



Tier 2 Submission

Appendix A

Listing of Students Interest in Intrinsic Schools



Tier 2 Submission

Appendix B
Sample Academic Profile

In addition to the parent signatures provided, Intrinsic collected approximately 447 student names from students who expressed interest in Intrinsic schools. To protect the students' identity, this list has been redacted from the proposal.

Sample Student Academic Profile (Quarter 1) based on Multi-Measure Model

Factor (based on Avg ALL)		176	177	178	15.5	15.5	14.4	14.4	103	103	103	102	102	15.5	15.5	14.5	14.5	14.5	14.5	164	164	Above Grade level
Count		176	177	178	183	183	183	183	183	183	183	183	183	183	183	183	183	183	183	183	183	Above Grade level
Average SPED		206	205	212	12	12	12	12	205	205	205	216	216	12	12	12	12	12	12	12	12	Above Grade level
Average ALL (excluding SPED)		222	228	228	14	14	15	15	222	222	222	232	232	46	46	46	46	46	46	46	46	Above Grade level
Average ALL		219	224	224	14	14	15	15	218	218	218	229	229	41	41	41	41	41	41	41	41	Above Grade level
Full Name	Class Code	Reading RTT Fall 13	Reading Perc Fall 13	Math RTT Fall 13	Math Perc Fall 13	Explore 8th Eng	Explore 8th Read	Explore 8th Meth	Explore 9th Composite	Reading RTT Spr 13	Reading Perc Spr 13	Math RTT Spr 13	Math Perc Spr 13	Explore 8th Eng	Explore 8th Read	Explore 8th Meth	Explore 8th Sci	Explore 8th Composite	EIA Index Score	Math/Sci Index Score		
A	Gray	0	233	78	248	79	19	16	18	225	57	242	66	18	24	20	20	21	275	267		
B	Gray	0	228	67	242	68	16	15	18	225	57	242	66	16	21	18	20	19	271	267		
C	Gray	0	227	64	245	74	19	13	18	224	57	242	66	17	17	20	25	20	250	262		
D	Gray	0	247	95	249	81	25	16	19	220	54	238	63	25	19	20	24	22	313	264		
E	Gray	0	238	86	251	84	17	15	18	224	57	242	66	20	17	21	18	19	282	258		
F	Gray	0	228	67	239	62	18	18	18	235	80	250	81	23	19	18	20	20	279	260		
G	Gray	0	226	62	257	91	13	14	19	224	54	238	63	16	15	20	20	18	225	268		
H	Gray	0	214	31	225	31	9	11	13	210	20	210	20	9	12	14	15	13	177	207		
I	Gray	0	231	74	249	81	18	18	18	227	62	222	24	14	19	14	16	16	265	281		
J	Gray	0	232	76	231	44	19	18	18	221	46	222	24	14	19	14	16	16	256	224		
K	Gray	0	216	36	244	72	13	13	15	219	41	232	44	14	13	17	17	15	210	286		
L	Gray	0	219	44	209	8	13	12	15	215	31	217	16	13	12	14	14	13	202	211		
M	Gray	0	229	63	237	57	11	13	19	222	49	244	70	13	13	16	17	15	204	249		
N	Gray	0	238	86	227	35	20	16	16	225	57	230	40	17	16	15	20	17	256	245		
O	Gray	0	219	44	210	9	13	13	13	214	57	230	40	12	13	14	18	14	202	215		
P	Gray	0	199	7	211	10	10	11	11	205	12	214	12	8	10	14	13	11	168	191		
Q	Gray	0	216	36	217	17	10	14	13	219	41	221	22	12	13	15	14	14	199	209		
R	Gray	0	237	85	266	97	23	18	19	236	82	258	91	17	17	21	19	19	273	280		
S	Gray	0	225	59	234	50	18	14	15	224	54	238	63	14	13	15	17	15	228	237		
T	Gray	0	215	34	255	53	13	16	16	219	41	232	44	17	15	16	16	16	232	238		
U	Gray	0	248	96	218	19	22	25	15	232	74	233	47	22	24	16	22	21	333	246		
V	Gray	0	218	41	248	79	17	16	17	232	74	233	47	11	14	17	17	15	225	241		
W	Gray	0	219	44	238	59	17	16	19	228	65	245	72	14	14	18	19	16	232	264		
X	Gray	0	234	80	256	90	11	17	20	230	70	266	96	18	15	22	20	19	255	232		
Y	Gray	0	232	76	237	57	13	17	17	224	54	243	68	15	15	17	17	16	231	244		
Z	Gray	0	237	85	246	76	14	22	18	234	78	259	92	16	19	16	20	18	262	265		
AA	Gray	0	215	34	220	22	13	13	13	214	57	230	40	10	10	13	15	12	186	209		
AB	Gray	0	183	1	208	7	10	10	10	214	57	230	40	8	9	11	14	11	163	183		
AC	Gray	0	226	62	254	87	13	18	21	224	54	243	68	16	12	20	17	16	228	270		
AD	Gray	0	220	46	200	3	13	9	10	214	57	230	40	12	12	16	16	16	171	180		
AE	Gray	0	220	46	200	3	10	10	12	214	57	230	40	12	12	16	16	16	187	180		
AF	Gray	0	220	46	225	31	16	15	14	214	57	230	40	15	15	17	17	17	234	207		



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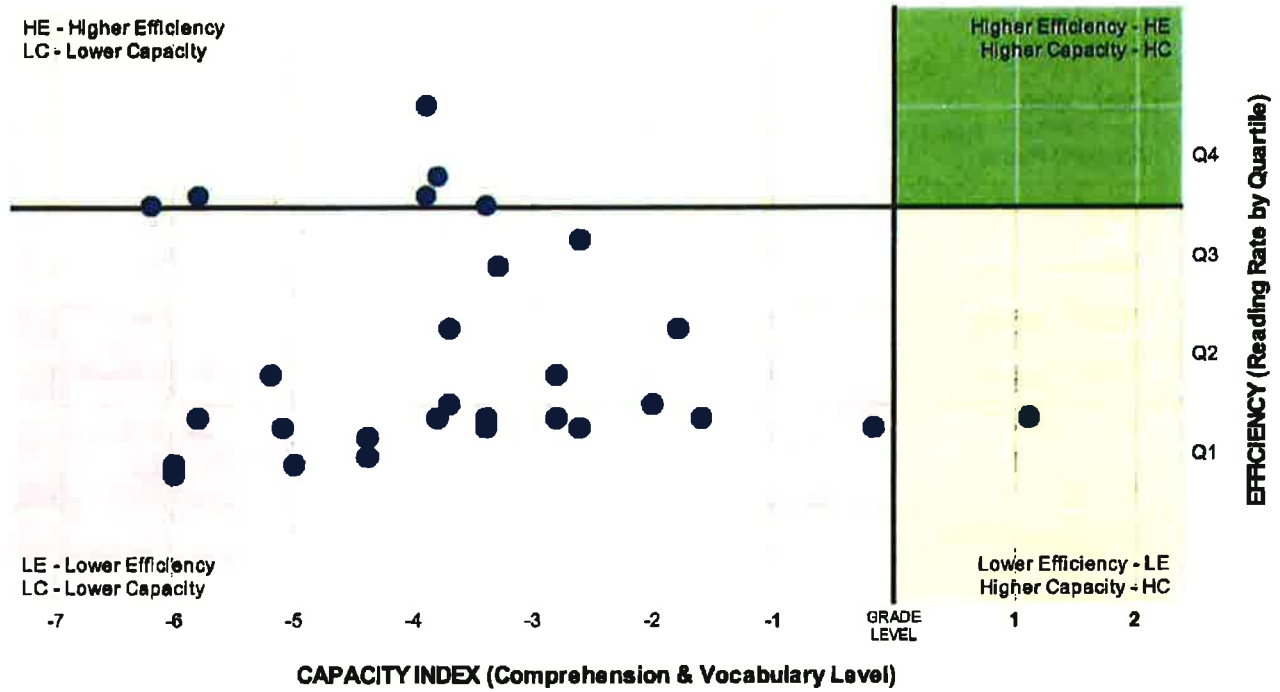
Appendix C
Sample IXL & Reading Plus Reports

Sample IXL Report (Intrinsic)

Time Period: 9/15 - 11/10

Full Name	Class	IXL Level (Assigned)	Actual time spent practicing (minutes)	Total No. of Skills Mastered	No. of Skills practiced	No. of Skills Mastered	No. of Problems Attempted	% Practice	% Mastery
A	SC	E	22	33	5	4	79	15%	12%
B	SC	H	74	9	6	5	235	67%	56%
C	SC	J	132	17	8	4	301	47%	24%
D	SC	J	92	86	10	6	234	12%	7%
E	SC	J	206	24	7	4	480	29%	17%
F	SC	J	163	35	4	1	79	11%	3%
G	Period 5	J	77	29	5	3	146	17%	10%
H	SC	J	117	18	3	2	164	17%	11%
I	SC	J	132	18	2	1	214	11%	6%
J	SC	J	113	37	5	3	206	14%	8%
K	Period 7	K	886	33	20	17	1350	61%	52%
L	Period 4	K	683	53	16	9	754	30%	17%
M	Period 6	K	498	39	8	1	284	21%	3%
N	Period 4	K	466	28	9	0	386	32%	0%
O	Period 3	K	505	55	22	16	797	40%	29%
P	Period 5	K	747	62	14	8	1594	23%	13%
Q	Period 4	K	500	44	16	7	424	36%	16%
R	Period 4	K	478	45	8	1	284	18%	2%
S	Period 4	K	420	16	9	3	476	56%	19%
T	Period 6	K	401	28	11	5	385	39%	18%
U	Period 3	K	564	126	17	13	792	13%	10%

Class : Green



Student	Grade	Comp Level	Vocab Level	Rate (wpm)	%
[Redacted]	9	9.8	11.0	124	3%
[Redacted]	9	5.0	7.9	206	21%
[Redacted]	9	3.8	10.0	373	
[Redacted]	9	2.5	4.0	205	
[Redacted]	9	5.5	3.9	242	
[Redacted]	9	3.0	4.0	222	
[Redacted]	9	5.0	5.5	214	
[Redacted]	9	5.8	3.0	127	
[Redacted]	9	5.8	4.9	119	
[Redacted]	9	7.5	2.0	189	
[Redacted]	9	4.8	4.0	99	
[Redacted]	9	5.5	5.9	126	



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Appendix D
Performance Task Template

INTRINSIC SCHOOLS PERFORMANCE TASK TEMPLATE

Title:

Due Date:

Standards that will be assessed:

Overarching Concepts/Ideas:

Essential Questions:

Key Terms and Vocabulary:

Task (Final Product):

Rubric:

Intermediate steps/guidelines:

- Activities to complete with benchmarks
- Details on conferencing and feedback (include dates and procedures) before final submission
- Supporting Materials
 - Readings/Handouts
 - Formative Assignments
 - Websites

Exemplars

- Sentence Stems/Sample Problems
- Sample partial completed assignment (one paragraph)
- Strategies used by successful students

Accommodations/Modifications

- To be completed in collaboration with Special Education and Support Teachers

Self-Assessment/Reflection

- Student score on rubric
- Task reflection prompts
 - Describe what you learned during this task.
 - Did you enjoy completing this task? Why or why not?
 - What advice would you give yourself or other teachers to increase the quality of student learning and work for this performance task the next time?
 - Are you satisfied with your work? Why or why not?
- Core Values Reflection. Provide specific evidence on how you demonstrated progress on the following core values (*you may change depending on the task*).

INTRINSIC SCHOOLS PERFORMANCE TASK TEMPLATE

Understanding by Design by Grant Wiggins and Jay McTighe

Performance Tasks: A task that gives the student the opportunity to illustrate, perform, or demonstrate what they know, understand, and can do.

Authentic Performance Task: A task that gives the student the opportunity to illustrate, perform, or demonstrate what they know, understand, and can do through a real-world challenge so that they are working like an expert in the field.

Performance Assessment: Involves more than a single test of performance and might use other modes of assessment such as surveys, interviews of the performer, observations, or quizzes.

Authentic Assessment: An assessment composed of performance tasks and activities designed to simulate or replicate important real-world challenges. Authentic assessments ask students to use knowledge in real-world ways, with genuine purposes, audiences, and situational variables.

DESIGN of PTs and Projects (use the GRASPS protocol to contextualize the task)

G- What is the Goal in the scenario?

R- What is the Role?

A- Who is the Audience?

S- What is your Situation (context)?

P- What is the Performance challenge?

S- By what Standards will work be judged in the scenario?



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Appendix E
Student Led Conference Template



Name

November 12, 2013

Student-Led Conference

Catchy title to represent your growth so far

Example: "The Ups & Downs of 9th grade"

Introduction (30 seconds)

- Agenda
- Introduce everyone in the room
- Norms

English Language Arts Data

Quarter 1 Progress: _____

EXPLORE English Score: _____

EXPLORE English Goal: _____

EXPLORE English Benchmark: 14

Reading Plus Progress: _____

Number of Pages Read Per Week: _____

Titles of Books Read Since 8/26/2013: _____

English Language Arts Progress & Goal

- Share your performance task from this class and reflect on it
- What standards did you struggle with? What standards did you do master? Are you missing any assignments? What are your next steps?
- List your goal for this class
- What supports do you need from your advisor/school and your family to help you reach this goal?

Math Data

Quarter 1 Progress: _____

EXPLORE Math Score: _____

EXPLORE Math Goal: _____

EXPLORE Math Benchmark: 18

IXL Progress: _____

Math Progress & Goal

- Share your performance task from this class and reflect on it
- What standards did you struggle with? What standards did you do master? Are you missing any assignments? What are your next steps?
- List your goal for this class
- What supports do you need from your advisor/school and your family to help you reach this goal?

Science Data

Quarter 1 Progress: _____

EXPLORE Science Score: _____

EXPLORE Science Goal: _____

EXPLORE Science Benchmark: 19

Science Progress & Goal

- Share your performance task from this class and reflect on it
- What standards did you struggle with? What standards did you do master? Are you missing any assignments? What are your next steps?
- List your goal for this class
- What supports do you need from your advisor/school and your family to help you reach this goal?

World Studies Data

Quarter 1 Progress: _____

EXPLORE Reading Score: _____

EXPLORE Reading Goal: _____

EXPLORE Reading Benchmark: 17

Reading Plus Progress: _____

Number of Pages Read Per Week: _____

Titles of Books Read Since 8/26/2013:

World Studies Progress & Goal

- Share your performance task from this class and reflect on it
- What standards did you struggle with? What standards did you do master? Are you missing any assignments? What are your next steps?
- List your goal for this class
- What supports do you need from your advisor/school and your family to help you reach this goal?

Health-Fitness Data & Goal

- List your goal for this class
- What I like best about this class/what I am most successful at is...
- List your Q1 grade for this class
- Share how you have been showing progress in this class (give a specific example)

Art Data & Goal

- List your goal for this class
- What I like best about this class/what I am most successful at is...
- List your Q1 grade for this class
- Share your example assignment from this class (project rubric, test or written evidence)

World Language/Reading Support

Data & Goal

- List your Quarter 1 Progress
- What I like best about this class/what I am most successful at is...
- Do you have any missing assignments?
- List your goal for this class
- Note: You are either completing this slide for Spanish, Mandarin, or Reading Support so please title it accordingly

Core Values Reflection

At Intrinsic, our learning community is defined by four core values:

Empathy Perseverance Independence Curiosity

On the left side, cite specific evidence (date, time, location, people involved, class, etc) in which you demonstrated our core values. Give at least two examples. On the right, explain how these examples impact your academic goals.

CORE VALUES

ACADEMICS

Conclusion (30 seconds)

- Q & A
- Reflection
- Thank You!



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Appendix F

Quarterly Teaching and Curriculum Review Template

SAMPLE: Quarterly teaching and curriculum review

November X, 2013

QUESTIONS FOR TEACHER X...

- 1. In general, how effective or successful have your lessons been? Did the students learn the skills and outcomes you intended? How do you know?**
- 2. Comment on different aspects of your instructional delivery (activities, groupings, resources). To what extent are they effective?**
- 3. What do the students' work samples reveal about their level of engagement and understanding?**
- 4. Comment on your classroom procedures, student conduct, and your use of physical space. To what extent do they contribute to student learning?**

Principal Observations:

- Plans reflect solid understanding of the content and instructional outcomes; however they are not adapted as needed for individual students.
- Interactions with students reflect genuine respect and caring for individuals and groups of students.
- Provides opportunity for students to assess quality of their own work and their peers although the assessment criteria could be more clearly defined.
- Instructional groups appropriate to the students are mostly successful in advancing the instructional outcomes of the lesson.
- Feedback to students is inconsistent (see examples)
- Classroom environment functions effectively, with appropriate expectations for student learning and conduct.

Questions based on observations and review of Course Modules:

1. Curious about student feedback on the Point of View Check and Personal Narrative. Share statistics and ask specifically about the feedback for the Personal Narratives.
2. Performance Tasks-quality of rubrics
3. Please provide examples, documentation of conferences with students
4. Is there a specific area you are continuing in work on during the 2nd Quarter?
5. How can I help?



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Appendix G

Intrinsic Schools Financial Policies and Procedures
Manual

INTRINSIC SCHOOLS

FINANCIAL POLICIES AND PROCEDURES MANUAL

Adopted by the Board of Directors: (pending)

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GENERALLY ACCEPTED ACCOUNTING PRINCIPLES (GAAP) & FINANCIAL ACCOUNTING STANDARD BOARD (FASB)

The term *generally accepted accounting principles* refer to the standards, rules, and procedures that serve as the norm for the fair presentation of financial statements.

The Financial Accounting Standards Board (FASB) has been the designated organization in the private sector for establishing standards of financial accounting that governs the preparation of financial reports by nongovernmental entities. The mission of the FASB is to establish and improve standards of financial accounting and reporting that foster financial reporting by nongovernmental entities that provides decision-useful information to investors and other users of financial reports.

Conformity with GAAP is essential for consistency and comparability in financial reporting.

Basis of Accounting

Basis of Accounting refers to the timing of when transactions and events are recognized in the accounting records and reported in the financial statements.

Modified Accrual Basis: Revenues are recognized in the period when they become available and measurable, and expenditures are recognized when a liability is incurred, regardless of when the receipt or payment of cash takes place. An exception is un-matured interest on general long-term debt, which is recorded when it is due.

Full Accrual Basis: Transactions and events are recognized when they occur irrespective of when cash is paid or received. Revenues reflect the amounts that came due during the year, whether collected or not. Expenses reflect the amount of goods and services consumed during the year, whether or not they are paid for in that period. The costs of assets are deferred and recognized when the assets are used to provide service.

Financial Reporting

Intrinsic Schools' (Intrinsic) financial reporting is prepared using the modified accrual basis of accounting during the year and is prepared using the full accrual basis of accounting at year end and for the audit.

STAFFING

Intrinsic will employ a Director of Finance and Operations and Accounting Manager to administer the daily fiscal and accounting functions of the schools it operates. The Board of Directors and Chief Executive Officer will provide fiscal oversight. The Director of Finance and Operations will provide support to the schools in analyzing, reconciling and adjusting account balances, and to ensure the records are maintained in accordance with generally accepted accounting principles (GAAP). The Director of Finance and Operations will lead the development and implementation of a chart of accounts and accounting software system to be used by all Intrinsic schools.

INTERNAL FINANCIAL CONTROL POLICIES AND PROCEDURES

1. Accounting System

Policy: Intrinsic will use the modified accrual basis of accounting during the year and use the full accrual basis of accounting at year end and for the audit in accordance with GAAP. All financial statements and any financial reporting to governmental, state and local agencies will be completed using these methods.

Procedure: Intrinsic will use a modified accrual basis accounting system during the year and use the full accrual basis of accounting at year end and for the audit in accordance with generally accepted accounting procedures and the financial accounting standards board. All financial statements and reports to governmental, state and local agencies will be completed by the charter schools and/or the Director of Finance or Accounting Manager on a modified accrual basis system during the year and on a full accrual basis of accounting at year end and for the audit, or otherwise in accordance with the CDE or other governmental regulations, and will be submitted to such agencies by the charter schools.

Accruals will be completed at the direction of the Director of Finance and Operations in accordance with applicable state and Federal regulations.

2. Books of Account

Policy: The books of account will be maintained in accordance with GAAP and include Budget Reports, General Ledger, and detailed journals for all accounts, including payroll.

Procedure: The Accounting Manager will maintain all books of accounts. An accounting software package will be utilized to properly record all revenues, expenses, budgets, assets, liabilities, and net assets. The Director of Finance will be available, as needed, to provide monthly accounting support to the Accounting Manager.

3. Chart of Accounts

Policy: A corporate Chart of Accounts in accordance with GAAP will be developed by the Director of Finance and Operations to properly record all accounting activity.

Procedure: The Accounting Manager will record all school fiscal transactions according to the Chart of Accounts in accordance with GAAP. The Director of Finance and Operations will allocate revenues and expenses according to the Chart of Accounts.

4. Financial Statements

Policy: Financial statements will be prepared by the Director of Finance and Operations and will be reviewed by the CEO and presented to the Board of Directors.

Procedure: The Director of Finance and Operations will prepare statements of activity and monthly balance sheets. These statements will be prepared in accordance with GAAP, and include a detailed reporting of revenue, expense, asset, and liability categories. A year-to-date actual to budget

comparison will be presented monthly to the CEO. Financial statements will be presented to and reviewed by the Board of Directors at their regular meetings.

5. Bank Account Management: Issuing/Signing Checks

Policy: C heck signing procedures as established by the Board will be adhered to by staff.

Procedure: All Intrinsic Schools checks will be signed by the CEO. Checks in excess of \$25,000 will require the second signature of the Board Treasurer. Checks will be issued only when within the approved budget and with the approval of the CEO. Checks will be prepared for signature by the Accounting Manager after the payment is authorized by the Director of Finance and Operations. The Accounting Manager will not have check signing authority or withdrawal authority. Voided checks will be retained to insure proper maintenance of checking account records.

6. Bank Account Management: Opening/Closing Accounts

Policy: The Intrinsic CEO is authorized to open or close accounts, subject to restrictions of such authority established by the Board of Directors and by state law or regulation.

Procedure: The CEO, after consultation with and authorization by the Board Chair, will secure any necessary signatures to open or close an Intrinsic account.

7. Bank Account Reconciliation

Policy: Reconciliation of each of Intrinsic's account will be done within thirty (30) days of receipt of bank statements.

Procedure: The Accounting Manager will reconcile all bank accounts on a monthly basis. The Accounting Manager will access all bank statements and review cancelled checks and monthly bank statement activity.

8. Accounts Receivable

Policy: Intrinsic will maintain accounts receivable in accordance with GAAP for scheduled receipts from the school districts, grants or any other amounts due but not yet received.

Procedure: All revenues will be recorded on a modified accrual basis during the year and a full accrual basis of accounting at year end and for the audit in accordance with GAAP and FASB. The Accounting Manager will maintain an aged schedule of accounts receivable, which lists payer, date, description, and account. The Accounting Manager will reconcile such schedule to the general ledger on a monthly basis.

9. Accounts Payable – Will be recorded at Year End.

Policy: Intrinsic, whenever practical, will pay invoices within 30-60 days of their receipt, unless alternative arrangements are made with vendors or unless a dispute arises. Invoices of an amount which

precludes payment within 30-60 days may be paid in an alternate method agreeable to both Intrinsic and the vendor.

Procedure: All accounts payable will be recorded on a modified accrual basis during the year and a full accrual basis of accounting at year end and for the audit in accordance with GAAP. Accounts payable will be maintained by the Accounting Manager, who will ensure timely payment and the development of payment plans or alternate methods.

The Accounting Manager also will maintain an aging of accounts payable schedule listing the payee, transaction date, amount and payable description and account. The Accounting Manager will present an aging report to the Director of Finance and Operations at least once a week for review. Payments of invoices will be processed on or about the end of each week. All invoices will be approved by the Director of Finance prior to payment by the Accounting Manager. No payment will be made without a properly approved invoice or other supporting documentation. All loans will be approved by the Board of Directors. All services performed by independent contractors will be processed as accounts payable. At the close of the calendar year, Forms 1099 will be issued and distributed to independent contractors in accordance with IRS regulations.

10. Purchasing Practices

Policy: Intrinsic approaches every purchase as an investment in meeting the organization's mission and driving academic results for students. In every purchase, Intrinsic considers the (a) price, (b) quality, and (c) dependability of the vendor and its goods or services. Particular vendors may be chosen for any one or any combination of these factors; however, at all times the selection of a particular good, service, or vendor will be with the intention of meeting the organization's mission and driving academic results for students.

All purchasing activities will follow the approvals below to ensure that funds are spent effectively and within the constraints of the Board approved budget.

1. General Purchasing and Payment Authorization thresholds
 - a. Less than \$2,500:
 - i. Requisition originates with any eligible employee
 - ii. If for School:
 1. Approval #1 – Principal or designee
 - iii. If for CMO:
 1. Approval #1 – Director of Finance and Operations or designee
 - b. \$2,500 - \$24,999: as above, plus the following:
 - i. If for School:
 1. Approval #2 – CEO or designee
 - ii. If for CMO:
 1. Approval #2 – CEO or designee
 - c. \$25,000-\$100,000: as above, plus the following
 - i. Approval #3 – Board Treasurer or designee
 - d. Purchases greater than \$100,000: as above, plus the following
 - i. Approval #4 – Board Resolution
2. Contracts
 - a. Any purchase resulting in a contractual agreement intended to last longer than six months:
 - i. School:
 1. Approval #1 – Principal
 2. Approval #2 – Director of Finance and Operations, Director of Technology, CEO, Board Treasurer, or Board Chair
 - ii. CMO:
 1. Approval #1 – Director of Finance and Operations
 2. Approval #2 – Director of Technology, CEO, Board Treasurer, or Board Chair
 - b. In addition to the above, the thresholds and approval procedures of Section 2 above shall apply.
3. Categorical Funds
 - a. Categorical funds include both State and Federal funds with additional specific regulations in addition to general.
 - b. Additional internal policies will be applied to the funds listed below:
 - i. Supplemental General State Aid (SGSA):
 1. All SGSA funds will be spent in accordance with a CPS approved budget for SGSA funds.

2. Any fixed assets purchased with SGSA funds will be asset tagged (see Fixed Asset subsection).
- ii. Title I-V:
 1. All Title funds will be spent in accordance with a CPS approved budget for Title funds.
 2. Any fixed assets purchased with Title funds will be asset tagged (see Fixed Asset subsection).
 - iii. IDEA:
 1. All Title funds will be spent in accordance with a CPS approved budget for Title funds.
 2. Any fixed assets purchased with IDEA funds will be asset tagged (see Fixed Asset subsection).
 - iv. Incubation, Startup and Expansion Grant:
 1. All Incubation, Startup, and Expansion funds will be spent in accordance with the Incubation, Startup, and Expansion Grant Agreement between Intrinsic and CPS.
 - v. Department of Education Charter School Program (CSP) Grant:
 1. All purchases or contracts over \$25,000 require a minimum of three bids. If three bids are not collected, there must be a written justification for using a sole source.
 2. All purchases or contracts over \$100,000 require sealed bids.
 3. Solicitations for bid shall clearly establish all requirements that the bidder must fulfill in order for the bid to be evaluated. Solicitations for goods and services must provide for all of the following:
 - a. A clear and accurate description of the technical requirements for the material, product, or service to be procured. In competitive procurements, a description shall not contain features which unduly restrict competition.
 - b. Requirements which the bidder/offeror must fulfill and all other factors to be used in evaluating bids or proposals.
 - c. A description, whenever practicable, of technical requirements in terms of functions to be performed or performance required, including the range of acceptable characteristics or minimum acceptable standards.
 - d. The specific features of brand name or equal descriptions that bidders are required to meet when these items are included in the solicitation.
 - e. The acceptance, to the extent practicable and economically feasible, of products and services dimensioned in the metric system of measurement.
 - f. Preference, to the extent practicable and economically feasible, for products and services that conserve natural resources and protect the environment, and are energy efficient.

Procedure: When a product is to be purchased that costs more than \$10,000, the CEO, or her designee, will make every reasonable effort to secure quotes and product specifications from at least three providers of the product or a similar product. The CEO or designee will select from among these offers, and document the reasons for selecting the chosen option according to the aforementioned factors that guide such selection. Professional service contracts are excluded from the requirement to seek multiple bids; however, nothing will preclude the CEO or designee from seeking such multiple bids for these contracts. All contractual agreements will be in writing, and signed and dated by the CEO or her designee.

The Director of Finance and Operations will ensure that proper approvals are received and documented for all purchases in accordance with the purchasing policy. Approvals will be collected via signature, through electronic procurement software.

The Director of Finance and Operations and the Accounting Manager will ensure that all purchases made with categorical funds follow the approved budget for the funds and that all required regulations are followed. Prior to use of any categorical funds, the Director of Finance and Operations or the Accounting Manager will check the purchase vs. the approved budget for the funds.

11. Payroll System

Policy: Intrinsic will maintain a reliable payroll system approved by the Board of Directors.

Procedure: The following are the steps which will be followed in processing Payroll:

1. All documentation of authorized pay rates will be maintained in the employee's personnel file.
2. Personnel files will be secured with access limited to authorized individuals.
3. Intrinsic will contract with a payroll service to provide payroll processing.
4. Personnel will be paid bi-monthly, by check or direct deposit; personnel electing direct deposit will receive a check stub.
5. Salaried personnel will be paid bi-monthly according to the amount established in employees offer letter or any approved salary adjustment.
6. Employee time sheets will be maintained daily for hourly personnel.
 - a. Time sheets, signed by the employee and approved by a supervisor, will be forwarded to the Director of Finance and Operations at the end of the pay period for payroll processing.
 - b. The Director of Finance and Operations will review the time sheets for signatures and approvals, review time worked and verify for mathematical accuracy, summarize the payroll information and forward it to the payroll service for processing.
7. Any stipends outside the regular scope of duties must be submitted by the Principal, accompanied by a job description, and approved by the CEO, then forwarded to the Director of Finance and Operations for inclusion in the payroll.
8. The Director of Finance and Operations will receive all completed payroll reports and paychecks from the payroll service.
 - a. The Director of Finance and Operations will review the payroll reports and document approval.
9. The payroll service will distribute the paychecks.
10. All payroll changes will be authorized by the CEO and forwarded to the payroll service by the Director of Finance and Operations.
11. The Accounting Manager will record each payroll to the accounting system, including any payroll accruals, in accordance with GAAP.
12. The Accounting Manager will be responsible for payment of all payroll-related liabilities.
13. A deferred compensation program may be established in accordance with IRS and personnel policies and administered by a third party.
14. At the close of the calendar year, the contracted payroll service will generate W-2s and distribute to all Intrinsic employees in accordance with IRS regulations by January 31st of the following year. The service will provide copies of the W-2s to the Director of Finance and Operations.

12. Benefits Processing

Policy: Intrinsic will maintain a benefit plan approved by the Board of Directors.

Procedure: The CEO and Director of Finance and Operations will annually review the health and fringe benefits plan, receive competitive bids, and award a broker contract. The CEO and Director of Finance and Operations will set the amount of employee contribution towards benefit cost, in accordance with the overall school budgets. Open Enrollment will begin in June, with an implementation date of August 1st. All full-time employees (40 hours) are eligible for benefits. Part-time employees are not eligible for benefits. Health benefits for new employees who have begun employment and completed benefit forms by the 15th day of the month will begin on the first day of the following month. Benefits for new employees who have begun employment and completed benefit forms *after* the 15th will begin on the first day of the month after.

Examples:

Hire Date: August 5

Benefits Begin: September 1

Hire Date: August 16

Benefits Begin: October 1

The Director of Finance and Operations is responsible for benefits administration. The Director of Finance and Operations will enroll employees with the respective vendors according to eligibility dates set by Intrinsic' policy and prevailing state and federal law. Upon termination of an employee, the Director of Finance and Operations will immediately notify the third-party COBRA administrator, and dis-enroll the employee from the selected coverage. The Director of Finance and Operations will inspect all benefit invoices for accuracy on a monthly basis, and notify the Accounting Manager of any discrepancies in billing. The Accounting Manager will prepare the invoices in accordance with the invoice processing policy.

13. Personnel Leave

Policy: Intrinsic will carry accrued vacation leave on financial statements as a liability, in accordance with personnel policy.

Procedure: Employees use of accrued leave will be requested of the Principal in accordance with established personnel policy. Personnel records, including accounting of accrued leave, are maintained by the Director of Finance and Operations. Accrued vacation leave will be paid out to an employee only upon termination of employment.

14. Mail Management; Incoming Checks

Policy: All incoming mail is opened and distributed by a designated staff person. Any checks received are immediately restrictively endorsed by the mail opener.

Procedure: All mail will be opened by the Office Manager or any other employee as designated by the CEO, except the Director of Finance and Operations and Accounting Manager. The Office Manager (or other designated employee) will record the name, date received, name(s) or donor, address (if available), amount, and type of receipt. The Office Assistant will stamp the check "for deposit only" into Intrinsic's account, and will present these checks to the Director of Finance and Operations who then

will prepare the deposit slip and deposit the checks into the appropriate account. A copy of each check will be attached to a copy of the deposit slip and deposit receipt and will be filed and used for reconciliation of the bank statement. The Accounting Manager will receive the documentation related to the cash receipts deposit and record the activity to the accounting system. The Director of Finance will review all cash receipts monthly, including a comparison of amounts received to the budget.

15. Budgeting of Funds

Policy: The Board of Directors will approve an annual operating budget for Intrinsic. Adjustments to budget categories which exceed present thresholds set by the Board by 10% must be approved by the Board.

Procedure: The CEO and Director of Finance and Operations will develop annual budgets for all Intrinsic operated schools and the central office using the most accurate information available and for the purposes of meeting the organization's mission and driving student achievement.

Budgets will be based on the schools' history, long-term financial model, and strategic growth plan. Budgeted expense categories will include the cost of personnel, instruction, administration, facilities, operations and other spending categories of the organization. Detailed expenses, such as supplies, repairs and maintenance, travel, contracted services, utilities, rent, and other expenses will be budgeted according to the above spending categories.

The Board of Directors will approve the annual budget for Intrinsic and all schools operated by Intrinsic by the last Board meeting of the fiscal year. The Board also will approve any amendments proposed by the CEO during the year. The Board of Directors will compare year-to-date revenues and expenditures to the budget and review significant variations on closing periods.

16. Capital Depreciation; Dispositions and Depreciation

Policy: Intrinsic will maintain appropriate fixed assets and related depreciation accounts schedules.

Procedure: All property and equipment acquisitions and dispositions over \$5,000 will be approved by the Board of Directors. A single asset in excess of \$2,500 with a useful life greater than one (1) year will be capitalized and depreciated over its useful life in accordance with GAAP for nonprofit organizations. An asset purchase of under \$2,500 and software purchases will be expensed.

The Accounting Manager will reconcile the fixed asset and related depreciation schedules to the general ledger account annually.

All single assets in excess of \$2,500 will tracked using an asset tracking software and tagging system. All asset tags will include:

1. Purchase price
2. Purchase date
3. Location and/or employee assignment
4. Funding source

17. Staff and Travel Expenses

Policy: Staff will be reimbursed for approved expenses and travel and related expenses.

Procedure: All out-of-pocket expenses will be approved prior an employee incurring an expense in accordance with the Intrinsic Expense Reimbursement Policy. Reimbursements for the school will be approved by the Principal. Reimbursements for the central office will be approved by the CEO. All staff will submit a reimbursement form by which they request reimbursement. Reimbursement forms will document employee name, travel dates, destination, business purpose, and detail business costs such as tolls, parking, mileage and meals. All receipts and substantive documentation must be attached to the travel reimbursement form. Submitted reimbursement forms will be reviewed by the Accounting Manager for: (a) accuracy of computations; (b) completeness of required receipts; and (c) adherence to established guidelines. Inaccurate or incomplete information will be discussed with the submitting staff member, and any necessary additional information will be requested by and provided to the Accounting Manager prior to reimbursement. Staff will be compensated within 20 business days of submission of a complete and accurate reimbursement form to the Accounting Manager.

18. Audits; Financial Regulatory Forms

Policy: Independent audits of the financial statements will be conducted annually by an Illinois State Certified Public Accountant approved by the Board of Directors. Annual financial audits will be conducted in accordance with generally accepted auditing standards. Financial regulatory forms will be completed as necessary by Intrinsic or an accounting firm selected by the CEO and Director of Finance and Operations.

Procedure: Appropriate financial forms and reports will be filed with the charter entity, federal government and appropriate state agencies. Upon completion, audits will be reviewed by the Director of Finance and Operations and CEO and submitted to the Board of Directors for review. All audits will include a management representation letter.

19. Insurance

Policy: Intrinsic will maintain appropriate insurance coverage.

Procedure: At a minimum, Intrinsic will maintain insurance in accordance with CPS requirements. Intrinsic will also contribute to the state Unemployment Insurance Fund in accordance with applicable law.

20. Borrowing Funds

Policy: All borrowing of funds, and the establishment or increase of all credit lines must be approved by the Board of Directors.

Procedure: Based on annual audits, financial statements, and cash flow projections, the CEO may establish credit lines and borrowing limits as directed by the Board of Directors. Borrowed funds will be repaid with appropriate, measurable and identifiable revenues in accordance with GAAP. The Director of Finance and Operations or his or her designee will alert the Board of Directors if lines of credit or

borrowing limits ever are not adequate to meet the needs of the organization. The Board of Directors may amend the borrowing policy and credit limits.

21. Contributions

Policy: Non-restricted contributions will be used for operations or special projects as designated and approved by the CEO and/or the Board of Directors of Intrinsic, consistent with conditions set forth by the Board of Directors. Contributions that are donor restricted will be used for the purpose articulated by the donor, except that in no case will the school accept any such contribution for which the donor restriction violates any federal or Illinois state law.

Procedure: Contributions will be properly budgeted and accounted for in accordance with GAAP for nonprofit organizations. The Director of Finance and Operations will maintain supporting schedules to document revenues and expenditures. Contributions may be used for operations or special projects as designated and approved by the CEO and/or Board of Directors of Intrinsic.