Net Income	0	81,601	128,852
Total Equity	1,123,124	1,204,725	1,251,976



QUESTIONS?

Please contact your EdOps Finance Team:

Paul Greenwood

paul@ed-ops.com

415.359.3995

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22-23 Academy for Integrated Arts 7910 Troost Avenue, Kansas City MO 64131 Generated on 02/13/2023 02:03:21 PM Page 1 of 1	Attendance/Membership Summary Report Start/End Date: 08/17/2022 - 01/31/2023 School(s): 1 Calendar(s): 1 Grade: PK, TK, K, 1, 2, 3, 4, 5, 6
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School: Academy for Integrated Arts Calendar: 22-23 Academy for Integrated A

Grade	Student Membership		Absent Days	Present Days	ADM	ADA	Unexcused Absences		Percent In Attendance	
	Count	Days					Days	Avg. Daily		
PK	16	1480	105.62	1374.38	15.91	14.78	51.59	0.55	92.86%	
TK	8	716	71.97	644.03	7.70	6.95	52.57	0.56	89.95%	
K	38	3305	343.77	2961.23	35.54	31.83	183.47	1.96	89.60%	
1	51	3816	217.50	3598.50	41.03	38.69	121.49	1.26	94.30%	
2	49	3857	321.78	3535.22	41.48	38.02	172.53	1.82	91.66%	
3	49	3674	342.80	3331.20	39.50	35.84	201.45	2.13	90.67%	
4	49	3460	260.61	3199.39	37.21	34.39	144.20	1.52	92.47%	
5	41	3063	224.03	2838.97	32.94	30.52	117.99	1.27	92.69%	
6	26	1890	82.09	1807.91	20.32	19.46	44.83	0.45	95.66%	
Total	9	327	25261	1970.17	23290.83	271.63	250.48	1090.12	11.52	92.20%

The information below was obtained from the Weighted Average Daily Attendance (WADA) Report available in the School Finance Section Reports on DESE's website. This data is accurate as of February 2, 2023.

District	Regular Term ADA	Summer Term ADA	Total ADA	FRL Count	Total ADA X 30.95 %	Weighted FRL Count	IEP Count	Total ADA X 13.11 %	Weighted IEP Count	LEP Count	Total ADA X 2.39 %	Weighted LEP Count	PK Regular Term ADA	PK Summer Term ADA	WADA
048-927	232.0000		232.0000	231.05	71.8040	39.8115	20	30.4152		1	5.5448		9	0	280.8115

Please note that the student count number includes all students who attended AFIA at any time during the 22-23 school year. This number also includes students who ended the year at AFIA in May 2022, but did not return in August 2022. For state reporting purposes, these students must remain in our SIS after they are withdrawn and will appear in this report during the 22-23 school year.

ADM: Average Daily Membership

ADA: Average Daily Attendance

WADA: Weighted Average Daily Attendance

Academy for Integrated Arts - Preliminary Disbursements Report			
Payments made by check or electronic funds transfer			
Date	Vendor		Amount
1/19/2023	21st Century Therapy		\$ 438.75
1/4/2023	AFIA Holding Inc.		\$ 12,500.00
1/9/2023	American Dining Creation	5 days breakfast and lunch 11/28-12/02	\$ 6,439.50
1/17/2023	Ameritas Life Insurance Group		\$ 496.80
2/1/2023	Aperture Education, LLC	Annual fee social emotional assessment	\$ 2,200.00
1/19/2023	Bamboo HR LLC		\$ 483.61
1/9/2023	Beloved Community 2021	Consulting - Alumni Learning Collective	\$ 610.00
1/30/2023	Blick Art Materials		\$ 595.07
1/31/2023	Blue Beetle Pest Management LLC		\$ 193.00
1/6/2023	Card Service Center	Credit card payment. Details next page.	\$ 4,328.79
1/23/2023	CINTAS		\$ 513.40
1/20/2023	City Wide	December Day porter and custodian (2 weeks only)	\$ 4,360.90
1/23/2023	City Wide	January cleaning	\$ 3,195.00
1/11/2023	Colonial Life		\$ 1,272.81
1/17/2023	Ebony Ashiofu Trendzformation	After school Entrepreneur Club facilitator.	\$ 1,041.75
1/11/2023	Eddie's Lawncare	Sidewalk salt Dec	\$ 300.00
1/11/2023	EdOps		\$ 7,716.67
1/30/2023	K12 ITC, Inc.		\$ 3,393.52
1/30/2023	Kansas City Chess Club LLC		\$ 1,125.00
1/17/2023	KCPL		\$ 6,921.46
1/19/2023	Kansas City Water Services		\$ 566.08
2/2/2023	KC Friends of Alvin Ailey	Ailey Trio performance	\$ 600.00
1/30/2023	Bluebird		\$ 92.00
1/30/2023	MO School Board Assoc.	Medicade Consortium fee	\$ 745.81
1/30/2023	MO School Board Assoc.	SDAC Claims quarterly fee	\$ 693.99
1/30/2023	NAEIR	Shredder	\$ 56.50
1/17/2023	National Paideia Center	Annual subscription to Seminar Plan Collection	\$ 500.00
1/19/2023	New Directions Behavioral Health	Employee Assistance program annual charge	\$ 5,000.00
1/6/2023	Office Depot	Cleaning, instructional and office supplies	\$ 293.55
1/6/2023	Office Depot		\$ 40.04
1/6/2023	Office Depot		\$ 117.45
1/27/2023	Office Depot		\$ 1,105.28
1/11/2023	Paypool LLC		\$ 369.90
1/20/2023	Philadelphia Life		\$ 4,188.66
1/17/2023	Phoebe Devorce-Bassue		\$ 58.99
1/11/2023	Quill		\$ 464.02
1/26/2023	Quill		\$ 559.82
1/27/2023	Show Me KC Schools		\$ 125.00
1/2/2023	Spire		\$ 140.24
1/30/2023	STA of Missouri, Inc	Oct-Dec bus service	\$ 65,706.49
1/13/2023	Toshiba Financial Services		\$ 1,663.89
1/10/2023	Waste Management		\$ 883.55
		Total payments by check or EFT	\$ 142,097.29
	Continued next page		

Academy for Integrated Arts - Preliminary Disbursements Report			
Payments made with credit card			
Date	Vendor		Amount
11/15/2022	Amazon	Supplies	\$ 179.04
11/27/2022	Amazon	Supplies	\$ 11.99
11/27/2022	Amazon	Supplies	\$ 320.76
11/28/2022	Amazon	Supplies	\$ 83.88
11/11/2022	Grandma Cat	Staff Lunch	\$ 684.49
12/11/2022	Jack Stack	Staff Holiday Party	\$ 952.00
11/12/2022	Peach Tree	Snacks	\$ 322.01
11/16/2022	Peach Tree	Downpayment for Holiday Luncheon	\$ 595.25
12/6/2022	Peach Tree	Balance pd for Holiday Luncheon	\$ 595.25
11/14/2022	Waldo Pizza	Staff lunch	\$ 87.63
11/7/2022	Walmart	Supplies	\$ 23.46
11/18/2022	Walmart	Supplies	\$ 15.00
11/18/2022	Walmart	Supplies	\$ 5.00
11/21/2022	Walmart	Supplies	\$ 185.34
11/17/2022	Walmart	Supplies	\$ 132.78
11/17/2022	Zoom	Subscription	\$ 134.91
			\$ 4,328.79

Donation detail through January 2023								
	SY22				SY23			
Donor	Actual	Actual	Budget	Variance	Forecast	Budget	Variance	Notes
Kauffman DEI Grant		150,000		150,000	150,000		150,000	
Hall		125,000	125,000	0	125,000	125,000	0	
SSKC		\$52,500	\$167,000	(114,500)	\$84,000	\$167,000	(83,000)	Adjusted to Schedule D of final grant agreement
Deffenbaugh	25,000		25,000	(25,000)	25,000	25,000	0	Cara/Tricia to work on in Jan-Feb
Gottlieb	25,000		25,000	(25,000)	25,000	25,000	0	Cara/Tricia to work on in Jan-Feb
Missouri DHSS (Covid testing)	44,291	15,709		15,709	15,709		15,709	
SSKC (Data Cohort)	19,510	9,756		9,756	9,756		9,756	
Murien McBrien Kauffman Family Foundation matching	8,700	750	7,500	(6,750)	8,250	7,500	750	
Wilke Wayne	5,000	5,000	5,000	0	5,000	5,000	0	
Wedlan David	3,000	4,500	3,000	1,500	4,500	3,000	1,500	
Hand Naomi and Peter	2,500		2,500	(2,500)	2,500	2,500	0	
Newell	2,500		2,500	(2,500)	2,500	2,500	0	
Brown Peter and Lynne	2,213	2,256		2,256	2,256		2,256	
Kirkpatrick Herman	2,000		2,000	(2,000)	2,000	2,000	0	
Lathrop GPM	1,500	1,000		1,000	1,000		1,000	
Kauffman	125,000		125,000	(125,000)		125,000	(125,000)	Received in SY22
Brickman Gross Family Foundation		2,500	0	2,500	2,500	0	2,500	
AFIA Supporting Foundation	75,000			0			0	
Bomba (Library Books)	8,000			0			0	
Bomba (Unrestricted)	20,000			0			0	
MO Arts Council	7,036			0	25,650		25,650	Per power point
Sherman Family (Literacy Lab)	33,000			0			0	
Sherman Family (Staff Retention S	15,200			0			0	
SSKC (Early Learners)	26,400			0			0	
Other/Yet to be identified	766	39	185,500	(185,461)	39	185,500	(185,461)	
Total	\$451,616	\$369,010	\$675,000	(\$305,991)	\$490,660	\$675,000	(\$184,340)	Should we reduce forecast?



Accounts Payable Aging Summary

As of 1/31/2023

Academy for Integrated Art

CLIENT: Academy for Integrated Art		REPORT DATE: 2/10/2023 3:08:02 PM ET				
Payee	Current	1-30	31-60	61-90	>90	Total
21ST CENTURY THERAPY, P.C.	\$489.38	\$0.00	\$0.00	\$0.00	\$0.00	\$489.38
American Dining Creation	\$8,926.30	\$0.00	\$0.00	\$0.00	\$0.00	\$8,926.30
Ameritas Life Insurance Corp.	\$0.00	\$280.32	\$0.00	\$0.00	\$0.00	\$280.32
AT&T U-Verse 1111	\$0.00	\$0.00	\$0.00	\$0.00	(\$25.99)	(\$25.99)
Blue Beetle Pest Control	\$193.00	\$0.00	\$0.00	\$0.00	\$0.00	\$193.00
City Wide Facility Solutions	\$9,766.45	\$0.00	\$0.00	\$0.00	\$0.00	\$9,766.45
Dayco Painting Inc.	\$285.00	\$0.00	\$0.00	\$0.00	\$0.00	\$285.00
EdOps	\$7,716.67	\$0.00	\$0.00	\$0.00	\$0.00	\$7,716.67
Heinemann	\$12.10	\$0.00	\$0.00	\$0.00	\$0.00	\$12.10
Horizon Academy	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	\$200.00
Jewish Vocational Service JVS	\$108,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$108,000.00
<i>Actual invoice only \$12.00. Data entry error when originally submitted. JVS provided interpreter services.</i>						
k12 ITC, Inc.	\$3,393.52	\$0.00	\$0.00	\$0.00	\$0.00	\$3,393.52
Kansas City Community Gardens, Inc.	\$94.84	\$0.00	\$0.00	\$0.00	\$0.00	\$94.84
Kansas City Public Library	\$996.00	\$0.00	\$0.00	\$0.00	\$0.00	\$996.00

Payee	Current	1-30	31-60	61-90	>90	Total
Karen Addison To be written off. Paid as a part of another invoice.	\$0.00	\$0.00	\$41.75	\$0.00	\$0.00	\$41.75
Lara Darner Speech Therapy	\$3,510.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,510.00
Missouri Employers Mutual Insurance Co.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NCS Pearson	\$0.00	\$0.00	\$0.00	\$0.00	(\$49.58)	(\$49.58)
Paypool LLC	\$260.80	\$0.00	\$0.00	\$0.00	\$0.00	\$260.80
Philadelphia Insurance Companies	\$4,188.66	\$0.00	\$0.00	\$0.00	\$0.00	\$4,188.66
Quill Corporation	\$535.73	\$0.00	\$0.00	\$0.00	\$0.00	\$535.73
WHC KCT, LLC	\$1,528.00	\$0.00	\$0.00	\$0.00	\$0.00	\$1,528.00
Total:	\$150,096.45	\$280.32	\$41.75	\$0.00	-\$75.57	\$150,342.95

Batch Description: 2023 01 Operating Account
Checking Account: 3 Security bank

Processing Month: 01/2023

<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
	Statement Balance	01/31/2023	78,769.87	Agrees to bank statement
<u>Outstanding Automatic Payments</u>				
<u>Check/Reference Number</u>	<u>Description</u>	<u>Date</u>	<u>Amount</u>	
76410049	CITY TREASURER	01/31/2023	1,720.82	Both ok. Written end of month
76410051	MISSOURI DEPARTMENT OF REVENUE	01/31/2023	5,000.00	
		Total:	<u>6,720.82</u>	

<u>Statement Balance</u>	<u>Outstanding Total</u>	<u>Balance on Books</u>	<u>Cash Account Balance</u>	<u>Difference</u>
78,769.87	(6,720.82)	72,049.05	72,045.07	3.98
			Agrees to balance sheet	

Cleared Automatic Payment Total:	80,597.03
Cleared Checks Total:	114,096.27
Cleared Direct Deposit Total:	(177,688.29)
Cleared Void Total:	
Cleared Cash Receipt Total:	45,045.92
Cleared Manual Journal Entries Total:	295,923.42
Cleared Sales Journal Total:	

Academy for Integrated Arts | 2022-2023 CALENDAR

JULY '22

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

JANUARY '23

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

Jan 2 – 3 PD Day – No School
 Jan 16 MLK Day – No School
 Jan 25 – No School – Snow Day

19 Instructional Days

Aug 1-3 New Staff PD
 Aug 4-16 All Staff PD
 Aug 17 First Day of School

AUGUST '22

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

11 Instructional Days

FEBRUARY '23

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

Feb 3 PD Day – No School
 Feb 16 -17 Family/Teacher Conferences – No School
 Feb 20 President's Day – No School
 Feb 9 – No School – Snow Day
 Feb 15 – No School

16 Instructional Days

Sept 2 PD Day - No School
 Sept 5 Labor Day - No School
 Sept 23 PD Day - No School

SEPTEMBER '22

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

19 Instructional Days

MARCH '23

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

Mar 3 PD Day – No School
 Mar 17 PD Day – No School
 Mar 20-24 Spring Break – No School
 Mar 27 Students Return

16 Instructional Days

Oct 13-14 Family/Teacher Conferences – No School
 October 28 PD Day – No School

OCTOBER '22

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

18 Instructional Days

APRIL '23

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

Apr 21 PD Day - No School
 Apr 28 – PD Day – No School

18 Instructional Days

Nov 11 PD Day – No School
 Nov 21-25 Fall Break – No School
 Nov 28 – Students Return

NOVEMBER '22

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

16 Instructional Days

MAY '23

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

May 26 Last Day of School
 May 29 Memorial Day
 May 30-June 6 Snow Make-Up Days if Needed
 May 30-31 PD Days – No School

2nd Semester ends 5/26/2023
 20 Instructional Days

Dec 9 PD Day – No School
 Dec 19 – Jan 1 Winter Break – No School

1st Semester ends 12/16/2022

DECEMBER '22

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

11 Instructional Days

JUNE '23

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

May 30-June 6 – Snow Make-Up Days if Needed

Updated 3/29/23

Academy for Integrated Arts | 2023-2024 CALENDAR – for discussion

July 31-New Staff PD

JULY '23						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

JANUARY '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Jan 2-3 – PD Day – No School
 Jan 4 – Students Return
 Jan 15- MLK Day – No School

19 Instructional Days

Aug 1-2 – New Staff PD
 Aug 3-15 – All Staff PD
 Aug 16 – First Day of School

AUGUST '23						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

12 Instructional Days

FEBRUARY '24						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

Feb 2- PD Day – No School
 Feb 16 – PD Day – No School
 Feb 19 – President's Day – No School
 Feb 29-Mar 1 – Family/Teacher Conferences – No School

17 Instructional Days

Sept 1 – PD Day – No School
 Sept 4 – Labor Day - No School
 Sept 22 – PD Day – No School

SEPTEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

18 Instructional Days

MARCH '24						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Mar 15 – PD Day – No School
 Mar 25-29 – Spring Break – No School

14 Instructional Days

Oct 12-13 – Family/Teacher Conferences – No School
 Oct 27 – PD Day – No School

OCTOBER '23						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

19 Instructional Days

APRIL '24						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Apr 1 – Students Return
 Apr 5 – PD Day – No School
 Apr 19 – PD Day – No School

20 Instructional Days

Nov 10 – PD Day – No School
 Nov 20-24 – Fall Break – No School
 Nov 27 – Students Return

NOVEMBER '23						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

16 Instructional Days

MAY '24						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

May 27 – Memorial Day – No School
 May 31 – Last Day of School

22 Instructional Days

Dec 8 – PD Day – No School
 Dec 18-Jan 1 – Winter Break – No School

1st Semester ends 12/15/23

DECEMBER '23						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

10 Instructional Days

JUNE '24						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

June 3-10 – Snow Make-Up Days If Needed

Academy for Integrated Arts

Procurement Plan

This procurement plan contained on the following pages: 1 through 32 will be implemented on March 30, 2023 from that date forward until amended. All procurements must adhere to free and open competition. Source documentation must be available to determine open competition, the reasonableness, the allowability and the allocation of costs.

Printed Name Board President

Date

Signature Board President

Printed Name Executive Director

Date

Signature Executive Director

Academy for Integrated Arts

Section I – General Procurement Procedures

- a. The procurement plan provides for free and open competition, transparency in transactions, comparability, and documentation of all procurement activities for use in the Child Nutrition Programs.
- b. Regardless of procurement method, the following factors will be determined regarding the allowability of costs:
 - i. Be necessary and reasonable for proper and efficient administration of the program(s)
 - ii. Be allocable to federal awards applicable to the administration of the program(s)
 - iii. Be authorized and not prohibited under state and local law.
- c. All staff conducting purchasing will be trained on the procurement procedures.
- d. All purchasing records must be maintained no less than the current year plus three additional years. These records will include, but are not necessarily limited to the following: invoices, request for quotes, specifications, Buy American requirements, quotes, IFB/RFP solicitations, advertisements, bid/RFP/quote analyses, contractor selection or rejection, and contracts including prices.

e. Minority and Women's Businesses

The LEA will take all necessary affirmative steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps shall include:

- a. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- b. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- c. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- d. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- e. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
- f. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

f. Buy American Provision

All solicitations that involve the purchasing of a food component shall include a requirement that the LEA purchase domestic commodities to the maximum extent practicable and shall include procedures for limited exceptions. The LEA shall include following language in solicitations:

The LEA participates in the National School Lunch Program and School Breakfast Program and is

required to use the nonprofit food service funds, to the maximum extent practicable, to buy domestic commodities or products for Program meals. A 'domestic commodity or product' is defined as one that is either produced in the U.S. or is processed in the U.S. substantially using agricultural commodities that are produced in the U.S. as provided in 7 CFR 210.21(d).

Exceptions to the Buy American provision are very limited; however, an alternative or exception may be approved upon request. To be considered for an alternative or exception, the request must be submitted in writing to a designated official, a minimum of 14 day (s) in advance of delivery. The request must include the:

- (1) Alternative substitute(s) that are domestic and meet the required specifications:
 - (a) Price of the domestic food alternative substitute(s); and
 - (b) Availability of the domestic alternative substitute(s) in relation to the quantity ordered.
- (2) Reason for exception: limited/lack of availability or price (include price):
 - (a) Price of the domestic food product; and
 - (b) Price of the non-domestic product that meets the required specification of the domestic product.

g. If the amount of purchases is more than the state small purchase threshold (currently valued at \$250,000 or LEA approved threshold if less), formal procurement procedures will be used as required by 2 CFR Part 200.318-326. Informal procurement procedures (micro purchase or small purchase) may be used for purchases under the most restrictive small purchase threshold, which is \$ \$10,000 for Academy for Integrated Arts.

h. Purchasing will be conducted at the most restrictive procurement threshold:

	Federal Procurement Threshold	LEA Procurement Threshold
Micro-Purchase	Less than \$10,000	\$10,000
Small (Informal) Purchase	Less than \$250,000	\$25,000
Formal Purchase	Greater than \$250,000	\$50,000
Capital Equipment/Not on Pre-Approved List	Greater than \$5,000	\$10,000

SECTION II – Micro Purchase Procedures

If the amount of purchases for food, supplies and services is less than \$10,000 *or less than the LEA's micro-purchase threshold*, the following procedure will be used:

1. The aggregate dollar value of each transaction shall be less than the micro-purchase threshold above. Purchases will not be separated into 2 or more purchases to meet or be below the threshold.
2. Purchase prices shall be reasonable.
3. Micro-purchases shall be spread equitably among qualified suppliers. If the LEA is unable to spread purchases equitably, it shall document the reason why (example: the next grocery store is located 50 miles away from the school LEA).

SECTION III – Small (Informal) Purchase Procedures

If the amount of purchases for items less than \$250,000 *or the LEA's small purchase threshold*, Small Purchase Procedures must be followed. Quotes documented from an adequate number of qualified sources will be required.

1. Written specifications will be prepared and given to a minimum of two vendors.
2. Clear and accurate descriptions of the technical requirements must be provided for the product or service being procured.
3. The LEA shall not restrict competition in any way, including unreasonable requirements, excessive bonding, or specifying a brand name without allowing an equal product to be bid.
4. Buy American requirements shall be included when applicable.
5. Each vendor will be contacted and given an opportunity to provide a price quote based on the same specifications.
6. Quotes will be awarded by the Executive Director. An award will be made to the responsive and responsible vendor whose quote is lowest in price.
7. The Operations and Enrollment Coordinator will be responsible for documentation of records to show selection of vendor, reasons for selection, names of all vendors contacted, price quotes from each vendor, and written specifications.
8. The Operations and Enrollment Coordinator will be responsible for documentation that the actual product specified is received at the documented price.
9. Any time an accepted item is not available, Operations and Enrollment Coordinator will select the acceptable alternate. Full documentation will be made available as to the selection of the acceptable item. Substituted items will not be made at the vendor's discretion.

SECTION IV – Formal Procurement Procedures

If the amount of purchases is above the LEA's threshold, or a Food Service Management Contract, formal procurement procedures will be used as required by 2 CFR Part 200.318-326.

1. When a formal procurement method is required, the following **COMPETITIVE PROPOSAL (Request for Proposal [RFP])** procedures will apply:

1. Contact the State agency for instructions and copies of the latest RFP/Contract prototypes.
2. Care must be taken to ensure that the RFP:
 - a. Contains the required 21-day menu cycle, AS PREPARED BY THE LEA, to be used as a standard for basing bids or estimating average costs per meal. Be sure to designate menu planning method used to plan menus; and
 - b. Makes it clear that the food management company must adhere to the menu cycle for the first 21 days of meal service; and,
 - c. Indicates that nonperformance subjects the food management company to specified sanctions in instances where the food management company violates or breaches contract terms.
3. Use the enclosed RFP/Contract checklist to review RFP.
4. Must submit RFP to the State agency for review.
5. Upon completion of review, formally advertise bid for contracted food management services and mail a copy of the complete RFP to prospective bidders; i.e., those companies that are believed to be qualified and that might reasonably be expected to respond to the solicitation. School districts are encouraged to allow 21 days from the time bids/proposals are solicited to the time they are due or follow the LEA's local procurement timeframe. Non-public schools are encouraged to allow 45 days for IFBs and 60 days for RFPs from the time the bids/proposals are solicited to the time they are due.
6. For any contract that will be in excess of \$100,000 the LEA must require each bidder to submit, along with the bid, the signed Certification Regarding Debarment, Suspension form. This signed Certification Statement must be kept in the LEA's files. (See prototype form in packet.)
7. For any contract that will be in excess of \$100,000 the LEA must require each bidder to submit, along with the bid, the signed Certification Regarding Lobbying form, and if applicable, the Disclosure of Lobbying Activities form. (See prototype forms in packet.)
8. Select most advantageous bid, fully documenting selection process.
9. Prepare, in conjunction with selected food management company, actual food management contract.
10. Use the enclosed RFP/Contract checklist to review contract.
11. Forward proposed food management contract to State agency for review. The State agency will then examine the contract to determine that it contains, at a minimum, the necessary legal references as outlined by 7 CFR 210, National School Lunch Program regulations.

12. Forward signed copies of the Certification Regarding Debarment, Suspension form; the Certification Regarding Lobbying form; and if applicable, the Disclosure of Lobbying Activities form. Also, submit to the state agency a copy of formal advertisement or Affidavit of Publication.

13. Upon completion of contract review: officially enter into contract, sign contract, and forward signed copy of contract to State agency. NOTE: For district protection, management company operations should not commence until after date of contract signing.

2. An announcement of an Request for Proposal (RFP) will be placed in the Northeast News and <https://afiakc.org/> to publicize the intent of the Local Education Agency to purchase needed items. The advertisement for bids/proposals or legal notice will be run for 30 days. LEAs must publish the advertisement at least two times. The first advertisement must be at least 15 days before the public opening.

The public advertisement will include:

- a. A general description of items to be purchased.
 - b. The deadline for submission of questions and the date written responses will be provided including an agenda to bid specifications, terms and conditions as needed.
 - c. A date of pre-bid meeting, if applicable, and if attendance is a requirement for bid award.
 - d. A deadline for submission of sealed bids or proposals, and address of location where complete specifications and bid forms may be obtained.
3. The developer of written specifications or descriptions for procurements are **prohibited** from submitting bids or proposals for such products or services.
 4. The LEA will perform a cost analysis in connection with every procurement in excess of the Small Purchase Threshold including contract modifications. The cost/price analysis is to be maintained on file at the LEA. The approximate dollar value of the procurement should be included in the bid.
 5. The IFB or RFP will clearly define the purchase conditions. The following list includes requirements, not exclusive, to be addressed in the solicitation document:
 - a. LEA information
 - b. Description of the goods and services to be procured
 - c. Contract period
 - d. LEA is responsible for all contracts awarded (statement).
 - e. Date, time, and location of bid/ proposal opening. (IFB requires a public opening)
 - f. How a vendor will be informed of bid/proposal acceptance or rejection.
 - g. The terms and conditions which bidder/proposer must fulfill.
 - h. Protest procedures.
 - i. Technical requirements, specifications, and forecasted quantities.
 - j. Buy American Provision.
 - k. Proposal withdrawal procedures.
 - l. Options for “piggybacking” or adding new products if applicable.
 - m. Type of contract to be awarded (IFB- fixed price only, RFP- fixed price or cost- reimbursable).
 - n. Criteria for award and method for evaluating cost.

- o. (Cost-reimbursable contracts only) Statement regarding the return of purchase incentives, discounts, rebates, and credits to the non-profit Child Nutrition account.
- p. All required federal contract provisions (as applicable) outlined in 2CFR200 Appendix II.

6. Invitation for Bid

In awarding an Invitation for Bid (IFB) a firm fixed price is awarded to the bidder that is most responsive and responsible and is the lowest in price. An IFB must result in a fixed fee/firm fixed price contract.

7. Request for Proposals

In awarding a competitive negotiation (RFP) a set of award criteria in the form of a weighted evaluation sheet will be provided to each bidder in the initial bid document materials. Price alone is not the sole basis for award but remains the primary consideration when awarding a contract. Price does not have to be 51% of points but must be the highest weighted criteria.

8. Evaluation Criteria the LEA can use to award an RFP.

- a. Price
- b. Service Capability Plan
- c. Experience, References
- d. Financial Condition/Stability, Business Practices
- e. Accounting and Reporting Systems
- f. Personnel Management
- g. Innovation
- h. Promotion of the School Food Service Program
- i. Involvement of Students, Staff and Patrons

9. The Operations and Enrollment Coordinator will be responsible to ensure all LEA procurements are conducted in compliance with applicable Federal, State, and local procurement regulations.

SECTION V – Non-Competitive Negotiation

1. In order to use a noncompetitive proposal, one of the following circumstances must apply:
 - a. The item is available only from a single source
 - b. The public exigency or emergency does not permit a delay resulting from competitive solicitation
 - c. The awarding agency authorizes noncompetitive proposals
 - d. After solicitation of a number of sources, competition is determined inadequate
2. If items are available **only** from a single source **when the award of a contract is not feasible under small purchase, sealed bid or competitive proposal, NON-COMPETITIVE NEGOTIATION** procedures will be used:
 - a. Written Specifications will be prepared and provided to the vendor.
 - b. The Operations and Enrollment Coordinator will be responsible for the documentation of records to fully explain the decision to use the non-competitive negotiation. The records will be available for audit and review.

- c. The Operations and Enrollment Coordinator will be responsible for reviewing the procedures to be certain all requirements for using single source or non-competitive negotiation are met.
- d. Non-competitive negotiations shall be used for one-time purchases of a new food item in order to determine food acceptance by students and for samples for testing purposes. A record of non-competitive negotiation purchase shall be maintained by the Operations and Enrollment Coordinator. The record of non-competitive purchases shall include, at a minimum, the following:
 - i. item name
 - ii. dollar amount
 - iii. vendor
 - iv. reason for non-competitive procurement

SECTION VI – Purchasing Equipment

If the amount of purchases for equipment is greater than \$5,000 (or the LEA’s local capitalization threshold) the following procedure will be used.

1. Determine if the equipment purchase is allowable and if the equipment is on the USDA Memo: CACFP 241-2, CACFP DCH 241-2, SFSP 241-2, SNP 241-2: Child Nutrition Program Equipment Purchases
 - a. If the equipment is less than the \$5,000 or the LEA local capitalization threshold (whichever is lower) **and** on the USDA Approved Equipment List, the LEA may purchase the equipment and **does not** need further approval. The price quotes will receive appropriate confidentiality before award.
 - b. If the equipment is over the \$5,000 (or the LEA’s capitalization threshold), OR is **not** on the Approved Equipment List, Department of Elementary & Secondary Education (DESE) must approve the equipment before it can be purchased.
2. LEA shall keep documentation of approval and all documentation related to the procurement of capital equipment.

Capital Equipment is defined by Federal regulations as tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of the capitalization level established by the LEA for financial statement purposes, or \$5,000.00.

SECTION VII – Emergency Purchasing

1. If it is necessary to make a one-time emergency procurement to continue service or obtain goods, the purchase shall be made, and a log of all such purchases shall be maintained by the LEA. The following emergency procedures shall be followed. All emergency procurements shall be approved by the

Executive Director. At a minimum, the following emergency procurement procedures shall be documented:

- item name
- dollar amount
- vendor
- reason for emergency

2. If the emergency purchasing need requires a contract, all books, records, and other documents relative to the award of the contract must be retained for three (3) years (or until a procurement audit has been completed) after final payment. Specifically, the LEA shall maintain, at a minimum, the following documents:

- Written rationale for award cost or price;
- A copy of the original solicitation;
- The bidding and negotiation history and working papers;
- The basis for contractor selection;
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained;
- The terms and conditions of the contract;
- Any changes to the contract and negotiation history;
- Billing and payment records;
- A history of any contractor claims;
- A history of any contractor breaches

SECTION VIII – Resources Appendices

Appendix A – Buy American Certification

Appendix B – Small Purchase Checklist

Appendix C – Phone Log

Appendix D – Email Log

Appendix E – Formal Procurement Checklist

Appendix F – Debarment & Suspension/Anti-Lobbying Certification

Appendix G – List of Required Solicitation Clauses

Buy American Certification

Buy American regulation requires school food authorities (LEAs) to purchase domestic commodities or products to the maximum extent possible. Domestic commodities or products are defined as:

1. An agricultural commodity that is produced in the U.S.
2. A food product that is processed in the U.S. substantially using agricultural commodities produced in the U.S.
3. Unprocessed, agricultural commodities must be domestic.
4. Processed foods must be processed domestically using domestic agricultural food components that comprise over 51% domestically grown items, by weight or volume.

I certify that the products listed below **do not** meet the qualifications of Section 104(d) of the William F. Goodling Child Nutrition Reauthorization Act of 1988.

FNS does allow for limited exceptions to the Buy American provisions when 1 of 2 events occur: 1: a specific product is not produced or manufactured in the U>S. "in sufficient and reasonable available quantities of a satisfactory quality"; and
 2: when competitive bids show that the costs of the U.S. products are significantly higher than nondomestic products. LEAs that use one of these exceptions are not required to request a waiver in order to purchase a nondomestic product, but they must maintain documentation justifying the exception

Product Name	Product/Manufacturer's Code	Country of Origin	Qualification #1 or 2?

I certify the accuracy of the information provided above:

Distributor Name:			
Distributor Representative:			
Title:			
Signature:		Date:	

Small Purchase Checklist

Did the LEA...

- **Forecast product needs**

Cycle menus, velocity reports, and production records are common tools used to forecast product needs. If the estimated value of goods or services needed (during the time period you wish to purchase them in) is greater than the micro-purchase threshold, and less than the small purchase threshold, the LEA should use the small purchase method of competitive quotations.

*The Federal micro-purchase method is \$10,000 and the Federal small purchase threshold is \$250,000 for perishables.

- **Seek to obtain price quotations from an adequate number of qualified sources**

At least two sources should be used to obtain price or rate quotations. Quotes may be obtained verbally or through writing (example: email) but must be documented.

- **Give clear and accurate specifications**

Clear and accurate descriptions of the technical requirements must be provided for the product or service being procured. Specifications can be given verbally or in writing. In addition, if the LEA specifies a brand name product, it must allow an equal product to be offered.

- **Not restrict competition**

An LEA may not restrict competition by placing unreasonable requirements on vendors to qualify for business, requiring unnecessary experience or excessive bonding, or any other means of restricting competition.

- **Include Buy American Requirements when applicable**

LEAs are required by the Buy American Provision to purchase, to the maximum extent practicable, domestic commodities or products. An LEA must require that vendors understand and can meet these requirements. This can be done during the quotation process, by communicating the requirements to vendors verbally or in writing. An LEA may also obtain a certification statement from the vendor if it chooses to do so.

- **Select the correct vendor**

After quotes are obtained, the LEA must select the correct vendor based on the products or services requested and the vendor responses provided. If an LEA chooses to reject an offer, it should document why. For example, the vendor cannot deliver on the days or times that the LEA needs. If more than one vendor can provide all of the requested services and products, the award should be made to the lowest price offer.

- **Maintain records sufficient to detail the history of procurement**

Although quotations may be written or verbal, the LEA must document the quotations. A written agreement is not required but may be helpful to document all the terms and conditions of the agreement.

- **Keep records**

All procurement records must be kept for three years plus the current year. Invoices/receipts should show that the goods or services were purchased at the price that was quoted.

SMALL/INFORMAL PURCHASING LOG EXAMPLE

Vendor Name:										
<u>Items to be Purchased:</u> <ul style="list-style-type: none"> ● Product specifications ● Delivery Frequency ● Packaging 	Quantity Expected to Buy	Unit Price	Extended Price (Quantity x Unit Price)	*V S (<input checked="" type="checkbox"/>)	Unit Price	Extended Price (Quantity x Unit Price)	*V S (<input checked="" type="checkbox"/>)	Unit Price	Extended Price (Quantity x Unit Price)	*V S (<input checked="" type="checkbox"/>)
1.										
2.										
3.										
4.										
5.										
6.										
7.										
TOTAL			\$			\$			\$	
*Vendor Selected (VS)		<input type="checkbox"/>			<input type="checkbox"/>			<input type="checkbox"/>		
Date & Method of contact:										
Name of person quoting pricing:										
Duration quoted pricing is good for:										
Additional Notes:										
Signature of person completing this form:								Date:		

*Vendor Selected (VS); you can award all items to one bidder (lowest total price) or you can award bid on a line item basis (lowest item price).

USDA Child Nutrition Programs
Informal Procurement Log

Instructions for completing “Phone Quote”

This form can be saved as a file on the computer and then reused as needed.

There are 4 areas to complete in this document: **1st Section, 2nd Section, 3rd Section, and 4th Section**

1st Section: Titled: “Prepared by” and followed by 3 additional lines

Prepared by: Write/type your name here (or the person completing the form).

Date prepared: Write/type today’s date

Date quotes due: Write/type the date you need all quotes back

Time quotes due: Write/type the time of day you are requesting all quotes back.

2nd Section:

Along the left-hand side of this section are 4 areas labeled: “Name of company”, “Company contact”, “Contact phone number”, and “Quote good for”. Running horizontally in this area are 3 areas labeled: Distributor 1, Distributor 2, Distributor 3. All areas will be completed.

Name of company: Write/type the company you are contacting for a bid (i.e. Reinhart Foods, Cash-Wa, FSA, etc.). Each company has its own section that you will complete (i.e. Distributor 1, Distributor 2, Distributor 3).

Company contact: Write/type the person you are talking to regarding the quote (typically the sales-person that services or stops at your LEA).

Contact phone number: Write/type the phone number of the person you contacted in the previous line.

Quote good for: Write/type the number of days that the company is willing to guarantee the quoted price.

3rd Section:

The first 3 columns are where you write/type the bid specifications (item you want to purchase). You may or may not have an item number.

Item: Write/type the Manufacturer number.

Description: Write/type the bid specifications here.

Quantity: Write/type the amount of product you need.

Under Distributor 1, Distributor 2, and Distributor 3, complete the unit price quoted and the delivery frequency of the product (i.e. weekly, monthly, etc.) as you receive them.

4th Section:

Name of Distributor Selected: Write/type the company awarded the quote

Signature of school/agency person making bid selection: write/type the person who made the bid selection (this may or may not be the person who collected the information).

Date of selection: Date selection was made (the selection date needs to be after the date the quotes are due by (top section of form)).

General comments: You may or may not have information to add here. Include any information that affected your bid award.

Phone Quotes

*****This is not an order*****

Use this form to document requests for price quotes. Buy American Provision, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States must be purchased. "Substantially" means the final processed product contains over 51% domestically grown agricultural products.

Prepared by:
 Date prepared:
 Date quotes due:
 Time quotes due:

	Distributor 1	Distributor 2	Distributor 3
Name of company			
Company contact			
Contact phone number			
Quote good for:	__ days	__ days	__ days

Item	Description	Quantity	Distributor 1		Distributor 2		Distributor 3	
			Unit Price	Delivery Date/Freq	Unit Price	Delivery Date/Freq	Unit Price	Delivery Date/Freq
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	
			\$		\$		\$	

Name of Distributor Selected

Date of selection

Signature of school/agency person making bid selection

General Comments:

**USDA Child Nutrition Programs
Informal Procurement Log**

Instructions for completing “Request for E-mail Quote”

This form can be saved as a file on the computer and then reused as needed. After you complete the document, save the file, and then attach the file to the email.

There are 3 areas to complete in this document: **Part 1, Part 2, and Part 3.**

Part 1: Titled: “TO: Distributor and FROM: LEA Name”

A. TO: Distributor. Put the cursor on the word *Distributor*. Type the company’s name that you are requesting the quote from.

Tab to **B. FROM: LEA Name.** Place the cursor on the word *LEA Name*. Type in the School Food Authority name in this blank (i.e. the school district’s name, etc.)

Tab to **C. TO: Distributor Contact Person.** Place the cursor on the word *Distributor Contact Person*. Type in the name of the person receiving this email.

Tab to **D. FROM: LEA Contact Person.** Place the cursor on the word *LEA Contact Person*. Type your name here (or the person completing the form).

Tab twice to **E. PHONE: LEA Contact Phone Number.** Place the cursor on the word *LEA Contact Phone Number*. Type the phone number here.

Tab to: **F. Date: Click here to enter a date.** On the right-hand side, you will see a box with a ▼ that when you click on provides a dropdown calendar. Choose today’s date.

Part 2:

1. Place the cursor over the Return by email to: “Name”. Type your name here.
2. Place the cursor over the “Time” and type the time (i.e.2:00pm) by which the document should be returned to you.
3. Place the cursor over the works “Click here to enter a date”. On the right-hand side, you will see a box with a ▼ that when you click on provides a dropdown calendar. Choose the date that the quote is due back to you by.
4. Place the cursor over the e-mail address. Type in the email address that the quote should be returned to.
5. Date that product is needed at LEA. Place the cursor over the works “Click here to enter a date”. On the right-hand side, you will see a box with a ▼ that when you click on provides a drop-down calendar. Choose the date you need the item(s) in your kitchen.

Part 3: Titled: “Description, Quantity, Price per Unit, & Total”

Column A: Place the cursor on “Click here to enter text” and type in the food item you need pricing on.

Column B: Place the cursor over ##### and enter the Manufacturer #

Column C: Place the cursor over the ##### and type in the amount of product you need.

Column D and E: **NOTE: The “Price per Unit” and “Total” sections of the bottom table will be completed by the Distributor receiving this quote. Distributor will also complete the “Pricing will be held firm for ### days FOB Destination as well as provide an electronic signature.**

Request for E-mail Quote
*******This is not an order*******

Part 1

TO: A. Vendor	FROM: B. LEA Name
TO: C. Vendor Contact Person	FROM: D. LEA Contact Person
Number of Pages: # of Pages.	PHONE: E. LEA Contact Phone Number
Quote good for: (# of days)# of Days/Months	DATE: F. Insert Date

Part 2

Return by e-mail to Name by Time on Click here to enter a date. **at** e-mail address

Date that product is needed at LEA: Click here to enter a date.

Delivery Address: Enter Address of Delivery Location

Buy American Provision, to the maximum extent practicable, domestic agricultural commodities or products substantially processed in the United States must be purchased. Substantially means the final processed product contains over 51% domestically grown agricultural products.

Alternate bids will be considered on products, which meet or exceed products indicated on quote. If bidding alternate items, please include dietary specifications for the product to include: CN Label or Product Formulation Statement, and Nutrition Facts. If these dietary specifications are not included, bid will be considered incomplete.

Distributor is to mark clearly alternate proposals.

Any reference to brand names is meant as descriptive, not restrictive.

“OR EQUAL”: any brand name listed in the specifications as “or equal” or “or equivalent” shall establish the minimum requirements for quality, utility, durability, function, purpose, etc. Other product brands may be offered that are equal to or better than the product brand name. Bidder may show cost differences, alternates, and options in the space provided in the quote. This clause is not meant to be restrictive, but to set the minimum standard. AGENCY SHALL DETERMINE, IN ITS SOLE DISCRETION, WHETHER A PRODUCT OFFERED IS “EQUAL”. When the designation is “or equal” or “equivalent” Agency shall make it decision after Bid Closing.

Part 3:

A. Description	B. Mfg. #	C. Quantity	D. Price Per Unit	E. Total
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price
Click here to enter text.	##### or equal	#####	\$ Price	\$ Total Price

Award will be made: Select one: By Line Item, All or Nothing, By Category (be sure to specify categories).

Signature of Distributor and Date (required): _____
 Quote good for: (# of days/months) _____

Formal Procurement Checklist - Did the LEA...

Forecast product needs

Cycle menus, velocity reports, and production records are common tools used to forecast product needs.

Conduct a cost or price analysis

Estimate the total dollar value of the contract, which includes product or service purchases for the duration of the contract.

- o LEA may use forecasted product needs and current or past product pricing to complete the cost analysis

Write product specifications

Product specifications should include the product name, description, case pack and weight, minimum and maximum sizes and pieces, main ingredients, prohibited ingredients, nutritional standards or CN requirements, quality indicators, run and code numbers, etc.

- o Note: specifications may include a brand name but must include 'or equal'. A bidder should have the opportunity to propose an equal product
- o An LEA may pre-screen products and provide bidders with a list of preapproved equal products. The LEA must ensure maximum free and open competition during the procurement process, and pre-screening procedures should be included in the LEAs written procurement procedures.

Create a solicitation document

There are two types of formal solicitations: Invitation for Bid (IFB) and Request for Proposals (RFP)

Invitation for Bid (sealed bid)

Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid:

- o conforms with all the material terms and conditions of the invitation for bids, and
- o Is the lowest price

Request for Proposals (competitive proposal)

The contract is awarded to the responsible and responsive vendor whose proposal scored the highest number of points, and is most advantageous to the program with price and other factors considered

A well-written solicitation gives a bidder clear information on what the LEA is planning to purchase and how. A solicitation should include:

Background information on the LEA

- o Size, number of meals served, etc.
- o General descriptions of the goods and/or services to be purchased
- o Solicitation should indicate if distribution services are requested
- o Include distribution for processed USDA foods, if applicable
- o Information about pre-proposal meeting to be held (if applicable)
- o Date and time for solicitation submission
 - Time and location of public opening if IFB

- o Time period of the contract and options for renewals
 - Generally, 1 year with 4 optional renewals
- o Type of contract to be awarded
 - An IFB must result in a fixed fee or firm fixed price contract.
 - An RFP may result in a fixed fee or cost reimbursable contract. Cost plus percentage is not allowable.
 - Fixed fee may be tied to a price index or price escalator/de-escalator clause
 - Cost reimbursable contracts must not include unallowable costs. The vendor must return all rebates, discounts, and credits to the LEA. A cost-plus fixed fee contract may also be used.
- o Protest procedures
- o Proposal withdrawal procedures
- o List of all products to be purchased and specifications
- o Options for 'piggybacking', adding goods or services, or increasing contract volume over time
 - Changes to the contract may not result in a material change- no more than a 10% change in contract value is recommended
- o Criteria for award
 - IFB- award will be made to the lowest bidder
 - RFP- include all criteria that will be used to evaluate proposals
 - Cost must be the highest weighted factor but does not have to be 51%
 - A scoring rubric is required that identifies all evaluation factors and their relative importance
 - If using geographic preference, indicate how preference will be given
- o Method for evaluating cost
 - How will cost be evaluated for the products or services requested? Common ways to evaluate cost are:
 - By line item: each line is awarded separately based on individual product cost
 - By product groupings: the total cost of groups of products are evaluated and awarded as a group. Example: frozen, produce, canned goods.
 - Bottom line (all-or-nothing): the total cost of the goods or services is evaluated; all products/services are awarded together.
 - Market basket cost analysis: representative sample of products, called a 'market basket' is used to estimate the total cost. The sample should consist of products that represent at least 75% of the total value of the contract (high-velocity items). The LEA must obtain a price for all products not included in the market basket prior to the award of the contract.
- o Technical requirements of the vendor
 - Responsibilities of the vendor: delivery days, delivery windows, HACCP plan, staff requirements, etc.
 - Procedures for recalls or substitutions
 - Buy American Provision Requirements
 - Common legalities
 - Required forms and certifications: suspension and debarment, lobbying activities, anti-collusion, etc.
- o Contract provisions required by 2 CFR 200 appendix II (as applicable):
 - Termination for cause and convenience- contracts in excess of \$10,000
 - Equal Opportunity Employment- 'federally assisted construction contracts'
 - Davis-Bacon Act- construction contracts in excess of \$2,000

- Contract Work Hours and Safety Standards- contracts in excess of \$100,000 that involve the employment of mechanics or laborers
- Right to inventions made under a contract or agreement- if the contract meets the definition of a 'funding agreement' under 37 CFR 401.2 (a)
- Clean Air Act- contracts in excess of \$150,000
- Debarment and Suspension- all federally awarded contracts
- Byrd Anti-Lobbying Amendment- contracts in excess of \$100,000
- o Required provisions for cost reimbursable contracts:
 - Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority.
 - The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or that the contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification.
 - The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit.
 - The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract.
 - The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the State agency, or the Department.

Publicize the solicitation

Formal solicitations must be publicly advertised and seek/invite two or more qualified sources willing and able to compete.

Allow enough time for vendors to respond

Response time may vary depending on the complexity of the solicitation. A minimum of two weeks for IFBs and 30-35 days for RFPs is recommended.

Accept bids or proposals from responsive and responsible vendors

An LEA must determine if the vendor is responsive and responsible before accepting their bid or proposal.

- o **Responsive:** Did the vendor respond to the IFB or RFP on time and include all required attachments, certifications, etc.?

- o **Responsible:** Does the vendor meet the criteria outlined in the solicitation? Do they have a good track record with providing products and services to similar institutions?

Evaluate the bids or proposals

IFB:

- o Bids are publicly opened at the location, date, and time prescribed in the IFB
- o Any or all bids may be rejected if there is a sound, documented reason
- o Cost is evaluated as outlined in the IFB, which includes all costs such as transportation and delivery costs

RFP:

- o Proposals cannot be opened until after the closing date and time specified in the RFP
- o An evaluation committee should score the proposals *only* on the criteria outlined in the RFP
- o An LEA may conduct negotiations of the top-ranked proposals to ensure that each vendor fully meets the needs of the RFP. This must be done before cost proposals are opened. The LEA may also allow vendors to amend their cost proposal to reflect any changes made during the proposal negotiation. All negotiations must be done fairly and may not give a competitive advantage to one vendor.

Award the contract

Formal procurement should always result in a (signed) written contract between the two parties. The contract should include:

- o Identification of the parties involved in the contract
- o Contract duration
- o Scope of work
- o A complete list of products, including specifications (and price)
- o Type of contract (fixed price or cost reimbursable)
 - Fees must be identified and agreed upon
- o Contract renewal options, including provisions for changes such as the addition of goods or services
- o Contract modification and change procedures
- o Default and breach of contract provisions, remedies, cancellation procedures, and penalties
- o Required compliance certifications
- o Contract termination rights for cause and convenience
- o Recordkeeping requirements
- o Laws that govern the contract
- o Cost reimbursable contracts: requirements that all costs be net of discounts, rebates, and other applicable credits
- o Sanitation and licensing requirements
- o Professional certification requirements

Manage the contract

LEAs are responsible for ensuring that vendors are compliant with all terms of the contract. Contract management is ongoing for the duration of the contract.

Maintain records

The LEA must maintain records enough to detail the history of procurement. All records must be kept for a period of 3 years after the submission of the final claim for reimbursement for the fiscal year or longer if an audit has not been resolved.

Renew the contract as applicable

If the contract allowed for renewal options, both parties may agree to renew the contract for additional terms as applicable.

Add products to the contract

New products may be added to the contract if the cost of the new products does not create a material change (no more than 10% of the contract value is recommended). Substitutions for unavailable products are not considered new products.

The LEA should evaluate the estimated cost of new product(s) for the duration of the contract period and determine if the cost would be considered a material change against the total estimated contract value. No more than a 10% change is recommended.

If the cost to add new products would not constitute a material change, the LEA may add new products to the contract. During the contract renewal, the LEA must amend the contract to include additional items.

A new contract value is determined annually (or at the end of the contract term), and the new contract value may be used to estimate material changes moving forward.

If the cost to add new products would constitute a material change, the LEA may procure new products using another approved procurement method (micro-purchase, small purchase, formal purchase).

SUSPENSION AND DEBARMENT CERTIFICATION

UNITED STATES DEPARTMENT OF AGRICULTURE (USDA)

Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion - **Lower-Tier Transaction**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, Title 2 CFR Part 200.212 and Appendix II of 2 CFR Part 200). The regulations were published as Part IV of the January 30, 1989, Federal Register (pages 4722-4733). Copies of the regulations may be obtained by contacting the USDA agency with which this transaction originated.

(Before completing certification, read instructions on next page.)

1. The prospective lower-tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
2. Where the prospective lower-tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name

PR/Award Number or Project Name

Name(s) and Titles of Authorized Representative(s)

Signatures

Date

INSTRUCTIONS FOR SUSPENSION DEBARMENT CERTIFICATION

By signing and submitting this form, the prospective lower-tier participant is providing the certification set out on the previous page in accordance with these instructions.

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower-tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

The prospective lower-tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower-tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

The terms covered transaction, debarred, suspended, ineligible, lower-tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

The prospective lower-tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower-tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

The prospective lower-tier participant further agrees by submitting this form that he or she will include this clause titled Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower-Tier Covered Transactions, without modification, in all lower-tier covered transactions and in all solicitations for lower-tier covered transactions.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower-tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principles. Each participant may, but is not required to, check the Nonprocurement List.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant are not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower-tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment

LOBBYING CERTIFICATION

Applicable to Grants, Sub grants, Cooperative Agreements, and Contracts Exceeding \$100,000 in federal funds.

Submission of this certification is a prerequisite for making or entering into this transaction and is imposed by Section 1352, Title 31, and U.S. Code. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with awarding of a federal contract, the making of a federal grant, the making of a federal loan, the entering into a cooperative agreement, and the extension, continuation, renewal, amendment, or modification of a federal contract, grant, loan, or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of the undersigned shall complete and submit Standard Form LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all covered sub awards exceeding \$100,000 in federal funds at all appropriate tiers and that all sub recipients shall certify and disclose accordingly.

Name and Address of Organization

Name/Title of Submitting Official

Signature

Date

1. Required Contract Provisions

a. Contractual Procedures

Contracts for **more than \$250,000** for perishables, **\$25,000** for services or supplies, must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

b. Termination Clause

All agreements in excess of **\$10,000** must address:

- Termination for cause and for convenience by the non-Federal entity, and
- The manner in which it will be affected and the basis for settlement.

The LEA may use the following sample language in solicitations as applicable:

Termination for Cause:

Except as may be otherwise provided by this document, the awarded contract may be terminated in whole or in part by either party to the awarded contract in the event of failure by the other party to fulfill its obligations under the awarded contract through no fault of the terminating party; provided that no such termination may be implemented unless and until the other party is given:

- a. at least thirty (30) days written notice (delivered by certified mail, return receipt requested) of intent to terminate, and
- b. an opportunity for consultation with the terminating party, followed by a reasonable opportunity, of not more than ten (10) business days or such other reasonable amount of time as may be required under the circumstances, to rectify the defects in products or performance, prior to termination.

Termination for Convenience

The LEA may terminate an award prior to the expiration of the term, without cause and without penalty, upon thirty (30) days written notice to the selected Vendor.

c. Equal Employment Opportunity

Except as otherwise provided under 41 CFR Part 60, all contracts that meet the definition of **“federally assisted construction contract”** in 41 CFR Part 60-1.3 must include the equal opportunity clause provided under 41 CFR 60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 CFR Part, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 CFR part 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.”

- ***Federally assisted construction contract*** means any agreement or modification thereof between any applicant and a person for construction work which is paid

for in whole or in part with funds obtained from the U.S. Government or borrowed on the credit of the U.S. Government pursuant to any federal program involving a grant, contract, loan, insurance, or guarantee, or undertaken pursuant to any federal program involving such grant, contract, loan, insurance, or guarantee, or any application or modification thereof approved by the U.S. Government for a grant, contract, loan, insurance, or guarantee under which the applicant itself participates in the construction work.

- **Construction work** means the construction, rehabilitation, alteration, conversion, extension, demolition, or repair of buildings, highways, or other changes or improvements to real property, including facilities providing utility services. The term also includes the supervision, inspection, and other onsite functions incidental to the actual construction.

The LEA shall include the following sample language in solicitations as applicable:

The vendor certifies it is an Equal Opportunity Employer, a provider of services and/or assistance, and is in compliance with the 1964 Civil Rights Act, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, as amended, and Executive Orders 11246 and 11375. The vendor assures compliance with the Americans with Disabilities Act of 1990 (Public Law 101-336), all amendments to, and all requirements imposed by the regulations issued pursuant.

d. **Davis-Bacon Act**

When required by Federal program legislation, all **prime construction contracts in excess of \$2,000** awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 CFR Part 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor.

- i. In addition, contractors must be required to pay wages not less than once a week.
- ii. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation.
- iii. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination.
- iv. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. 3145), as supplemented by Department of Labor regulations (29 CFR Part 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States").

- v. The Act provides that each contractor or sub-recipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or

repair of public work, to give up any part of the compensation to which he or she is otherwise entitled.

- vi. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

e. Contract Work Hours and Safety Standards Act

Where applicable, all contracts awarded by the nonfederal entity in **excess of \$100,000 that involve the employment of mechanics or laborers** must include a provision for compliance with 70 U.S.C. 3702 and 3704, as supplemented by Department of Labor regulations (29 CFR Part 5). Under 40 U.S.C. 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous, or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market or contracts for transportation or transmission of intelligence.

- ***Laborers and mechanics.*** This chapter applies to all laborers and mechanics employed by a contractor or subcontractor in the performance of any part of the work under the contract—
 - (A) including watchmen, guards, and workers performing services in connection with dredging or rock excavation in any river or harbor of the U.S., a territory, or the LEA of Columbia; but
 - (B) Not including an employee employed as a seaman.

f. Rights to Inventions Made Under a Contract or Agreement

If the Federal award meets the definition of “**funding agreement**” under 37 CFR §401.2 (a) and the recipient or sub recipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or sub recipient must comply with the requirements of 37 CFR Part 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

g. Clean Air Act

Contracts in **excess of \$250,000** shall contain provision that require compliance with all applicable standards, orders, or requirements issued under Section 306 of the *Clean Air Act* (42 U.S.C. 1857[h]), Section 508 of the *Clean Water Act* (33 U.S. C. 1368), Executive Order 11738, and *Environmental Protection Agency (EPA) Regulation* (40 CFR §15), which prohibit

the use of nonexempt federal contracts, grants, or loans of facilities included on the EPA list of violating facilities. The provision shall require reporting of violations to the grantor agency and to the EPA Assistant Administrator for Enforcement (EN-329). The contract must recognize mandatory standards and policies relating to energy efficiency that are contained in the State Agency conservation plan issued in compliance with the Energy Policy and Conservation Act (Public Law 94-163).

h. Debarment and Suspension Certification

An LEA is prohibited from contracting with an individual or company that has been debarred or suspended in accordance with 2 CFR § 180, as adopted and modified by USDA regulations at 2 CFR §417. There are three methods that may be used to verify that vendors have not been debarred, suspended, or excluded or otherwise ineligible for participation in Federal programs:

1. Check <https://www.sam.gov/portal/SAM/##11>
2. Collect certification from vendor
3. Add clause/condition to transaction with vendor

The LEA will use the following sample language when adding a clause to a solicitation/contract with a vendor:

The Vendor certifies that neither the Vendor or its principals; the sub-recipients or their principals; or the subcontractors or their principals are suspended, debarred, proposed for debarment, voluntarily excluded from covered transactions, or otherwise disqualified by any federal department or agency from doing business with the Federal government pursuant to Executive Orders 12549 and 12689. The Vendor specifically covenants that neither the Vendor nor its principals; the subcontractors or their principals; nor the sub-recipients or their principals are included on the Excluded Parties List System ("EPLS") maintained by the General Services Administration ("GSA"). By responding to this solicitation the Vendor is certifying they are in "Good Standing".

i. Lobbying Certification

The Byrd Anti-Lobbying Amendment requires a lobbying certification to be obtained for procurement contracts of more than \$100,000. Any vendor whose contract award is for more than \$100,000 must complete a Certification Regarding Lobbying form. The LEA must keep this signed certification statement on file with a copy of the vendor's contract.

J. Assurance Clause

"The program applicant hereby agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq.), Title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.), Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794), the Age Discrimination Act of 1975 (42 U.S.C. § 6101 et seq.); all provisions required by the implementing regulations of the Department of Agriculture; Department of Justice Enforcement Guidelines, 28 CFR Part SO.3 and 42; and FNS directives and guidelines, to the effect that, no person shall, on the grounds of race, color, national origin, sex, age, or disability, be excluded from participation in, be denied benefits of, or otherwise be subject to discrimination under any program or activity for which

the program applicant receives Federal financial assistance from FNS; and hereby gives assurance that it will immediately take measures necessary to effectuate this agreement.”

“By accepting this assurance, the Program applicant agrees to compile data, maintain records, and submit reports as required, to permit effective enforcement of nondiscrimination laws and permit authorized USDA personnel during hours of program operation to review such records, books, and accounts as needed to ascertain compliance with the nondiscrimination laws. If there are any violations of this assurance, the Department of Agriculture, FNS, shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Program applicant, its successors, transferees, and assignees as long as it receives assistance or retains possession of any assistance from USDA. The person or persons whose signatures appear below are authorized to sign this assurance on the behalf of the Program applicant.”

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

j.

ACADEMY FOR INTEGRATED ARTS (048927)

[Link to District/Charter website](#)

**2022 MSIP 6 Annual Performance Report (APR)
Year 1 Pilot**

State law prohibits the State Board of Education from lowering the classification of an LEA when implementing new standards for purposes of accreditation. The 2022 APR includes points for both performance and continuous improvement standards.

	Points Possible	Points Earned	% Points Earned
Performance:	76.0	55.1	72.5%
Continuous Improvement:	48.0	44.0	91.7%
Totals:	124.0	99.1	79.9%

Performance Totals						
Performance		Points Possible	Points Earned	% Points Earned	MPI	Designation
Academic Achievement Status - English Language Arts	All Students	12.0	6.0	50.0%	345.0	Approaching
	Student Group	6.0	3.0	50.0%	330.9	Approaching
Academic Achievement Status - Mathematics	All Students	12.0	6.0	50.0%	317.1	Approaching
	Student Group	6.0	3.0	50.0%	303.1	Approaching
Academic Achievement Status - Science	All Students	4.0	2.0	50.0%	347.0	Approaching
	Student Group	*	*	*	*	Small Cells
Academic Achievement Growth - Eng. Language Arts	All Students	12.0	11.6	96.7%		Above Average
	Student Group	6.0	5.8	96.7%		Above Average
Academic Achievement Growth - Mathematics	All Students	12.0	11.8	98.3%		Above Average
	Student Group	6.0	5.9	98.3%		Above Average

* Suppression has been applied to protect small student populations.

¹CCR assessments include the following: ACT™, SAT™, WorkKeys™, Accuplacer™, and ASVAB.

²Advanced Credit includes: AP™, IB™, Dual Credit, Dual Enrollment, PLTW™, IRC or two qualifying stackable credentials.

Data as of: 1/19/2023

Report as of: 3/14/2023



Final

ACADEMY FOR INTEGRATED ARTS (048927)

[Link to District/Charter website](#)

Continuous Improvement Totals					
Continuous Improvement		Points Possible	Points Earned	% Points Earned	Met/Not Met
Improvement Plan		30.0	30.0	100.0%	
LEA Response to Standards	Available in 2024				
Climate and Culture Survey		4.0	4.0	100.0%	
Success-Ready Students	KEA ³	4.0	4.0	100.0%	
	ICAP ⁴				
	Attendance	4.0	0.0	0.0%	
MSIP 6 Required Documentation	Audit	2.0	2.0	100.0%	Met
	Annual Secretary of the Board Report (ASBR)	2.0	2.0	100.0%	Met
	Timely Submission of MOSIS/Core Data	2.0	2.0	100.0%	Met

³Kindergarten Entry Assessment

⁴Individual Career and Academic Plan

⁵In compliance with Section 162.1115, RSMo., points are awarded for the expansion of Career Technical Education Programs. Points are awarded when the LEA did not earn the maximum number of points possible in the performance Success-Ready Students category.

Assessment Participation Rates			
Content Area	Total Test Records	Valid Test Scores	Participation Rate
English Language Arts	112	112	100%
Mathematics	112	112	100%
Science	23	23	100%
Social Studies	*	*	*

Other Accreditation Considerations	Yes/No
Does the LEA meet the minimum threshold for fund balances?	Yes
Is LEA Compliant with Federal and State Law?	Yes

Data as of: 1/19/2023

Report as of: 3/14/2023

March 14, 2022

Dear AFIA Community,

I am writing to share Academy for Integrated Arts' [2021 – 2022 Annual Performance Report \(APR\)](#), which was released last week by the Missouri Department of Elementary and Secondary Education (DESE). These reports (APR) measure the progress all Missouri schools are making towards meeting the Standards and Indicators in the Missouri School Improvement Program (MSIP 6). This letter provides a summary of the most salient points regarding this year's APR.

Celebrations

We are encouraged to see that student growth continues to be strong at AFIA. For multiple years, AFIA educators have demonstrated the ability to accelerate academic progress. Once again, we see evidence of this as AFIA's growth was designated as **Above Average** in both ELA and Math. Our school earned 97% of the possible points in ELA and 98% of the possible points in Math for growth.

Out of 553 Missouri Local Education Agencies (LEAs), **AFIA ranks FIFTH in our growth scores**. This means that AFIA was in the top 1% of all Missouri LEAs, district and charter. Compared to similar students, students at AFIA improved academically at rates substantially more than their peers from 2021 to 2022, reflective of the growth mindset and academic environment for kids at AFIA; if they continue at this pace, we are confident our children will surpass their peers statewide.

Additionally, we are proud to share that in May 2022, AFIA's sixth graders outperformed the state average on both the ELA and math tests! AFIA's fifth graders outperformed the state average on the ELA test. This is noteworthy considering that research indicates the pandemic had a more significant impact on urban schools.

Growth Opportunities

While we are pleased with the growth our students are making, we are committed to continuing to increase the percentage of students who earn a score of proficient or advanced on the state test. However, we also recognize that standardized testing has limitations and is not the only, or best, way to determine what a student knows and can do. We recognize our students have many strengths and talents that may not always be reflected on the state test. We also recognize it is important that our students make significant growth. To that end, we are implementing a team based approach to teaching to allow for learning in small groups and greater differentiation for students.

Additionally, attendance is another measure on the APR report. Based on our attendance percentage last year, we did not earn any attendance points. We understand last year's attendance was impacted by COVID quarantines, as many students and teachers were quarantined at least once during the school year. AFIA fully appreciates the importance of our children being in school, which is measured by attendance, but at the same time we will continue to work with you, as parents and caregivers, to ensure that our school is safe and we are following all health precautions. We aim for all students to be at school more than 90% of the time. Thank you for your partnership in helping us strive to meet this goal in the future.

As you review, the APR reports, please note:

- This is the first release of APR since the start of COVID-19. Nationwide, test scores have dropped, with the most profound impact in urban schools.
- Annual Performance Report scores do not provide an accurate picture when comparing an entire school district to individual charter schools.
- What's most important is that our students are learning! Growth scores in the APR indicate our students are regaining the ground lost during the pandemic. If you review AFIA's growth in the APR report, you will see that our growth was designated as **Above Average** in both ELA and Math. For context:
 - Growth is the change in a student's performance over time.
 - Proficiency scores are mile-markers and growth scores are speedometers.
 - Focusing on how quickly students make academic progress is more important than where they are, as we know that accelerated growth over time empowers students to meet and exceed academic goals.

The Annual Performance Report is based on a variety of indicators that include three sections:

1. **Performance** considers academic status and growth of all students, as well as student groups.
2. **Success-Ready Students** considers attendance, our participation in the kindergarten entry assessment and includes other elements such as graduation rate, that are not included in AFIA's APR report since we are PK – 6th grade school
3. **Continuous Improvement** includes elements such as the timely submission of required documentation to DESE, such as our yearly financial audit and core data.

Information on how DESE calculates each indicator can be found [here](#).

I am proud of the entire AFIA community. I appreciate the hard work and partnership of our students, families and educators in making significant academic growth, while also continuing to ensure that arts are integrated throughout the curriculum, as we know integration of the arts helps our students academically and socially. Thank you for all that you do to ensure that learning is joyous and meaningful. Please feel free to reach out with any questions at tricia.degraff@afiakc.org

With appreciation,

Tricia DeGraff, Ph.D.
Executive Director

**ACADEMY FOR INTEGRATED ARTS
FINANCE COMMITTEE MEETING
MINUTES**

Thursday, February 16, 2023
8:30 a.m.

The meeting was held via Zoom. In attendance: Tricia DeGraff, Peter Brown, Johnny Dolan-Dominguez, Paul Greenwood, and Cara Newell.

- I. Call to order
- II. Agenda approved for this meeting (February 16, 2023)
- III. Minutes approved for January 19, 2023 meeting
- IV. Financial Update and Review
 - Actual financial results vs. budget and forecast –
There were no significant adjustments to prior month's forecast.
 - Grant/donation activity – Reviewed. While there are certain shifts between line items, no changes to current forecasted total.
 - Bank Statement reconciliation – Reviewed and in order.
 - Cash Disbursements – Reviewed and in order.
 - Outstanding Invoices – Reviewed and in order.
 - ADA WADA data – reviewed and in order.
- V. Facilities
With the assistance of Kessinger Hunter will solicit RFP for janitorial services for SY2024
- VI. Approval of Expenditures >\$10,000 – N/A
- VII. Budget 2024 -
Approved overall compensation and benefits budget of \$3,370,000. This represents 6% increase over current SY23 forecast. We feel this is the best use of strong financial position that will be bolstered by ESSER funds for another year. Specifically, this budget allows AFIA to continue the implementation of the team teaching model and offer competitive salaries in the hopes of retaining and attracting high quality staff.
During SY24 Finance Committee must work with school leadership and the Board to develop strategies needed to support the school's vision and mission as ESSER funding winds down.
- VIII. Other Business – N/A
- IX. Adjournment.

**ACADEMY FOR INTEGRATED ARTS
FINANCE COMMITTEE MEETING
MINUTES**

Thursday, February 16, 2023
8:30 a.m.



February 2023 Financials

PREPARED **MAR'23** BY

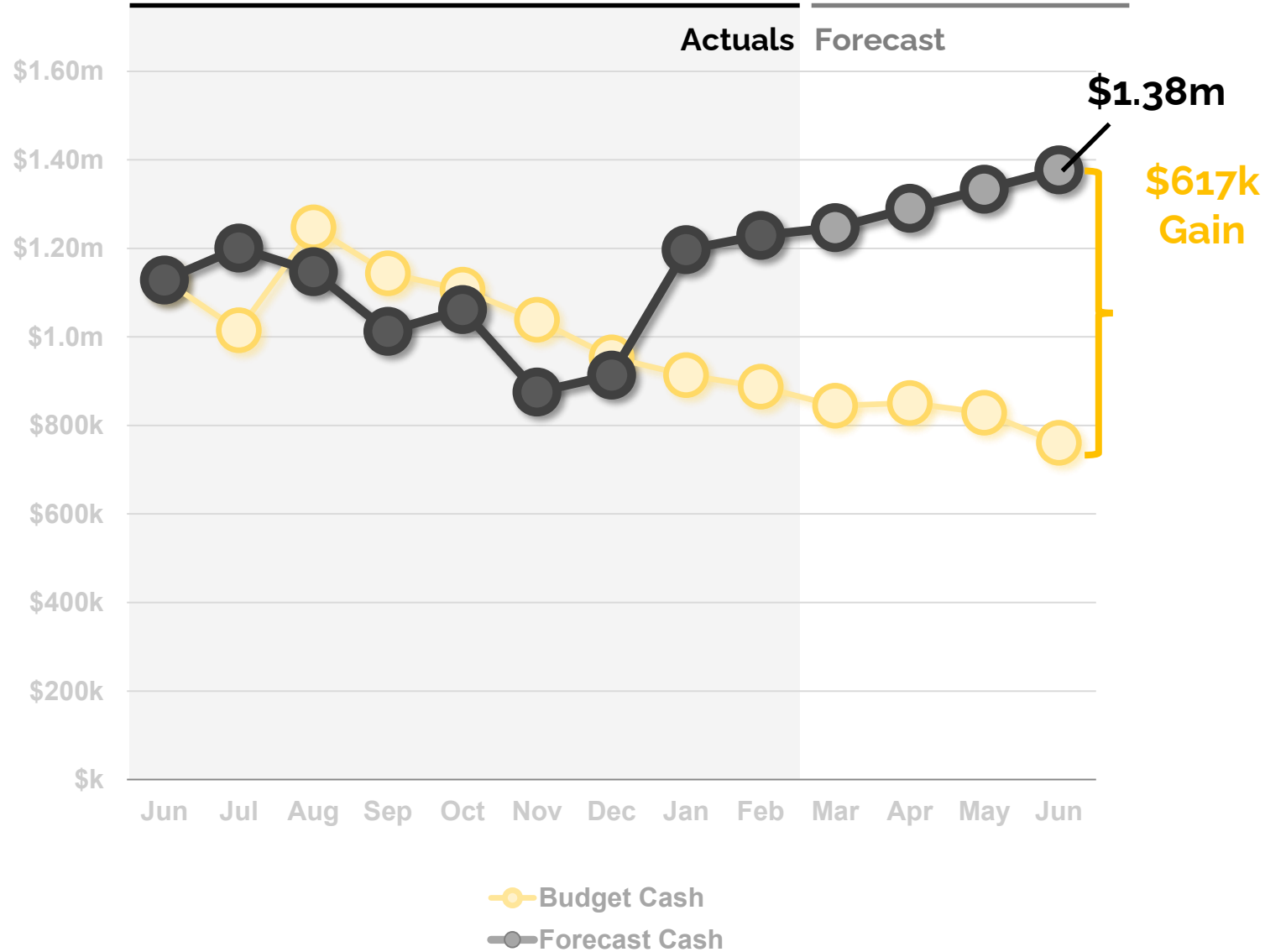


- **Executive Summary – 3**
- **Cash Forecast – 4**
- **Key Performance Indicators – 5**
- **Forecast Overview – 6**
- **Detailed Financials – 7**
- **Monthly Financials – 8**
- **Balance Sheet - 9**

- At February's close, forecasted Net Income is \$248,729, a \$120k increase from last month.
- Net Revenue projection is \$5,074,613 (\$36k less revenue):
 - Donations forecast decreased \$50k
 - DESE's updated Prior Year Adjustment and Classroom Trust Fund calculations increased State Revenue \$12k
- Net Expenses projection is \$4,825,884 (\$156k less spending):
 - Net \$138k decrease in Transportation spending based on daily transportation cost
 - Net \$45k increase in Occupancy Services to capture remaining janitorial, maintenance, equipment rental, and misc. services through end of year
 - Net \$52k decrease in Direct Student Expenses based on spending trends (\$63k decrease in instructional services, \$10k increase in supplies)
 - Net \$16k decrease in Food Services based on daily food cost

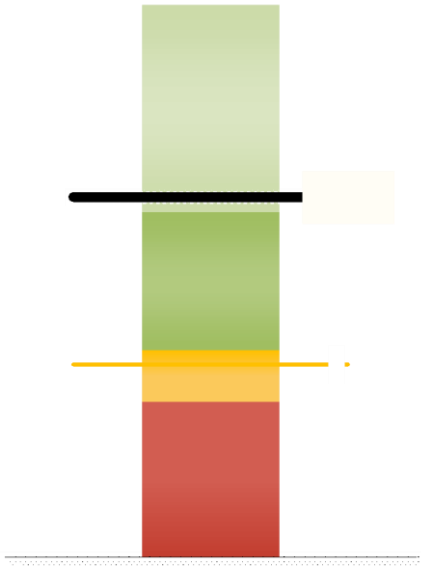
104 Days of Cash at year's end

We forecast the school's year ending cash balance as **\$1.4m**, **\$617k** above budget.



Days of Cash

Cash balance at year-end divided by average daily expenses

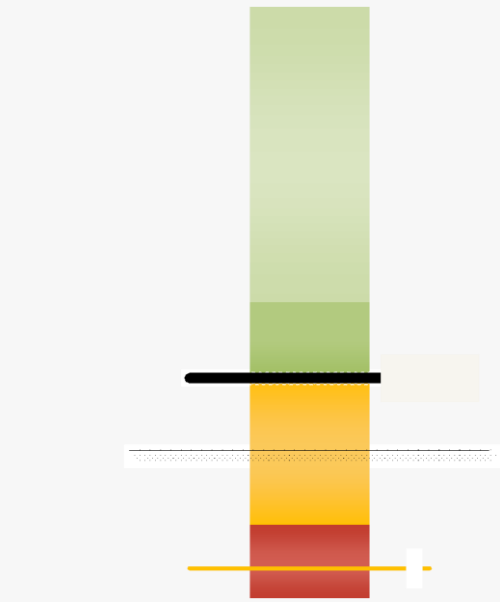


104 DAYS OF CASH AT YEAR'S END

The school will end the year with 104 days of cash. This is above the recommended 60 days

Gross Margin

Revenue less expenses, divided by revenue

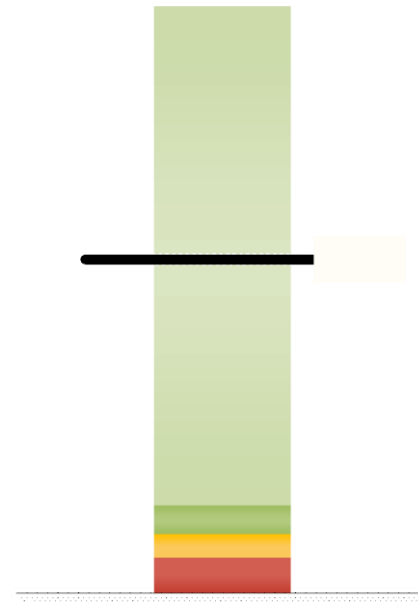


4.9% GROSS MARGIN

The forecasted net income is \$249k, which is \$617k above the budget. It yields a 4.9% gross margin.

Fund Balance %

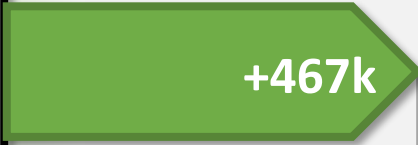



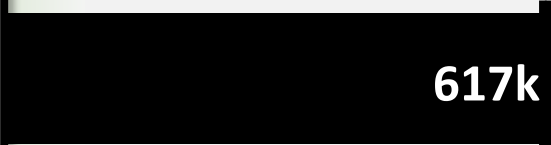
Forecasted Ending Fund Balance / Total Expenses



28.43% AT YEAR'S END

The school is projected to end the year with a fund balance of \$1,371,852. Last year's fund balance was \$1,123,124.

Forecast Overview

	Forecast	Budget	Variance	Variance Graphic	Comments
Revenue	\$5.1m	\$4.6m	\$467k		Funding Equity remains primary driver in Revenue increase over budget.
Expenses	\$4.8m	\$5m	\$149k		Decreases in Transportation, Food Service, and Direct Student Expense primary drivers
Net Income	\$249k	-\$368k	\$617k		
Cash Flow Adjustments	-0	0	-0		
Change in Cash	\$249k	-\$368k	\$617k		

	Year-To-Date			Annual Forecast			
	Actual	Budget	Variance	Forecast	Budget	Variance	Remaining
Revenue							
Local Revenue	246,592	272,552	(25,959)	339,580	339,580	(0)	92,987
State Revenue	2,022,084	1,515,718	506,366	3,011,817	2,417,415	594,402	989,733
Federal Revenue	618,187	737,860	(119,673)	1,191,116	1,168,611	22,505	572,929
Private Grants and Donations	374,350	545,439	(171,089)	500,000	675,000	(175,000)	125,650
Earned Fees	31,442	4,514	26,928	32,100	6,771	25,329	658
Total Revenue	3,292,656	3,076,082	216,574	5,074,613	4,607,376	467,236 ①	1,781,957
Expenses							
Salaries	1,673,075	1,716,217	43,142	2,461,282	2,574,326	113,044	788,206
Benefits and Taxes	464,381	504,151	39,770	711,750	756,227	44,477	247,369
Staff-Related Costs	47,997	33,364	(14,633)	82,140	50,046	(32,094)	34,143
Rent	150,000	133,333	(16,667)	200,000	200,000	(0)	50,000
Occupancy Service	262,110	186,040	(76,070)	380,415	279,060	(101,355)	118,305
Student Expense, Direct	186,408	245,005	58,596	360,290	367,507	7,217	173,882
Student Expense, Food	116,397	135,615	19,218	187,697	203,422	15,725	71,300
Office & Business Expense	140,651	122,692	(17,959)	212,263	184,038	(28,225)	71,612
Transportation	138,110	240,470	102,360	230,048	360,705	130,657	91,938
Total Ordinary Expenses	3,179,129	3,316,887	137,757	4,825,884	4,975,330	149,446	1,646,755
Total Expenses	3,179,129	3,316,887	137,757	4,825,884	4,975,330	149,446 ②	1,646,755
Net Income	113,526	(240,805)	354,331	248,729	(367,954)	616,682 ③	135,202
Cash Flow Adjustments	(12,698)	-	(12,698)	(0)	-	(0)	12,698
Change in Cash	100,829	(240,805)	341,633	248,729	(367,954)	616,682	147,900

① REVENUE: \$467K AHEAD

② EXPENSES: \$149K AHEAD

③ NET INCOME: \$617K ahead

Monthly Financials

	Actual								Forecast				
Income Statement	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
Revenue													
Local Revenue	35,850	32,552	28,178	29,467	26,962	27,639	29,888	36,057	23,247	23,247	23,247	23,247	339,580
State Revenue	184,061	170,940	173,289	395,153	195,299	298,042	371,982	233,318	247,433	247,433	247,433	247,433	3,011,817
Federal Revenue	31,733	9,855	65,693	0	66,403	88,483	227,971	128,048	143,232	143,232	143,232	143,232	1,191,116
Private Grants and Donations	134,756	166,524	272	1,700	5,067	16,191	44,500	5,340	31,413	31,413	31,413	31,413	500,000
Earned Fees	17,909	4,760	6,700	189	254	420	740	471	164	164	164	164	32,100
Total Revenue	404,309	384,631	274,131	426,509	293,985	430,775	675,082	403,233	445,489	445,489	445,489	445,489	5,074,613
Expenses													
Salaries	176,690	220,094	225,310	191,539	262,266	204,030	195,857	197,290	197,052	197,052	197,052	197,052	2,461,282
Benefits and Taxes	47,741	59,692	59,116	59,947	61,295	64,075	56,190	56,325	61,842	61,842	61,842	61,842	711,750
Staff-Related Costs	12,813	2,520	6,021	2,849	4,430	8,842	7,965	2,557	8,536	8,536	8,536	8,536	82,140
Rent	25,000	25,000	25,000	25,000	25,000	0	12,500	12,500	12,500	12,500	12,500	12,500	200,000
Occupancy Service	34,349	54,579	33,109	33,683	23,478	29,424	23,472	30,016	48,941	23,121	23,121	23,121	380,415
Student Expense, Direct	27,515	35,797	11,228	36,004	16,580	37,649	6,318	15,316	43,470	43,470	43,470	43,470	360,290
Student Expense, Food	0	0	12,521	20,621	21,231	17,504	6,440	38,080	17,825	17,825	17,825	17,825	187,697
Office & Business Expense	9,958	17,315	25,186	12,847	16,038	27,842	13,770	17,696	17,903	17,903	17,903	17,903	212,263
Transportation	0	17,846	0	348	49,853	2,829	65,706	1,528	22,984	22,984	22,984	22,984	230,048
Total Ordinary Expenses	334,066	432,841	397,491	382,838	480,171	392,197	388,217	371,309	431,054	405,234	405,234	405,234	4,825,884
Total Expenses	334,066	432,841	397,491	382,838	480,171	392,197	388,217	371,309	431,054	405,234	405,234	405,234	4,825,884
Net Income	70,243	-48,210	-123,360	43,671	-186,186	38,579	286,865	31,925	14,436	40,256	40,256	40,256	248,729
Cash Flow Adjustments	1,743	-4,990	-11,236	5,227	-197	-124	-3,605	484	3,174	3,174	3,174	3,174	0
Change in Cash	71,986	-53,200	-134,596	48,898	-186,383	38,455	283,260	32,409	17,610	43,430	43,430	43,430	248,729

	<i>Previous Year End</i>	<i>Current</i>	<i>Year End</i>
	<i>6/30/2022</i>	<i>2/28/2023</i>	<i>6/30/2023</i>
Assets			
Current Assets			
Cash	1,128,622	1,229,451	1,377,351
Total Current Assets	1,128,622	1,229,451	1,377,351
Total Assets	1,128,622	1,229,451	1,377,351
Liabilities and Equity			
Liabilities			
Current Liabilities			
Other Current Liabilities	5,498	-7,200	5,498
Total Current Liabilities	5,498	-7,200	5,498
Total Long-Term Liabilities	0	0	
Total Liabilities	5,498	-7,200	
Equity			
Unrestricted Net Assets	1,123,124	1,123,124	1,123,124
Net Income	0	113,526	248,729
Total Equity	1,123,124	1,236,650	1,371,852



QUESTIONS?

Please contact your EdOps Finance Team:

Paul Greenwood

paul@ed-ops.com

415.359.3995

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Dashboard

Academy for Integrated Arts
July 2022 through February 2023

Key Performance Indicators

Days of Cash
(At Year End)

108

Target > 45 days

Gross Margin
Margin

6%

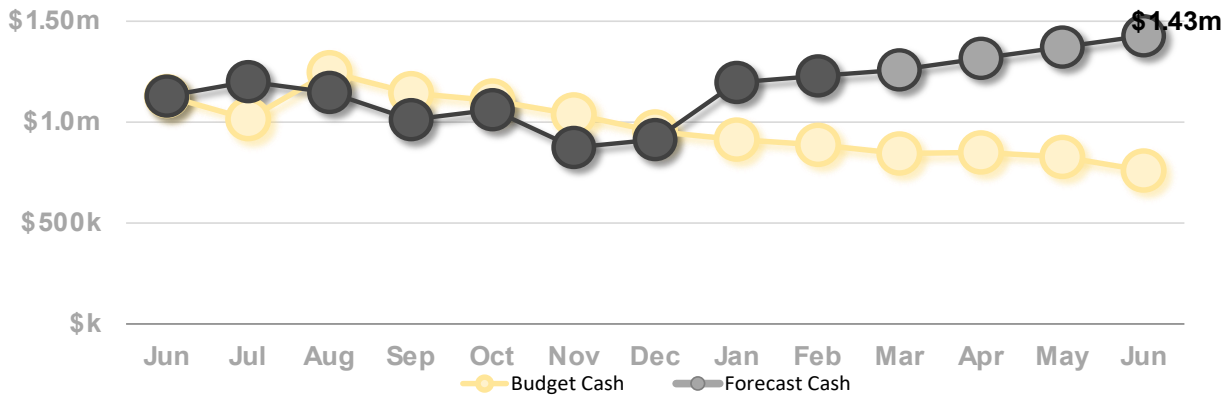
Target > -5.0%

Fund Balance
(At Year End)

29%

Target > 0,00

Cash Forecast



Financial Snapshot

	Year-To-Date Financials			Annual Forecast			Remaining
	Actual	Budget	Variance	Forecast	Budget	Variance	
Revenue							
Local Revenue	246,592	272,552	(25,959)	339,580	339,580	(0)	92,987
State Revenue	2,022,084	1,515,718	506,366	3,011,817	2,417,415	594,402	989,733
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Expenses							
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Office & Business Expense	140,651	122,692	17,959	212,263	184,038	28,225	71,612
Transportation	138,110	240,470	102,360	230,048	360,705	130,657	91,938
Total Ordinary Expenses	3,179,129	3,316,887	137,757	4,825,884	4,975,330	149,446	1,646,755
Net Operating Income	113,526	(240,805)	354,331	298,729	(367,954)	666,682	185,202
Extraordinary Expenses							
Depreciation and Amortization	-	-	-	-	-	-	-
Interest	-	-	-	-	-	-	-
Facility Improvements	-	-	-	-	-	-	-
Total Extraordinary Expenses	-	-	-	-	-	-	-
Total Expenses	3,179,129	3,316,887	137,757	4,825,884	4,975,330	149,446	1,646,755
Net Income	113,526	(240,805)	354,331	298,729	(367,954)	666,682	185,202
Cash Flow Adjustments	(12,698)	-	(12,698)	(0)	-	(0)	12,698
Change in Cash	100,829	(240,805)	341,633	298,729	(367,954)	666,682	197,900

Revenue Drivers

As of 3/7/2023

Enrollment	266
YTD Attendance %	92.38%

	Payment	Forecast	Budgeted	Change	Gain/(Loss)
Start of Year Enrollment		276	277	-1	0
Attrition			3.00%	0	-
End of Year Enrollment		266	269	-3	0

Attendance % 92% 90.0% 2.4% 0

ADA					
Regular Term ADA					
Pre-K	9.0	9.3	-	9.3	#DIV/0!
K-12	232.0	229.5	-	229.5	#DIV/0!
Subtotal Regular Ter	241.0	238.8	246.0	238.8	
Remedial ADA	-	-	-	-	#DIV/0!
Summer ADA	-	-	4.98	(5.0)	-1
Total ADA	241.0	238.8	251.0	233.8	1

Special Populations Weights					
Free and Reduced Lunch (FRL)					
% of ADA	99.6%	99.6%	100.0%	-0.4%	0
Count	231.05	228.56	229.43	(0.87)	0
Weight	39.8	39.4	40.9	(1.5)	0
Individualized Education Plans (IEP)					
% of ADA		10.0%	10%	0.00%	0.00%
Count		22.95	32.02	-9.07	-28.33%
Weight	-	-	0.8	(0.8)	100.00%
Limited English Proficiency (LEP)					
% of ADA		0.0%	4%	-4%	-1
Count		-	(0.79)	1	-1
Weight	-	-	-	-	#DIV/0!

Non-CEP = Last Wednesday in January

December 1

Last Wednesday in September

Total WADA	280.811	278.2	291.8	(13.6)	-4.66%
Per Wada Payment	\$ 10,492	\$ 10,492	\$ 8,300	\$ 2,192	26.41%
State Aid Projection	\$ 2,902,072	\$ 2,874,902	\$ 2,385,529	\$ 489,373	20.51%
Prior Year Adjustment	\$ 4,084	\$ 4,084	\$ -	\$ 4,084	#DIV/0!
Net State Rev Projection	\$ 2,906,156	\$ 2,878,986	\$ 2,385,529	\$ 493,457	20.69%
Classroom Trust Fund	\$ 98,670	\$ 98,670	\$ 112,777	\$ (14,107)	-12.51%
Basic Formula	\$ 2,807,486	\$ 2,780,316	\$ 2,272,752	\$ 507,564	22.33%

Income Statement

Academy for Integrated Arts

July 2022 through February 2023

Income Statement	Year-To-Date			Annual			Previous Forecast	
	Actual	Budget	Variance	Forecast	Budget	Variance	Prv TOTAL	Diff
Revenue								
Local Revenue								
5113 · Proposition C (Sales Tax)	246,592	272,552	(25,959)	339,580	339,580	(0)	339,580	0
Total Local Revenue	246,592	272,552	(25,959)	339,580	339,580	(0)	339,580	0
State Revenue								
5311 · Basic Formula	1,873,021	1,419,287	453,733	2,780,316	2,272,769	507,547	2,771,302	9,014
5312 · Transportation	83,249	15,937	67,312	124,890	23,906	100,984	124,890	0
5319 · Classroom Trust Fund	65,815	75,199	(9,385)	98,670	112,799	(14,129)	95,357	3,313
5333 · School Food Service	0	1,159	(1,159)	1,738	1,738	(0)	1,738	0
5397 · Other State Revenue	0	4,135	(4,135)	6,203	6,203	(0)	6,203	0
Total State Revenue	2,022,084	1,515,718	506,366	3,011,817	2,417,415	594,402	2,999,490	12,327
Federal Revenue								
5412 · Medicaid	45,262	37,697	7,565	56,545	56,545	0	56,545	0
5422 · ESSER III - ARP Elementary and	257,463	0	257,463	610,597	0	610,597	610,597	0
5424 · CARES ESSER	15,000	407,065	(392,065)	15,000	610,597	(595,597)	15,000	0
5441 · IDEA	0	34,189	(34,189)	65,292	65,292	0	65,292	0
5442 · ECSE	0	732	(732)	1,098	1,098	0	1,098	0
5445 · Food Service-lunch	90,664	83,569	7,095	125,354	125,354	0	125,354	0
5446 · Food Service-breakfast	58,116	52,724	5,392	79,086	79,086	0	79,086	0
5448 · Food Service-snacks	5,751	0	5,751	8,955	0	8,955	8,812	143
5449 · Food Service-ff&v	5,816	5,187	629	7,780	7,780	(0)	7,780	0
5451 · Title I	112,411	100,646	11,765	181,391	192,206	(10,815)	181,391	0
5461 · Title Iva	7,176	6,350	826	12,126	12,126	(0)	12,126	0
5465 · Title Ii	10,674	9,701	972	18,037	18,527	(490)	18,037	0
5497 · Charter School Start-up Revenue	9,855	0	9,855	9,855	0	9,855	9,855	0
Total Federal Revenue	618,187	737,860	(119,673)	1,191,116	1,168,611	22,505	1,190,973	143
Private Grants and Donations								
5192 · Donations	374,350	545,439	(171,089)	550,000	675,000	(125,000)	550,000	0
Total Private Grants and Donations	374,350	545,439	(171,089)	550,000	675,000	(125,000)	550,000	0
Earned Fees								
5181 · Bac	6,957	4,514	2,443	7,100	6,771	329	6,771	329
5198 · Miscellaneous Revenue	24,485	0	24,485	25,000	0	25,000	24,208	792
Total Earned Fees	31,442	4,514	26,928	32,100	6,771	25,329	30,979	1,121
Total Revenue	3,292,656	3,076,082	216,574	5,124,613	4,607,376	517,236	5,111,022	13,591
Expenses								
Salaries								
1111-6111 · ES Instruction Cert FT	764,223	946,017	181,794	1,148,231	1,419,025	270,794	1,144,602	-3,629
1111-6131 · ES Instruction Supp Pay	123,449	86,667	36,783	123,927	130,000	6,073	123,720	-206
1111-6152 · ES Instruction Aides	347,125	229,000	118,125	526,414	343,500	182,914	529,924	3,510
1221-6111 · Special Education Cert FT	79,688	79,667	(21)	119,521	119,500	(21)	119,521	0
1221-6131 · Special Education Supp Pay	6,406	4,000	(2,406)	6,538	6,000	(538)	6,560	23
1411-6121 · Stu Act Cert Subs	8,125	0	(8,125)	17,197	0	(17,197)	18,130	933
1411-6161 · Student Activities NC Pt	750	0	(750)	750	0	(750)	750	0
2113-6111 · Social Work Cert Ft	30,477	30,477	0	45,715	45,715	(0)	45,715	0
2113-6131 · Social Work Supp Pay	5,100	2,000	(3,100)	5,100	3,000	(2,100)	5,100	0
2122-6111 · Counseling Cert Ft	7,498	0	(7,498)	18,898	0	(18,898)	18,046	-852
2134-6111 · Nursing Cert Ft	29,750	32,900	3,150	46,750	49,350	2,600	46,750	0
2134-6131 · Nursing Supp Pay	1,017	0	(1,017)	1,017	0	(1,017)	1,017	0
2321-6112 · Exec Admin Cert Ft Admin	97,067	97,067	(0)	145,600	145,600	(0)	145,600	0
2329-6131 · Other Exec Admin Supp Pay	3,000	2,000	(1,000)	3,000	3,000	0	3,000	0
2329-6151 · Other Exec Admin Nc Ft	30,000	53,333	23,333	45,000	80,000	35,000	45,000	0
2329-6161 · Other Exec Admin Nc Pt	4,137	0	(4,137)	5,337	0	(5,337)	4,920	-416
2411-6112 · Building Admin Cert Ft Admin	65,960	65,960	0	98,940	98,940	0	98,940	0
2411-6131 · Building Admin Supp Pay	3,000	2,000	(1,000)	3,000	3,000	0	3,000	0
2411-6412 · Building Admin Tech Supplie	0	246	246	0	369	369	0	0
2511-6131 · Business Office Supp Pay	3,000	2,000	(1,000)	3,000	3,000	0	3,000	0
2511-6151 · Business Office NC FT	53,040	53,040	0	79,560	79,560	0	79,560	0
2542-6131 · Facilities Supp Pay	0	2,000	2,000	0	3,000	3,000	0	0
2542-6151 · Facilities Nc Ft	2,802	12,801	9,999	2,802	19,201	16,399	2,802	0
3812-6161 · Afterschool Nc Pt	7,464	15,044	7,580	14,986	22,566	7,580	15,386	400
Total Salaries	1,673,075	1,716,217	43,142	2,461,282	2,574,326	113,044	2,461,044	-238
Benefits and Taxes								
1111-6211 · ES Instruction Cert PRS	96,143	113,522	17,379	142,224	170,283	28,059	141,225	-999
1111-6221 · ES Instruction NC PRS	32,422	27,480	(4,942)	53,937	41,220	(12,717)	55,479	1,542
1111-6231 · ES Instruction Soc Sec	74,400	78,224	3,824	109,354	117,337	7,982	109,622	267
1111-6232 · ES Instruction Medicare	17,400	18,294	894	25,575	27,442	1,867	25,637	62
1111-6241 · ES Instruction Emp Ins	126,389	130,285	3,896	191,281	195,428	4,147	191,282	0
1221-6211 · Special Education Cert PRS	9,560	9,560	0	14,340	14,340	0	14,340	0
1221-6231 · Special Education Soc Sec	4,813	5,187	374	7,291	7,781	490	7,294	3
1221-6232 · Special Education Medicare	1,126	1,213	87	1,705	1,820	115	1,706	1
1221-6241 · Special Education Emp Ins	3,450	6,597	3,147	3,450	9,895	6,445	3,450	0
1411-6231 · Student Activities Soc Sec	550	0	(550)	1,113	0	(1,113)	1,171	58
1411-6232 · Student Activities Medicare	129	0	(129)	260	0	(260)	274	14
2113-6211 · Social Work Cert PRS	0	3,657	3,657	1,829	5,486	3,657	2,286	457
2113-6221 · Social Work Nc Prs	3,657	0	(3,657)	3,657	0	(3,657)	3,200	-457
2113-6231 · Social Work Soc Sec	2,206	2,014	(192)	3,151	3,020	(130)	3,151	0
2113-6232 · Social Work Medicare	516	471	(45)	737	706	(31)	737	0
2113-6241 · Social Work Emp Ins	0	3,298	3,298	0	4,948	4,948	0	0
2122-6211 · Counseling Cert Prs	900	0	(900)	2,268	0	(2,268)	2,165	-102
2122-6231 · Counseling Soc Sec	465	0	(465)	1,172	0	(1,172)	1,119	-53

2122-6232 · Counseling Medicare	109	0	(109)	274	0	(274)	262	-12
2134-6211 · Nursing Cert Prs	3,570	3,948	378	5,610	5,922	312	5,610	0
2134-6231 · Nursing Soc Sec	1,834	2,040	206	2,888	3,060	171	2,901	13
2134-6232 · Nursing Medicare	429	477	48	675	716	40	679	3
2134-6241 · Nursing Emp Ins	3,450	3,298	(152)	5,750	4,948	(802)	5,750	0
2321-6211 · Exec Admin Cert Prs	11,648	11,648	0	17,472	17,472	0	17,472	0
2321-6231 · Exec Admin Soc Sec	5,485	6,018	533	8,494	9,027	533	8,561	67
2321-6232 · Exec Admin Medicare	1,283	1,407	125	1,986	2,111	125	2,002	16
2321-6241 · Exec Admin Emp Ins	4,600	3,298	(1,302)	6,900	4,948	(1,952)	6,900	0
2321-6261 · Exec Admin Wc	13,157	19,347	6,190	29,020	29,020	(0)	29,020	0
2321-6271 · Exec Admin Unemp	0	1,530	1,530	2,296	2,296	0	2,296	0
2329-6221 · Other Exec Admin Nc Prs	3,600	6,400	2,800	5,544	9,600	4,056	5,580	36
2329-6231 · Other Exec Admin Soc Sec	2,155	3,431	1,275	3,160	5,146	1,986	3,152	-7
2329-6232 · Other Exec Admin Medicare	504	802	298	739	1,203	465	737	-2
2329-6241 · Other Exec Admin Emp Ins	4,600	6,597	1,997	6,900	9,895	2,995	6,900	0
2411-6211 · Building Admin Cert Prs	7,915	7,915	0	11,873	11,873	0	11,873	0
2411-6231 · Building Admin Soc Sec	4,135	4,214	79	6,179	6,320	141	6,196	17
2411-6232 · Building Admin Medicare	967	985	19	1,445	1,478	33	1,449	4
2411-6241 · Building Admin Emp Ins	4,600	3,298	(1,302)	6,900	4,948	(1,952)	6,900	0
2511-6221 · Business Office NC PRS	6,365	6,365	0	9,547	9,547	0	9,547	0
2511-6231 · Business Office Soc Sec	3,348	3,412	64	4,992	5,119	126	5,008	16
2511-6232 · Business Office Medicare	783	798	15	1,168	1,197	30	1,171	4
2511-6241 · Business Office Emp Ins	4,600	3,298	(1,302)	6,900	4,948	(1,952)	6,900	0
2542-6221 · Facilities Nc Prs	333	1,536	1,203	333	2,304	1,971	333	0
2542-6231 · Facilities Soc Sec	174	918	744	174	1,377	1,203	174	0
2542-6232 · Facilities Medicare	41	215	174	41	322	281	41	0
3812-6231 · Afterschool Soc Sec	463	933	470	929	1,399	470	954	25
3812-6232 · Afterschool Medicare	108	218	110	217	327	110	223	6
Total Benefits and Taxes	464,381	504,151	39,770	711,750	756,227	44,477	712,727	977
Staff-Related Costs								
2213-6319 · Professional Development	40,680	20,904	(19,777)	63,000	31,355	(31,645)	63,000	0
2213-6343 · Professional Development	1,394	6,667	5,273	10,000	10,000	0	10,000	0
2213-6411 · Professional Development	4,318	4,823	505	7,235	7,235	(0)	7,235	0
2642-6391 · Recruitment	1,605	770	(835)	1,605	1,156	(450)	1,156	-450
2642-6411 · Recruitment Supplies	0	200	200	300	300	0	300	0
Total Staff-Related Costs	47,997	33,364	(14,633)	82,140	50,046	(32,094)	81,690	-450
Rent								
2542-6333 · Facilities Rent	150,000	133,333	(16,667)	200,000	200,000	(0)	200,000	0
Total Rent	150,000	133,333	(16,667)	200,000	200,000	(0)	200,000	0
Occupancy Service								
2542-6316 · Facilities Data Process	276	0	(276)	276	0	(276)	276	0
2542-6319 · Facilities Prof Serv	410	678	268	1,017	1,017	0	1,017	0
2542-6331 · Facilities Janitorial	61,544	40,514	(21,030)	106,629	60,770	(45,859)	89,553	-17,076
2542-6332 · Facilities Rep & Maint	9,817	6,667	(3,151)	34,196	10,000	(24,197)	10,000	-24,197
2542-6335 · Facilities Water/sewer	4,360	4,467	106	6,700	6,700	0	6,700	0
2542-6336 · Facilities Trash Remov	6,985	2,667	(4,318)	10,403	4,000	(6,403)	10,403	0
2542-6338 · Facilities Tech Rental	9,512	6,940	(2,572)	16,275	10,410	(5,865)	13,362	-2,913
2542-6339 · Facilities Oth Prop Serv	41,748	27,776	(13,972)	42,548	41,664	(884)	41,664	-884
2542-6351 · Facilities Prop Insur	46,075	33,333	(12,742)	50,264	50,000	(264)	50,265	0
2542-6361 · Facilities Phone/internet	1,036	600	(436)	1,325	900	(425)	1,501	176
2542-6411 · Facilities Supplies	29,788	18,887	(10,900)	34,588	28,331	(6,257)	34,529	-59
2542-6481 · Facilities Electricity	46,650	40,157	(6,493)	71,162	60,236	(10,926)	71,582	421
2542-6482 · Facilities Gas	1,097	1,333	237	2,000	2,000	(0)	2,000	0
2546-6319 · Security Svcs Prof Serv	2,812	2,021	(791)	3,032	3,032	(0)	3,032	0
Total Occupancy Service	262,110	186,040	(76,070)	380,415	279,060	(101,355)	335,883	-44,532
Student Expense, Direct								
1111-6311 · ES Instruction Instruc Serv	0	41,866	41,866	0	62,799	62,799	62,799	62,799
1111-6319 · ES Instruction Prof Serv	59,956	68,410	8,454	102,615	102,615	(0)	102,615	0
1111-6411 · ES Instruction Supplies	29,615	16,467	(13,148)	40,000	24,701	(15,299)	30,000	-10,000
1111-6412 · ES Instruction Tech Supplies	28,209	21,730	(6,479)	30,177	32,595	2,418	32,595	2,418
1111-6431 · Textbooks	8,024	9,200	1,176	13,800	13,800	0	13,800	0
1111-6543 · ES Instruction Tech Equipm	2,418	0	(2,418)	2,418	0	(2,418)	0	-2,418
1191-6411 · Summer Instruction Supplies	0	3,333	3,333	5,000	5,000	(0)	5,000	0
1221-6319 · Special Education Prof Serv	1,490	2,716	1,226	4,075	4,075	(0)	4,075	0
1221-6411 · Special Education Supplies	0	3,333	3,333	5,000	5,000	(0)	5,000	0
1411-6319 · Student Activities Prof Serv	17,626	1,016	(16,610)	35,000	1,524	(33,476)	35,000	0
1411-6411 · Student Activities Supplies	1,998	333	(1,664)	4,000	500	(3,500)	4,000	0
1411-6471 · Stu Act Snack	563	0	(563)	1,000	0	(1,000)	1,000	0
1421-6411 · Student Athletics Supplies	0	3,333	3,333	5,000	5,000	(0)	5,000	0
1933-6319 · Tuition for Sped Pri - Prof Se	11,900	20,000	8,100	30,000	30,000	0	30,000	0
2113-6319 · Social Work Prof Serv	0	356	356	534	534	0	534	0
2132-6319 · Other Prof/technical Service	0	98	98	147	147	0	147	0
2134-6411 · Nursing Supplies	1,427	467	(961)	2,460	700	(1,760)	2,041	-419
2142-6319 · Psychological Testing Prof S	1,981	1,764	(217)	2,646	2,646	(0)	2,646	0
2152-6319 · Speech Pathology Prof Serv	18,343	21,796	3,453	32,694	32,694	0	32,694	0
2162-6319 · Ot Services Prof Serv	2,312	8,378	6,067	12,568	12,568	0	12,568	0
2222-6441 · Library Books	0	8,024	8,024	12,036	12,036	0	12,036	0
2491-6411 · Other School Administration	0	667	667	1,000	1,000	(0)	1,000	0
3511-6319 · Early Childhood Program	0	6,667	6,667	10,000	10,000	0	10,000	0
3812-6319 · Afterschool Prof Serv	0	0	0	0	0	0	0	0
3812-6411 · Afterschool Supplies	547	0	(547)	547	0	(547)	547	0
3912-6319 · Parental Involvement Prof S	0	2,000	2,000	3,000	3,000	0	3,000	0
3912-6411 · Parental Involvement Suppli	0	3,049	3,049	4,573	4,573	0	4,573	0
Total Student Expense, Direct	186,408	245,005	58,596	360,290	367,507	7,217	412,670	52,380
Student Expense, Food								
2562-6411 · Food Preparation Supplies	0	533	533	800	800	0	800	0
2562-6471 · Food Preparation Snack	0	6,681	6,681	0	10,022	10,022	10,022	10,022
2563-6391 · Food Delivery Contracted Fc	410	128,200	127,790	410	192,300	191,890	410	0

2563-6471 · Food Supplies	115,986	200	(115,786)	186,486	300		(186,186)	192,300	5,814
Total Student Expense, Food	116,397	135,615	19,218	187,697	203,422		15,725	203,532	15,836
Office & Business Expense									
2114-6319 · Student Support Services Pr	7,846	4,700	(3,146)	7,846	7,050		(796)	7,846	0
2114-6412 · Technology Supplies	0	2,656	2,656	3,985	3,985		0	3,985	0
2311-6315 · Board Audit	12,795	6,667	(6,128)	12,795	10,000		(2,795)	12,075	-720
2311-6317 · Board Legal	6,676	5,733	(943)	8,600	8,600		(0)	8,600	0
2311-6319 · Board Prof Serv	0	47	47	70	70		(0)	70	0
2321-6316 · Exec Admin Data Process	974	6,584	5,610	9,876	9,876		(0)	9,876	0
2321-6319 · Exec Admin Prof Serv	14,146	8,754	(5,392)	15,546	13,131		(2,415)	13,131	-2,415
2321-6343 · Exec Admin Travel	1,446	0	(1,446)	1,446	0		(1,446)	1,446	0
2321-6352 · Exec Admin Liability Insuran	0	1,381	1,381	2,072	2,072		(0)	2,072	0
2321-6371 · Exec Admin Dues And Merr	390	0	(390)	390	0		(390)	390	0
2321-6411 · Exec Admin Supplies	16,110	3,465	(12,645)	18,000	5,198		(12,802)	18,000	0
2322-6411 · Community Services Supplie	452	231	(221)	500	346		(154)	500	0
2329-6319 · Other Exec Admin Prof Serv	2,018	4,334	2,316	6,501	6,501		(0)	6,501	0
2329-6411 · Other Exec Admin Supplies	118	3,000	2,882	4,500	4,500		0	4,500	0
2331-6319 · It Admin Prof Serv	26,220	25,765	(455)	38,648	38,648		(0)	38,648	0
2331-6352 · IT Admin Liability Insurance	0	2,667	2,667	4,000	4,000		0	4,000	0
2411-6411 · Building Admin Supplies	0	339	339	508	508		(0)	508	0
2511-6319 · Business Office Prof Serv	6,742	4,680	(2,062)	9,874	7,020		(2,854)	7,020	-2,854
2511-6334 · Business Office Equip Rent	105	0	(105)	105	0		(105)	105	0
2511-6411 · Business Office Supplies	4,612	1,688	(2,924)	7,000	2,532		(4,468)	7,000	0
2525-6319 · Financial Accounting Service	40,000	40,000	0	60,000	60,000		0	60,000	0
Total Office & Business Expense	140,651	122,692	(17,959)	212,263	184,038		(28,225)	206,274	-5,989
Transportation									
2551-6341 · Transportation - Contracted,	130,771	236,875	106,104	220,069	355,312		135,243	355,312	135,243
2551-6342 · Transportation - Contracted,	979	0	(979)	979	0		(979)	979	0
2553-6341 · Transportation - Contracted,	6,360	3,595	(2,765)	9,000	5,393		(3,607)	12,059	3,059
Total Transportation	138,110	240,470	102,360	230,048	360,705		130,657	368,350	138,302
Total Expenses	3,179,129	3,316,887	137,757	4,825,884	4,975,330		149,446	4,982,170	156,286
Net Income	113,526	(240,805)	354,331	298,729	(367,954)		666,682	128,852	169,877
Cash Flow Statement	Actual	Budget	Variance	Forecast	Budget	Variance		Prv TOTAL	Diff
Net Income	113,526	(240,805)	354,331	298,729	(367,954)	666,682		128,852	169,877
Cash Flow Adjustments									
Other Operating Activities									
1598 · Remove from operations	0	0	0	0	0	0	0	0	0
2156 · Group Health And Life Insurance F	(12,321)	0	(12,321)	(0)	0	(0)	0	0	0
2161 · Other Deductions Payable, incl Gæ	705	0	705	(0)	0	(0)	0	0	0
2162 · Tax Sheltered Annuity Payable	396	0	396	0	0	0	0	0	0
2163 · Other Insurance Payable	1,254	0	1,254	(0)	0	(0)	0	0	0
2164 · Mo Suta Payable	(2,732)	0	(2,732)	0	0	0	0	0	0
Total Other Operating Activities	(12,698)	0	(12,698)	(0)	0	(0)	0	0	0
Facilities Project Adjustments									
1599 · Add to facilities	0	0	0	0	0	0	0	0	0
Total Facilities Project Adjustments	0	0	0	0	0	0	0	0	0
Total Cash Flow Adjustments	(12,698)	0	(12,698)	(0)	0	(0)	0	0	0
Change in Cash	100,829	(240,805)	341,633	298,729	(367,954)	666,682		128,852	169,877

Monthly Projections
Academy for Integrated Arts
July 2022 through February 2023

Forecast	Income Statement	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	External Notes	Comments	Previous Forecast	Prv TOTAL	Diff
Revenue																				
Local Revenue																				
5113 - Proposition C (Sales Tax)		35,850	32,552	28,178	29,467	26,962	27,639	29,888	36,057	23,247	23,247	23,247	23,247	339,580				339,580	0	
Total Local Revenue		35,850	32,552	28,178	29,467	26,962	27,639	29,888	36,057	23,247	23,247	23,247	23,247	339,580				339,580	0	
State Revenue																				
5311 - Basic Formula		174,025	160,902	163,290	350,727	175,287	280,793	353,353	214,684	226,824	226,824	226,824	226,824	2,780,316				2,771,302	9,014	
5312 - Transportation		1,782	1,781	1,781	37,410	10,689	8,990	10,407	10,409	10,410	10,410	10,410	10,410	124,890				124,890	0	
5333 - Classroom Trust Fund		8,254	8,257	8,258	7,017	9,323	8,259	8,222	8,225	8,214	8,214	8,214	8,214	98,670				95,357	3,313	
5333 - School Food Service		0	0	0	0	0	0	0	0	435	435	435	435	1,738				1,738	0	
5397 - Other State Revenue		0	0	0	0	0	0	0	0	1,551	1,551	1,551	1,551	6,203				6,203	0	
Total State Revenue		184,061	170,940	173,289	395,153	195,299	298,042	371,982	233,318	247,433	247,433	247,433	247,433	3,011,817				2,999,490	12,327	
Federal Revenue																				
5412 - Medicaid		0	0	13,192	0	0	6,780	12,618	12,672	2,821	2,821	2,821	2,821	56,545				56,545	0	
5422 - ESSER III - ARP Elementary at		0	0	0	0	0	0	199,886	57,577	88,283	88,283	88,283	88,283	610,597				610,597	(0)	
5424 - CARES ESSER		0	0	15,000	0	0	0	0	0	(0)	(0)	(0)	(0)	15,000		\$200k in ESSER II posting in January		15,000	0	
5441 - IDEA		0	0	0	0	0	0	0	0	16,323	16,323	16,323	16,323	65,292				65,292	0	
5442 - ECSE		0	0	0	0	0	0	0	0	275	275	275	275	1,098				1,098	0	
5445 - Food Service-Lunch		16,316	0	0	0	38,166	12,922	8,878	14,380	8,672	8,672	8,672	8,672	125,354				125,354	(0)	
5446 - Food Service-breakfast		9,602	0	0	0	25,512	8,237	5,690	9,075	5,243	5,243	5,243	5,243	79,086				79,086	0	
5448 - Food Service-snacks		0	0	0	0	2,723	1,185	900	944	801	801	801	801	8,955				8,955	143	
5449 - Food Service-R&V		5,816	0	0	0	0	0	0	0	491	491	491	491	7,780				7,780	(0)	
5451 - Title I		0	0	32,363	0	0	51,225	0	28,824	17,245	17,245	17,245	17,245	181,391				181,391	0	
5461 - Title I/a		0	0	2,066	0	0	3,270	0	1,840	1,238	1,238	1,238	1,238	12,126				12,126	0	
5465 - Title II		0	0	3,073	0	0	4,864	0	2,737	1,841	1,841	1,841	1,841	18,037				18,037	0	
5497 - Charter School Start-up Reven		0	9,855	0	0	0	0	0	0	0	0	0	0	9,855				9,855	0	
Total Federal Revenue		31,733	9,855	65,693	0	66,403	88,483	227,971	128,048	143,232	143,232	143,232	143,232	1,191,116				1,190,973	143	
Private Grants and Donations																				
5192 - Donations		134,756	166,524	272	1,700	5,067	16,191	44,500	5,340	43,913	43,913	43,913	43,913	550,000				550,000	0	
Total Private Grants and Donations		134,756	166,524	272	1,700	5,067	16,191	44,500	5,340	43,913	43,913	43,913	43,913	550,000				550,000	0	
Earned Fees																				
5181 - Bac		0	0	6,541	0	100	122	0	194	36	36	36	36	7,100				6,771	329	
5198 - Miscellaneous Revenue		17,909	4,760	159	189	154	298	740	277	129	129	129	129	25,000				24,208	792	
Total Earned Fees		17,909	4,760	6,700	189	254	420	740	471	164	164	164	164	32,100				30,979	1,121	
Total Revenue		404,309	384,631	274,131	426,509	293,985	430,775	675,062	403,233	457,989	457,989	457,989	457,989	5,124,613				5,111,022	13,591	
Expenses																				
Salaries																				
1111-6111 - ES Instruction Cert FT		97,794	94,992	93,981	93,981	93,981	93,981	95,881	99,631	96,002	96,002	96,002	96,002	1,148,231				1,144,602	(3,629)	
1111-6131 - ES Instruction Supp Pay		572	28,583	28,286	499	56,088	8,776	320	126	119	119	119	119	123,927				123,720	(206)	
1111-6152 - ES Instruction Aides		31,542	42,459	45,795	46,524	48,389	46,336	44,767	41,313	44,822	44,822	44,822	44,822	526,414				529,924	3,510	
1221-6111 - Special Education Cert FT		9,958	9,958	9,958	9,958	9,958	9,958	9,979	9,958	9,958	9,958	9,958	9,958	118,521				118,521	0	
1221-6131 - Special Education Supp		0	0	2,187	21	4,077	110	0	10	33	33	33	33	6,538				6,560	22	
1411-6121 - Stu Act Cert Subs		0	0	328	1,880	3,433	1,149	1,335	2,268	2,268	2,268	2,268	2,268	17,197				18,130	933	
1411-6161 - Student Activities NC PT		0	0	0	0	0	0	750	0	0	0	0	0	750				750	0	
2113-6111 - Social Work Cert Ft		3,810	3,810	3,810	3,810	3,810	3,810	3,810	3,810	3,810	3,810	3,810	3,810	45,715				45,715	0	
2113-6131 - Social Work Supp Pay		0	2,100	1,000	0	2,000	0	0	0	0	0	0	0	5,100				5,100	0	
2122-6111 - Counseling Cert Ft		0	0	0	0	0	0	3,580	3,702	2,850	2,850	2,850	2,850	18,988				18,988	(62)	
2134-6111 - Nursing Cert Ft		0	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	4,250	46,750				46,750	0	
2134-6131 - Nursing Supp Pay		0	750	0	0	90	177	0	0	0	0	0	0	1,017				1,017	0	
2321-6112 - Exec Admin Cert Ft Adm		12,133	12,133	12,133	12,133	12,133	12,133	12,133	12,133	12,133	12,133	12,133	12,133	145,600				145,600	(0)	
2329-6131 - Other Exec Admin Supp		0	0	1,000	0	2,000	0	0	0	0	0	0	0	3,000				3,000	0	
2329-6151 - Other Exec Admin Nc Ft		3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	3,750	45,000				45,000	0	
2329-6161 - Other Exec Admin Nc Ft		1,440	927	187	235	80	352	200	716	300	300	300	300	5,337				4,920	(416)	
2411-6112 - Building Admin Cert Ft A		8,245	8,245	8,245	8,245	8,245	8,245	8,245	8,245	8,245	8,245	8,245	8,245	98,940				98,940	0	
2411-6131 - Building Admin Supp Pa		0	0	1,000	0	2,000	0	0	0	0	0	0	0	3,000				3,000	0	
2411-6412 - Building Admin Tech Supp		0	0	1,000	0	2,000	0	0	0	0	0	0	0	3,000				3,000	0	
2511-6131 - Business Office Supp Pay		6,630	6,630	6,630	6,630	6,630	6,630	6,630	6,630	6,630	6,630	6,630	6,630	79,560				79,560	0	
2511-6151 - Business Office Nc FT		0	0	0	0	0	0	0	0	0	0	0	0	0				0	0	
2542-6131 - Facilities Supp Pay		816	1,225	684	49	27	0	0	0	0	0	0	0	2,802				2,802	0	
2542-6151 - Facilities Nc Ft		0	281	1,414	1,126	878	1,122	1,164	1,481	1,881	1,881	1,881	1,881	14,986				15,386	(400)	
3812-6161 - After-school Nc Ft		176,690	220,094	225,310	191,539	262,266	204,030	195,857	197,290	197,052	197,052	197,052	197,052	2,461,282				2,461,044	(238)	
Total Salaries		176,690	220,094	225,310	191,539	262,266	204,030	195,857	197,290	197,052	197,052	197,052	197,052	2,461,282				2,461,044	(238)	
Benefits and Taxes																				
1111-6211 - ES Instruction Cert PRS		12,084	11,962	11,841	11,841	11,841	11,841	12,212	12,519	11,520	11,520	11,520	11,520	142,224				141,225	(999)	
1111-6221 - ES Instruction NC PRS		2,935	4,146	4,160	4,316	4,489	4,405	4,135	3,837	5,379	5,379	5,379	5,379	53,937				55,479	(1,542)	
1111-6231 - ES Instruction Soc Sec		7,832	10,071	10,197	8,408	12,015	8,955	8,451	8,471	8,739	8,739	8,739	8,739	109,354				109,622	267	
1111-6232 - ES Instruction Medicare		1,832	2,355	2,385	1,966	2,810	2,094													

2542-6411 - Facilities Supplies	614	15,037	450	7,171	513	3,548	1,195	1,259	1,200	1,200	1,200	1,200	34,588	34,529	(59)		
2542-6481 - Facilities Electricity	5,016	4,868	6,892	6,467	5,753	5,408	6,921	5,326	6,128	6,128	6,128	6,128	71,162	71,582	421		
2542-6482 - Facilities Gas	130	119	114	146	132	156	140	161	226	226	226	226	2,000	2,000	(0)		
2548-6319 - Security Svcs Prof Serv	0	2,572	190	0	0	0	0	80	55	55	55	55	3,032	3,032	(0)		
Total Occupancy Service	34,349	54,579	33,109	33,883	23,478	29,424	23,472	30,016	48,941	23,121	23,121	23,121	380,415	338,883	(44,532)		
Student Expense, Direct																	
1111-6311 - ES Instruction Instruc Se	0	0	0	0	0	0	0	0	0	0	0	0	0	62,799	62,799		
1111-6319 - ES Instruction Prof Serv	11,517	12,382	3,449	18,032	2,717	4,045	3,317	4,499	10,665	10,665	10,665	10,665	102,615	102,615	(0)		
1111-6411 - ES Instruction Supplies	3,906	8,114	5,570	3,111	106	3,941	2,384	2,485	2,596	2,596	2,596	2,596	40,000	30,000	(10,000)		
1111-6412 - ES Instruction Tech Supp	12,093	8,878	810	2,358	277	541	2,200	1,052	492	492	492	492	30,177	32,595	2,418		
1111-6431 - Textbooks	0	1,276	0	0	6,265	0	0	483	1,444	1,444	1,444	1,444	13,800	13,800	(0)		
1111-6543 - ES Instruction Tech Equip	0	0	0	0	0	0	0	2,418	0	0	0	0	2,418	0	(2,418)		
1191-6411 - Summer Instruction Supp	0	0	0	0	0	0	0	0	1,250	1,250	1,250	1,250	5,000	5,000	(0)		
1221-6319 - Special Education Prof S	0	0	0	1,490	0	0	0	0	646	646	646	646	4,075	4,075	(0)		
1221-6411 - Special Education Suppl	0	0	0	0	0	0	0	0	1,250	1,250	1,250	1,250	5,000	5,000	(0)		
1411-6310 - Student Activities Prof Se	0	0	0	2,620	0	17,138	(2,132)	0	4,344	4,344	4,344	4,344	35,000	35,000	(0)		
1411-6411 - Student Activities Suppl	0	0	0	277	222	1,373	0	125	501	501	501	501	4,000	4,000	(0)		
1411-6471 - Stu Act Snack	0	0	0	0	0	563	0	0	109	109	109	109	1,000	1,000	(0)		
1421-6411 - Student Athletics Suppl	0	0	0	0	0	0	0	0	1,250	1,250	1,250	1,250	5,000	5,000	(0)		
1933-6319 - Tuition for Sped Prt - Pro	0	0	1,400	3,675	3,500	3,325	0	0	4,525	4,525	4,525	4,525	30,000	30,000	(0)		
2113-6319 - Social Work Prof Serv	0	0	0	0	0	0	0	0	134	134	134	134	534	534	(0)		
2132-6319 - Other Prof/Technical Serv	0	0	0	0	0	0	0	0	37	37	37	37	147	147	(0)		
2134-6411 - Nursing Supplies	0	0	0	653	0	410	111	254	258	258	258	258	2,460	2,041	(419)		
2142-6319 - Psychological Testing Pr	0	0	0	0	0	1,981	0	0	166	166	166	166	2,646	2,646	(0)		
2152-6319 - Speech Pathology Prof S	0	5,148	0	2,568	3,055	4,063	0	3,510	3,588	3,588	3,588	3,588	32,694	32,694	(0)		
2163-6319 - OI Services Prof Serv	0	0	0	475	439	270	489	489	2,564	2,564	2,564	2,564	12,568	12,568	(0)		
2222-6441 - Library Books	0	0	0	0	0	0	0	0	3,009	3,009	3,009	3,009	12,036	12,036	(0)		
2491-6411 - Other School Administrat	0	0	0	0	0	0	0	0	250	250	250	250	1,000	1,000	(0)		
3511-6319 - Early Childhood Program	0	0	0	0	0	0	0	0	2,500	2,500	2,500	2,500	10,000	10,000	(0)		
3812-6319 - After-school Prof Serv	0	0	0	0	0	0	0	0	0	0	0	0	0	0	(0)		
3812-6411 - After-school Supplies	0	0	0	547	0	0	0	0	0	0	0	0	547	547	(0)		
3912-6319 - Parental Involvement Pro	0	0	0	0	0	0	0	0	750	750	750	750	3,000	3,000	(0)		
3912-6411 - Parental Involvement Sur	0	0	0	0	0	0	0	0	1,143	1,143	1,143	1,143	4,573	4,573	(0)		
Total Student Expense, Direct	27,515	35,797	11,228	36,004	16,580	37,649	6,318	15,316	43,470	43,470	43,470	43,470	360,290	412,670	52,380		
Student Expense, Food																	
2562-6411 - Food Preparation Suppl	0	0	0	0	0	0	0	0	200	200	200	200	800	800	(0)		
2562-6471 - Food Preparation Snack	0	0	0	0	0	0	0	0	0	0	0	0	0	10,022	10,022		
2563-6301 - Food Delivery Contracte	0	0	0	0	0	0	410	0	0	0	0	0	410	410	(0)		
2563-6471 - Food Supplies	0	0	12,521	20,621	21,231	17,504	6,440	38,080	17,625	17,625	17,625	17,625	186,486	192,300	5,814		
Total Student Expense, Food	0	0	12,521	20,621	21,231	17,504	6,440	38,080	17,825	17,825	17,825	17,825	187,697	203,532	15,836		
Office & Business Expense																	
2114-6319 - Student Support Services	0	0	7,846	0	0	0	0	0	0	0	0	0	7,846	7,846	(0)		
2114-6412 - Technology Supplies	0	0	0	0	0	0	0	0	996	996	996	996	3,985	3,985	(0)		
2311-6315 - Board Audit	0	0	0	0	0	12,075	0	720	0	0	0	0	12,795	12,075	(720)		
2311-6317 - Board Legal	429	1,170	3,432	195	631	819	0	0	481	481	481	481	8,600	8,600	(0)		
2311-6319 - Board Prof Serv	0	0	0	0	0	0	0	0	18	18	18	18	70	70	(0)		
2321-6316 - Exec Admin Data Proces	270	0	0	270	0	135	135	165	2,225	2,225	2,225	2,225	9,876	9,876	(0)		
2321-6319 - Exec Admin Prof Serv	1,874	1,061	902	1,070	1,223	1,027	2,494	4,496	350	350	350	350	15,546	13,131	(2,415)		
2321-6343 - Exec Admin Travel	0	0	0	0	0	1,446	0	0	0	0	0	0	1,446	1,446	(0)		
2321-6352 - Exec Admin Liability Insu	0	0	0	0	0	0	0	0	518	518	518	518	2,072	2,072	(0)		
2321-6371 - Exec Admin Dues And M	0	0	0	275	115	0	0	0	0	0	0	0	390	390	(0)		
2321-6411 - Exec Admin Supplies	1,205	646	2,888	4,353	839	2,693	1,045	2,441	472	472	472	472	18,000	18,000	(0)		
2322-6411 - Community Services Supp	0	0	127	75	250	0	0	0	12	12	12	12	500	500	(0)		
2329-6319 - Other Exec Admin Prof S	108	789	146	191	127	203	126	329	1,121	1,121	1,121	1,121	6,501	6,501	(0)		
2329-6411 - Other Exec Admin Suppl	118	0	0	0	0	0	0	0	1,095	1,095	1,095	1,095	4,500	4,500	(0)		
2331-6319 - IT Admin Prof Serv	0	6,315	3,318	0	6,635	3,318	3,318	3,318	3,107	3,107	3,107	3,107	38,648	38,648	(0)		
2331-6352 - IT Admin Liability Insur	0	0	0	0	0	0	0	0	1,000	1,000	1,000	1,000	4,000	4,000	(0)		
2411-6411 - Building Admin Supplies	0	0	0	0	0	0	0	0	127	127	127	127	508	508	(0)		
2511-6319 - Business Office Prof Ser	849	1,195	694	689	941	767	854	753	783	783	783	783	9,874	7,020	(2,854)		
2511-6334 - Business Office Equip R	0	0	0	0	105	0	0	0	0	0	0	0	105	105	(0)		
2511-6411 - Business Office Supplies	105	1,139	834	728	172	360	799	475	597	597	597	597	7,000	7,000	(0)		
2525-6319 - Financial Accounting Ser	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	5,000	60,000	60,000	(0)		
Total Office & Business Expense	9,958	17,315	25,186	12,847	16,038	27,842	13,770	17,696	17,903	17,903	17,903	17,903	212,263	206,274	(5,989)		
Transportation																	
2551-6341 - Transportation - Contract	0	15,026	0	0	47,775	1,256	65,706	1,008	22,324	22,324	22,324	22,324	220,669	355,312	135,243		
2551-6342 - Transportation - Contract	0	282	0	0	0	697	0	0	(0)	(0)	(0)	(0)	979	979	(0)		
2553-6341 - Transportation - Contract	0	2,538	0	348	2,078	876	0	0	660	660	660	660	9,000	12,059	3,059		
Total Transportation	0	17,846	0	348	48,853	2,829	65,706	1,528	22,984	22,984	22,984	22,984	230,048	368,350	138,302		
Total Expenses	334,066	432,841	397,491	382,838	480,171	392,197	388,217	371,309	431,054	405,234	405,234	405,234	4,825,884	4,982,170	156,286		
Net Income	70,243	(48,210)	(123,360)	43,671	(186,186)	38,579	286,865	31,925	26,936	52,756	52,756	52,756	298,729	128,852	169,877		
Cash Flow Statement	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL	External Notes	Phy TOTAL	Diff
Net Income	70,243	(48,210)	(123,360)	43,671	(186,186)	38,579	286,865	31,925	26,936	52,756	52,756	52,756	298,729	128,852	169,877		
Cash Flow Adjustments																	
Other Operating Activities																	
1598 - Remove from operations	0	0	0														

Balance Sheet

Academy for Integrated Arts

As of February 28, 2023

Balance Sheet	6/30/2022	2/28/2023	6/30/2023
Assets	Last Year	Current	Year End
Assets			
Current Assets			
Cash			
1113 · Security Bank	135,190	229,132	1,427,351
1115 · Moneymarket	300,049	300,069	0
1117 · Sweep Account	692,232	699,099	0
1132 · Petty Cash	1,151	1,151	0
Total Cash	1,128,622	1,229,451	1,427,351
Intercompany Transfers			
1598 · Remove from operations	0	0	0
1599 · Add to facilities	0	0	0
Total Intercompany Transfers	0	0	0
Total Current Assets	1,128,622	1,229,451	1,427,351
Total Assets	1,128,622	1,229,451	1,427,351

Liabilities and Equity	Last Year	Current	Year End
Liabilities and Equity			
Current Liabilities			
Other Current Liabilities			
2156 · Group Health And Life Insuranc	7,770	(4,551)	7,770
2161 · Other Deductions Payable, incl	(1,178)	(473)	(1,178)
2162 · Tax Sheltered Annuity Payable	0	396	0
2163 · Other Insurance Payable	997	2,251	997
2164 · Mo Suta Payable	(2,091)	(4,823)	(2,091)
Total Other Current Liabilities	5,498	(7,200)	5,498
Total Current Liabilities	5,498	(7,200)	5,498
Equity			
Unrestricted Net Assets			
3111 · Fund Balance	1,123,124	1,123,124	1,123,124
Total Unrestricted Net Assets	1,123,124	1,123,124	1,123,124
Net Income			
Net Income	0	113,526	298,729
Total Net Income	0	113,526	298,729
Total Equity	1,123,124	1,236,650	1,421,852
Total Liabilities and Equity	1,128,622	1,229,451	1,427,351

Academy for Integrated Arts - Preliminary Disbursements Report			
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Date	Vendor		Amount
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2/19/2023	Bamboo HR LLC		\$ 492.41
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2/28/2023	Blick Art Materials		\$ 146.80
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2/10/2023	Waste Management		\$ 883.55
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1/17/2023	Zoom	Subscription	\$ 14.99
2/17/2023	Zoom	Subscription	\$ 14.99
			\$ 12,377.02



Accounts Payable Aging Summary

As of 2/28/2023

Academy for Integrated Art

CLIENT: Academy for Integrated Art		REPORT DATE: 3/8/2023 7:05:16 PM ET				
Payee	Current	1-30	31-60	61-90	>90	Total
American Dining Creation	\$9,213.90	\$0.00	\$0.00	\$0.00	\$0.00	\$9,213.90
BCI Mechanical Inc.	\$22,318.00	\$0.00	\$0.00	\$0.00	\$0.00	\$22,318.00
Brothers Liberating Our Communities DEI Professional Development contract	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,000.00
City Wide Facility Solutions Janitorial; Day porters and coffee service	\$10,602.95	\$0.00	\$0.00	\$0.00	\$0.00	\$10,602.95
Colonial Life	\$945.50	\$945.50	\$0.00	\$0.00	\$0.00	\$1,891.00
EdOps	\$7,716.67	\$0.00	\$0.00	\$0.00	\$0.00	\$7,716.67
FastSigns AFIA sweatshirts. This has been paid.	\$0.00	\$1,844.13	\$0.00	\$0.00	\$0.00	\$1,844.13
Jenessa Daniels	\$37.74	\$0.00	\$0.00	\$0.00	\$0.00	\$37.74
Kansas City Friends of Alvin AILEY	\$600.00	\$0.00	\$0.00	\$0.00	\$0.00	\$600.00
Lakeshore Learning	\$46.98	\$0.00	\$0.00	\$0.00	\$0.00	\$46.98
Missouri Employers Mutual Insurance Co.	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
NCS Pearson	\$0.00	\$0.00	\$0.00	\$0.00	(\$49.58)	(\$49.58)
Newsela Inc. Annual fee on-line teaching resource	\$9,680.00	\$0.00	\$0.00	\$0.00	\$0.00	\$9,680.00
ODP Business Solutions LLC	\$634.57	\$0.00	\$0.00	\$0.00	\$0.00	\$634.57

Payee	Current	1-30	31-60	61-90	>90	Total
Panorama Education, Inc. Annual license fee for survey administration analysis and reporting for social emotional learning measures	\$4,000.00	\$0.00	\$0.00	\$0.00	\$0.00	\$4,000.00
Paypool LLC	\$231.20	\$0.00	\$0.00	\$0.00	\$0.00	\$231.20
Philadelphia Insurance Companies	\$4,188.66	\$0.00	\$0.00	\$0.00	\$0.00	\$4,188.66
School Specialty	\$970.52	\$0.00	\$0.00	\$0.00	\$0.00	\$970.52
Scribbles Software	\$12.50	\$12.50	\$12.50	\$0.00	\$0.00	\$37.50
Shred-It	\$74.94	\$0.00	\$0.00	\$0.00	\$0.00	\$74.94
Sprint	\$263.10	\$0.00	\$0.00	\$0.00	\$0.00	\$263.10
Studio 54oo, LLC Board DEI training	\$525.00	\$0.00	\$0.00	\$0.00	\$0.00	\$525.00
Total:	\$77,062.23	\$2,802.13	\$12.50	\$0.00	-\$49.58	\$79,827.28

Donation detail through January 2023								
	SY22				SY23			
Donor	Actual	Actual	Budget	Variance	Forecast	Budget	Variance	Notes
Kauffman DEI Grant		150,000		150,000	150,000		150,000	
Hall		125,000	125,000	0	125,000	125,000	0	
SSKC		\$52,500	\$167,000	(114,500)	\$84,000	\$167,000	(83,000)	Adjusted to Schedule D of final grant agreement
Deffenbaugh	25,000		25,000	(25,000)	25,000	25,000	0	Proposal submitted Feb 28
Gottlieb	25,000		25,000	(25,000)	25,000	25,000	0	Proposal submitted Mar 13
Missouri DHSS (Covid testing)	44,291	15,709		15,709	15,709		15,709	
SSKC (Data Cohort)	19,510	9,756		9,756	9,756		9,756	
Murien McBrien Kauffman Family Foundation matching	8,700	750	7,500	(6,750)	8,250	7,500	750	
Wilke Wayne	5,000	5,000	5,000	0	5,000	5,000	0	
Wedlan David	3,000	4,500	3,000	1,500	4,500	3,000	1,500	
Hand Naomi and Peter	2,500	2,500	2,500	0	2,500	2,500	0	
Newell	2,500		2,500	(2,500)	2,500	2,500	0	
Brown Peter and Lynne	2,213	2,256		2,256	2,256		2,256	
Kirkpatrick Herman	2,000		2,000	(2,000)	2,000	2,000	0	
Lathrop GPM	1,500	1,000		1,000	1,000		1,000	
Kauffman	125,000		125,000	(125,000)		125,000	(125,000)	Received in SY22
Brickman Gross Family Foundation		\$5,000	0	5,000	5,000	0	5,000	
AFIA Supporting Foundation	75,000			0			0	
Bomba (Library Books)	8,000			0			0	
Bomba (Unrestricted)	20,000			0			0	
MO Arts Council	7,036			0	25,650		25,650	Per power point
Sherman Family (Literacy Lab)	33,000			0			0	
Sherman Family (Staff Retention S	15,200			0			0	
SSKC (Early Learners)	26,400			0			0	
Other/Yet to be identified	766	379	185,500	(185,121)	6,879	185,500	(178,621)	
Total	\$451,616	\$374,350	\$675,000	(\$300,651)	\$500,000	\$675,000	(\$175,000)	Lowering forecast from \$550 to \$500.

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Academy for Integrated Arts Enrollment Report – March 2023

Enrollment 2022-2023										
Grade	8/22	Sept	Oct	Dec	Jan	Feb	Mar	Apr	May	June
PK	16	16	16	16	16	16	16			
TK	9	7	7	7	7	7	7			
K	34	35	36	37	37	35	34			
1st	41	42	42	41	42	41	40			
2nd	42	42	41	40	40	39	39			
3rd	39	40	40	39	39	39	39			
4th	41	40	37	35	36	38	38			
5th	35	35	33	32	31	31	31			
6th	21	21	20	20	20	20	20			
Total	278	278	272	267	268	266	264			

22-23 Academy for Integrated Arts 7910 Troost Avenue, Kansas City MO 64131 Generated on 03/28/2023 01:44:58 PM Page 1 of 1	Attendance/Membership Summary Report Start/End Date: 08/17/2022 - 02/28/2023 School(s): 1 Calendar(s): 1 Grade: PK, TK, K, 1, 2, 3, 4, 5, 6
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School: Academy for Integrated Arts Calendar: 22-23 Academy for Integrated A										
Grade	Count	Student Membership Days	Absent Days	Present Days	ADM	ADA	Unexcused Absences Days	Avg. Daily	Percent In	Attendance
PK	16	1706	119.62	1586.38	15.80	14.69	60.59	0.57		92.99%
TK	8	821	77.97	743.03	7.60	6.87	57.57	0.54		90.50%
K	38	3830	396.90	3433.10	35.46	31.81	218.95	2.03		89.64%
1	51	4438	258.99	4179.01	41.10	38.71	141.06	1.29		94.16%
2	49	4457	380.59	4076.41	41.26	37.74	200.96	1.87		91.46%
3	49	4259	408.36	3850.64	39.44	35.65	246.61	2.29		90.41%
4	50	4017	311.48	3705.52	37.20	34.30	182.74	1.71		92.25%
5	41	3528	272.63	3255.37	32.66	30.14	156.04	1.45		92.27%
6	26	2190	102.26	2087.74	20.28	19.32	58.02	0.55		95.33%
Total	9	328	29246	2328.80	26917.20	270.80	249.23	1322.54	12.30	92.04%

**Academy for Integrated Arts
Enrollment Report – March 2023**

The information below was obtained from the Weighted Average Daily Attendance (WADA) Report available in the School Finance Section Reports on DESE’s website. This data is accurate as of March 1, 2023.

District	Regular Term ADA	Summer Term ADA	Total ADA	FRL Count	Total ADA X 30.95 %	Weighted FRL Count	IEP Count	Total ADA X 13.11 %	Weighted IEP Count	LEP Count	Total ADA X 2.39 %	Weighted LEP Count	PK Regular Term ADA	PK Summer Term ADA	WADA
048-927	232.0000		232.0000	231.05	71.8040	39.8115	20	30.4152		1	5.5448		9	0	280.8115

Please note that the student count number includes all students who attended AFIA at any time during the 22-23 school year. This number also includes students who ended the year at AFIA in May 2022, but did not return in August 2022. For state reporting purposes, these students must remain in our SIS after they are withdrawn and will appear in this report during the 22-23 school year.

ADM: Average Daily Membership

ADA: Average Daily Attendance

WADA: Weighted Average Daily Attendance

**ACADEMY FOR INTEGRATED ARTS
GOVERNANCE COMMITTEE MEETING
MINUTES**

March 28, 2023
8:30 a.m. to 9:30 a.m.

Zoom Web Meeting Details

<https://us06web.zoom.us/j/91718629229?pwd=eXRjdHc5Q2tCK1RuU0w4anhKRjNKQT09>

Meeting ID: 917 1862 9229

Passcode: cqvjE5

- I. Call to Order: 8:41 a.m.

- II. Board Training
 - a. Goals
 - i. Board Diversity
 - 1. Review of ideas for individuals and organizations that could support this goal – brainstormed ideas for connecting with additional individuals
 - ii. Family Engagement
 - 1. Review of opportunities for events with parents/students and possible resources and programs to help connect – identifying final dates for Spring Fling and 10-year Celebration
 - iii. Formal succession plan for the AFIA Leadership team (by August 2023)
 - 1. The Executive Director is putting together a plan for Board oversight and guidance
 - 2. Action Item: E.D. to send to the Board by May or June
 - b. DEI Training
 - i. February, April and May
 - ii. Action Item: Gov. Chair to update Training Log

- III. Other Business: Teacher Appreciation May 8-12

- IV. Adjournment: 9:07 a.m.