

AMENDMENT REQUEST

Utah State Charter School Board

The Governing Board and Executive Director at American Preparatory Academy hereby request an amendment to the American Preparatory School, The Accelerated School, Satellite Charter Application dated September 2011, and ask for consideration during the September 13, 2012, State Charter School Board meeting. Amendment requests, including all required attachments and supporting documentation, follow:

1. Charter School(s): APA-The Accelerated School

2.&3. **APA - The Accelerated School (TAS)**

3636 W. 3100 S.

West Valley City, Utah 84120

Phone: 385-351-3090

4. This is a school located in an area: () Rural (X) Urban

5. Chief School Officer: Rick Peterson Phone: 801-831-1331

6. The Charter school is located in which school district?

APA - TAS campus is in the Granite district

7. ATTACHMENT 1: FOUNDERS

8. ATTACHMENT 2: GOVERNING BOARD MEMBERS

9. ATTACHMENT 3: REQUESTED AMENDMENT TO CHARTER (check all that apply).

_____ Waiver from Board Rule(s) R277-_____ (rule number and title)

_____ Change to charter agreement

X Expansion/Reduction of grades served or number of students 1170 - 1230 students, K-12

Will this expansion require a new facility or a structural addition to an existing facility?

X No (TAS's current expansion will accommodate the additional students.)

10. a) Summary description of charter school:

Utah Charter Academies (UCA) is a non-profit organization that currently operates three charter schools. Each campus carries the name American Preparatory Academy (APA) followed by a specific identifier. The first charter school UCA opened was APA-Draper in 2003. With exceptional academic results and an institutional mission to serve disadvantaged students, UCA opened two additional campuses, located in West Valley City. APA-The Accelerated School (TAS) has successfully completed its first year of operation. With the urgent need to increase student achievement among predominantly low-income families, Utah Charter Academies is expanding the TAS facility to accommodate additional students in the 2012-13 school year. The current waitlist for the TAS campus exceeds 2200 students.

b) How many students does the charter school serve and what grades?

SY 11-12: 720 students in K-10

Anticipated SY 12-13: 1230 students in K-11

Anticipated SY 13-14: 1320 students in K-12

c) Does the charter school's grade configuration align with the local school district configuration? YES

d)-f)

	Granite District	APA-SNA (K-9)	APA-TAS (K-10) FY12
# of Students	69,834	570	721
% of Ethnic Minority	43.6%	57.7%	63.3%
% of Econ. Disadv.	49.3%	74.0%	70.0%
% of SPED	9.5%	9.5%	6.9%
% of ELL	16.4%	41.2%	46.5%

g) Additional information: APA proposes one change to the charter satellite application:

APA-TAS is currently approved to serve 1,170 students in grades K-11 in the 2012-13 school year and 1,320 students in grades K-12 in the 2013-14 school year. The governing board requests to accelerate its approved student numbers to serve 1,230 in 2012-2013 (60 additional students already allocated for Fall 2013) and meet the current allowable allocation of 1,320 students in 2013-14.

11. What makes this school unique or needed?

Student academic achievement is the primary goal of American Preparatory Academy. We believe that only when students master fundamentals and are fluent in the basic foundational knowledge of the major disciplines can they move on to effectively express their knowledge and master higher-level skills.

Therefore, the foundation of our instruction focuses on mastery of fundamentals. We define mastery as the ability to demonstrate knowledge and skills repeatedly and accurately. This requires repeated instruction in the subject matter, increasing degree of challenge and considerable practice. As our students master the fundamentals, our instruction focuses on sequential building of conceptual knowledge and promoting independent expression of knowledge. APA students demonstrate individual internalization of conceptual knowledge through extensive written work and verbal presentation. This focus on repetitive, sequential knowledge acquisition, combined with extensive expression of understanding, prepare APA students for advanced study at high school and collegiate levels.

These levels of instruction and knowledge attainment follow the classical education model of the Trivium – grammar, logic and rhetoric. American Preparatory Academy respects this well-founded, proven educational model and uses it in selecting and implementing the school's curriculum.

In order to establish an excellent institution and a loving, positive atmosphere at American Prep, we must build a foundation of virtuous character in our students and ourselves. We also believe that mental training goes hand-in-hand with the formation of a good character. We have firmly planted these ideals into our institution through a district-wide "Builders" theme and Ambassadors Program. All staff, parents, and students work together to "build" our great school on these four principles: Expectations, Effort, Enthusiasm, and Excellence.

12. Is the schools' curriculum fully aligned with the Utah Common Core? YES

13. How does the school address the needs of students with disabilities who need Special Education services?

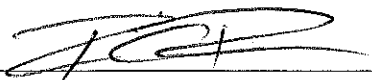
Part of APA's mission is to improve learning for all students. APA provides a comprehensive continuum of services and placement. APA employs a Special Education Director (certified in special education) to ensure all IEP services are delivered and to assist teachers in implementing APA's referral process for students who may need special education services. Our Special Education staff members provide support services to our special needs students as needed.

14. ATTACHMENT 4: CURRENT YEAR (FY13) APPROVED SCHOOL BUDGET AND NEXT YEAR (FY14) PROJECTED SCHOOL BUDGET

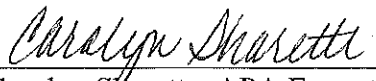
15. ATTACHMENT 5: 2012 TAS PROGRESS AND PROFICIENCY DATA

16. ATTACHMENT 6: RESUME OF BUSINESS MANAGER

17. Provide the name and title of district personnel to whom you provided a copy of your entire amendment request, as well as the date of contact.


Rick Peterson, UCA Governing Board Chairman

8/29/2012
Date


Carolyn Sharette, APA Executive Director

8/29/2012
Date

ATTACHMENT 1:

TAS Founders

Jennifer Hurlbutt

Chi Nguyen

Milagros Orozco

Jaime Shaw

Marta Torres

ATTACHMENT 2: GOVERNING BOARD MEMBERS

Rick C. Peterson, Chairman

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Draper, UT 84020
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Stacy McNeill

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ATTACHMENT 3: CHANGES TO CHARTER AGREEMENT

APA-TAS is currently approved to serve 1,170 students in grades K-11 in the 2012-13 school year and 1,320 students in grades K-12 in the 2013-14 school year. The governing board requests to accelerate its approved student numbers to serve 1,230 in 2012-2013 (60 additional students already allocated for Fall 2013) and meet the current allowable allocation of 1,320 students in 2013-14.

**ATTACHMENT 4: CURRENT YEAR (FY13) APPROVED SCHOOL BUDGET AND
NEXT YEAR (FY14) PROJECTED SCHOOL BUDGET**

74 American Preparatory Academy CHARTER SCHOOL	Budget FY 2013	Budget FY 2014
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REVENUES

<u>1000 REVENUES FROM LOCAL SOURCES</u>		
1200 Local Governmental Units Other Than LEAs		
1310 Tuition From Pupils or Parents		
1320 Tuition from Other LEAs Within the State		
1330 Tuition From Other LEAs Outside the State		
1410 Transportation Fees From Pupils or Parents		
1420 Transportation Fees From Other LEAs Within the State		
1430 Transportation Fees From Other LEAs Outside the State		
1500 Earnings on Investments	97,528	99,709
1610 Sales to Students (CNP)		
1620 Sales to Adults (CNP)		
1630 Other Revenues CNP		
1700 Student Activities		
1900 Other Revenues From Local Sources		
1910 Rentals		
1920 Contributions and Donations from Private Sources/Foundation		
1110 Charter Share of Property Tax		
1940 Textbooks (Sales and Rentals)		
1950 Other Revenues From Other School Districts		
1960 Other Revenues from Other Local Governments		
1980 Refunds of Prior Year Expenditures		
1990 Miscellaneous	260,929	306,732
TOTAL REVENUES FROM LOCAL SOURCES	358,458	406,441
<u>3000 REVENUES FROM STATE SOURCES</u>		
Minimum School Programs (From District Summary-Final)		
Regular Basic Programs		
3010 Regular School Program K-12	6,165,137	8,785,783
3020 Professional Staff	246,648	359,058
3025 Administrative Costs	237,000	345,013
Restricted Basic Programs		
3105 Special Education -- Add-On	758,123	1,108,195
3110 Special Education -- Self-Contained	17,383	25,306
3115 Pre-School Handicapped		
3120 Extended Year Program -- Severely Disabled	8,046	11,713
3125 Special Education -- State Programs		
3155 Career & Technology Ed -- Add-On	(0)	(0)
3160 Career & Technology Ed -- Set-Aside		
3230 Class Size Reduction (State Funds)	515,688	750,713
TOTAL BASIC SCHOOL PROGRAM GENERATED	7,948,026	11,385,782
Other Minimum School Programs		
3330 Enhance for Accelerated Stud Prog (3211-Gifted & Talented)	9,652	14,050
3212 Advanced Placement		
3213 Concurrent Enrollment		
3336 At-Risk Enhancement (3215-At-Risk - Student Program)	57,133	83,172
3218 At-Risk -- Homeless and Minority		
3219 At-Risk -- MESA		

3220	At-Risk -- Gang Prevention		
3221	At-Risk -- Youth-in-Custody		
3255	Quality Teaching Block Grant		
3260	Local Discretionary Block Grant		
3270	Interventions for Student Success Block Grant	70,347	102,408
3405	Social Security and Retirement		
3415	Pupil Transportation		
3423	Out-of-State Tuition		
3466	Highly Impacted Schools		
3471	Guarantee on Transportation Levy		
3520	School Land Trust Program	47,787	88,657
3521	Electronic High School and/or Public Education Online	1,208	1,758
3555	Voted Leeway		
3560	Board Leeway		
3805	K-3 Reading Achievement	63,078	91,825
3522	Job Enhancement		
3867	Charter School Local Replacement	3,998,190	5,820,366
TOTAL MINIMUM SCHOOL PROGRAM GENERATED		12,195,421	17,588,020
TOTAL STATE SUPPORT AMOUNT *		12,195,421	17,588,020
Other State Sources			
3650	Capital Outlay Foundation		
3700	Other Revenues From State Sources (Non-MSP)	-	-
3770	School Lunch	49,540	57,864
3866	Charter School Startup (New in FY06)	200,007	206,007
3800	Supplemental / Other Bills	706,119	1,026,910
3900	Revenues From Other State Agencies		
TOTAL REVENUES FROM STATE SOURCES		13,151,086	18,878,800

* Actual Total State Support Amount should correspond with amount reported on the District Summary-Final for the year

4000 REVENUES FROM FEDERAL SOURCES			
4571	Lunch Reimbursement	91,042	95,274
4572	Lunch Reimbursement (Free & Reduced Meals)	444,852	582,061
4200	Unrestricted Federal Revenue Through State		
4300	Restricted Revenue Direct From Federal	41,091	43,433
4500	Restricted Federal Through State		
4520	Programs for the Disabled (IDEA)	326,850	423,276
4574	Breakfast Reimbursement		
4590	Donated Commodities (CNP)		
4600	Other Restricted Federal Through State		
4700	Federal Received Through Other Agencies		
4800	No Child Left Behind (NCLB)	522,342	552,823
4661	ARRA Programs	-	6,620
TOTAL REVENUES FROM FEDERAL SOURCES		1,426,177	1,703,487
TOTAL REVENUES		14,935,721	20,988,729

EXPENDITURES

1000 INSTRUCTION			
131	Salaries - Teachers	3,500,505	5,155,685
132	Salaries - Substitute Teachers	79,055	142,035
161	Salaries - Teacher Aides and Paraprofessionals	1,019,960	1,471,275
100	Salaries - All Other		
Total Salaries (100)		4,599,520	6,768,994
210	Retirement	55,850	74,224
220	Social Security	331,197	508,975
240	Insurance (Health/Dental/Life)	300,171	425,797

200	Other Benefits	140,054	214,350
	Total Benefits (200)	827,271	1,223,346
300	Purchased Professional and Technical Services	13,544	20,679
400	Purchased Property Services		
500	Other Purchased Services	15,292	26,751
561	Tuition to Other School Districts Within the State		
562	Tuition to Other School Districts Outside the State		
563	Tuition to Private Schools		
564	Tuition to Educational Service Agencies Within the State		
565	Tuition to Educational Service Agencies Outside the State		
566	Tuition to Charter Schools		
567	Tuition to School Districts for Voucher Payments		
569	Tuition--Other		
	Total Other Purchased Services (500)	15,292	26,751
600	Supplies	143,054	200,422
641	Textbooks	330,382	430,382
	Total Supplies (600)	473,436	630,803
700	Property (Instructional Equipment)	8,241	12,292
800	Other Objects		
810	Dues and Fees	32,682	48,086
	Total Other Objects (800)	32,682	48,086
	TOTAL INSTRUCTION (1000)	5,969,986	8,730,952
2000 SUPPORT SERVICES			
2100 SUPPORT SERVICES - STUDENTS			
141	Salaries - Attendance and Social Work Personnel		
142	Salaries - Guidance Personnel		
143	Salaries - Health Services Personnel		
144	Salaries - Psychological Personnel		
152	Salaries - Secretarial and Clerical		
100	Salaries - All Other	305,087	456,184
	Total Salaries (100)	305,087	456,184
210	Retirement	8,365	9,201
220	Social Security	23,042	34,821
240	Insurance (Health/Dental/Life)	18,652	18,652
200	Other Benefits	12,577	17,057
	Total Benefits (200)	62,636	79,731
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
500	Other Purchased Services		
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	-	-
600	Supplies	80,157	98,676
700	Property		
800	Other Objects		
810	Dues and Fees	3,073	5,036
	Total Other Objects (800)	3,073	5,036
	TOTAL STUDENTS (2100)	450,953	639,627
2200 SUPPORT SERVICES - INSTRUCTIONAL STAFF			
115	Salaries - Supervisors & Directors		
133	Salaries - Sabbatical Leave		
145	Salaries - Media Personnel - Certificated		
152	Salaries - Secretarial and Clerical		
162	Salaries - Media Personnel - Noncertificated.		
100	Salaries - All Other	116,694	176,867
	Total Salaries (100)	116,694	176,867
210	Retirement	833	858
220	Social Security	9,451	14,122
240	Insurance (Health/Dental/Life)	848	848

200	Other Benefits	4,349	6,227
	Total Benefits (200)	15,481	22,055
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
500	Other Purchased Services		
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	-	-
600	Supplies	15,505	22,758
644	Library Books		
650	Periodicals		
660	Audio Visual Materials		
	Total Supplies (600)	15,505	22,758
700	Property		
800	Other Objects	207	403
810	Dues and Fees		
	Total Other Objects (800)	207	403
TOTAL INSTRUCTIONAL STAFF (2200)		147,886	222,083
2300 SUPPORT SERVICES - SCHOOL WIDE ADMINISTRATION			
110	Salaries - Board and Administration		
115	Salaries - Supervisors and Directors		
152	Salaries - Secretarial and Clerical		
100	Salaries - All Other		
	Total Salaries (100)	-	-
210	Retirement		
220	Social Security		
240	Insurance (Health/Dental/Life)		
200	Other Benefits		
	Total Benefits (200)	-	-
300	Purchased Professional and Technical Services	2,336,820	3,396,770
400	Purchased Property Services		
500	Other Purchased Services	3,867	6,071
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	3,867	6,071
600	Supplies	197	309
700	Property		
800	Other Objects		
810	Dues and Fees		
	Total Other Objects (800)	-	-
TOTAL SCHOOL-WIDE ADMINISTRATION (2300)		2,340,883	3,403,150
2400 SUPPORT SERVICES - SCHOOL ADMINISTRATION			
121	Salaries - Principals and Assistants		
152	Salaries - Secretarial and Clerical	449,929	691,665
100	Salaries - All Other		
	Total Salaries (100)	449,929	691,665
210	Retirement	15,506	24,487
220	Social Security	35,946	55,086
240	Insurance (Health/Dental/Life)	53,457	79,985
200	Other Benefits	43,234	64,284
	Total Benefits (200)	148,142	223,841
300	Purchased Professional and Technical Services	9,182	13,776
400	Purchased Property Services		
500	Other Purchased Services		
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	-	-
600	Supplies	147,429	229,332
700	Property	-	-

800	Other Objects		
810	Dues and Fees	3,815	5,063
	Total Other Objects (800)	3,815	5,063
TOTAL SCHOOL ADMINISTRATION (2400)		758,497	1,163,676
<u>2500 SUPPORT SERVICES - CENTRAL</u>			
100	Salaries	176,401	231,857
210	Retirement	6,288	7,976
220	Social Security	13,171	17,131
240	Insurance (Health/Dental/Life)	13,715	13,715
200	Other Benefits	4,402	5,609
	Total Benefits (200)	37,576	44,431
300	Purchased Professional and Technical Services	64,982	79,982
400	Purchased Property Services		
500	Other Purchased Services	48,645	62,313
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	48,645	62,313
600	Supplies	14,428	19,932
700	Property		
800	Other Objects		
810	Dues and Fees	8,877	10,573
	Total Other Objects (800)	8,877	10,573
TOTAL CENTRAL (2500)		350,908	449,088
<u>2600 SUPPORT SERVICES - OPERATION AND MAINTENANCE OF FACILITIES</u>			
180	Salaries - Operation and Maintenance	320,184	460,981
100	Salaries - All Other		
	Total Salaries (100)	320,184	460,981
210	Retirement	10,057	14,772
220	Social Security	24,257	35,362
240	Insurance (Health/Dental/Life)	30,681	39,105
200	Other Benefits	8,320	14,442
	Total Benefits (200)	73,316	103,681
300	Purchased Professional and Technical Services	186,431	221,431
400	Purchased Property Services	1,527,162	2,311,206
500	Other Purchased Services		
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	-	-
600	Supplies	142,105	185,801
700	Property	9,841	12,841
800	Other Objects		
810	Dues and Fees		
	Total Other Objects (800)	-	-
TOTAL OPERATION AND MAINTENANCE OF FACILITIES (2600)		2,259,039	3,295,941
<u>2700 SUPPORT SERVICES - STUDENT TRANSPORTATION</u>			
152	Salaries - Secretarial and Clerical		
171	Salaries - Supervisors		
172	Salaries - Bus Drivers	253,788	261,402
173	Salaries - Mechanics and Other Garage Employees		
174	Salaries - Other (Trainers, etc.)		
	Total Salaries (100)	253,788	261,402
210	Retirement	3,565	4,393
220	Social Security	10,423	10,736
240	Insurance (Health / Accident / Life)	10,817	10,817
200	Other Benefits	7,693	8,146
	Total Benefits (200)	32,499	34,091
400	Purchased Property Services		
511	Services from Other LEAs (In State)	3,563	3,563

512	Services from Other LEAs (Out of State)		
513	Commercial	19,235	19,235
514	Student Allowance		
515	Payments in Lieu of Transportation - Subsistence	24,284	38,458
516	Payments of Mileage in Lieu of Bus (Dead Miles)		
521	Property Insurance		
522	Liability Insurance		
530	Communications (Telephone and Other)		
580	Travel / Per Diem		
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	47,081	61,256
624	Motor Fuel	23,551	23,551
625	Natural Gas		
626	Electricity		
600	Other Supplies		
	Total Supplies (600)	23,551	23,551
730	Equipment		
732	School Buses		
	Total Property (700)	-	-
890	Miscellaneous Expenditures	153	153
891	Training		
	Total Other Objects (800)	153	153
TOTAL STUDENT TRANSPORTATION (2700)		357,072	380,453
<u>2900 OTHER SUPPORT SERVICES</u>			
100	Salaries		
210	Retirement		
220	Social Security		
240	Insurance (Health / Accident / Life)		
200	Other Benefits		
	Total Benefits (200)	-	-
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
500	Other Purchased Services		
591	Services Purchased From Another District Within the State		
592	Services Purchased From Another District Outside the State		
	Total Other Purchased Services (500)	-	-
600	Supplies		
700	Property		
800	Other Objects	-	-
810	Dues and Fees		
	Total Other Objects (800)	-	-
TOTAL OTHER SUPPORT (2900)		-	-
TOTAL SUPPORT SERVICES (2000)		6,665,239	9,554,018
<u>3100 FOOD SERVICES</u>			
100	Salaries	63,741	68,549
210	Retirement	2,094	2,157
220	Social Security	4,861	5,237
240	Insurance (Health/Dental/Life)	2,536	1,732
200	Other Benefits	1,815	1,891
	Total Benefits (200)	11,307	11,018
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
500	Other Purchased Services		
600	Non-Food Supplies	1,099	1,188
630	Food	485,807	482,751
	Total Supplies (600)	486,906	483,939
700	Property		
780	Depreciation - Enterprise Funds		

Total Property (700)		-	-
800	Other Objects	40	44
810	Dues and Fees		
Total Other Objects (800)		40	44
TOTAL EXPENDITURES, 49 or 51 FOOD SERVICE FUND		561,994	563,549
<u>3300 COMMUNITY SERVICES</u>			
100	Salaries	75,259	91,892
210	Retirement	226	232
220	Social Security	4,514	5,729
240	Insurance (Health/Dental/Life)	125	125
200	Other Benefits	1,400	1,721
Total Benefits (200)		6,265	7,807
300	Purchased Professional and Technical Services	521	521
400	Purchased Property Services		
500	Other Purchased Services		
600	Supplies	1,527	1,952
700	Property		
800	Other Objects	436	892
810	Dues and Fees	-	-
Total Other Objects (800)		436	892
TOTAL COMMUNITY SERVICES (3300)		84,007	103,064
<u>4502 BUILDING ACQUISITION AND CONSTRUCTION</u>			
100	Salaries		
210	Retirement		
220	Social Security		
240	Insurance (Health/Dental/Life)		
200	Other Benefits		
Total Benefits (200)		-	-
300	Purchased Professional and Technical Services		
400	Purchased Property Services		
460	Construction and Remodeling		
Total Property (400)		-	-
500	Other Purchased Services		
600	Supplies - New Buildings		
641	Textbooks - New Buildings		
644	Library Books-New Libraries		
Total Supplies (600)		-	-
710	Land and Improvements		
720	Buildings		
731	Machinery		
732	School Buses		
733	Furniture and Fixtures	300,000	300,000
734	Technology Equipment		
735	Non-Bus Vehicles		
739	Other Equipment		
Total Property (700)		300,000	300,000
800	Other Objects		
Total Other Objects (800)		-	-
TOTAL BUILDING ACQUISITION AND CONSTRUCTION - (4500)		300,000	300,000
<u>5000 DEBT SERVICE</u>			
830	Interest	264,760	263,276
840	Redemption of Principal		
845	Debt Issuance Costs on Refunding		
890	Miscellaneous Expenditures	3,330	3,330
TOTAL EXPENDITURES, 31 DEBT SERVICE FUND		268,090	266,606

TOTAL OTHER FINANCING SOURCES (USES) AND OTHER ITEMS	-	-
TOTAL EXPENSES	13,849,317	19,518,189

OTHER FINANCING

<u>5000 OTHER FINANCING SOURCES (USES)</u>		
5110 Face Amount of Bonds Issued		
5120 Premium or (Discount) on Bonds Issued		
5300 Proceeds From Sale of Capital Assets		
5400 Loan Proceeds		
5500 Capital Lease Proceeds		
5900 Other Financing Sources (Uses) (Add Explanation)		
<u>6000 OTHER ITEMS</u>		
6100 Capital Contributions	(210,000)	(210,000)
6300 Special Items		
6400 Extraordinary Items		
TOTAL OTHER FINANCING SOURCES (USES) AND OTHER ITEMS	(210,000)	(210,000)

SUMMARY - Charter School

<u>REVENUES BY SOURCE</u>		
1000 Total Local	358,458	406,441
3000 Total State	13,151,086	18,878,800
4000 Total Federal	1,426,177	1,703,487
TOTAL REVENUES	14,935,721	20,988,729
<u>EXPENDITURES BY OBJECT</u>		
100 Salaries	6,360,602	9,208,391
200 Employee Benefits	1,214,493	1,750,002
300 Purchased Professional and Technical Services	2,611,479	3,733,158
400 Purchased Property Services	1,527,162	2,311,206
500 Other Purchased Services	114,885	156,392
600 Supplies	1,385,241	1,697,052
700 Property	318,082	325,133
800 Other Objects	317,373	336,856
TOTAL EXPENDITURES	13,849,317	19,518,189
EXCESS (DEFICIENCY) OF REVENUES OVER (UNDER) EXPENDITURES	1,086,405	1,470,540
OTHER FINANCING SOURCES (USES) AND OTHER ITEMS	(210,000)	(210,000)
NET CHANGE IN FUND BALANCE	876,405	1,260,540
FUND BALANCE - BEGINNING (From Prior Year)	716,472	1,592,877
Adjustments to Beginning Fund Balance (Attach Detail)		
FUND BALANCE - ENDING	1,592,877	2,853,417

Explanation (5900 and Adjustment to Beginning Fund Balance)

ATTACHMENT 5: 2012 TAS PROGRESS AND PROFICIENCY DATA

TAS	Year	Progress	Proficiency
Language Arts	2012	192	71%
Math	2012	161	53%
Science	2012	193	47%

ATTACHMENT 6: RESUME OF BUSINESS MANAGER

PHILIP E. COLLINS

SUMMARY OF QUALIFICATIONS

26 YEARS ACCOUNTING SUPERVISORY EXPERIENCE INCLUDING 17 YEARS EXPERIENCE AS DIRECTOR OF ACCOUNTING OR CONTROLLER.

- Full charge Controller with responsibility for all financial reporting.
- Accounted for multi-million \$ inventory and sales transactions.
- Controller of 200 retail outlets generating \$300 million.
- Director of Finance & Operations for a Manufacturing, Distribution and Sales organization.
- Implemented automated manufacturing, inventory and accounting systems.
- Developed and implemented an automated sales and accounting system.
- Cost Accounting for multi-million \$ Manufacturing entity.

ACCOMPLISHMENTS

- Implemented Accounting and Audit Controls which enabled Organization to publish Accurate and Complete Financial Statements. Developed the financial plan and budgeting practices.
- Redefined the role of the Finance Departments from that of a traditional "assembly" to the Sales and Operations Groups to that of a support group which could be used to help all departments within the organization achieve their goals.
- Negotiated new contracts with vendors and customers that substantially alleviated a negative cash flow situation and allowed for the prompt collection of outstanding A/R.
- Reorganized billing and invoicing procedures accommodating 100% workload increase with a 30% reduction of staff personnel.
- Expedited retail operations sales reporting reducing lag time by 3 - 6 days and staff by 6 persons.
- Chairperson American Petroleum Institute, Petroleum Industry Data Exchange - Petroex Committee.

EMPLOYMENT HISTORY

American Preparatory Schools

Business Manager - Finance and Administration 2010 - Present

Responsible for all accounting and operating functions.

E Excel International

Director - Finance and Administration Controller 2004 - 2010

Responsible for all accounting and operating functions including:

- Financial Statement Preparation and Presentation
- Budget formulation, implementation and reporting
- Supervision of Audits
- Inventory Control

Implemented MRP system for tracking production and inventory transactions. Implemented a purchase order system and related controls. Implemented a budget and management responsibility program. Designed a cash flow forecasting model and implemented cash controls improving cash flows by some \$1.0 million. Reduced inventory and significantly increased inventory turns. Designed and implemented a management bonus program based on fiscal and operational responsibility. Helped to design and implement a customer recruitment and retention program which increased both recruiting and retention by over 100%.

Printelligent - Salt Lake City, Utah

Director - Finance and Administration 2002 - 2004

Responsible for all accounting and operating functions including:

- Financial Statement Preparation and Presentation
- Budget formulation, implementation and reporting
- Banking Relationships Including Funding of Expansion
- Supervision of Audits
- Inventory Control
- Human Resources

Brought professional accounting management and associated control and information distribution to this organization. Implemented integrated financial systems to effectively control general ledger, accounts receivable, accounts payable and purchasing as well as light manufacturing and inventory control. These efforts allowed for a smooth and successful expansion the business in three major metropolitan areas of the United States. Reduced average AR collection from 70 days to 35 days. Reduced average invoice delay days from 14 to 2. Provided owners and management with accurate and timely financial reports for the first time in the company's history. Implemented a budget and involved senior management in the budgeting process, effectively giving them ownership of their functional responsibilities. Secured lines of operating credit and lease lines of credit in excess of \$1.3 million.

Curtis Computer Products, Inc. - Provo, Utah

Sr. Director - Finance, Administration and Operations - Controller 2000 - 2001

Responsible for all accounting and operating functions including:

- Financial Statement Preparation and Presentation
- Budget formulation, implementation and reporting
- Banking Relationships
- Supervision of Audits
- Inventory Control
- Human Resources
- Business Development
- Product Development
- Marketing
- Information Systems
- Manufacturing & Purchasing
- Customer Service

Redefined the role of the Financial Department in this organization allowing it serve as a tool to help the various Operations and Sales Departments achieve their goals and thereby strengthen the entire organization without adversely affecting accounting controls. As Director of Finance and Operations, educated the organization as to the need for fiscal control and individual responsibility for the continued growth and success of the company. Evaluated market potential within product groups and redefined those groups to better fit within selected channels of distribution. Implemented a web presence and expanded that presence to include the marketing of selected products.

Alpine Health Industries - Orem, Utah

Controller 1997 - 2000

Responsible for all accounting functions including:

- Financial Statement Preparation and Presentation
- Budget formulation, implementation and reporting
- Contract negotiation with Vendors
- Development of product cost
- Banking Relationships
- Supervision of Audits
- Inventory Control

Established Accounting procedures and controls that enabled this manufacturing organization to correctly and accurately measure its operational performance. Developed a product costing method which enabled operating and sales personnel to correctly assess the cost of production and correctly apply margins assuring profitable sales. Negotiated with suppliers to establish credit previously denied and to extend terms which would allow organization to remain viable. Established inventory controls which reduced inventory loss by over \$250 thousand. Trained department personnel and instilled self-confidence and self-actualization eliminating costly personnel turnover. Regained for the organization the confidence of lending institutions and outside independent auditors.

Sinclair Oil Corporation - Salt Lake City, Utah

Assistant Corporate Controller/Retail Controller 1996 - 1997

Directed financial operations accounting for and reconciling all refined oil product sales. Concurrently provided controller services for 200 retail outlets. Established operational accounting procedures. Designed, developed and streamlined accounting systems and automated procedures reducing staff. Reorganized billing and invoicing procedures, accommodating a 100% increase in workload while reducing staff by 10% and increasing cash flow by 3 days. Initiated "Product Movement System" providing accounting reports for tax, marketing and supply control. Implemented Retail Accounting System responsible for reducing reporting lag time by 3 to 6 days while gathering daily operating information from 200 retail outlets. Directed accounting operations, hiring, training and supervision of accountants and clerical personnel. Performed all accounting functions for Billing, Sales Accounting, Exchange Accounting, Pipeline Accounting, Retail Accounting and Exploration and Production Accounting.

Manager Billing/Retail Accounting 1987 - 1990

Supervisor - Billing and Invoicing 1984 - 1986

US Steel - Orem, Utah

Accounting Supervisor 1981 - 1984

Performed supervisory services for billing, invoicing and accounts payable. Performed extensive manufacturing cost accounting and associated analysis.

COMPUTER

IBM AS/400
WORD
Great Plains

MA590
FRX Financial Reporting
FAS

EXCEL
POWER POINT

JD EDWARDS
QUICKBOOKS PRO

EDUCATION

Southern Utah University - Cedar City, Utah
Bachelor of Science - Accounting