



## Summit Academy School Board of Trustees - Meeting Agenda

1225 E 13200 South Draper, UT 84020 Board Room

**November 20, 2025**

Time	Items to Present
7:00 pm	<b>Welcome</b>
7:05 pm	<b>Public Comment</b> (Please limit comments to 2 minutes)
7:10 pm	<b>Consent Agenda</b> <ul style="list-style-type: none"> <li>Meeting Minutes <ul style="list-style-type: none"> <li>October 16, 2025</li> </ul> </li> </ul>
7:15 pm	<b>Director/Campus Updates</b> <ul style="list-style-type: none"> <li>Academic Update <ul style="list-style-type: none"> <li></li> </ul> </li> <li>Community Update <ul style="list-style-type: none"> <li>Dia de los Muertos Ofrenda - Bluffdale</li> <li>Community Truck or Treat Participation- My Summit Adventures &amp; Bluffdale City</li> </ul> </li> <li>Enrollment data <ul style="list-style-type: none"> <li>11/20/2025</li> </ul> </li> </ul>
7:45 pm	<b>Finance Report</b> <ul style="list-style-type: none"> <li>Finance Update</li> </ul>
8:15 pm	<b>Discussion and action items to review</b> <ul style="list-style-type: none"> <li>Update to Policy 3101 - Enrollment Policy</li> <li>2026-2027 School Calendar - Final Reading</li> <li>Update to Bank Resolution/Signers</li> <li>RFP Substitute Approval</li> </ul>
9:00 pm Board Members	<b>Committee Reports</b> <ul style="list-style-type: none"> <li>Executive Committee -</li> <li>Academic Committee -</li> <li>Finance/Audit Committee -</li> <li>Governance Committee -</li> <li>Development Committee -</li> </ul>
9:15 pm	<b>Board Business</b> <ul style="list-style-type: none"> <li>Board Retreat</li> <li>Survey Next Steps</li> <li>Board Training</li> </ul>

9:45 pm	<b>Follow Up Items</b> <ul style="list-style-type: none"> <li>•</li> </ul>
9:50 pm	<b>Closing Comments</b> Next board meeting date is: January 15, 2026
10:00 pm	<b>Closed Session</b> <ul style="list-style-type: none"> <li>• Possible Closed Session in Accordance with the Open and Public Meetings Act for Purposes outlined in law.</li> <li>• Potential Action Items from Closed Session</li> </ul> (Select from the following) <ul style="list-style-type: none"> <li>• <b>for the purpose of discussion of the character, professional competence, or physical or mental health of an individual.</b></li> <li>• <b>for the purpose of discussing pending or reasonably imminent litigation.</b></li> <li>• for the purpose to enter a strategy session to discuss the purchase, exchange or lease, or sale of real property.</li> <li>• for the purpose to enter discussion regarding deployment of security personnel, devices or systems.</li> <li>• for the purpose of investigating proceedings regarding allegations of criminal misconduct.</li> </ul>

*(P) Packet Materials*

*\*In compliance with the Americans with Disabilities Act, individuals needing special accommodations (including auxiliary communicative aids and services) during this meeting should notify Summit Academy at 801-572-9007 at least 3 working days prior to the meeting.*



Summit Academy Board of Trustees

1225 E 13200 South

Draper, UT 84020

October 16, 2025

Board Meeting

7:00 p.m.

(PENDING)

### **Welcome**

The meeting was called to order at 7:03 pm with Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson. Peter Baxter is excused.

### **Public Comment**

#### Meeting Minutes

April 25, 2025

June 3, 2025

August 6, 2025

August 21, 2025

September 15, 2025

### **Consent Agenda**

**A Motion to approve the Consent Agenda for Summit Academy Schools was given by Elizabeth Lau.**

**A second was given by Tracy Ellis**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

**Director's Report-** Alana Johnson

### Academic Update

Math and Science RISE and UTAspire+ data has been published. English Language Arts will be formalized around January.

K-6 Math and ELA Data is ready to review in the data folder. This is for a class called Acadience Learning online. Across the board K-6 we have an average of 59% of our students at or above grade benchmark in math. The State goal is to be above 60%. We plan to use several different ways to accomplish these goals.

There is an ongoing goal from the State that all 3rd grade students be reading at grade level by 2027. We are working hard on math and reading scores.

### Community Updates

Community Trunk or Treat (hosted by My Summit Adventures and Bluffdale City) That is on October 28, 5:30-7:00 p.m at the Day Ranch Park.

We just had our first cross campus PLC - (Professional Learning Community) All of our teachers came and met on the Independence campus. We had many wonderful conversations and are building relationships. It reinforces our theme of the year "Summit United".

Enrollment data- Looking at all of the campuses from last year to this year, we are all holding steady other than the Draper Campus. Of particular concern is the transition from Elementary to middle school.

### Finance Report- Brad Wilkinson

#### Audit Review- Mike Miles

Everything looks really really good! There were not any findings this year which is pretty spectacular. Everything was clear and organized. Brad must have helped with all of that. Usually when you switch over to new software there are issues, but not with Summit. There were a few small adjustments. Starting on page twelve, at the end of the year there were 28 million. unrestricted cash is twenty two million dollars. Restricted cash was about 5.6 million. Accounts payable were quite small. There were some unearned revenues. 6.3 million is employee retention credit. Unearned is being held until the statute of limitations expires. 1.5 million is scheduled but not paid yet. The money is sitting in the account at the end of the year unspent. Page thirteen is the revenue and expenses. At SA total revenues are at 33.2 million. These are categorized by function. You have support services which are administration. Next year we will have comparison data. Principal on debt is just over 1.6 million. There was a surplus to the Academy of 2.2 million.

Nearly every function had a favorable variance. We were underneath your total budgeted expense. Total revenue is 33.2 million. Budgeted revenue was 41.2 million. Lookin on page 21, Construction is at \$150,000. Last year had the biggest changes was the merger with the high school paying off those loans and reborrowing under the name of Summit Academy. This year Current debt is 53 million. One million six hundred thousand paid down and that left 50 million left. Your debt service will be pretty close to what it has been in 2024. The premium needs to be amortized every year. Total debt service is 4.2 million a year for the next 5 years. There is more information in the notes. Employees contributed \$151,000.00. The rest is there for you to enjoy. The yellow book report is where you would find your findings or compliance issues. There were not any findings.



**A Motion to approve the Audit Report for fiscal year 2024-2025 for Summit Academy Schools was given by Jared Morgan.**

**A second was given by Elizabeth Lau**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

**Financial Update - Brad Wilkinson**

Update for financials for the first quarter of the school year. Of that 20 million in our fund balance, it breaks down what is going to what program. Most importantly are the bond covenants. We had a net increase of 2.2 million. That is super healthy. Those are left on the table because that is in our bond covenants. We are on target to meet those bond covenants. Green in the report means we are on track. He doesn't think we will have to do budget revisions until January of 2026. That is the update for this year so far. Jared is asking what the capacity of the high school is. Brad thinks it is around 600 students. Our Charter says differently, but Brad doesn't think that it is possible to go to the higher number. Tracy Ellis asks about the bond covenants regarding the surplus. They want to know what the equity is and how much went into debt service. The easiest way to meet the ratio is to make sure your building payment doesn't exceed 2%. The goal that we have to meet is under 1.5 percent. We are sitting at 1.44. Wilson asks about the ERC Money. The cash is in our bank account. We just haven't recognized that as revenue yet. Come June, we may have to defer it again. Jared asks if we have a plan on where that money would go. Brad states that 90% of that will go to facilities; sports, etc. It is a one time set of money. We have a five year plan and it is all facilities. There are no restrictions on that money. It is at local discretion. We will have a team working on that as well. It is accruing interest. Wilson asks if anyone else is weighing in on those funds. Brad explains that we used to be considered non-profit. We are now a governmental agency- quasi government. Most people believe that we will retain the money. We want to be a little more cautious. Daynia is asking if there are any big projects that can't wait until the money comes available. Brad says that there are a couple that they need to move forward with soon. Next year we may need to figure something out.

**Discussion and Action item to review- Alana Johnson**

**Teacher Retention Update**

Ms. Johnson was able to get more information about teacher retention. We noticed that our data is a little different from the Charter School Board information that was given. Our teacher retention is lower than average in the state. On the 2nd page of the report you will see the 7 categories that apply.

1st- a change in LEA

2nd - a life change

3rd - Non renewal of contracts or moving outside of the area.

We have provided some other reasons as to why teachers have left. One chart is Specialized by departments. We also identify what kind of license those teachers have. We can do a better job of retaining our teachers. Daynia asks about how many bodies those numbers represent. Alana says that each year there are about 30-40 new teachers hired. That is out of about 180 full time teachers. She asks what the hardest positions are hardest to higher for. Alana says that upper level math, certain CTE classes and our dual language immersion teachers. Kelly Ellis asks where

that information comes from. Alana got it from principals and from an exit survey that is given as well. Jenn Hatch has updated that and has started doing. Liz is asking what the next step is. Alana says that we have a really good coaching team. She states that we are staying competitive with the neighboring districts and Charters. Wilson states that he thinks that those teachers that go to a different LEA are disgruntled for some reason or another. Alana says a more specific exit survey would be beneficial. We have stayed with the USBE exit survey. Daynia asks about a net promoter score and is asking about Summit's surveys. Alana will work with the development committee to work on the survey. Alana found that a school ebbs and flows. There is not a trend for one campus or another.

#### **Future Summit Academy Preschool Examination**

As a Charter School, we would fall under the commercial preschool program. This is a high level outline which is in Board Rule. Our students at the high school are currently taking Child Development. They partner with Summit Adventures to fulfill their requirements. Portions of the curriculum require parent consent. The fourth section is about a feasibility study. It would be a heavy lift. Alana thinks that we should focus our efforts on strengthening our academic programs right now and continue to strengthen the relationship with "My Summit Adventures." Wilson thinks that this should be handed over to the education committee. Liz states that if we had the federal money, we would have it at our school and is surprised that we are not treated the same. Liz mentions that there are way more hurdles for us as a Charter school. There is a separate lottery system for the preschool. Daynia asks if we can charge tuition. They would be subject to a fee schedule. The fee could be waived. Alana says that we partner with them and have banners. Liz says that they can discuss it in the Academic Committee.

#### **Organization Chart Update-Alana Johnson**

This is coming back to the board after last month. A major change is having certain names removed. Chelsea states that she felt that the administration did what they were asked to do.

**A Motion to approve the Summit Academy Organization Chart for Summit Academy Schools was given by Liz Lau.**

**A second was given by Wilson Sivertson**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

#### **Policies for Approval**

##### **Fiscal Policies and Procedure 2025-2026- Brad Wilkinson**

Each year we look at the Fiscal Policies. Over that last year there have been a few things that we have needed to do. All of the changes have been highlighted in Red. Alana Johnson says that the principals have a few concerns regarding some anniversary dates for teachers. In this proposal, those dates have changed. Brad explains that there is a little confusion regarding the increases received based on the date that they are hired. These changes affect those that are hired in 2026. It usually affects 2-3 for a very

short period of time. The intent is that we keep it clean, simple, fair and fiscally responsible. The finance committee discussed it thoroughly. Wilson wants to hear from the principals and what they think about it. Ms. Cutler put everything in a letter that explains their thinking. Jeff has worked in 4 different districts and a few different charter schools. In every district he has worked in and he also looked into other big close districts. The anniversary date is when you get your year bump. From then on on your anniversary date is when you get the increase. That is how it is done in other school districts. What we don't have is where you have the lane change. It doesn't affect that many people, just a few. Wilson would like to have the school look at what the dollar amount is that they are talking about. Ms. Cutler's letter is read by Ms. Johnson. She doesn't support this policy change. She believes all should receive the raise on January 1st so as not to create problems in moral and teacher retention. Maintaining a consistent raise on January 1st of each school year would be best practice in her opinion.

Daynia is wondering what the teacher retention rate is for first year teachers. Brad wants to make it fair for all teachers for the same amount of time. The equity piece is the most important for him. Brad is trying to have it be fair for everyone. Chelsea Welch would like to know how many people and how much money they are talking about. Lisa Cutler also reminds them that they are missing the cost of living increase as well. Lisa believes that this could make a huge difference as far as community and morale. Dianna Brantley has to sell it and make it worth it since we can't pay them as much as other schools. We have to sell the community and that we care about them. The principals would like to have the administration's support on this. Brad says that the rate of increase is the same for all teachers which is 3%. It is based on the legislature. Wilson would like to wait until more discussion takes place. Brad would like it to be approved leaving section "H" out. Daynia would like to know how many teachers are hired mid-year. Jared would like to say that he is always on the side of generosity. Tracy Ellis would like to know what competitive Charters and district salaries are. Alana brings up the section about purchases for Summit not being shipped to people's homes. Brad Wilkinson clarifies that things should be coming to SA, not to an employee's homes. That is the preferred method. Shipping items should be coming to the facility. This is for internal controls.

**A Motion to approve Fiscal Policies and Procedure 2025-2026 with the exception of section 5H regarding Anniversary dates for Summit Academy Schools was given by Elizabeth Lau.**

**A second was given by Jared Morgan**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, and Daynia MacArtney. Nay- Wilson Sivertson**

**Motion carries**

**#4207 Tuition Reimbursement Policy - Update**

**A Motion to approve policy #4207 Tuition Reimbursement Policy for Summit Academy Schools was given by Wilson Sivertson.**

**A second was given by Tracy Ellis**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

**#3204 Discipline and Safe Schools Policy - Update**

This is a much more substantial change to this policy. It is a direct change given to us from the legislature. We will get the most important things in now and then we can revise it after the Legislature meets again. There will be a comprehensive training that will come with all of this. Those that go through all of the training will be the ones responding in these instances. USBE makes some recommendations on this so that the board can support the staff.

**A Motion to approve Policy #3204 Discipline and Safe Schools Policy for Summit Academy Schools was given by Wilson Sivertson.**

**A second was given by Elizabeth Lau.**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

**#5203 Bullying, Cyber-Bullying, Hazing, and Retaliation Policy - Update  
Board Approvals**

**A Motion to approve policy #5203 Bullying, Cyber-Bullying, Hazing, and Retaliation Policy for Summit Academy Schools was given by Elizabeth Lau**

**A second was given by Wilson Sivertson**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

**TSSA - Teacher & Student Success Act (and accompanying plan)**

This comes before the board each year for approval. All of you have a copy of the report. This is how we use the money that is granted to the school. Brad states that it is around \$800,000.00. There are a lot of ways to use these funds. The majority of that goes to salaries. The remaining pages are for this year's plan. There are five ways that you can attribute these funds: Decrease class size, Hire additional support staff, provide hourly instructional assistance, Augment existing programs or purchase additional curriculum, supplies, technology. USBE did an audit of how these funds are being spent. We have spent additional time laying this out. We have included a stakeholder survey.

**A Motion to approve the TSSA - Teacher & Student Success Act and accompanying plan for Summit Academy Schools was given by Elizabeth Lau.**

**A second was given by Jared Morgan**

**Vote - Yes- Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, and Daynia MacArtney.**

**Motion carries**

Summit Academy Schools 2026-2027 School Calendar (First Reading) Chelsea confirms that it adheres to all of the requirements. Alana verifies that it does. Jared asks about major holidays and vacation days and if there are required days for those. Summit is part of two districts and we look at the surrounding districts and try to match them the best that we can. Chelsea shares the history and how this is a very hot issue among parents since our students live in the boundaries of three different districts. We have tried all different things. The board did decide that we would not break our school apart.

**Committee Reports** - Chelsea would like to remind everyone to please schedule their next committee meeting with your members.

Executive committee- None

Academic Committee- None

Finance/Audit Committee- None

Governance Committee- None

Development Committee- None

Daynia MacArtney is new to the board. She has two children at the Bluffdale campus. She has a lot of experience in recruiting. She has worked with startup companies, building them up. The board is very happy to have her join the board. Tracy Ellis asks about assigning her a committee.

### **Board Business**

There are lots of birthdays to celebrate this month. There is going to be a migration on the board's Google Drive to Share Point. That is a lot to move over. Daynia mentions that she doesn't have access to Google Drive currently.

### **Follow up items**

Next meeting - November 20, 2025.

**Closing comments**- None

**Closed Session**

**A motion to go into closed session for the purpose of discussion of the character, professional competence, or physical or mental health of an individual for Summit Academy XXXXX was given by NAME.**

**A second was given by NAME**

**Single Voice Vote - Peter Baxter-Yes, Chelsea Welch-Yes, Elizabeth Lau-Yes, Tracy Ellis-Yes, Jared Morgan-Yes, and Wilson Sivertson-Yes**

**Motion carries**

**Those attending closed session**

Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, Wilson Sivertson, Daynia MacArtney, and Director Alana Johnson.

Open Session ended at 9:23 p.m.

**Closed session began at 9:29 p.m.**

**Open session resumed at 9:49 p.m.**

**A Motion to adjourn was given by Jared Morgan.**

**A second was given by Tracy Ellis**

**Vote - Yes- Peter Baxter, Chelsea Welch, Elizabeth Lau, Tracy Ellis, Jared Morgan, and Wilson Sivertson**

**Motion Carries**

**The meeting adjourned at 9:51 p.m.**

SUMMIT ACADEMY SCHOOLS, INC

Draper

November 20, 2025

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Monthly Financial Statements October 31, 2025

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**BACKGROUND INFORMATION**

Each month financial statements are prepared for Summit Academy, Inc. The purpose of this report is to transparently state the current financial outlook of each LEA. This report will show the following:

Adopted Budget, Revised Budget, Year to Date Actuals, and % of forecasts.

**CURRENT CONSIDERATIONS**

To review the financial statement and Budget Revisions and ask any questions that are pertinent. All Budget Revisions since the last Board approved set of revisions are highlighted in Yellow with a brief explanation. The main points within the budget revision are (Per attached sheet):

No Board Revisions are being requested this month

**IMPACT ON STUDENT ACHIEVEMENT**

Each year the LEA's will prepare fiscal year budgets. The goal of each budget is to develop educational and operational goals in order to achieve academic success and fund other operations of the LEA. The financial statements presented will assist readers in reviewing and comparing financial data in order to achieve financial budget goals.

**FINANCIAL IMPLICATIONS**

None for this informational report

**RECOMMENDATIONS**

To review and ask any financial related questions pertaining to the 2025-26 school year.

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**BUSINESS ADMINISTRATOR'S RECOMMENDATION:**

Informational Only



## Financial Summary

as of October 31, 2025

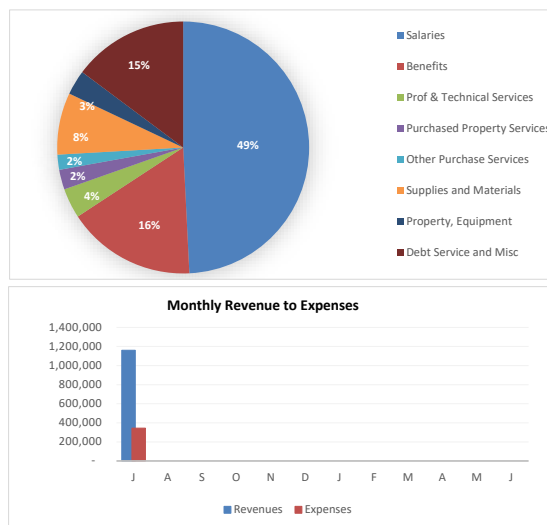
Draper -- Bluffdale -- Independence- SAHS

33.0% through the Year

### BUDGET REPORT

	Year-to Date Actuals	Adopted Budget Budget	Forecast	% of Forecast	
Enrollment	2,714	2,635	2,714		
<b>Revenue</b>					
1000 Local	\$ 7,416,202	\$ 2,363,750	\$ 2,368,190	313%	ERC Late
3000 State	\$ 9,522,735	\$ 33,120,528	\$ 33,172,718	29%	
4000 Federal	\$ -	\$ 947,013	\$ 947,013	0%	
<b>Total Revenue</b>	\$ 16,938,937	\$ 36,431,291	\$ 36,487,921	46%	
<b>Expenses</b>					
100 Salaries	\$ 3,099,520	\$ 16,873,965	\$ 16,893,965	18%	
200 Benefits	\$ 1,619,299	\$ 5,661,660	\$ 5,682,005	28%	
300 Prof & Technical Services	\$ 296,920	\$ 1,298,135	\$ 1,318,377	23%	
400 Purchased Property Services	\$ 353,363	\$ 875,000	\$ 875,000	40%	
500 Other Purchase Services	\$ 199,843	\$ 674,594	\$ 664,769	30%	
600 Supplies and Materials	\$ 863,515	\$ 2,622,235	\$ 2,726,417	32%	
700 Property, Equipment	\$ 523,916	\$ 1,089,000	\$ 1,089,000	48%	
800 Debt Service and Misc	\$ 1,337,551	\$ 5,091,200	\$ 5,077,077	26%	
<b>Total Expenses</b>	\$ 8,293,927	\$ 34,185,789	\$ 34,326,610	24%	
<b>Net Income from Operations</b>	\$ 8,645,010	\$ 2,245,502	\$ 2,161,311		
Operating Margin	51.0%	6.2%	5.9%		

### EXPENSES



### RATIOS

	Actual	Goal	Nat S&P Medians
Operating Margin	5.9%	4.0%	
Debt Service Coverage	1.43	1.3	1.50
Days Cash on Hand	223	100	143
Building Payment %	13.9%	< 20%	12%

Cash Reserve	Operating Margin
\$0-\$300,000	5%
\$300,000-\$500,000	4%
\$500,000-and above	3%

### CASH

Unrestricted Cash on Hand	\$ 19,447,467
Days Cash on Hand	207
Some HS cash is in here and some in other set of books	
Ending Cash Balance	\$ 20,975,780
Days Cash on Hand	223

### RESERVES

#### Bank Account

	Actual Ytd	Forecast	
Last Year Reserve Balance	\$ 18,335,281	\$ 18,335,281	Waiting on Aud
Reserves Added this Year	\$ 8,645,010	\$ 2,161,311	
Expenses from Reserves			
West Side Project	\$ -	\$ -	
	\$ -	\$ -	
	\$ -	\$ -	
New Reserve Balance	\$ 26,980,291	\$ 20,496,592	
DEU	\$ 1,716,330.50		
Food Program	\$940,746		
Bond	\$5,401,557		
Restricted	\$33,865		
Unrestricted	\$ 12,404,000.00		

### ENROLLMENT

	A	S	O	N	D	J	F	M	A
K									
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
Total	0								



# Summit Academy Incorporated

## Account Level Balance Sheet As of 10/31/2025

Fiscal Year: 2025-2026

### Year To Date

#### ASSET

		YTD
10.000.0000.0000.8111	Cash in banks	\$47,286.76
10.000.0000.0000.8115	Zions Sweep Account	\$10,669,602.10
10.000.0000.0000.8118	Rebate Account	\$11,477.43
10.000.0000.0000.8119	Debt Service	\$1,532,783.76
10.000.0000.0000.8120	PTIF Investment	\$10,258,892.42
10.000.0000.0000.8121	DSRF	\$2,860,308.10
10.000.0000.0000.8122	R&R	\$200,723.39
10.000.0000.0000.8123	Bond Expense	\$33,292.59
10.000.0000.0000.8125	Reserve Overage	\$1,275,346.28
10.000.0000.0000.8130	Accounts Receivable	\$12,592.57
10.000.0000.0000.8131	Local Receivable	(\$6,850.00)
10.000.0000.0000.8132	Sales Tax Receivable	\$7,165.42
10.000.0000.0000.8133	State Receivable	(\$20,471.64)
10.000.0000.0000.8134	Federal Receivable	(\$4,001.53)
10.000.0000.0000.8910	Deferred Outflows	(\$19.00)
10.000.0050.0000.8118	Rebate Account	\$171.42
10.000.0050.0000.8129	Carry Over Bank Account	\$284,020.00

#### ASSET

\$27,162,320.07

#### LIABILITY

		YTD
10.000.0000.0000.9510	Accounts Payable	\$136.70
10.000.0000.0000.9520	Payroll Liabilities	(\$16.00)
10.000.0000.0000.9540	Accrued Withholdings	(\$16,205.58)
10.000.0000.0000.9541	Federal Withholding	\$511.82
10.000.0000.0000.9543	Medicare Company	\$187.51
10.000.0000.0000.9544	Medicare Employee	\$187.51
10.000.0000.0000.9545	Social Security Company	\$801.72
10.000.0000.0000.9546	Social Security Employee	\$801.72
10.000.0000.0000.9547	SUI	\$1,953.70
10.000.0000.0000.9548	UT Withholding	\$255.88
10.000.0000.0000.9550	AFLAC	\$86.55
10.000.0000.0000.9551	Flex Spending	(\$5,661.42)
10.000.0000.0000.9552	Health Equity	\$90.00
10.000.0000.0000.9553	Health Insurance	(\$165,954.85)
10.000.0000.0000.9554	Dental	\$75.80
10.000.0000.0000.9555	Vision	(\$2.34)
10.000.0000.0000.9557	Mutual of Omaha	\$247.78
10.200.5619.0000.9540	Accrued Withholdings	\$166.68
10.300.5619.0000.9540	Accrued Withholdings	\$306.17

#### LIABILITY

(\$182,030.65)

#### FUND BALANCE

		YTD
10.000.0000.0000.9859	Unrestricted Net Assets	(\$9,398,912.38)
10.000.0000.0000.9860	Temp Restricted Net Assets	\$33,865.00
10.000.0000.0000.9870	Perm Restricted Net Assets	(\$5,401,557.00)
10.000.0000.0000.9872	Food Program	(\$940,746.00)
10.000.0000.0000.9899	Unassigned	(\$2,627,930.37)

#### FUND BALANCE

(\$18,335,280.75)

## Summit Academy Incorporated

### Account Level Balance Sheet As of 10/31/2025

Fiscal Year: 2025-2026

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Year To Date

Total Liability & Fund Balance	(\$18,517,311.40)
Total (Income)/Loss	(\$8,645,008.67)
Total Liability and Equity	(\$27,162,320.07)

End of Report

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
REVENUE						
		MTD	YTD	Budget	BudgetBalance	Percent
10.000.0026.0000.1910	Rentals	(\$15,029.70)	(\$15,029.70)	(\$90,000.00)	(\$74,970.30)	16.7%
10.000.0050.0000.1350	Tuition from Students in Choice School	(\$3,000.00)	(\$3,000.00)	\$0.00	\$3,000.00	0.0%
10.000.0050.0000.1510	Interest on Investments	(\$303,127.01)	(\$303,127.01)	(\$800,000.00)	(\$496,872.99)	37.9%
10.000.0050.0000.1920	Contributions/Donations	(\$2,000.00)	(\$2,000.00)	\$0.00	\$2,000.00	0.0%
10.000.0050.0000.1930	Gain/Sale of Asset	(\$1,907.30)	(\$1,907.30)	(\$5,000.00)	(\$3,092.70)	38.1%
10.000.0050.0000.1950	Rev from other Schools	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
10.000.0050.0000.1990	Miscellaneous	(\$761.87)	(\$761.87)	(\$50,000.00)	(\$49,238.13)	1.5%
10.000.0050.0000.1991	Preschool Income	(\$6,490.00)	(\$6,490.00)	(\$20,000.00)	(\$13,510.00)	32.5%
10.000.0050.0000.3001	Regular Basic Program	\$0.00	\$0.00	(\$764,206.00)	(\$764,206.00)	0.0%
10.000.0050.0000.3005	Kindergarten	(\$212,289.85)	(\$212,289.85)	\$0.00	\$212,289.85	0.0%
10.000.0050.0000.3010	Regular School Program (K-12)	(\$2,642,116.00)	(\$2,642,116.00)	(\$11,423,520.05)	(\$8,781,404.05)	23.1%
10.000.0050.0000.3200	Related to Basic Program	(\$50,140.00)	(\$50,140.00)	(\$200,000.00)	(\$149,860.00)	25.1%
10.000.0050.0000.3800	Non MSP- State Revenues	(\$53,963.57)	(\$53,963.57)	\$0.00	\$53,963.57	0.0%
10.000.0107.0000.1990	Miscellaneous	(\$4,943,060.00)	(\$4,943,060.00)	\$0.00	\$4,943,060.00	0.0%
10.000.0270.0000.1990	Miscellaneous	(\$470.00)	(\$470.00)	\$0.00	\$470.00	0.0%
10.000.5201.0000.3100	R- Basic School Programs	(\$213,597.39)	(\$213,597.39)	(\$854,390.00)	(\$640,792.61)	25.0%
10.000.5295.0000.3800	Non MSP- State Revenues	(\$930.00)	(\$930.00)	\$0.00	\$930.00	0.0%
10.000.5310.0000.3200	Related to Basic Program	(\$262,552.02)	(\$262,552.02)	(\$1,050,208.00)	(\$787,655.98)	25.0%
10.000.5344.0000.3100	R- Basic School Programs	(\$93,442.02)	(\$93,442.02)	(\$373,768.00)	(\$280,325.98)	25.0%
10.000.5618.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$57,000.00)	(\$57,000.00)	0.0%
10.000.5619.0000.3200	Related to Basic Program	(\$2,311,943.01)	(\$2,311,943.01)	(\$9,247,772.00)	(\$6,935,828.99)	25.0%
10.000.5628.0000.3500	Statewide Initiatives	(\$37,892.89)	(\$37,892.89)	\$0.00	\$37,892.89	0.0%
10.000.5644.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$3,454.85)	(\$3,454.85)	0.0%
10.000.5651.0000.3200	Related to Basic Program	(\$659,747.19)	(\$659,747.19)	(\$346,290.00)	\$313,457.19	190.5%
10.000.5659.0000.3400	Educator Supports	\$0.00	\$0.00	(\$133,747.13)	(\$133,747.13)	0.0%
10.000.5663.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$40,000.00)	(\$40,000.00)	0.0%
10.000.5666.0000.3400	Educator Supports	(\$30,061.53)	(\$30,061.53)	\$0.00	\$30,061.53	0.0%
10.000.5670.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$205,975.00)	(\$205,975.00)	0.0%
10.000.5672.0000.3800	Non MSP- State Revenues	(\$5,606.96)	(\$5,606.96)	\$0.00	\$5,606.96	0.0%
10.000.5678.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$885,206.00)	(\$885,206.00)	0.0%
10.000.5697.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$5,120.00)	(\$5,120.00)	0.0%
10.000.5807.0000.3400	Educator Supports	(\$21,171.75)	(\$21,171.75)	\$0.00	\$21,171.75	0.0%
10.000.5814.0000.1510	Interest on Investments	\$0.00	\$0.00	(\$35,000.00)	(\$35,000.00)	0.0%
10.000.5814.0000.3800	Non MSP- State Revenues	(\$29,984.39)	(\$29,984.39)	(\$145,000.00)	(\$115,015.61)	20.7%
10.000.5876.0000.3400	Educator Supports	(\$553,914.25)	(\$553,914.25)	(\$2,215,657.00)	(\$1,661,742.75)	25.0%
10.000.5914.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$361,960.00)	(\$361,960.00)	0.0%
10.000.7522.0000.4522	IDEA Preschool	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
10.000.7524.0000.4524	Federal IDEA	\$0.00	\$0.00	(\$340,000.00)	(\$340,000.00)	0.0%
10.000.7860.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$25,000.00)	(\$25,000.00)	0.0%
10.000.7880.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$18,500.00)	(\$18,500.00)	0.0%
10.000.7905.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$11,000.00)	(\$11,000.00)	0.0%
10.100.0026.0000.1910	Rentals	(\$7,900.42)	(\$7,900.42)	(\$20,000.00)	(\$12,099.58)	39.5%
10.100.0027.0000.1750	School Vending & Store	(\$2,370.13)	(\$2,370.13)	\$0.00	\$2,370.13	0.0%
10.100.0032.0000.1747	Extracurricular Fees	(\$1,712.00)	(\$1,712.00)	(\$4,500.00)	(\$2,788.00)	38.0%
10.100.0032.0000.1748	Extra Curricular Fee Waivers	\$140.00	\$140.00	\$0.00	(\$140.00)	0.0%
10.100.0032.0000.1795	Carry Over	(\$8,500.00)	(\$8,500.00)	\$0.00	\$8,500.00	0.0%
10.100.0034.0000.1747	Extracurricular Fees	(\$1,244.00)	(\$1,244.00)	(\$1,200.00)	\$44.00	103.7%
10.100.0036.0000.1747	Extracurricular Fees	(\$2,908.00)	(\$2,908.00)	(\$3,500.00)	(\$592.00)	83.1%
10.100.0036.0000.1748	Extra Curricular Fee Waivers	\$130.00	\$130.00	\$0.00	(\$130.00)	0.0%
10.100.0036.0000.1795	Carry Over	(\$7,400.00)	(\$7,400.00)	\$0.00	\$7,400.00	0.0%
10.100.0043.0000.1747	Extracurricular Fees	(\$1,872.00)	(\$1,872.00)	(\$6,000.00)	(\$4,128.00)	31.2%
10.100.0043.0000.1795	Carry Over	(\$5,200.00)	(\$5,200.00)	\$0.00	\$5,200.00	0.0%
10.100.0050.0000.1710	Admissions	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
10.100.0050.0000.1741	Registration and other Fees	(\$340.00)	(\$340.00)	\$0.00	\$340.00	0.0%
10.100.0050.0000.1743	Curricular Activity Fee	(\$914.00)	(\$914.00)	\$0.00	\$914.00	0.0%
10.100.0050.0000.1745	Co Curricular Fee	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00)	0.0%
10.100.0050.0000.1750	School Vending & Store	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00)	0.0%
10.100.0050.0000.1760	Fines	(\$250.00)	(\$250.00)	\$0.00	\$250.00	0.0%
10.100.0050.0000.1920	Contributions/Donations	(\$1,051.04)	(\$1,051.04)	(\$1,000.00)	\$51.04	105.1%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.100.0050.0000.1990	Miscellaneous	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00) 0.0%
10.100.0100.0000.1770	Fundraisers	(\$1,313.92)	(\$1,313.92)	(\$7,500.00)	(\$6,186.08) 17.5%
10.100.0100.0000.1795	Carry Over	(\$31,000.00)	(\$31,000.00)	\$0.00	\$31,000.00 0.0%
10.100.0102.0000.1770	Fundraisers	(\$4,610.43)	(\$4,610.43)	\$0.00	\$4,610.43 0.0%
10.100.0104.0000.1920	Contributions/Donations	(\$450.00)	(\$450.00)	\$0.00	\$450.00 0.0%
10.100.0109.0000.1920	Contributions/Donations	(\$500.00)	(\$500.00)	(\$500.00)	\$0.00 100.0%
10.100.0114.0000.1710	Admissions	\$0.00	\$0.00	(\$3,000.00)	(\$3,000.00) 0.0%
10.100.0114.0000.1745	Co Curricular Fee	(\$25.00)	(\$25.00)	\$0.00	\$25.00 0.0%
10.100.0114.0000.1795	Carry Over	(\$700.00)	(\$700.00)	\$0.00	\$700.00 0.0%
10.100.0115.0000.1795	Carry Over	(\$500.00)	(\$500.00)	\$0.00	\$500.00 0.0%
10.100.0120.0000.1743	Curricular Activity Fee	(\$100.00)	(\$100.00)	\$0.00	\$100.00 0.0%
10.100.0120.0000.1747	Extracurricular Fees	(\$473.00)	(\$473.00)	(\$1,000.00)	(\$527.00) 47.3%
10.100.0130.0000.1747	Extracurricular Fees	(\$35.00)	(\$35.00)	(\$2,000.00)	(\$1,965.00) 1.8%
10.100.0180.0000.1930	Gain/Sale of Asset	(\$350.00)	(\$350.00)	\$0.00	\$350.00 0.0%
10.100.0192.0000.1743	Curricular Activity Fee	(\$340.00)	(\$340.00)	\$0.00	\$340.00 0.0%
10.100.0250.0000.1741	Registration and other Fees	(\$2,370.00)	(\$2,370.00)	(\$3,940.00)	(\$1,570.00) 60.2%
10.100.0250.0000.1795	Carry Over	(\$7,500.00)	(\$7,500.00)	\$0.00	\$7,500.00 0.0%
10.100.0265.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$500.00)	(\$500.00) 0.0%
10.100.5420.0000.3500	Statewide Initiatives	(\$93,413.00)	(\$93,413.00)	(\$98,000.00)	(\$4,587.00) 95.3%
10.100.5637.0000.3500	Statewide Initiatives	(\$5,798.48)	(\$5,798.48)	(\$19,000.00)	(\$13,201.52) 30.5%
10.100.5655.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$30,000.00)	(\$30,000.00) 0.0%
10.100.5672.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$4,000.00)	(\$4,000.00) 0.0%
10.100.5674.0000.3800	Non MSP- State Revenues	(\$1,000.00)	(\$1,000.00)	\$0.00	\$1,000.00 0.0%
10.100.5807.0000.3400	Educator Supports	\$0.00	\$0.00	(\$10,000.00)	(\$10,000.00) 0.0%
10.100.5868.0000.3400	Educator Supports	(\$10,000.00)	(\$10,000.00)	(\$15,200.00)	(\$5,200.00) 65.8%
10.100.5882.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$28,000.00)	(\$28,000.00) 0.0%
10.100.5901.0000.3100	R- Basic School Programs	\$0.00	\$0.00	(\$12,000.00)	(\$12,000.00) 0.0%
10.100.5914.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$77,000.00)	(\$77,000.00) 0.0%
10.100.6903.0000.3100	R- Basic School Programs	(\$26,291.34)	(\$26,291.34)	(\$38,387.45)	(\$12,096.11) 68.5%
10.100.7801.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$19,267.00)	(\$19,267.00) 0.0%
10.100.8070.0000.1610	Sales to Students	(\$25,828.80)	(\$25,828.80)	\$0.00	\$25,828.80 0.0%
10.100.8070.0000.1620	Sales to Adults	(\$1,157.45)	(\$1,157.45)	\$0.00	\$1,157.45 0.0%
10.100.8075.0000.1610	Sales to Students	(\$14,771.75)	(\$14,771.75)	(\$145,000.00)	(\$130,228.25) 10.2%
10.100.8075.0000.1620	Sales to Adults	(\$212.40)	(\$212.40)	\$0.00	\$212.40 0.0%
10.200.0026.0000.1910	Rentals	(\$2,775.00)	(\$2,775.00)	(\$50,000.00)	(\$47,225.00) 5.6%
10.200.0050.0000.1710	Admissions	\$0.00	\$0.00	(\$20,000.00)	(\$20,000.00) 0.0%
10.200.0050.0000.1741	Registration and other Fees	(\$7,058.25)	(\$7,058.25)	\$0.00	\$7,058.25 0.0%
10.200.0050.0000.1743	Curricular Activity Fee	(\$2,980.00)	(\$2,980.00)	\$0.00	\$2,980.00 0.0%
10.200.0050.0000.1744	Curricular Activity Fee Waivers	\$2,930.00	\$2,930.00	\$0.00	(\$2,930.00) 0.0%
10.200.0050.0000.1745	Co Curricular Fee	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00) 0.0%
10.200.0050.0000.1760	Fines	(\$605.00)	(\$605.00)	(\$1,500.00)	(\$895.00) 40.3%
10.200.0050.0000.1770	Fundraisers	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00) 0.0%
10.200.0050.0000.1920	Contributions/Donations	(\$144.09)	(\$144.09)	(\$10,000.00)	(\$9,855.91) 1.4%
10.200.0050.0000.1990	Miscellaneous	(\$695.68)	(\$695.68)	(\$20,000.00)	(\$19,304.32) 3.5%
10.200.0050.0000.3013	Foreign Exchange Student	(\$1,168.50)	(\$1,168.50)	(\$4,674.00)	(\$3,505.50) 25.0%
10.200.0055.0000.1760	Fines	(\$65.00)	(\$65.00)	\$0.00	\$65.00 0.0%
10.200.0057.0000.1743	Curricular Activity Fee	(\$14,510.00)	(\$14,510.00)	\$0.00	\$14,510.00 0.0%
10.200.0060.0000.1741	Registration and other Fees	(\$75.00)	(\$75.00)	\$0.00	\$75.00 0.0%
10.200.0061.0000.1745	Co Curricular Fee	(\$25.00)	(\$25.00)	\$0.00	\$25.00 0.0%
10.200.0107.0000.1990	Miscellaneous	(\$1,368,282.00)	(\$1,368,282.00)	\$0.00	\$1,368,282.00 0.0%
10.200.0108.0000.1743	Curricular Activity Fee	(\$4,175.00)	(\$4,175.00)	\$0.00	\$4,175.00 0.0%
10.200.0109.0000.1795	Carry Over	(\$1,900.00)	(\$1,900.00)	\$0.00	\$1,900.00 0.0%
10.200.0109.0000.1920	Contributions/Donations	\$0.00	\$0.00	(\$17,000.00)	(\$17,000.00) 0.0%
10.200.0114.0000.1710	Admissions	\$0.00	\$0.00	(\$6,500.00)	(\$6,500.00) 0.0%
10.200.0114.0000.1743	Curricular Activity Fee	(\$400.00)	(\$400.00)	\$0.00	\$400.00 0.0%
10.200.0114.0000.1745	Co Curricular Fee	(\$5,175.00)	(\$5,175.00)	(\$5,000.00)	\$175.00 103.5%
10.200.0114.0000.1795	Carry Over	(\$6,000.00)	(\$6,000.00)	\$0.00	\$6,000.00 0.0%
10.200.0115.0000.1743	Curricular Activity Fee	(\$1,275.00)	(\$1,275.00)	\$0.00	\$1,275.00 0.0%
10.200.0115.0000.1795	Carry Over	(\$2,475.00)	(\$2,475.00)	\$0.00	\$2,475.00 0.0%
10.200.0120.0000.1745	Co Curricular Fee	\$0.00	\$0.00	(\$1,000.00)	(\$1,000.00) 0.0%
10.200.0121.0000.1743	Curricular Activity Fee	(\$625.00)	(\$625.00)	\$0.00	\$625.00 0.0%
10.200.0130.0000.1745	Co Curricular Fee	(\$810.00)	(\$810.00)	(\$2,500.00)	(\$1,690.00) 32.4%
10.200.0130.0000.1770	Fundraisers	\$0.00	\$0.00	(\$500.00)	(\$500.00) 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance	
10.200.0180.0000.1743	Curricular Activity Fee	(\$2,870.00)	(\$2,870.00)	\$0.00	\$2,870.00 0.0%
10.200.0180.0000.1744	Curricular Activity Fee Waivers	\$35.00	\$35.00	\$0.00	(\$35.00) 0.0%
10.200.0180.0000.1745	Co Curricular Fee	(\$1,084.00)	(\$1,084.00)	(\$15,000.00)	(\$13,916.00) 7.2%
10.200.0180.0000.1746	Co Curricular Fee Waivers	\$75.00	\$75.00	\$0.00	(\$75.00) 0.0%
10.200.0180.0000.1750	School Vending & Store	(\$45.00)	(\$45.00)	\$0.00	\$45.00 0.0%
10.200.0180.0000.1770	Fundraisers	\$0.00	\$0.00	(\$1,000.00)	(\$1,000.00) 0.0%
10.200.0191.0000.1743	Curricular Activity Fee	(\$1,210.00)	(\$1,210.00)	\$0.00	\$1,210.00 0.0%
10.200.0195.0000.1743	Curricular Activity Fee	(\$5,204.65)	(\$5,204.65)	\$0.00	\$5,204.65 0.0%
10.200.0197.0000.1743	Curricular Activity Fee	(\$950.00)	(\$950.00)	\$0.00	\$950.00 0.0%
10.200.0200.0000.1743	Curricular Activity Fee	(\$1,522.50)	(\$1,522.50)	\$0.00	\$1,522.50 0.0%
10.200.0201.0000.1743	Curricular Activity Fee	(\$325.00)	(\$325.00)	\$0.00	\$325.00 0.0%
10.200.0202.0000.1743	Curricular Activity Fee	(\$300.00)	(\$300.00)	\$0.00	\$300.00 0.0%
10.200.0250.0000.1795	Carry Over	(\$9,500.00)	(\$9,500.00)	\$0.00	\$9,500.00 0.0%
10.200.0265.0000.1710	Admissions	(\$2,486.75)	(\$2,486.75)	\$0.00	\$2,486.75 0.0%
10.200.0265.0000.1747	Extracurricular Fees	(\$2,450.00)	(\$2,450.00)	\$0.00	\$2,450.00 0.0%
10.200.0265.0000.1770	Fundraisers	(\$870.00)	(\$870.00)	\$0.00	\$870.00 0.0%
10.200.5332.0000.3300	Focused Populations	(\$7,198.36)	(\$7,198.36)	(\$5,000.00)	\$2,198.36 144.0%
10.200.5333.0000.3300	Focused Populations	(\$19,685.75)	(\$19,685.75)	(\$10,000.00)	\$9,685.75 196.9%
10.200.5420.0000.3500	Statewide Initiatives	(\$92,947.00)	(\$92,947.00)	(\$86,357.00)	\$6,590.00 107.6%
10.200.5637.0000.3500	Statewide Initiatives	(\$317.32)	(\$317.32)	(\$1,600.00)	(\$1,282.68) 19.8%
10.200.5655.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$28,000.00)	(\$28,000.00) 0.0%
10.200.5672.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$4,000.00)	(\$4,000.00) 0.0%
10.200.5674.0000.3800	Non MSP- State Revenues	(\$1,000.00)	(\$1,000.00)	\$0.00	\$1,000.00 0.0%
10.200.5807.0000.3400	Educator Supports	\$0.00	\$0.00	(\$10,000.00)	(\$10,000.00) 0.0%
10.200.5868.0000.3400	Educator Supports	(\$10,490.90)	(\$10,490.90)	(\$12,750.00)	(\$2,259.10) 82.3%
10.200.6000.0000.3100	R- Basic School Programs	(\$220,607.50)	(\$220,607.50)	(\$274,944.00)	(\$54,336.50) 80.2%
10.200.6001.0000.3100	R- Basic School Programs	(\$60,365.25)	(\$60,365.25)	(\$200,000.00)	(\$139,634.75) 30.2%
10.200.6002.0000.3100	R- Basic School Programs	(\$1,359.13)	(\$1,359.13)	(\$8,000.00)	(\$6,640.87) 17.0%
10.200.6003.0000.3100	R- Basic School Programs	(\$664.20)	(\$664.20)	(\$8,000.00)	(\$7,335.80) 8.3%
10.200.6020.0000.3100	R- Basic School Programs	\$0.00	\$0.00	(\$2,200.00)	(\$2,200.00) 0.0%
10.200.6903.0000.3100	R- Basic School Programs	(\$17,907.75)	(\$17,907.75)	(\$40,003.86)	(\$22,096.11) 44.8%
10.200.7801.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$16,606.00)	(\$16,606.00) 0.0%
10.200.8070.0000.1610	Sales to Students	(\$17,500.94)	(\$17,500.94)	\$0.00	\$17,500.94 0.0%
10.200.8070.0000.1620	Sales to Adults	(\$307.20)	(\$307.20)	\$0.00	\$307.20 0.0%
10.200.8075.0000.1610	Sales to Students	(\$10,591.65)	(\$10,591.65)	(\$80,000.00)	(\$69,408.35) 13.2%
10.200.8075.0000.1620	Sales to Adults	(\$210.00)	(\$210.00)	\$0.00	\$210.00 0.0%
10.210.0030.0000.1710	Admissions	(\$14,366.00)	(\$14,366.00)	\$0.00	\$14,366.00 0.0%
10.210.0031.0000.1747	Extracurricular Fees	(\$62,803.00)	(\$62,803.00)	(\$106,000.00)	(\$43,197.00) 59.2%
10.210.0031.0000.1748	Extra Curricular Fee Waivers	\$11,450.00	\$11,450.00	\$0.00	(\$11,450.00) 0.0%
10.210.0031.0000.1750	School Vending & Store	(\$2,519.23)	(\$2,519.23)	\$0.00	\$2,519.23 0.0%
10.210.0031.0000.1770	Fundraisers	(\$21,530.09)	(\$21,530.09)	(\$65,000.00)	(\$43,469.91) 33.1%
10.210.0031.0000.1795	Carry Over	(\$37,700.00)	(\$37,700.00)	\$0.00	\$37,700.00 0.0%
10.210.0032.0000.1747	Extracurricular Fees	(\$6,246.50)	(\$6,246.50)	(\$10,000.00)	(\$3,753.50) 62.5%
10.210.0032.0000.1748	Extra Curricular Fee Waivers	\$1,176.50	\$1,176.50	\$0.00	(\$1,176.50) 0.0%
10.210.0032.0000.1770	Fundraisers	(\$4,057.03)	(\$4,057.03)	(\$2,000.00)	\$2,057.03 202.9%
10.210.0033.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$3,600.00)	(\$3,600.00) 0.0%
10.210.0034.0000.1747	Extracurricular Fees	(\$2,250.00)	(\$2,250.00)	(\$8,000.00)	(\$5,750.00) 28.1%
10.210.0034.0000.1770	Fundraisers	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00) 0.0%
10.210.0034.0000.1795	Carry Over	(\$1,800.00)	(\$1,800.00)	\$0.00	\$1,800.00 0.0%
10.210.0035.0000.1747	Extracurricular Fees	(\$18,545.00)	(\$18,545.00)	(\$53,000.00)	(\$34,455.00) 35.0%
10.210.0035.0000.1748	Extra Curricular Fee Waivers	\$4,600.00	\$4,600.00	\$0.00	(\$4,600.00) 0.0%
10.210.0035.0000.1770	Fundraisers	(\$3,175.00)	(\$3,175.00)	(\$12,000.00)	(\$8,825.00) 26.5%
10.210.0035.0000.1795	Carry Over	(\$8,500.00)	(\$8,500.00)	\$0.00	\$8,500.00 0.0%
10.210.0036.0000.1747	Extracurricular Fees	(\$14,030.00)	(\$14,030.00)	(\$17,250.00)	(\$3,220.00) 81.3%
10.210.0036.0000.1748	Extra Curricular Fee Waivers	\$4,410.00	\$4,410.00	\$0.00	(\$4,410.00) 0.0%
10.210.0036.0000.1770	Fundraisers	(\$217.00)	(\$217.00)	(\$8,000.00)	(\$7,783.00) 2.7%
10.210.0036.0000.1795	Carry Over	(\$11,000.00)	(\$11,000.00)	\$0.00	\$11,000.00 0.0%
10.210.0036.0000.1920	Contributions/Donations	(\$500.00)	(\$500.00)	\$0.00	\$500.00 0.0%
10.210.0037.0000.1747	Extracurricular Fees	(\$325.00)	(\$325.00)	(\$19,500.00)	(\$19,175.00) 1.7%
10.210.0037.0000.1795	Carry Over	(\$4,100.00)	(\$4,100.00)	\$0.00	\$4,100.00 0.0%
10.210.0038.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$7,500.00)	(\$7,500.00) 0.0%
10.210.0038.0000.1770	Fundraisers	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00) 0.0%
10.210.0038.0000.1795	Carry Over	(\$1,200.00)	(\$1,200.00)	\$0.00	\$1,200.00 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.210.0040.0000.1747	Extracurricular Fees	(\$325.00)	(\$325.00)	(\$16,250.00)	(\$15,925.00) 2.0%
10.210.0040.0000.1770	Fundraisers	(\$4,082.00)	(\$4,082.00)	(\$5,000.00)	(\$918.00) 81.6%
10.210.0041.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$8,000.00)	(\$8,000.00) 0.0%
10.210.0041.0000.1770	Fundraisers	(\$325.00)	(\$325.00)	(\$2,000.00)	(\$1,675.00) 16.3%
10.210.0042.0000.1747	Extracurricular Fees	(\$11,910.00)	(\$11,910.00)	(\$9,600.00)	\$2,310.00 124.1%
10.210.0042.0000.1795	Carry Over	(\$1,400.00)	(\$1,400.00)	\$0.00	\$1,400.00 0.0%
10.210.0043.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$12,000.00)	(\$12,000.00) 0.0%
10.210.0043.0000.1750	School Vending & Store	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00) 0.0%
10.210.0043.0000.1770	Fundraisers	\$0.00	\$0.00	(\$12,000.00)	(\$12,000.00) 0.0%
10.210.0044.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$16,000.00)	(\$16,000.00) 0.0%
10.210.0048.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$10,000.00)	(\$10,000.00) 0.0%
10.210.0048.0000.1770	Fundraisers	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00) 0.0%
10.210.0049.0000.1747	Extracurricular Fees	(\$1,955.00)	(\$1,955.00)	(\$18,000.00)	(\$16,045.00) 10.9%
10.210.0049.0000.1748	Extra Curricular Fee Waivers	\$40.00	\$40.00	\$0.00	(\$40.00) 0.0%
10.210.0049.0000.1750	School Vending & Store	\$0.00	\$0.00	(\$2,000.00)	(\$2,000.00) 0.0%
10.210.0049.0000.1770	Fundraisers	(\$229.00)	(\$229.00)	(\$3,000.00)	(\$2,771.00) 7.6%
10.210.0049.0000.1795	Carry Over	(\$19,000.00)	(\$19,000.00)	\$0.00	\$19,000.00 0.0%
10.210.0130.0000.1747	Extracurricular Fees	(\$35.00)	(\$35.00)	\$0.00	\$35.00 0.0%
10.300.0026.0000.1910	Rentals	(\$5,224.80)	(\$5,224.80)	(\$35,000.00)	(\$29,775.20) 14.9%
10.300.0027.0000.1750	School Vending & Store	(\$2,142.56)	(\$2,142.56)	\$0.00	\$2,142.56 0.0%
10.300.0032.0000.1747	Extracurricular Fees	(\$2,630.00)	(\$2,630.00)	(\$4,515.00)	(\$1,885.00) 58.3%
10.300.0034.0000.1747	Extracurricular Fees	(\$2,306.00)	(\$2,306.00)	(\$1,918.00)	\$388.00 120.2%
10.300.0036.0000.1747	Extracurricular Fees	(\$2,814.00)	(\$2,814.00)	(\$4,825.00)	(\$2,011.00) 58.3%
10.300.0036.0000.1748	Extra Curricular Fee Waivers	\$130.00	\$130.00	\$0.00	(\$130.00) 0.0%
10.300.0036.0000.1795	Carry Over	(\$100.00)	(\$100.00)	\$0.00	\$100.00 0.0%
10.300.0043.0000.1747	Extracurricular Fees	(\$1,084.00)	(\$1,084.00)	(\$6,553.00)	(\$5,469.00) 16.5%
10.300.0043.0000.1795	Carry Over	(\$600.00)	(\$600.00)	\$0.00	\$600.00 0.0%
10.300.0050.0000.1741	Registration and other Fees	(\$386.00)	(\$386.00)	\$0.00	\$386.00 0.0%
10.300.0050.0000.1743	Curricular Activity Fee	(\$2,045.00)	(\$2,045.00)	(\$3,115.00)	(\$1,070.00) 65.7%
10.300.0050.0000.1744	Curricular Activity Fee Waivers	\$795.00	\$795.00	\$0.00	(\$795.00) 0.0%
10.300.0050.0000.1745	Co Curricular Fee	\$0.00	\$0.00	(\$9,500.00)	(\$9,500.00) 0.0%
10.300.0050.0000.1750	School Vending & Store	\$0.00	\$0.00	(\$500.00)	(\$500.00) 0.0%
10.300.0050.0000.1920	Contributions/Donations	(\$486.55)	(\$486.55)	(\$1,100.00)	(\$613.45) 44.2%
10.300.0050.0000.1930	Gain/Sale of Asset	(\$20.00)	(\$20.00)	\$0.00	\$20.00 0.0%
10.300.0050.0000.1990	Miscellaneous	(\$533.00)	(\$533.00)	(\$10,000.00)	(\$9,467.00) 5.3%
10.300.0100.0000.1770	Fundraisers	(\$1,528.75)	(\$1,528.75)	(\$24,000.00)	(\$22,471.25) 6.4%
10.300.0100.0000.1795	Carry Over	(\$6,500.00)	(\$6,500.00)	\$0.00	\$6,500.00 0.0%
10.300.0101.0000.1795	Carry Over	(\$29,000.00)	(\$29,000.00)	\$0.00	\$29,000.00 0.0%
10.300.0102.0000.1770	Fundraisers	(\$10,753.86)	(\$10,753.86)	(\$12,000.00)	(\$1,246.14) 89.6%
10.300.0104.0000.1795	Carry Over	(\$14,000.00)	(\$14,000.00)	\$0.00	\$14,000.00 0.0%
10.300.0104.0000.1920	Contributions/Donations	(\$1,000.00)	(\$1,000.00)	\$0.00	\$1,000.00 0.0%
10.300.0105.0000.1747	Extracurricular Fees	(\$637.40)	(\$637.40)	\$0.00	\$637.40 0.0%
10.300.0105.0000.1770	Fundraisers	(\$8,490.13)	(\$8,490.13)	(\$20,000.00)	(\$11,509.87) 42.5%
10.300.0105.0000.1795	Carry Over	(\$11,000.00)	(\$11,000.00)	\$0.00	\$11,000.00 0.0%
10.300.0105.0000.1920	Contributions/Donations	\$0.00	\$0.00	(\$500.00)	(\$500.00) 0.0%
10.300.0109.0000.1795	Carry Over	(\$9,500.00)	(\$9,500.00)	\$0.00	\$9,500.00 0.0%
10.300.0109.0000.1920	Contributions/Donations	\$0.00	\$0.00	(\$8,000.00)	(\$8,000.00) 0.0%
10.300.0114.0000.1710	Admissions	\$0.00	\$0.00	(\$3,100.00)	(\$3,100.00) 0.0%
10.300.0114.0000.1745	Co Curricular Fee	(\$3,600.00)	(\$3,600.00)	\$0.00	\$3,600.00 0.0%
10.300.0114.0000.1747	Extracurricular Fees	\$0.00	\$0.00	(\$3,750.00)	(\$3,750.00) 0.0%
10.300.0114.0000.1750	School Vending & Store	\$0.00	\$0.00	(\$1,300.00)	(\$1,300.00) 0.0%
10.300.0114.0000.1795	Carry Over	(\$7,900.00)	(\$7,900.00)	\$0.00	\$7,900.00 0.0%
10.300.0114.0000.1920	Contributions/Donations	(\$200.00)	(\$200.00)	\$0.00	\$200.00 0.0%
10.300.0115.0000.1743	Curricular Activity Fee	(\$60.00)	(\$60.00)	\$0.00	\$60.00 0.0%
10.300.0115.0000.1795	Carry Over	(\$1,045.00)	(\$1,045.00)	\$0.00	\$1,045.00 0.0%
10.300.0121.0000.1743	Curricular Activity Fee	(\$10.00)	(\$10.00)	\$0.00	\$10.00 0.0%
10.300.0130.0000.1745	Co Curricular Fee	(\$495.00)	(\$495.00)	\$0.00	\$495.00 0.0%
10.300.0130.0000.1747	Extracurricular Fees	(\$245.00)	(\$245.00)	(\$11,875.00)	(\$11,630.00) 2.1%
10.300.0130.0000.1770	Fundraisers	(\$117.00)	(\$117.00)	\$0.00	\$117.00 0.0%
10.300.0130.0000.1795	Carry Over	(\$2,100.00)	(\$2,100.00)	\$0.00	\$2,100.00 0.0%
10.300.0130.0000.1920	Contributions/Donations	(\$65.00)	(\$65.00)	\$0.00	\$65.00 0.0%
10.300.0180.0000.1743	Curricular Activity Fee	(\$330.00)	(\$330.00)	\$0.00	\$330.00 0.0%
10.300.0180.0000.1745	Co Curricular Fee	\$0.00	\$0.00	(\$1,998.00)	(\$1,998.00) 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.300.0192.0000.1743	Curricular Activity Fee	(\$920.00)	(\$920.00)	\$0.00	\$920.00 0.0%
10.300.0201.0000.1743	Curricular Activity Fee	(\$310.00)	(\$310.00)	\$0.00	\$310.00 0.0%
10.300.0250.0000.1741	Registration and other Fees	(\$3,060.00)	(\$3,060.00)	\$0.00	\$3,060.00 0.0%
10.300.0250.0000.1747	Extracurricular Fees	(\$432.00)	(\$432.00)	\$0.00	\$432.00 0.0%
10.300.0265.0000.1710	Admissions	(\$1,148.00)	(\$1,148.00)	(\$3,535.00)	(\$2,387.00) 32.5%
10.300.0265.0000.1743	Curricular Activity Fee	(\$700.00)	(\$700.00)	\$0.00	\$700.00 0.0%
10.300.0265.0000.1750	School Vending & Store	(\$728.50)	(\$728.50)	(\$2,266.00)	(\$1,537.50) 32.1%
10.300.5420.0000.3500	Statewide Initiatives	(\$128,791.41)	(\$128,791.41)	(\$125,000.00)	\$3,791.41 103.0%
10.300.5637.0000.3500	Statewide Initiatives	(\$41,937.60)	(\$41,937.60)	(\$6,000.00)	\$35,937.60 699.0%
10.300.5655.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$42,000.00)	(\$42,000.00) 0.0%
10.300.5672.0000.3800	Non MSP- State Revenues	(\$7,890.59)	(\$7,890.59)	(\$4,000.00)	\$3,890.59 197.3%
10.300.5674.0000.3800	Non MSP- State Revenues	(\$1,000.00)	(\$1,000.00)	\$0.00	\$1,000.00 0.0%
10.300.5679.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$47,520.00)	(\$47,520.00) 0.0%
10.300.5807.0000.3400	Educator Supports	\$0.00	\$0.00	(\$10,000.00)	(\$10,000.00) 0.0%
10.300.5868.0000.3400	Educator Supports	(\$13,513.11)	(\$13,513.11)	(\$17,300.00)	(\$3,786.89) 78.1%
10.300.5882.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$27,361.00)	(\$27,361.00) 0.0%
10.300.5901.0000.3100	R- Basic School Programs	\$858.65	\$858.65	\$0.00	(\$858.65) 0.0%
10.300.6903.0000.3100	R- Basic School Programs	(\$9,349.14)	(\$9,349.14)	(\$27,373.16)	(\$18,024.02) 34.2%
10.300.7801.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$19,331.00)	(\$19,331.00) 0.0%
10.300.8001.0000.1610	Sales to Students	\$16.95	\$16.95	\$0.00	(\$16.95) 0.0%
10.300.8070.0000.1610	Sales to Students	(\$35,911.74)	(\$35,911.74)	\$0.00	\$35,911.74 0.0%
10.300.8070.0000.1620	Sales to Adults	(\$1,633.90)	(\$1,633.90)	\$0.00	\$1,633.90 0.0%
10.300.8075.0000.1610	Sales to Students	(\$21,944.30)	(\$21,944.30)	(\$160,000.00)	(\$138,055.70) 13.7%
10.300.8075.0000.1620	Sales to Adults	(\$500.00)	(\$500.00)	\$0.00	\$500.00 0.0%
10.310.0026.0000.1910	Rentals	\$0.00	\$0.00	(\$4,000.00)	(\$4,000.00) 0.0%
10.310.0027.0000.1750	School Vending & Store	(\$1,020.00)	(\$1,020.00)	\$0.00	\$1,020.00 0.0%
10.310.0032.0000.1747	Extracurricular Fees	(\$472.00)	(\$472.00)	(\$1,000.00)	(\$528.00) 47.2%
10.310.0034.0000.1747	Extracurricular Fees	(\$206.00)	(\$206.00)	(\$1,000.00)	(\$794.00) 20.6%
10.310.0050.0000.1760	Fines	(\$290.00)	(\$290.00)	\$0.00	\$290.00 0.0%
10.310.0050.0000.1920	Contributions/Donations	(\$129.38)	(\$129.38)	\$0.00	\$129.38 0.0%
10.310.0050.0000.1990	Miscellaneous	\$0.00	\$0.00	(\$5,000.00)	(\$5,000.00) 0.0%
10.310.0100.0000.1770	Fundraisers	(\$158.00)	(\$158.00)	(\$15,000.00)	(\$14,842.00) 1.1%
10.310.0100.0000.1795	Carry Over	(\$30,000.00)	(\$30,000.00)	\$0.00	\$30,000.00 0.0%
10.310.0100.0000.1920	Contributions/Donations	(\$429.49)	(\$429.49)	(\$500.00)	(\$70.51) 85.9%
10.310.0102.0000.1770	Fundraisers	(\$12,426.23)	(\$12,426.23)	(\$15,000.00)	(\$2,573.77) 82.8%
10.310.0104.0000.1795	Carry Over	(\$6,900.00)	(\$6,900.00)	\$0.00	\$6,900.00 0.0%
10.310.5420.0000.3500	Statewide Initiatives	(\$83,327.00)	(\$83,327.00)	(\$65,000.00)	\$18,327.00 128.2%
10.310.5637.0000.3500	Statewide Initiatives	(\$17,068.57)	(\$17,068.57)	(\$19,000.00)	(\$1,931.43) 89.8%
10.310.5655.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$60,000.00)	(\$60,000.00) 0.0%
10.310.5672.0000.3800	Non MSP- State Revenues	(\$3,000.00)	(\$3,000.00)	(\$4,000.00)	(\$1,000.00) 75.0%
10.310.5674.0000.3800	Non MSP- State Revenues	(\$1,000.00)	(\$1,000.00)	\$0.00	\$1,000.00 0.0%
10.310.5679.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$47,520.00)	(\$47,520.00) 0.0%
10.310.5807.0000.3400	Educator Supports	\$0.00	\$0.00	(\$10,000.00)	(\$10,000.00) 0.0%
10.310.5868.0000.3400	Educator Supports	(\$10,450.00)	(\$10,450.00)	(\$10,450.00)	\$0.00 100.0%
10.310.5882.0000.3500	Statewide Initiatives	\$0.00	\$0.00	(\$28,650.00)	(\$28,650.00) 0.0%
10.310.7225.0000.4200	Federal	\$0.00	\$0.00	(\$15,000.00)	(\$15,000.00) 0.0%
10.310.7801.0000.4800	Titles ESEA	\$0.00	\$0.00	(\$13,309.00)	(\$13,309.00) 0.0%
10.310.8070.0000.1610	Sales to Students	(\$31,456.99)	(\$31,456.99)	\$0.00	\$31,456.99 0.0%
10.310.8070.0000.1620	Sales to Adults	(\$694.35)	(\$694.35)	\$0.00	\$694.35 0.0%
10.310.8075.0000.1610	Sales to Students	(\$16,201.35)	(\$16,201.35)	(\$105,000.00)	(\$88,798.65) 15.4%
10.310.8075.0000.1620	Sales to Adults	(\$277.30)	(\$277.30)	\$0.00	\$277.30 0.0%
10.400.8070.0000.3800	Non MSP- State Revenues	\$0.00	\$0.00	(\$205,000.00)	(\$205,000.00) 0.0%
10.400.8075.0000.1610	Sales to Students	(\$597.69)	(\$597.69)	\$0.00	\$597.69 0.0%
10.400.8075.0000.4560	National School Lunch	\$0.00	\$0.00	(\$460,000.00)	(\$460,000.00) 0.0%
10.400.8079.0000.4560	National School Lunch	\$0.00	\$0.00	(\$4,000.00)	(\$4,000.00) 0.0%
10.400.8084.0000.3800	Non MSP- State Revenues	(\$1,030.69)	(\$1,030.69)	\$0.00	\$1,030.69 0.0%
10.500.0270.0000.1410	Transportation Fees	(\$3,286.63)	(\$3,286.63)	\$0.00	\$3,286.63 0.0%
10.600.1205.0000.3100	R- Basic School Programs	(\$1,428,335.41)	(\$1,428,335.41)	(\$2,981,375.00)	(\$1,553,039.59) 47.9%
10.600.1210.0000.3100	R- Basic School Programs	(\$11,983.62)	(\$11,983.62)	(\$47,934.00)	(\$35,950.38) 25.0%
10.600.1220.0000.3100	R- Basic School Programs	(\$2,303.98)	(\$2,303.98)	(\$9,216.00)	(\$6,912.02) 25.0%
10.600.1225.0000.3100	R- Basic School Programs	(\$9,407.04)	(\$9,407.04)	(\$37,628.00)	(\$28,220.96) 25.0%
10.600.1278.0000.3100	R- Basic School Programs	(\$3,637.76)	(\$3,637.76)	\$0.00	\$3,637.76 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>		<u>Budget</u>	<u>Budget Balance</u>	
REVENUE		(\$16,938,936.80)	(\$16,938,936.80)	(\$36,487,920.50)	(\$19,548,983.70)	46.4%
EXPENDITURE						
		MTD	YTD	Budget	BudgetBalance	Percent
10.000.0050.0000.0240	Health Insurance	\$168,568.50	\$168,568.50	\$0.00	(\$168,568.50)	0.0%
10.000.0050.0000.0790	Depreciation	\$0.00	\$0.00	\$200,000.00	\$200,000.00	0.0%
10.000.0050.0000.0890	Miscellaneous	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.0%
10.000.0050.1000.0115	AD and Instructional Coaches	\$46,386.38	\$46,386.38	\$403,000.00	\$356,613.62	11.5%
10.000.0050.1000.0132	Substitute	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.000.0050.1000.0209	401k	\$2,462.74	\$2,462.74	\$0.00	(\$2,462.74)	0.0%
10.000.0050.1000.0210	Pension Contributions	\$7,350.16	\$7,350.16	\$100,000.00	\$92,649.84	7.4%
10.000.0050.1000.0220	Social Security	\$2,781.66	\$2,781.66	\$20,000.00	\$17,218.34	13.9%
10.000.0050.1000.0221	Medicare	\$650.56	\$650.56	\$6,000.00	\$5,349.44	10.8%
10.000.0050.1000.0240	Health Insurance	\$6,144.60	\$6,144.60	\$35,000.00	\$28,855.40	17.6%
10.000.0050.1000.0290	Other Benefits	\$248.49	\$248.49	\$0.00	(\$248.49)	0.0%
10.000.0050.1000.0320	Professional Educational Services	\$169.51	\$169.51	\$5,667.00	\$5,497.49	3.0%
10.000.0050.1000.0330	Employee Training	\$2,750.00	\$2,750.00	\$0.00	(\$2,750.00)	0.0%
10.000.0050.1000.0610	General Supplies	(\$761.42)	(\$761.42)	\$15,000.00	\$15,761.42	5.1%
10.000.0050.2100.0141	Social Worker	\$29,683.57	\$29,683.57	\$90,000.00	\$60,316.43	33.0%
10.000.0050.2100.0143	Health Professional	\$1,226.00	\$1,226.00	\$10,000.00	\$8,774.00	12.3%
10.000.0050.2100.0209	401k	\$445.27	\$445.27	\$0.00	(\$445.27)	0.0%
10.000.0050.2100.0210	Pension Contributions	\$6,374.76	\$6,374.76	\$21,950.00	\$15,575.24	29.0%
10.000.0050.2100.0220	Social Security	\$1,811.37	\$1,811.37	\$6,000.00	\$4,188.63	30.2%
10.000.0050.2100.0221	Medicare	\$423.61	\$423.61	\$2,000.00	\$1,576.39	21.2%
10.000.0050.2100.0240	Health Insurance	\$3,458.12	\$3,458.12	\$0.00	(\$3,458.12)	0.0%
10.000.0050.2100.0290	Other Benefits	\$364.00	\$364.00	\$0.00	(\$364.00)	0.0%
10.000.0050.2200.0580	Travel Staff Per Diem	\$234.50	\$234.50	\$750.00	\$515.50	31.3%
10.000.0050.2200.0619	Training and Appreciation	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.000.0050.2300.0112	Executive Director	\$28,639.02	\$28,639.02	\$152,500.00	\$123,860.98	18.8%
10.000.0050.2300.0152	Office Personnel	\$18,247.85	\$18,247.85	\$55,000.00	\$36,752.15	33.2%
10.000.0050.2300.0198	Other Classified Personnel	\$24,630.44	\$24,630.44	\$83,000.00	\$58,369.56	29.7%
10.000.0050.2300.0209	401k	\$468.14	\$468.14	\$0.00	(\$468.14)	0.0%
10.000.0050.2300.0210	Pension Contributions	\$14,682.18	\$14,682.18	\$20,400.00	\$5,717.82	72.0%
10.000.0050.2300.0220	Social Security	\$4,544.85	\$4,544.85	\$12,000.00	\$7,455.15	37.9%
10.000.0050.2300.0221	Medicare	\$1,062.89	\$1,062.89	\$2,800.00	\$1,737.11	38.0%
10.000.0050.2300.0240	Health Insurance	\$1,942.21	\$1,942.21	\$0.00	(\$1,942.21)	0.0%
10.000.0050.2300.0330	Employee Training	\$3,500.00	\$3,500.00	\$20,000.00	\$16,500.00	17.5%
10.000.0050.2300.0349	Purchased Services	\$8,187.50	\$8,187.50	\$25,000.00	\$16,812.50	32.8%
10.000.0050.2300.0540	Marketing and Advertising	\$396.11	\$396.11	\$10,000.00	\$9,603.89	4.0%
10.000.0050.2300.0610	General Supplies	\$704.58	\$704.58	\$600.00	(\$104.58)	117.4%
10.000.0050.2300.0612	Office Supplies	\$165.52	\$165.52	\$400.00	\$234.48	41.4%
10.000.0050.2300.0619	Training and Appreciation	\$3,408.77	\$3,408.77	\$20,000.00	\$16,591.23	17.0%
10.000.0050.2300.0650	Tech Related Supplies	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
10.000.0050.2300.0670	Software	\$480.00	\$480.00	\$0.00	(\$480.00)	0.0%
10.000.0050.2400.0210	Pension Contributions	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.0%
10.000.0050.2400.0530	Communication	\$3,558.79	\$3,558.79	\$15,000.00	\$11,441.21	23.7%
10.000.0050.2500.0114	Business Administrator	\$38,884.72	\$38,884.72	\$133,319.00	\$94,434.28	29.2%
10.000.0050.2500.0152	Office Personnel	\$41,765.58	\$41,765.58	\$145,000.00	\$103,234.42	28.8%
10.000.0050.2500.0184	Technology	\$43,948.61	\$43,948.61	\$142,000.00	\$98,051.39	30.9%
10.000.0050.2500.0209	401k	\$1,956.43	\$1,956.43	\$10,000.00	\$8,043.57	19.6%
10.000.0050.2500.0210	Pension Contributions	\$20,474.22	\$20,474.22	\$80,000.00	\$59,525.78	25.6%
10.000.0050.2500.0220	Social Security	\$7,371.50	\$7,371.50	\$26,500.00	\$19,128.50	27.8%
10.000.0050.2500.0221	Medicare	\$1,723.97	\$1,723.97	\$8,000.00	\$6,276.03	21.5%
10.000.0050.2500.0240	Health Insurance	\$15,989.44	\$15,989.44	\$68,000.00	\$52,010.56	23.5%
10.000.0050.2500.0270	Workers Comp	\$1,071.00	\$1,071.00	\$6,000.00	\$4,929.00	17.9%
10.000.0050.2500.0280	SUTA	\$13,848.72	\$13,848.72	\$15,000.00	\$1,151.28	92.3%
10.000.0050.2500.0290	Other Benefits	\$520.00	\$520.00	\$3,300.00	\$2,780.00	15.8%
10.000.0050.2500.0320	Professional Educational Services	\$443.48	\$443.48	\$250.00	(\$193.48)	177.4%
10.000.0050.2500.0330	Employee Training	\$530.65	\$530.65	\$2,600.00	\$2,069.35	20.4%
10.000.0050.2500.0580	Travel Staff Per Diem	\$670.53	\$670.53	\$2,500.00	\$1,829.47	26.8%
10.000.0050.2500.0610	General Supplies	\$2,169.07	\$2,169.07	\$7,500.00	\$5,330.93	28.9%
10.000.0050.2500.0612	Office Supplies	\$1,590.49	\$1,590.49	\$10,333.00	\$8,742.51	15.4%



# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>		<u>Budget</u>	<u>Budget Balance</u>	
10.000.0050.2500.0619	Training and Appreciation	\$2,829.27		\$2,829.27	\$13,500.00	\$10,670.73 21.0%
10.000.0050.2500.0650	Tech Related Supplies	\$492.99		\$492.99	\$4,500.00	\$4,007.01 11.0%
10.000.0050.2500.0670	Software	\$74.83		\$74.83	\$120,000.00	\$119,925.17 0.1%
10.000.0050.2500.0810	Dues	\$1,756.00		\$1,756.00	\$7,500.00	\$5,744.00 23.4%
10.000.0050.2500.0812	Bank	\$106,420.13		\$106,420.13	\$137,000.00	\$30,579.87 77.7%
10.000.0050.2500.0850	Carry Over	\$0.00		\$0.00	\$267,827.42	\$267,827.42 0.0%
10.000.0050.2500.0860	Indirect Costs Unrestricted	(\$8,742.11)		(\$8,742.11)	\$0.00	\$8,742.11 0.0%
10.000.0050.2510.0352	Audit Services	\$0.00		\$0.00	\$36,500.00	\$36,500.00 0.0%
10.000.0050.2600.0181	Facility Supervisor	\$14,597.24		\$14,597.24	\$50,500.00	\$35,902.76 28.9%
10.000.0050.2600.0182	Custodial	\$9,800.60		\$9,800.60	\$20,000.00	\$10,199.40 49.0%
10.000.0050.2600.0210	Pension Contributions	\$3,203.98		\$3,203.98	\$10,500.00	\$7,296.02 30.5%
10.000.0050.2600.0220	Social Security	\$1,436.47		\$1,436.47	\$0.00	(\$1,436.47) 0.0%
10.000.0050.2600.0221	Medicare	\$335.94		\$335.94	\$1,000.00	\$664.06 33.6%
10.000.0050.2600.0240	Health Insurance	\$3,027.61		\$3,027.61	\$0.00	(\$3,027.61) 0.0%
10.000.0050.2600.0430	Repair & Maintenance	\$0.00		\$0.00	\$2,500.00	\$2,500.00 0.0%
10.000.0050.2600.0521	Liability & Property Insurance	\$74,361.70		\$74,361.70	\$215,000.00	\$140,638.30 34.6%
10.000.0050.5000.0845	Debt	\$0.00		\$0.00	\$500,000.00	\$500,000.00 0.0%
10.000.0270.2700.0171	Transportation Supervisor	\$14,597.24		\$14,597.24	(\$50,000.00)	(\$64,597.24) 29.2%
10.000.0270.2700.0172	Bus Drivers	\$0.00		\$0.00	\$100,000.00	\$100,000.00 0.0%
10.000.0270.2700.0210	Pension Contributions	\$2,818.13		\$2,818.13	\$0.00	(\$2,818.13) 0.0%
10.000.0270.2700.0220	Social Security	\$837.13		\$837.13	\$0.00	(\$837.13) 0.0%
10.000.0270.2700.0221	Medicare	\$195.76		\$195.76	\$0.00	(\$195.76) 0.0%
10.000.0270.2700.0240	Health Insurance	\$3,027.75		\$3,027.75	\$0.00	(\$3,027.75) 0.0%
10.000.0270.2700.0290	Other Benefits	\$0.00		\$0.00	\$500.00	\$500.00 0.0%
10.000.0270.2700.0320	Professional Educational Services	\$75.00		\$75.00	\$1,000.00	\$925.00 7.5%
10.000.1205.0000.0209	401k	\$273.84		\$273.84	\$0.00	(\$273.84) 0.0%
10.000.1205.0000.0210	Pension Contributions	\$3,706.19		\$3,706.19	\$0.00	(\$3,706.19) 0.0%
10.000.1205.0000.0220	Social Security	\$1,195.69		\$1,195.69	\$0.00	(\$1,195.69) 0.0%
10.000.1205.0000.0221	Medicare	\$279.66		\$279.66	\$0.00	(\$279.66) 0.0%
10.000.1205.0000.0240	Health Insurance	\$3,121.29		\$3,121.29	\$0.00	(\$3,121.29) 0.0%
10.000.1205.0000.0290	Other Benefits	\$15.23		\$15.23	\$0.00	(\$15.23) 0.0%
10.000.1205.1000.0132	Substitute	\$4,695.67		\$4,695.67	\$40,000.00	\$35,304.33 11.7%
10.000.1205.1000.0133	Educational Stipends	\$0.00		\$0.00	\$4,000.00	\$4,000.00 0.0%
10.000.1205.1000.0210	Pension Contributions	\$0.00		\$0.00	\$3,400.00	\$3,400.00 0.0%
10.000.1205.1000.0220	Social Security	\$291.13		\$291.13	\$1,700.00	\$1,408.87 17.1%
10.000.1205.1000.0221	Medicare	\$68.07		\$68.07	\$600.00	\$531.93 11.3%
10.000.1205.1000.0240	Health Insurance	\$0.00		\$0.00	\$600.00	\$600.00 0.0%
10.000.1205.2100.0141	Social Worker	\$1,887.80		\$1,887.80	\$6,000.00	\$4,112.20 31.5%
10.000.1205.2100.0143	Health Professional	\$10,418.08		\$10,418.08	\$62,000.00	\$51,581.92 16.8%
10.000.1205.2100.0161	Paraprofessional	\$0.00		\$0.00	\$8,500.00	\$8,500.00 0.0%
10.000.1205.2100.0209	401k	\$188.80		\$188.80	\$600.00	\$411.20 31.5%
10.000.1205.2100.0210	Pension Contributions	\$2,167.18		\$2,167.18	\$19,500.00	\$17,332.82 11.1%
10.000.1205.2100.0220	Social Security	\$713.88		\$713.88	\$2,500.00	\$1,786.12 28.6%
10.000.1205.2100.0221	Medicare	\$166.92		\$166.92	\$600.00	\$433.08 27.8%
10.000.1205.2100.0240	Health Insurance	\$1,928.72		\$1,928.72	\$16,000.00	\$14,071.28 12.1%
10.000.1205.2100.0290	Other Benefits	\$97.60		\$97.60	\$0.00	(\$97.60) 0.0%
10.000.1205.2300.0152	Office Personnel	\$14,907.01		\$14,907.01	\$45,000.00	\$30,092.99 33.1%
10.000.1205.2300.0220	Social Security	\$869.21		\$869.21	\$1,800.00	\$930.79 48.3%
10.000.1205.2300.0221	Medicare	\$203.28		\$203.28	\$0.00	(\$203.28) 0.0%
10.000.1205.2300.0240	Health Insurance	\$3,549.28		\$3,549.28	\$6,700.00	\$3,150.72 53.0%
10.000.5201.1000.0240	Health Insurance	(\$22,005.46)		(\$22,005.46)	\$0.00	\$22,005.46 0.0%
10.000.5310.1000.0133	Educational Stipends	\$0.00		\$0.00	\$15,000.00	\$15,000.00 0.0%
10.000.5310.1000.0220	Social Security	\$0.00		\$0.00	\$600.00	\$600.00 0.0%
10.000.5310.1000.0221	Medicare	\$0.00		\$0.00	\$500.00	\$500.00 0.0%
10.000.5310.1000.0320	Professional Educational Services	\$0.00		\$0.00	\$3,200.00	\$3,200.00 0.0%
10.000.5310.1000.0610	General Supplies	\$0.00		\$0.00	\$2,000.00	\$2,000.00 0.0%
10.000.5344.1000.0320	Professional Educational Services	\$0.00		\$0.00	\$12,000.00	\$12,000.00 0.0%
10.000.5344.1000.0670	Software	\$0.00		\$0.00	\$1,500.00	\$1,500.00 0.0%
10.000.5618.1000.0670	Software	\$48,450.00		\$48,450.00	\$49,650.00	\$1,200.00 97.6%
10.000.5619.0000.0209	401k	\$2,720.34		\$2,720.34	\$0.00	(\$2,720.34) 0.0%
10.000.5619.0000.0210	Pension Contributions	\$16,375.59		\$16,375.59	\$0.00	(\$16,375.59) 0.0%
10.000.5619.0000.0220	Social Security	\$5,103.32		\$5,103.32	\$0.00	(\$5,103.32) 0.0%
10.000.5619.0000.0221	Medicare	\$1,193.48		\$1,193.48	\$0.00	(\$1,193.48) 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.000.5619.0000.0240	Health Insurance	\$12,296.14	\$12,296.14	\$0.00	(\$12,296.14) 0.0%
10.000.5619.0000.0290	Other Benefits	\$518.28	\$518.28	\$0.00	(\$518.28) 0.0%
10.000.5619.1000.0131	Teachers	\$0.00	\$0.00	\$70,000.00	\$70,000.00 0.0%
10.000.5619.1000.0209	401k	(\$3,051.24)	(\$3,051.24)	\$0.00	\$3,051.24 0.0%
10.000.5619.1000.0210	Pension Contributions	(\$33,605.43)	(\$33,605.43)	\$0.00	\$33,605.43 0.0%
10.000.5619.1000.0220	Social Security	(\$11,280.32)	(\$11,280.32)	\$0.00	\$11,280.32 0.0%
10.000.5619.1000.0221	Medicare	(\$2,638.15)	(\$2,638.15)	\$0.00	\$2,638.15 0.0%
10.000.5619.1000.0240	Health Insurance	(\$4,190.66)	(\$4,190.66)	\$0.00	\$4,190.66 0.0%
10.000.5628.1000.0610	General Supplies	\$599.76	\$599.76	\$9,770.00	\$9,170.24 6.1%
10.000.5628.1000.0641	Curriculum	\$16,715.44	\$16,715.44	\$27,230.00	\$10,514.56 61.4%
10.000.5659.1000.0133	Educational Stipends	\$0.00	\$0.00	\$45,000.00	\$45,000.00 0.0%
10.000.5659.1000.0210	Pension Contributions	\$0.00	\$0.00	\$7,000.00	\$7,000.00 0.0%
10.000.5659.1000.0221	Medicare	\$0.00	\$0.00	\$5,000.00	\$5,000.00 0.0%
10.000.5659.2100.0133	Educational Stipends	\$0.00	\$0.00	\$5,000.00	\$5,000.00 0.0%
10.000.5659.2100.0210	Pension Contributions	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.000.5659.2100.0220	Social Security	\$0.00	\$0.00	\$600.00	\$600.00 0.0%
10.000.5659.2100.0221	Medicare	\$0.00	\$0.00	\$300.00	\$300.00 0.0%
10.000.5659.2300.0133	Educational Stipends	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.000.5659.2400.0133	Educational Stipends	\$0.00	\$0.00	\$7,500.00	\$7,500.00 0.0%
10.000.5659.2500.0133	Educational Stipends	\$0.00	\$0.00	\$8,000.00	\$8,000.00 0.0%
10.000.5659.2500.0210	Pension Contributions	\$0.00	\$0.00	\$1,500.00	\$1,500.00 0.0%
10.000.5659.2500.0220	Social Security	\$0.00	\$0.00	\$750.00	\$750.00 0.0%
10.000.5659.2500.0221	Medicare	\$0.00	\$0.00	\$300.00	\$300.00 0.0%
10.000.5659.2600.0133	Educational Stipends	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.000.5659.2600.0210	Pension Contributions	\$0.00	\$0.00	\$800.00	\$800.00 0.0%
10.000.5659.2600.0220	Social Security	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.000.5659.2600.0221	Medicare	\$0.00	\$0.00	\$250.00	\$250.00 0.0%
10.000.5659.2700.0133	Educational Stipends	\$0.00	\$0.00	\$5,000.00	\$5,000.00 0.0%
10.000.5659.3100.0133	Educational Stipends	\$0.00	\$0.00	\$37,500.00	\$37,500.00 0.0%
10.000.5659.3100.0210	Pension Contributions	\$0.00	\$0.00	\$497.13	\$497.13 0.0%
10.000.5659.3100.0220	Social Security	\$0.00	\$0.00	\$750.00	\$750.00 0.0%
10.000.5659.3100.0221	Medicare	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.000.5670.1000.0115	AD and Instructional Coaches	\$771.83	\$771.83	\$0.00	(\$771.83) 0.0%
10.000.5670.1000.0133	Educational Stipends	\$0.00	\$0.00	\$86,600.00	\$86,600.00 0.0%
10.000.5670.1000.0209	401k	\$0.00	\$0.00	\$1,480.00	\$1,480.00 0.0%
10.000.5670.1000.0210	Pension Contributions	\$0.00	\$0.00	\$18,000.00	\$18,000.00 0.0%
10.000.5670.1000.0220	Social Security	\$0.00	\$0.00	\$4,500.00	\$4,500.00 0.0%
10.000.5670.1000.0221	Medicare	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.000.5670.1000.0320	Professional Educational Services	\$4,666.68	\$4,666.68	\$5,000.00	\$333.32 93.3%
10.000.5670.1000.0330	Employee Training	\$945.00	\$945.00	\$57,800.00	\$56,855.00 1.6%
10.000.5670.1000.0610	General Supplies	\$4,020.50	\$4,020.50	\$8,000.00	\$3,979.50 50.3%
10.000.5670.2300.0112	Executive Director	\$2,570.17	\$2,570.17	\$0.00	(\$2,570.17) 0.0%
10.000.5679.2500.0870	Indirect Costs Restricted	\$1,331.82	\$1,331.82	\$0.00	(\$1,331.82) 0.0%
10.000.5697.1000.0320	Professional Educational Services	\$1,280.00	\$1,280.00	\$5,120.00	\$3,840.00 25.0%
10.000.5814.0000.0870	Indirect Costs Restricted	\$1,142.03	\$1,142.03	\$0.00	(\$1,142.03) 0.0%
10.000.5814.1000.0131	Teachers	\$0.00	\$0.00	\$43,000.00	\$43,000.00 0.0%
10.000.5814.1000.0133	Educational Stipends	\$0.00	\$0.00	\$65,000.00	\$65,000.00 0.0%
10.000.5814.1000.0209	401k	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.000.5814.1000.0210	Pension Contributions	\$0.00	\$0.00	\$20,000.00	\$20,000.00 0.0%
10.000.5814.1000.0220	Social Security	\$0.00	\$0.00	\$3,000.00	\$3,000.00 0.0%
10.000.5814.1000.0221	Medicare	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.000.5814.1000.0240	Health Insurance	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.000.5814.1000.0290	Other Benefits	\$0.00	\$0.00	\$3,000.00	\$3,000.00 0.0%
10.000.5814.1000.0610	General Supplies	\$65.52	\$65.52	\$2,500.00	\$2,434.48 2.6%
10.000.5876.0000.0209	401k	\$368.43	\$368.43	\$0.00	(\$368.43) 0.0%
10.000.5876.0000.0210	Pension Contributions	\$1,262.36	\$1,262.36	\$0.00	(\$1,262.36) 0.0%
10.000.5876.0000.0220	Social Security	\$411.28	\$411.28	\$0.00	(\$411.28) 0.0%
10.000.5876.0000.0221	Medicare	\$96.17	\$96.17	\$0.00	(\$96.17) 0.0%
10.000.5876.0000.0240	Health Insurance	\$962.61	\$962.61	\$0.00	(\$962.61) 0.0%
10.000.5876.0000.0290	Other Benefits	\$53.72	\$53.72	\$0.00	(\$53.72) 0.0%
10.000.5876.1000.0115	AD and Instructional Coaches	\$7,558.64	\$7,558.64	\$40,000.00	\$32,441.36 18.9%
10.000.5876.1000.0209	401k	\$393.66	\$393.66	\$0.00	(\$393.66) 0.0%
10.000.5876.1000.0210	Pension Contributions	\$1,172.38	\$1,172.38	\$0.00	(\$1,172.38) 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
10.000.5876.1000.0220	Social Security	\$445.04	\$445.04	\$0.00	(\$445.04)	0.0%
10.000.5876.1000.0221	Medicare	\$104.04	\$104.04	\$0.00	(\$104.04)	0.0%
10.000.5876.1000.0240	Health Insurance	\$1,038.08	\$1,038.08	\$0.00	(\$1,038.08)	0.0%
10.000.5876.1000.0290	Other Benefits	\$40.69	\$40.69	\$0.00	(\$40.69)	0.0%
10.000.5876.2100.0141	Social Worker	\$345.00	\$345.00	\$0.00	(\$345.00)	0.0%
10.000.5876.2100.0209	401k	\$34.52	\$34.52	\$0.00	(\$34.52)	0.0%
10.000.5876.2100.0210	Pension Contributions	\$31.55	\$31.55	\$0.00	(\$31.55)	0.0%
10.000.5876.2100.0220	Social Security	\$20.52	\$20.52	\$0.00	(\$20.52)	0.0%
10.000.5876.2100.0221	Medicare	\$4.80	\$4.80	\$0.00	(\$4.80)	0.0%
10.000.5876.2100.0240	Health Insurance	\$26.64	\$26.64	\$0.00	(\$26.64)	0.0%
10.000.5876.2100.0290	Other Benefits	\$3.20	\$3.20	\$0.00	(\$3.20)	0.0%
10.000.5914.2500.0870	Indirect Costs Restricted	\$3,455.84	\$3,455.84	\$0.00	(\$3,455.84)	0.0%
10.000.5914.4200.0710	Land Improvements	\$0.00	\$0.00	\$272,000.00	\$272,000.00	0.0%
10.000.7524.2500.0870	Indirect Costs Restricted	\$2,390.92	\$2,390.92	\$0.00	(\$2,390.92)	0.0%
10.000.7801.2500.0870	Indirect Costs Restricted	\$250.37	\$250.37	\$0.00	(\$250.37)	0.0%
10.000.7860.1000.0115	AD and Instructional Coaches	\$2,250.00	\$2,250.00	\$0.00	(\$2,250.00)	0.0%
10.000.7860.1000.0133	Educational Stipends	\$1,500.00	\$1,500.00	\$12,000.00	\$10,500.00	12.5%
10.000.7860.1000.0209	401k	\$120.00	\$120.00	\$0.00	(\$120.00)	0.0%
10.000.7860.1000.0210	Pension Contributions	\$710.85	\$710.85	\$1,500.00	\$789.15	47.4%
10.000.7860.1000.0220	Social Security	\$232.50	\$232.50	\$500.00	\$267.50	46.5%
10.000.7860.1000.0221	Medicare	\$54.38	\$54.38	\$0.00	(\$54.38)	0.0%
10.000.7860.1000.0320	Professional Educational Services	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.000.7860.1000.0610	General Supplies	\$577.50	\$577.50	\$2,500.00	\$1,922.50	23.1%
10.000.7860.2500.0870	Indirect Costs Restricted	\$171.13	\$171.13	\$0.00	(\$171.13)	0.0%
10.000.7880.1000.0610	General Supplies	\$0.00	\$0.00	\$9,500.00	\$9,500.00	0.0%
10.000.7880.1000.0641	Curriculum	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.000.8001.0000.0209	401k	\$164.76	\$164.76	\$0.00	(\$164.76)	0.0%
10.000.8001.0000.0210	Pension Contributions	\$6,292.48	\$6,292.48	\$0.00	(\$6,292.48)	0.0%
10.000.8001.0000.0220	Social Security	\$1,860.52	\$1,860.52	\$0.00	(\$1,860.52)	0.0%
10.000.8001.0000.0221	Medicare	\$435.13	\$435.13	\$0.00	(\$435.13)	0.0%
10.000.8001.0000.0240	Health Insurance	\$1,898.85	\$1,898.85	\$0.00	(\$1,898.85)	0.0%
10.000.8001.0000.0290	Other Benefits	\$104.00	\$104.00	\$0.00	(\$104.00)	0.0%
10.100.0032.1000.0195	Coaching Stipends	\$333.32	\$333.32	\$2,000.00	\$1,666.68	16.7%
10.100.0032.1000.0210	Pension Contributions	\$63.82	\$63.82	\$0.00	(\$63.82)	0.0%
10.100.0032.1000.0220	Social Security	\$19.37	\$19.37	\$0.00	(\$19.37)	0.0%
10.100.0032.1000.0221	Medicare	\$4.52	\$4.52	\$0.00	(\$4.52)	0.0%
10.100.0032.1000.0592	Student Council/Events	\$1,028.00	\$1,028.00	\$3,000.00	\$1,972.00	34.3%
10.100.0032.1000.0610	General Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.100.0034.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.100.0034.1000.0591	Athletics	\$723.00	\$723.00	\$0.00	(\$723.00)	0.0%
10.100.0034.1000.0610	General Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.0036.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.100.0036.1000.0592	Student Council/Events	\$619.00	\$619.00	\$0.00	(\$619.00)	0.0%
10.100.0036.1000.0610	General Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.0043.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.100.0043.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$2,700.00	\$2,700.00	0.0%
10.100.0043.1000.0591	Athletics	\$0.00	\$0.00	\$2,300.00	\$2,300.00	0.0%
10.100.0043.1000.0610	General Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.0050.0000.0209	401k	\$138.34	\$138.34	\$0.00	(\$138.34)	0.0%
10.100.0050.0000.0210	Pension Contributions	\$332.20	\$332.20	\$100.00	(\$232.20)	332.2%
10.100.0050.0000.0220	Social Security	\$134.60	\$134.60	\$50.00	(\$84.60)	269.2%
10.100.0050.0000.0221	Medicare	\$31.48	\$31.48	\$0.00	(\$31.48)	0.0%
10.100.0050.0000.0240	Health Insurance	\$384.12	\$384.12	\$0.00	(\$384.12)	0.0%
10.100.0050.0000.0290	Other Benefits	\$33.12	\$33.12	\$0.00	(\$33.12)	0.0%
10.100.0050.1000.0131	Teachers	\$165,117.64	\$165,117.64	\$1,285,200.00	\$1,120,082.36	12.8%
10.100.0050.1000.0132	Substitute	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.100.0050.1000.0133	Educational Stipends	\$2,000.12	\$2,000.12	\$35,000.00	\$32,999.88	5.7%
10.100.0050.1000.0161	Paraprofessional	\$40,251.71	\$40,251.71	\$170,000.00	\$129,748.29	23.7%
10.100.0050.1000.0195	Coaching Stipends	\$2,600.00	\$2,600.00	\$0.00	(\$2,600.00)	0.0%
10.100.0050.1000.0209	401k	\$5,575.32	\$5,575.32	\$12,000.00	\$6,424.68	46.5%
10.100.0050.1000.0210	Pension Contributions	\$24,666.06	\$24,666.06	\$325,000.00	\$300,333.94	7.6%
10.100.0050.1000.0220	Social Security	\$13,396.70	\$13,396.70	\$100,000.00	\$86,603.30	13.4%
10.100.0050.1000.0221	Medicare	\$1,926.38	\$1,926.38	\$45,000.00	\$43,073.62	4.3%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.100.0050.1000.0240	Health Insurance	\$15,317.14	\$15,317.14	\$205,000.00	\$189,682.86 7.5%
10.100.0050.1000.0270	Workers Comp	\$1,071.00	\$1,071.00	\$20,000.00	\$18,929.00 5.4%
10.100.0050.1000.0290	Other Benefits	\$1,175.76	\$1,175.76	\$0.00	(\$1,175.76) 0.0%
10.100.0050.1000.0320	Professional Educational Services	\$14,875.99	\$14,875.99	\$52,750.00	\$37,874.01 28.2%
10.100.0050.1000.0330	Employee Training	\$1,450.96	\$1,450.96	\$4,000.00	\$2,549.04 36.3%
10.100.0050.1000.0513	Travel-Field	\$290.00	\$290.00	\$3,339.00	\$3,049.00 8.7%
10.100.0050.1000.0591	Athletics	\$0.00	\$0.00	\$5,000.00	\$5,000.00 0.0%
10.100.0050.1000.0610	General Supplies	\$10,685.69	\$10,685.69	\$32,000.00	\$21,314.31 33.4%
10.100.0050.1000.0611	Support Service Materials	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.100.0050.1000.0612	Office Supplies	\$479.30	\$479.30	\$1,500.00	\$1,020.70 32.0%
10.100.0050.1000.0641	Curriculum	\$3,840.96	\$3,840.96	\$10,000.00	\$6,159.04 38.4%
10.100.0050.1000.0644	Library Supplies	\$0.00	\$0.00	\$1,500.00	\$1,500.00 0.0%
10.100.0050.1000.0670	Software	\$5,354.33	\$5,354.33	\$6,700.00	\$1,345.67 79.9%
10.100.0050.2100.0142	Guidance Counselor	\$0.00	\$0.00	\$50,000.00	\$50,000.00 0.0%
10.100.0050.2100.0152	Office Personnel	\$5,090.69	\$5,090.69	\$32,731.00	\$27,640.31 15.6%
10.100.0050.2100.0209	401k	\$0.00	\$0.00	\$4,500.00	\$4,500.00 0.0%
10.100.0050.2100.0210	Pension Contributions	\$0.00	\$0.00	\$23,000.00	\$23,000.00 0.0%
10.100.0050.2100.0220	Social Security	\$315.62	\$315.62	\$4,400.00	\$4,084.38 7.2%
10.100.0050.2100.0221	Medicare	\$73.81	\$73.81	\$1,000.00	\$926.19 7.4%
10.100.0050.2200.0145	Librarian	\$3,510.85	\$3,510.85	\$14,090.00	\$10,579.15 24.9%
10.100.0050.2200.0220	Social Security	\$217.67	\$217.67	\$0.00	(\$217.67) 0.0%
10.100.0050.2200.0221	Medicare	\$50.92	\$50.92	\$12.00	(\$38.92) 424.3%
10.100.0050.2200.0443	Copy Machine	\$6,876.81	\$6,876.81	\$26,500.00	\$19,623.19 26.0%
10.100.0050.2200.0580	Travel Staff Per Diem	\$65.80	\$65.80	\$2,500.00	\$2,434.20 2.6%
10.100.0050.2300.0330	Employee Training	\$0.00	\$0.00	\$2,500.00	\$2,500.00 0.0%
10.100.0050.2300.0540	Marketing and Advertising	\$1,005.59	\$1,005.59	\$5,000.00	\$3,994.41 20.1%
10.100.0050.2400.0121	Principals & Assistant Principals	\$37,677.65	\$37,677.65	\$185,853.00	\$148,175.35 20.3%
10.100.0050.2400.0152	Office Personnel	\$20,664.55	\$20,664.55	\$97,485.00	\$76,820.45 21.2%
10.100.0050.2400.0209	401k	\$1,390.12	\$1,390.12	\$5,000.00	\$3,609.88 27.8%
10.100.0050.2400.0210	Pension Contributions	\$10,580.12	\$10,580.12	\$23,000.00	\$12,419.88 46.0%
10.100.0050.2400.0220	Social Security	\$3,257.36	\$3,257.36	\$15,000.00	\$11,742.64 21.7%
10.100.0050.2400.0221	Medicare	\$761.75	\$761.75	\$5,000.00	\$4,238.25 15.2%
10.100.0050.2400.0240	Health Insurance	\$9,680.74	\$9,680.74	\$25,000.00	\$15,319.26 38.7%
10.100.0050.2400.0290	Other Benefits	\$738.60	\$738.60	\$0.00	(\$738.60) 0.0%
10.100.0050.2400.0530	Communication	\$2,126.28	\$2,126.28	\$10,000.00	\$7,873.72 21.3%
10.100.0050.2400.0612	Office Supplies	\$3,178.44	\$3,178.44	\$15,000.00	\$11,821.56 21.2%
10.100.0050.2400.0670	Software	\$1,521.94	\$1,521.94	\$25,000.00	\$23,478.06 6.1%
10.100.0050.2500.0320	Professional Educational Services	\$0.00	\$0.00	\$750.00	\$750.00 0.0%
10.100.0050.2600.0182	Custodial	\$22,040.94	\$22,040.94	\$56,174.00	\$34,133.06 39.2%
10.100.0050.2600.0209	401k	\$92.95	\$92.95	\$4,500.00	\$4,407.05 2.1%
10.100.0050.2600.0210	Pension Contributions	\$4,391.08	\$4,391.08	\$12,000.00	\$7,608.92 36.6%
10.100.0050.2600.0220	Social Security	\$1,282.34	\$1,282.34	\$3,100.00	\$1,817.66 41.4%
10.100.0050.2600.0221	Medicare	\$299.90	\$299.90	\$1,000.00	\$700.10 30.0%
10.100.0050.2600.0240	Health Insurance	\$3,616.10	\$3,616.10	\$15,000.00	\$11,383.90 24.1%
10.100.0050.2600.0290	Other Benefits	\$156.00	\$156.00	\$0.00	(\$156.00) 0.0%
10.100.0100.1000.0593	SPO Service	\$25.00	\$25.00	\$0.00	(\$25.00) 0.0%
10.100.0100.3000.0593	SPO Service	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.100.0100.3000.0610	General Supplies	\$1,062.36	\$1,062.36	\$7,500.00	\$6,437.64 14.2%
10.100.0100.3300.0593	SPO Service	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.100.0100.4200.0710	Land Improvements	\$825.00	\$825.00	\$15,000.00	\$14,175.00 5.5%
10.100.0104.1000.0610	General Supplies	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.100.0109.1000.0610	General Supplies	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.100.0114.1000.0595	Debate/Drama	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.100.0114.1000.0610	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.100.0115.1000.0610	General Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.100.0120.1000.0592	Student Council/Events	\$500.00	\$500.00	\$500.00	\$0.00 100.0%
10.100.0120.1000.0610	General Supplies	\$468.00	\$468.00	\$1,000.00	\$532.00 46.8%
10.100.0180.1000.0595	Debate/Drama	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.100.0180.1000.0610	General Supplies	\$164.52	\$164.52	\$1,000.00	\$835.48 16.5%
10.100.0192.1000.0610	General Supplies	\$92.93	\$92.93	\$1,000.00	\$907.07 9.3%
10.100.0250.1000.0610	General Supplies	\$0.00	\$0.00	\$3,940.00	\$3,940.00 0.0%
10.100.0265.1000.0592	Student Council/Events	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.100.0265.1000.0610	General Supplies	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
10.100.1205.0000.0209	401k	\$1,439.93	\$1,439.93	\$1,000.00	(\$439.93)	144.0%
10.100.1205.0000.0210	Pension Contributions	\$7,545.12	\$7,545.12	\$15,000.00	\$7,454.88	50.3%
10.100.1205.0000.0220	Social Security	\$3,448.70	\$3,448.70	\$4,200.00	\$751.30	82.1%
10.100.1205.0000.0221	Medicare	\$806.61	\$806.61	\$1,000.00	\$193.39	80.7%
10.100.1205.0000.0240	Health Insurance	\$8,570.62	\$8,570.62	\$10,500.00	\$1,929.38	81.6%
10.100.1205.0000.0290	Other Benefits	\$288.22	\$288.22	\$0.00	(\$288.22)	0.0%
10.100.1205.1000.0133	Educational Stipends	\$166.68	\$166.68	\$8,000.00	\$7,833.32	2.1%
10.100.1205.1000.0161	Paraprofessional	\$4,244.88	\$4,244.88	\$0.00	(\$4,244.88)	0.0%
10.100.1205.1000.0209	401k	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.1205.1000.0210	Pension Contributions	\$23.79	\$23.79	\$1,000.00	\$976.21	2.4%
10.100.1205.1000.0220	Social Security	\$273.01	\$273.01	\$2,400.00	\$2,126.99	11.4%
10.100.1205.1000.0221	Medicare	\$63.87	\$63.87	\$500.00	\$436.13	12.8%
10.100.1205.1000.0240	Health Insurance	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.100.1205.1000.0320	Professional Educational Services	\$38,528.00	\$38,528.00	\$204,765.00	\$166,237.00	18.8%
10.100.1205.1000.0321	Support Services ORION	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
10.100.1205.1000.0610	General Supplies	\$583.64	\$583.64	\$1,300.00	\$716.36	44.9%
10.100.1205.1000.0650	Tech Related Supplies	\$0.00	\$0.00	\$600.00	\$600.00	0.0%
10.100.1205.2100.0131	Teachers	\$27,742.02	\$27,742.02	\$300,000.00	\$272,257.98	9.2%
10.100.1205.2100.0141	Social Worker	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.0%
10.100.1205.2100.0142	Guidance Counselor	\$3,983.16	\$3,983.16	\$0.00	(\$3,983.16)	0.0%
10.100.1205.2100.0143	Health Professional	\$9,857.96	\$9,857.96	\$0.00	(\$9,857.96)	0.0%
10.100.1205.2100.0152	Office Personnel	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.0%
10.100.1205.2100.0210	Pension Contributions	\$7,936.72	\$7,936.72	\$20,000.00	\$12,063.28	39.7%
10.100.1205.2100.0220	Social Security	\$2,484.50	\$2,484.50	\$0.00	(\$2,484.50)	0.0%
10.100.1205.2100.0221	Medicare	\$581.04	\$581.04	\$1,500.00	\$918.96	38.7%
10.100.1205.2100.0240	Health Insurance	\$4,321.82	\$4,321.82	\$21,500.00	\$17,178.18	20.1%
10.100.1205.2100.0290	Other Benefits	\$162.12	\$162.12	\$0.00	(\$162.12)	0.0%
10.100.1205.2100.0320	Professional Educational Services	\$2,992.50	\$2,992.50	\$21,060.00	\$18,067.50	14.2%
10.100.1205.2100.0610	General Supplies	\$673.41	\$673.41	\$2,350.00	\$1,676.59	28.7%
10.100.1205.2200.0161	Paraprofessional	\$58,227.76	\$58,227.76	\$250,000.00	\$191,772.24	23.3%
10.100.1205.2200.0209	401k	\$114.88	\$114.88	\$0.00	(\$114.88)	0.0%
10.100.1205.2200.0210	Pension Contributions	\$3,806.87	\$3,806.87	\$30,000.00	\$26,193.13	12.7%
10.100.1205.2200.0220	Social Security	\$3,480.04	\$3,480.04	\$9,000.00	\$5,519.96	38.7%
10.100.1205.2200.0221	Medicare	\$813.88	\$813.88	\$2,000.00	\$1,186.12	40.7%
10.100.1205.2200.0240	Health Insurance	\$5,999.15	\$5,999.15	\$17,500.00	\$11,500.85	34.3%
10.100.1205.2200.0290	Other Benefits	\$172.23	\$172.23	\$0.00	(\$172.23)	0.0%
10.100.1205.2200.0670	Software	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.100.1205.2300.0612	Office Supplies	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.100.5201.0000.0209	401k	\$1,487.75	\$1,487.75	\$500.00	(\$987.75)	297.6%
10.100.5201.0000.0210	Pension Contributions	\$3,472.87	\$3,472.87	\$4,000.00	\$527.13	86.8%
10.100.5201.0000.0220	Social Security	\$1,310.72	\$1,310.72	\$400.00	(\$910.72)	327.7%
10.100.5201.0000.0221	Medicare	\$306.56	\$306.56	\$100.00	(\$206.56)	306.6%
10.100.5201.0000.0240	Health Insurance	\$4,595.81	\$4,595.81	\$1,500.00	(\$3,095.81)	306.4%
10.100.5201.0000.0290	Other Benefits	\$434.72	\$434.72	\$0.00	(\$434.72)	0.0%
10.100.5201.1000.0131	Teachers	\$19,072.08	\$19,072.08	\$201,895.00	\$182,822.92	9.4%
10.100.5201.1000.0209	401k	(\$773.32)	(\$773.32)	\$11,500.00	\$12,273.32	6.7%
10.100.5201.1000.0210	Pension Contributions	(\$21,622.89)	(\$21,622.89)	\$38,000.00	\$59,622.89	56.9%
10.100.5201.1000.0220	Social Security	\$1,085.04	\$1,085.04	\$14,500.00	\$13,414.96	7.5%
10.100.5201.1000.0221	Medicare	(\$1,665.32)	(\$1,665.32)	\$2,500.00	\$4,165.32	66.6%
10.100.5201.1000.0240	Health Insurance	\$3,569.04	\$3,569.04	\$30,000.00	\$26,430.96	11.9%
10.100.5201.1000.0290	Other Benefits	\$262.76	\$262.76	\$0.00	(\$262.76)	0.0%
10.100.5310.1000.0610	General Supplies	\$0.00	\$0.00	\$5,300.00	\$5,300.00	0.0%
10.100.5344.2100.0142	Guidance Counselor	\$13,088.67	\$13,088.67	\$40,000.00	\$26,911.33	32.7%
10.100.5344.2100.0209	401k	\$233.08	\$233.08	\$100.00	(\$133.08)	233.1%
10.100.5344.2100.0210	Pension Contributions	\$4,284.24	\$4,284.24	\$1,200.00	(\$3,084.24)	357.0%
10.100.5344.2100.0220	Social Security	\$1,175.56	\$1,175.56	\$300.00	(\$875.56)	391.9%
10.100.5344.2100.0221	Medicare	\$274.90	\$274.90	\$100.00	(\$174.90)	274.9%
10.100.5344.2100.0240	Health Insurance	\$3,245.05	\$3,245.05	\$1,200.00	(\$2,045.05)	270.4%
10.100.5344.2100.0290	Other Benefits	\$344.88	\$344.88	\$0.00	(\$344.88)	0.0%
10.100.5420.0000.0209	401k	\$133.76	\$133.76	\$0.00	(\$133.76)	0.0%
10.100.5420.0000.0210	Pension Contributions	\$1,934.15	\$1,934.15	\$0.00	(\$1,934.15)	0.0%
10.100.5420.0000.0220	Social Security	\$552.88	\$552.88	\$0.00	(\$552.88)	0.0%
10.100.5420.0000.0221	Medicare	\$129.28	\$129.28	\$0.00	(\$129.28)	0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
10.100.5420.0000.0240	Health Insurance	\$19.72	\$19.72	\$0.00	(\$19.72)	0.0%
10.100.5420.1000.0131	Teachers	\$9,391.28	\$9,391.28	\$55,879.00	\$46,487.72	16.8%
10.100.5420.1000.0161	Paraprofessional	\$3,992.42	\$3,992.42	\$15,000.00	\$11,007.58	26.6%
10.100.5420.1000.0209	401k	\$140.88	\$140.88	\$900.00	\$759.12	15.7%
10.100.5420.1000.0210	Pension Contributions	\$2,001.74	\$2,001.74	\$13,500.00	\$11,498.26	14.8%
10.100.5420.1000.0220	Social Security	\$829.77	\$829.77	\$6,500.00	\$5,670.23	12.8%
10.100.5420.1000.0221	Medicare	\$194.06	\$194.06	\$1,500.00	\$1,305.94	12.9%
10.100.5420.1000.0240	Health Insurance	\$20.60	\$20.60	\$134.00	\$113.40	15.4%
10.100.5619.0000.0209	401k	\$5,746.02	\$5,746.02	\$5,000.00	(\$746.02)	114.9%
10.100.5619.0000.0210	Pension Contributions	\$58,880.82	\$58,880.82	\$0.00	(\$58,880.82)	0.0%
10.100.5619.0000.0220	Social Security	\$19,313.13	\$19,313.13	\$19,000.00	(\$313.13)	101.6%
10.100.5619.0000.0221	Medicare	\$4,516.77	\$4,516.77	\$0.00	(\$4,516.77)	0.0%
10.100.5619.0000.0240	Health Insurance	\$31,956.24	\$31,956.24	\$0.00	(\$31,956.24)	0.0%
10.100.5619.0000.0290	Other Benefits	\$1,702.02	\$1,702.02	\$0.00	(\$1,702.02)	0.0%
10.100.5619.1000.0209	401k	(\$1,525.62)	(\$1,525.62)	\$0.00	\$1,525.62	0.0%
10.100.5619.1000.0210	Pension Contributions	(\$16,802.73)	(\$16,802.73)	\$0.00	\$16,802.73	0.0%
10.100.5619.1000.0220	Social Security	(\$5,640.16)	(\$5,640.16)	\$0.00	\$5,640.16	0.0%
10.100.5619.1000.0221	Medicare	(\$1,319.09)	(\$1,319.09)	\$0.00	\$1,319.09	0.0%
10.100.5619.1000.0240	Health Insurance	(\$11,002.74)	(\$11,002.74)	\$0.00	\$11,002.74	0.0%
10.100.5619.2600.0411	Water/Sewage	\$9,103.27	\$9,103.27	\$25,000.00	\$15,896.73	36.4%
10.100.5619.2600.0412	Disposal Services	\$2,943.64	\$2,943.64	\$5,000.00	\$2,056.36	58.9%
10.100.5619.2600.0420	Cleaning Service	\$34,173.00	\$34,173.00	\$84,500.00	\$50,327.00	40.4%
10.100.5619.2600.0430	Repair & Maintenance	\$51,752.55	\$51,752.55	\$85,000.00	\$33,247.45	60.9%
10.100.5619.2600.0435	Lawn Care	\$15,553.10	\$15,553.10	\$45,000.00	\$29,446.90	34.6%
10.100.5619.2600.0621	Natural Gas	\$584.48	\$584.48	\$32,500.00	\$31,915.52	1.8%
10.100.5619.2600.0622	Electricity	\$33,725.25	\$33,725.25	\$95,000.00	\$61,274.75	35.5%
10.100.5619.2600.0680	Maintenance & Cleaning Supplies	\$13,241.80	\$13,241.80	\$55,000.00	\$41,758.20	24.1%
10.100.5619.4200.0712	Furniture and Fixtures	\$9,634.97	\$9,634.97	\$20,000.00	\$10,365.03	48.2%
10.100.5619.5100.0830	Interest	\$307,343.75	\$307,343.75	\$464,800.00	\$157,456.25	66.1%
10.100.5619.5100.0840	Principal	\$0.00	\$0.00	\$545,000.00	\$545,000.00	0.0%
10.100.5637.1000.0641	Curriculum	\$11,716.53	\$11,716.53	\$19,000.00	\$7,283.47	61.7%
10.100.5641.1000.0220	Social Security	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.5641.1000.0221	Medicare	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.100.5651.1000.0133	Educational Stipends	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.0%
10.100.5651.1000.0209	401k	\$0.00	\$0.00	\$50.00	\$50.00	0.0%
10.100.5651.1000.0210	Pension Contributions	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.5651.1000.0220	Social Security	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.100.5651.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.100.5655.1000.0650	Tech Related Supplies	\$6,579.98	\$6,579.98	\$20,000.00	\$13,420.02	32.9%
10.100.5655.1000.0670	Software	\$330.00	\$330.00	\$10,000.00	\$9,670.00	3.3%
10.100.5663.1000.0161	Paraprofessional	\$910.00	\$910.00	\$30,000.00	\$29,090.00	3.0%
10.100.5663.1000.0220	Social Security	\$56.42	\$56.42	\$2,000.00	\$1,943.58	2.8%
10.100.5663.1000.0221	Medicare	\$13.20	\$13.20	\$500.00	\$486.80	2.6%
10.100.5670.1000.0133	Educational Stipends	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.100.5670.1000.0209	401k	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.100.5670.1000.0210	Pension Contributions	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.100.5670.1000.0220	Social Security	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.100.5670.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.100.5672.1000.0610	General Supplies	\$2,072.25	\$2,072.25	\$7,500.00	\$5,427.75	27.6%
10.100.5678.1000.0131	Teachers	\$114,800.00	\$114,800.00	\$114,800.00	\$0.00	100.0%
10.100.5678.1000.0161	Paraprofessional	\$0.00	\$0.00	\$45,000.00	\$45,000.00	0.0%
10.100.5678.1000.0210	Pension Contributions	\$22,960.00	\$22,960.00	\$22,960.00	\$0.00	100.0%
10.100.5678.1000.0220	Social Security	\$6,000.00	\$6,000.00	\$8,000.00	\$2,000.00	75.0%
10.100.5678.1000.0221	Medicare	\$2,610.00	\$2,610.00	\$2,610.00	\$0.00	100.0%
10.100.5678.1000.0240	Health Insurance	\$7,133.12	\$7,133.12	\$10,000.00	\$2,866.88	71.3%
10.100.5678.1000.0641	Curriculum	\$4,836.14	\$4,836.14	\$5,000.00	\$163.86	96.7%
10.100.5807.1000.0131	Teachers	\$228.57	\$228.57	\$0.00	(\$228.57)	0.0%
10.100.5807.1000.0133	Educational Stipends	\$1,521.10	\$1,521.10	\$0.00	(\$1,521.10)	0.0%
10.100.5807.1000.0209	401k	\$152.11	\$152.11	\$0.00	(\$152.11)	0.0%
10.100.5807.1000.0210	Pension Contributions	\$188.29	\$188.29	\$0.00	(\$188.29)	0.0%
10.100.5807.1000.0220	Social Security	\$106.29	\$106.29	\$0.00	(\$106.29)	0.0%
10.100.5807.1000.0221	Medicare	\$24.85	\$24.85	\$0.00	(\$24.85)	0.0%
10.100.5811.1000.0133	Educational Stipends	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.100.5811.1000.0210	Pension Contributions	\$0.00	\$0.00	\$700.00	\$700.00 0.0%
10.100.5811.1000.0220	Social Security	\$0.00	\$0.00	\$200.00	\$200.00 0.0%
10.100.5811.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.100.5814.0000.0209	401k	\$468.12	\$468.12	\$0.00	(\$468.12) 0.0%
10.100.5814.0000.0210	Pension Contributions	\$1,219.35	\$1,219.35	\$0.00	(\$1,219.35) 0.0%
10.100.5814.0000.0220	Social Security	\$511.19	\$511.19	\$0.00	(\$511.19) 0.0%
10.100.5814.0000.0221	Medicare	\$119.52	\$119.52	\$0.00	(\$119.52) 0.0%
10.100.5814.0000.0240	Health Insurance	\$1,019.29	\$1,019.29	\$0.00	(\$1,019.29) 0.0%
10.100.5814.0000.0290	Other Benefits	\$81.04	\$81.04	\$0.00	(\$81.04) 0.0%
10.100.5814.1000.0131	Teachers	\$8,606.08	\$8,606.08	\$28,059.00	\$19,452.92 30.7%
10.100.5814.1000.0209	401k	\$484.40	\$484.40	\$1,000.00	\$515.60 48.4%
10.100.5814.1000.0210	Pension Contributions	\$1,163.24	\$1,163.24	\$4,000.00	\$2,836.76 29.1%
10.100.5814.1000.0220	Social Security	\$507.72	\$507.72	\$1,750.00	\$1,242.28 29.0%
10.100.5814.1000.0221	Medicare	\$118.72	\$118.72	\$1,500.00	\$1,381.28 7.9%
10.100.5814.1000.0240	Health Insurance	\$1,208.04	\$1,208.04	\$5,000.00	\$3,791.96 24.2%
10.100.5814.1000.0290	Other Benefits	\$88.28	\$88.28	\$0.00	(\$88.28) 0.0%
10.100.5868.1000.0610	General Supplies	\$1,469.60	\$1,469.60	\$14,200.00	\$12,730.40 10.3%
10.100.5876.0000.0209	401k	\$1,433.41	\$1,433.41	\$0.00	(\$1,433.41) 0.0%
10.100.5876.0000.0210	Pension Contributions	\$11,787.47	\$11,787.47	\$3,000.00	(\$8,787.47) 392.9%
10.100.5876.0000.0220	Social Security	\$3,810.39	\$3,810.39	\$0.00	(\$3,810.39) 0.0%
10.100.5876.0000.0221	Medicare	\$891.22	\$891.22	\$0.00	(\$891.22) 0.0%
10.100.5876.0000.0240	Health Insurance	\$6,647.19	\$6,647.19	\$0.00	(\$6,647.19) 0.0%
10.100.5876.0000.0290	Other Benefits	\$397.25	\$397.25	\$0.00	(\$397.25) 0.0%
10.100.5876.1000.0131	Teachers	\$66,217.14	\$66,217.14	\$414,000.00	\$347,782.86 16.0%
10.100.5876.1000.0209	401k	\$1,571.52	\$1,571.52	\$5,500.00	\$3,928.48 28.6%
10.100.5876.1000.0210	Pension Contributions	\$11,575.60	\$11,575.60	\$42,000.00	\$30,424.40 27.6%
10.100.5876.1000.0220	Social Security	\$3,927.25	\$3,927.25	\$0.00	(\$3,927.25) 0.0%
10.100.5876.1000.0221	Medicare	\$918.52	\$918.52	\$0.00	(\$918.52) 0.0%
10.100.5876.1000.0240	Health Insurance	\$6,842.86	\$6,842.86	\$0.00	(\$6,842.86) 0.0%
10.100.5876.1000.0290	Other Benefits	\$342.92	\$342.92	\$0.00	(\$342.92) 0.0%
10.100.5876.2100.0142	Guidance Counselor	\$3,449.97	\$3,449.97	\$15,000.00	\$11,550.03 23.0%
10.100.5876.2100.0209	401k	\$25.88	\$25.88	\$0.00	(\$25.88) 0.0%
10.100.5876.2100.0210	Pension Contributions	\$697.92	\$697.92	\$120.00	(\$577.92) 581.6%
10.100.5876.2100.0220	Social Security	\$203.44	\$203.44	\$0.00	(\$203.44) 0.0%
10.100.5876.2100.0221	Medicare	\$47.59	\$47.59	\$0.00	(\$47.59) 0.0%
10.100.5876.2100.0240	Health Insurance	\$358.71	\$358.71	\$0.00	(\$358.71) 0.0%
10.100.5876.2100.0290	Other Benefits	\$36.32	\$36.32	\$0.00	(\$36.32) 0.0%
10.100.5876.2400.0121	Principals & Assistant Principals	\$1,041.70	\$1,041.70	\$7,000.00	\$5,958.30 14.9%
10.100.5876.2400.0209	401k	\$7.80	\$7.80	\$0.00	(\$7.80) 0.0%
10.100.5876.2400.0210	Pension Contributions	\$211.48	\$211.48	\$50.00	(\$161.48) 423.0%
10.100.5876.2400.0220	Social Security	\$60.06	\$60.06	\$0.00	(\$60.06) 0.0%
10.100.5876.2400.0221	Medicare	\$14.06	\$14.06	\$0.00	(\$14.06) 0.0%
10.100.5876.2400.0240	Health Insurance	\$136.37	\$136.37	\$0.00	(\$136.37) 0.0%
10.100.5876.2400.0290	Other Benefits	\$13.40	\$13.40	\$0.00	(\$13.40) 0.0%
10.100.5882.0000.0209	401k	\$55.40	\$55.40	\$0.00	(\$55.40) 0.0%
10.100.5882.0000.0210	Pension Contributions	\$801.16	\$801.16	\$600.00	(\$201.16) 133.5%
10.100.5882.0000.0220	Social Security	\$221.28	\$221.28	\$0.00	(\$221.28) 0.0%
10.100.5882.0000.0221	Medicare	\$51.76	\$51.76	\$0.00	(\$51.76) 0.0%
10.100.5882.0000.0240	Health Insurance	\$416.29	\$416.29	\$0.00	(\$416.29) 0.0%
10.100.5882.1000.0131	Teachers	\$3,826.76	\$3,826.76	\$27,412.00	\$23,585.24 14.0%
10.100.5882.1000.0209	401k	\$57.40	\$57.40	\$50.00	(\$7.40) 114.8%
10.100.5882.1000.0210	Pension Contributions	\$815.67	\$815.67	\$700.00	(\$115.67) 116.5%
10.100.5882.1000.0220	Social Security	\$230.01	\$230.01	\$1,400.00	\$1,169.99 16.4%
10.100.5882.1000.0221	Medicare	\$53.79	\$53.79	\$400.00	\$346.21 13.4%
10.100.5882.1000.0240	Health Insurance	\$443.56	\$443.56	\$800.00	\$356.44 55.4%
10.100.5882.1000.0290	Other Benefits	\$8.16	\$8.16	\$0.00	(\$8.16) 0.0%
10.100.5914.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.100.5914.1000.0220	Social Security	\$0.00	\$0.00	\$150.00	\$150.00 0.0%
10.100.5914.1000.0221	Medicare	\$0.00	\$0.00	\$65.00	\$65.00 0.0%
10.100.5914.1000.0240	Health Insurance	\$0.00	\$0.00	\$175.00	\$175.00 0.0%
10.100.5914.2600.0680	Maintenance & Cleaning Supplies	\$82.90	\$82.90	\$0.00	(\$82.90) 0.0%
10.100.5914.2600.0734	Technology	\$9,072.00	\$9,072.00	\$0.00	(\$9,072.00) 0.0%
10.100.5914.4200.0710	Land Improvements	\$56,946.56	\$56,946.56	\$97,000.00	\$40,053.44 58.7%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
10.100.6903.0000.0210	Pension Contributions	\$384.93	\$384.93	\$0.00	(\$384.93)	0.0%
10.100.6903.0000.0220	Social Security	\$104.00	\$104.00	\$0.00	(\$104.00)	0.0%
10.100.6903.0000.0221	Medicare	\$24.32	\$24.32	\$0.00	(\$24.32)	0.0%
10.100.6903.0000.0240	Health Insurance	\$524.36	\$524.36	\$0.00	(\$524.36)	0.0%
10.100.6903.0000.0290	Other Benefits	\$42.20	\$42.20	\$0.00	(\$42.20)	0.0%
10.100.6903.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.100.6903.2100.0133	Educational Stipends	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.100.6903.2100.0142	Guidance Counselor	\$4,396.58	\$4,396.58	\$3,000.00	(\$1,396.58)	146.6%
10.100.6903.2100.0209	401k	\$0.00	\$0.00	\$50.00	\$50.00	0.0%
10.100.6903.2100.0210	Pension Contributions	\$127.24	\$127.24	\$1,000.00	\$872.76	12.7%
10.100.6903.2100.0220	Social Security	\$272.58	\$272.58	\$700.00	\$427.42	38.9%
10.100.6903.2100.0221	Medicare	\$63.75	\$63.75	\$400.00	\$336.25	15.9%
10.100.6903.2100.0320	Professional Educational Services	\$129.00	\$129.00	\$1,000.00	\$871.00	12.9%
10.100.6903.2100.0610	General Supplies	\$800.70	\$800.70	\$28,387.45	\$27,586.75	2.8%
10.100.7524.1000.0320	Professional Educational Services	\$38,270.28	\$38,270.28	\$50,000.00	\$11,729.72	76.5%
10.100.7529.1000.0220	Social Security	\$0.00	\$0.00	\$3,100.00	\$3,100.00	0.0%
10.100.7529.1000.0221	Medicare	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.100.7801.1000.0161	Paraprofessional	\$3,774.70	\$3,774.70	\$17,500.00	\$13,725.30	21.6%
10.100.7801.1000.0220	Social Security	\$234.02	\$234.02	\$1,000.00	\$765.98	23.4%
10.100.7801.1000.0221	Medicare	\$54.71	\$54.71	\$250.00	\$195.29	21.9%
10.100.7880.1000.0133	Educational Stipends	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.200.0030.1000.0220	Social Security	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.200.0030.2300.0121	Principals & Assistant Principals	\$22,931.66	\$22,931.66	\$83,939.00	\$61,007.34	27.3%
10.200.0030.2300.0210	Pension Contributions	\$4,426.40	\$4,426.40	\$15,000.00	\$10,573.60	29.5%
10.200.0030.2300.0220	Social Security	\$1,309.65	\$1,309.65	\$0.00	(\$1,309.65)	0.0%
10.200.0030.2300.0221	Medicare	\$306.29	\$306.29	\$1,000.00	\$693.71	30.6%
10.200.0030.2300.0240	Health Insurance	\$6,043.98	\$6,043.98	\$0.00	(\$6,043.98)	0.0%
10.200.0050.0000.0209	401k	\$16.68	\$16.68	\$50.00	\$33.32	33.4%
10.200.0050.0000.0210	Pension Contributions	\$186.64	\$186.64	\$200.00	\$13.36	93.3%
10.200.0050.0000.0220	Social Security	\$122.14	\$122.14	\$0.00	(\$122.14)	0.0%
10.200.0050.0000.0221	Medicare	\$28.54	\$28.54	\$25.00	(\$3.54)	114.2%
10.200.0050.0000.0240	Health Insurance	\$232.88	\$232.88	\$25.00	(\$207.88)	931.5%
10.200.0050.0000.0290	Other Benefits	\$3.43	\$3.43	\$25.00	\$21.57	13.7%
10.200.0050.1000.0131	Teachers	\$125,714.62	\$125,714.62	\$1,343,200.00	\$1,217,485.38	9.4%
10.200.0050.1000.0132	Substitute	\$4,171.23	\$4,171.23	\$10,000.00	\$5,828.77	41.7%
10.200.0050.1000.0133	Educational Stipends	\$2,583.47	\$2,583.47	\$35,000.00	\$32,416.53	7.4%
10.200.0050.1000.0209	401k	\$4,510.70	\$4,510.70	\$17,000.00	\$12,489.30	26.5%
10.200.0050.1000.0210	Pension Contributions	\$16,288.21	\$16,288.21	\$215,000.00	\$198,711.79	7.6%
10.200.0050.1000.0220	Social Security	\$7,424.97	\$7,424.97	\$70,000.00	\$62,575.03	10.6%
10.200.0050.1000.0221	Medicare	\$1,170.87	\$1,170.87	\$20,000.00	\$18,829.13	5.9%
10.200.0050.1000.0240	Health Insurance	\$27,214.72	\$27,214.72	\$210,000.00	\$182,785.28	13.0%
10.200.0050.1000.0270	Workers Comp	\$1,071.00	\$1,071.00	\$10,000.00	\$8,929.00	10.7%
10.200.0050.1000.0290	Other Benefits	\$1,317.86	\$1,317.86	\$15,000.00	\$13,682.14	8.8%
10.200.0050.1000.0310	Educational Services	\$1,400.00	\$1,400.00	\$0.00	(\$1,400.00)	0.0%
10.200.0050.1000.0320	Professional Educational Services	\$4,032.33	\$4,032.33	\$10,000.00	\$5,967.67	40.3%
10.200.0050.1000.0330	Employee Training	\$5,880.33	\$5,880.33	\$10,000.00	\$4,119.67	58.8%
10.200.0050.1000.0513	Travel-Field	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.200.0050.1000.0517	Travel-Extracurricular Overnight	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.200.0050.1000.0610	General Supplies	\$12,285.58	\$12,285.58	\$65,000.00	\$52,714.42	18.9%
10.200.0050.1000.0641	Curriculum	\$9,121.97	\$9,121.97	\$10,000.00	\$878.03	91.2%
10.200.0050.1000.0644	Library Supplies	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
10.200.0050.1000.0650	Tech Related Supplies	\$489.82	\$489.82	\$25,000.00	\$24,510.18	2.0%
10.200.0050.1000.0670	Software	\$7,886.78	\$7,886.78	\$12,000.00	\$4,113.22	65.7%
10.200.0050.2100.0142	Guidance Counselor	\$21,663.28	\$21,663.28	\$200,000.00	\$178,336.72	10.8%
10.200.0050.2100.0152	Office Personnel	\$15,222.15	\$15,222.15	\$73,066.00	\$57,843.85	20.8%
10.200.0050.2100.0209	401k	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.200.0050.2100.0210	Pension Contributions	\$7,073.14	\$7,073.14	\$50,000.00	\$42,926.86	14.1%
10.200.0050.2100.0220	Social Security	\$2,011.54	\$2,011.54	\$13,950.00	\$11,938.46	14.4%
10.200.0050.2100.0221	Medicare	\$470.47	\$470.47	\$3,500.00	\$3,029.53	13.4%
10.200.0050.2100.0240	Health Insurance	\$10,551.28	\$10,551.28	\$45,000.00	\$34,448.72	23.4%
10.200.0050.2100.0290	Other Benefits	\$182.76	\$182.76	\$1,550.00	\$1,367.24	11.8%
10.200.0050.2200.0443	Copy Machine	\$4,498.47	\$4,498.47	\$15,000.00	\$10,501.53	30.0%
10.200.0050.2200.0580	Travel Staff Per Diem	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.0%



# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>	<u>Budget</u>	<u>Budget Balance</u>		
10.200.0050.2300.0540	Marketing and Advertising	\$1,987.26	\$1,987.26	\$3,000.00	\$1,012.74	66.2%
10.200.0050.2400.0121	Principals & Assistant Principals	\$41,301.35	\$41,301.35	\$197,035.00	\$155,733.65	21.0%
10.200.0050.2400.0152	Office Personnel	\$9,175.61	\$9,175.61	\$44,256.00	\$35,080.39	20.7%
10.200.0050.2400.0209	401k	\$241.04	\$241.04	\$250.00	\$8.96	96.4%
10.200.0050.2400.0210	Pension Contributions	\$9,266.05	\$9,266.05	\$30,000.00	\$20,733.95	30.9%
10.200.0050.2400.0220	Social Security	\$3,053.33	\$3,053.33	\$20,000.00	\$16,946.67	15.3%
10.200.0050.2400.0221	Medicare	\$714.08	\$714.08	\$5,500.00	\$4,785.92	13.0%
10.200.0050.2400.0240	Health Insurance	\$3,598.17	\$3,598.17	\$25,000.00	\$21,401.83	14.4%
10.200.0050.2400.0290	Other Benefits	\$122.00	\$122.00	\$750.00	\$628.00	16.3%
10.200.0050.2400.0530	Communication	\$935.60	\$935.60	\$3,500.00	\$2,564.40	26.7%
10.200.0050.2400.0612	Office Supplies	\$4,295.14	\$4,295.14	\$9,000.00	\$4,704.86	47.7%
10.200.0050.2400.0619	Training and Appreciation	\$1,428.17	\$1,428.17	\$7,500.00	\$6,071.83	19.0%
10.200.0050.2400.0670	Software	\$889.95	\$889.95	\$0.00	(\$889.95)	0.0%
10.200.0050.2600.0182	Custodial	\$32,577.70	\$32,577.70	\$121,447.00	\$88,869.30	26.8%
10.200.0050.2600.0209	401k	\$0.00	\$0.00	\$250.00	\$250.00	0.0%
10.200.0050.2600.0210	Pension Contributions	\$5,720.05	\$5,720.05	\$20,000.00	\$14,279.95	28.6%
10.200.0050.2600.0220	Social Security	\$1,931.30	\$1,931.30	\$7,500.00	\$5,568.70	25.8%
10.200.0050.2600.0221	Medicare	\$451.66	\$451.66	\$3,000.00	\$2,548.34	15.1%
10.200.0050.2600.0240	Health Insurance	\$2,887.56	\$2,887.56	\$5,000.00	\$2,112.44	57.8%
10.200.0050.2600.0290	Other Benefits	\$208.00	\$208.00	\$650.00	\$442.00	32.0%
10.200.0061.1000.0592	Student Council/Events	\$385.00	\$385.00	\$500.00	\$115.00	77.0%
10.200.0061.1000.0610	General Supplies	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.200.0108.1000.0610	General Supplies	\$114.96	\$114.96	\$3,000.00	\$2,885.04	3.8%
10.200.0110.1000.0610	General Supplies	\$713.36	\$713.36	\$972.09	\$258.73	73.4%
10.200.0114.1000.0580	Travel Staff Per Diem	\$2,674.83	\$2,674.83	\$5,175.49	\$2,500.66	51.7%
10.200.0114.1000.0595	Debate/Drama	\$3,100.00	\$3,100.00	\$8,000.00	\$4,900.00	38.8%
10.200.0114.1000.0610	General Supplies	\$1,243.05	\$1,243.05	\$3,500.00	\$2,256.95	35.5%
10.200.0115.1000.0610	General Supplies	\$0.00	\$0.00	\$2,475.00	\$2,475.00	0.0%
10.200.0120.1000.0591	Athletics	\$500.00	\$500.00	\$500.00	\$0.00	100.0%
10.200.0120.1000.0610	General Supplies	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.200.0130.1000.0592	Student Council/Events	\$30.00	\$30.00	\$2,500.00	\$2,470.00	1.2%
10.200.0130.1000.0610	General Supplies	\$112.20	\$112.20	\$1,000.00	\$887.80	11.2%
10.200.0180.1000.0595	Debate/Drama	\$2,586.40	\$2,586.40	\$8,000.00	\$5,413.60	32.3%
10.200.0180.1000.0610	General Supplies	\$3,297.77	\$3,297.77	\$6,000.00	\$2,702.23	55.0%
10.200.0191.1000.0610	General Supplies	\$281.02	\$281.02	\$2,279.31	\$1,998.29	12.3%
10.200.0191.1000.0611	Support Service Materials	\$720.69	\$720.69	\$720.69	\$0.00	100.0%
10.200.0200.1000.0610	General Supplies	\$0.00	\$0.00	\$2,500.00	\$2,500.00	0.0%
10.200.0201.1000.0610	General Supplies	\$0.00	\$0.00	\$730.00	\$730.00	0.0%
10.200.0250.1000.0610	General Supplies	\$3,483.23	\$3,483.23	\$9,500.00	\$6,016.77	36.7%
10.200.0265.1000.0592	Student Council/Events	\$1,250.00	\$1,250.00	\$7,000.00	\$5,750.00	17.9%
10.200.0265.1000.0610	General Supplies	\$6,166.12	\$6,166.12	\$7,500.00	\$1,333.88	82.2%
10.200.1205.0000.0209	401k	\$270.75	\$270.75	\$0.00	(\$270.75)	0.0%
10.200.1205.0000.0210	Pension Contributions	\$8,641.03	\$8,641.03	\$1,000.00	(\$7,641.03)	864.1%
10.200.1205.0000.0220	Social Security	\$2,672.66	\$2,672.66	\$700.00	(\$1,972.66)	381.8%
10.200.1205.0000.0221	Medicare	\$625.08	\$625.08	\$500.00	(\$125.08)	125.0%
10.200.1205.0000.0240	Health Insurance	\$7,347.80	\$7,347.80	\$0.00	(\$7,347.80)	0.0%
10.200.1205.0000.0290	Other Benefits	\$400.04	\$400.04	\$0.00	(\$400.04)	0.0%
10.200.1205.1000.0133	Educational Stipends	\$166.68	\$166.68	\$0.00	(\$166.68)	0.0%
10.200.1205.1000.0209	401k	\$2.50	\$2.50	\$2,300.00	\$2,297.50	0.1%
10.200.1205.1000.0210	Pension Contributions	\$35.53	\$35.53	\$2,000.00	\$1,964.47	1.8%
10.200.1205.1000.0220	Social Security	\$10.32	\$10.32	\$2,000.00	\$1,989.68	0.5%
10.200.1205.1000.0221	Medicare	\$2.42	\$2.42	\$1,500.00	\$1,497.58	0.2%
10.200.1205.1000.0240	Health Insurance	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
10.200.1205.1000.0320	Professional Educational Services	\$9,242.12	\$9,242.12	\$83,083.00	\$73,840.88	11.1%
10.200.1205.1000.0610	General Supplies	\$186.78	\$186.78	\$650.00	\$463.22	28.7%
10.200.1205.1000.0650	Tech Related Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.200.1205.2100.0131	Teachers	\$43,005.92	\$43,005.92	\$235,398.00	\$192,392.08	18.3%
10.200.1205.2100.0141	Social Worker	\$3,983.16	\$3,983.16	\$30,000.00	\$26,016.84	13.3%
10.200.1205.2100.0209	401k	\$225.23	\$225.23	\$1,500.00	\$1,274.77	15.0%
10.200.1205.2100.0210	Pension Contributions	\$9,321.59	\$9,321.59	\$41,000.00	\$31,678.41	22.7%
10.200.1205.2100.0220	Social Security	\$2,809.90	\$2,809.90	\$12,500.00	\$9,690.10	22.5%
10.200.1205.2100.0221	Medicare	\$657.14	\$657.14	\$3,000.00	\$2,342.86	21.9%
10.200.1205.2100.0240	Health Insurance	\$4,531.63	\$4,531.63	\$8,000.00	\$3,468.37	56.6%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>		
10.200.1205.2100.0290	Other Benefits	\$87.96	\$87.96	\$0.00	(\$87.96)	0.0%
10.200.1205.2100.0320	Professional Educational Services	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.200.1205.2100.0610	General Supplies	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.200.1205.2200.0161	Paraprofessional	\$21,405.50	\$21,405.50	\$105,000.00	\$83,594.50	20.4%
10.200.1205.2200.0209	401k	\$164.00	\$164.00	\$1,000.00	\$836.00	16.4%
10.200.1205.2200.0210	Pension Contributions	\$2,330.82	\$2,330.82	\$13,000.00	\$10,669.18	17.9%
10.200.1205.2200.0220	Social Security	\$1,176.24	\$1,176.24	\$6,000.00	\$4,823.76	19.6%
10.200.1205.2200.0221	Medicare	\$275.08	\$275.08	\$1,000.00	\$724.92	27.5%
10.200.1205.2200.0240	Health Insurance	\$6,905.24	\$6,905.24	\$0.00	(\$6,905.24)	0.0%
10.200.1205.2200.0290	Other Benefits	\$208.00	\$208.00	\$0.00	(\$208.00)	0.0%
10.200.1205.2200.0330	Employee Training	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.200.1205.2300.0152	Office Personnel	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.200.1278.1000.0133	Educational Stipends	\$2,600.00	\$2,600.00	\$0.00	(\$2,600.00)	0.0%
10.200.1278.1000.0209	401k	\$2.99	\$2.99	\$0.00	(\$2.99)	0.0%
10.200.1278.1000.0210	Pension Contributions	\$508.86	\$508.86	\$0.00	(\$508.86)	0.0%
10.200.1278.1000.0220	Social Security	\$157.96	\$157.96	\$0.00	(\$157.96)	0.0%
10.200.1278.1000.0221	Medicare	\$36.96	\$36.96	\$0.00	(\$36.96)	0.0%
10.200.5201.1000.0209	401k	(\$2,234.36)	(\$2,234.36)	\$0.00	\$2,234.36	0.0%
10.200.5201.1000.0210	Pension Contributions	(\$24,797.06)	(\$24,797.06)	\$0.00	\$24,797.06	0.0%
10.200.5201.1000.0221	Medicare	(\$1,919.08)	(\$1,919.08)	\$0.00	\$1,919.08	0.0%
10.200.5332.1000.0330	Employee Training	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.200.5332.1000.0610	General Supplies	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.200.5333.0000.0210	Pension Contributions	\$529.64	\$529.64	\$0.00	(\$529.64)	0.0%
10.200.5333.0000.0220	Social Security	\$140.96	\$140.96	\$0.00	(\$140.96)	0.0%
10.200.5333.0000.0221	Medicare	\$32.96	\$32.96	\$0.00	(\$32.96)	0.0%
10.200.5333.0000.0240	Health Insurance	\$518.76	\$518.76	\$0.00	(\$518.76)	0.0%
10.200.5333.0000.0290	Other Benefits	\$41.60	\$41.60	\$0.00	(\$41.60)	0.0%
10.200.5420.0000.0209	401k	\$849.56	\$849.56	\$0.00	(\$849.56)	0.0%
10.200.5420.0000.0210	Pension Contributions	\$808.76	\$808.76	\$0.00	(\$808.76)	0.0%
10.200.5420.0000.0220	Social Security	\$526.72	\$526.72	\$0.00	(\$526.72)	0.0%
10.200.5420.0000.0221	Medicare	\$123.16	\$123.16	\$50.00	(\$73.16)	246.3%
10.200.5420.0000.0240	Health Insurance	\$16.84	\$16.84	\$0.00	(\$16.84)	0.0%
10.200.5420.1000.0115	AD and Instructional Coaches	\$2,695.08	\$2,695.08	\$19,275.00	\$16,579.92	14.0%
10.200.5420.1000.0209	401k	\$0.00	\$0.00	\$70.00	\$70.00	0.0%
10.200.5420.1000.0210	Pension Contributions	\$515.97	\$515.97	\$0.00	(\$515.97)	0.0%
10.200.5420.1000.0220	Social Security	\$162.25	\$162.25	\$2,000.00	\$1,837.75	8.1%
10.200.5420.1000.0221	Medicare	\$37.95	\$37.95	\$28.00	(\$9.95)	135.5%
10.200.5420.1000.0240	Health Insurance	\$214.96	\$214.96	\$500.00	\$285.04	43.0%
10.200.5420.1000.0290	Other Benefits	\$25.96	\$25.96	\$0.00	(\$25.96)	0.0%
10.200.5420.1000.0610	General Supplies	\$1,797.13	\$1,797.13	\$5,000.00	\$3,202.87	35.9%
10.200.5420.1000.0650	Tech Related Supplies	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00	100.0%
10.200.5420.2100.0142	Guidance Counselor	\$8,358.64	\$8,358.64	\$28,135.00	\$19,776.36	29.7%
10.200.5420.2100.0209	401k	\$835.88	\$835.88	\$0.00	(\$835.88)	0.0%
10.200.5420.2100.0210	Pension Contributions	\$764.41	\$764.41	\$8,000.00	\$7,235.59	9.6%
10.200.5420.2100.0220	Social Security	\$518.24	\$518.24	\$1,000.00	\$481.76	51.8%
10.200.5420.2100.0221	Medicare	\$121.20	\$121.20	\$800.00	\$678.80	15.2%
10.200.5420.2100.0240	Health Insurance	\$18.60	\$18.60	\$0.00	(\$18.60)	0.0%
10.200.5619.0000.0209	401k	\$3,718.88	\$3,718.88	\$0.00	(\$3,718.88)	0.0%
10.200.5619.0000.0210	Pension Contributions	\$48,076.76	\$48,076.76	\$10,000.00	(\$38,076.76)	480.8%
10.200.5619.0000.0220	Social Security	\$16,015.84	\$16,015.84	\$0.00	(\$16,015.84)	0.0%
10.200.5619.0000.0221	Medicare	\$3,745.68	\$3,745.68	\$0.00	(\$3,745.68)	0.0%
10.200.5619.0000.0240	Health Insurance	\$37,953.43	\$37,953.43	\$0.00	(\$37,953.43)	0.0%
10.200.5619.0000.0290	Other Benefits	\$1,508.54	\$1,508.54	\$300.00	(\$1,208.54)	502.8%
10.200.5619.1000.0209	401k	(\$1,525.62)	(\$1,525.62)	\$4,000.00	\$5,525.62	38.1%
10.200.5619.1000.0210	Pension Contributions	(\$16,802.70)	(\$16,802.70)	\$0.00	\$16,802.70	0.0%
10.200.5619.1000.0220	Social Security	(\$5,640.16)	(\$5,640.16)	\$0.00	\$5,640.16	0.0%
10.200.5619.1000.0221	Medicare	(\$1,319.06)	(\$1,319.06)	\$0.00	\$1,319.06	0.0%
10.200.5619.1000.0240	Health Insurance	(\$11,002.72)	(\$11,002.72)	\$0.00	\$11,002.72	0.0%
10.200.5619.2100.0210	Pension Contributions	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
10.200.5619.2400.0210	Pension Contributions	\$0.00	\$0.00	\$90,000.00	\$90,000.00	0.0%
10.200.5619.2600.0210	Pension Contributions	\$0.00	\$0.00	\$15,000.00	\$15,000.00	0.0%
10.200.5619.2600.0411	Water/Sewage	\$4,682.91	\$4,682.91	\$12,000.00	\$7,317.09	39.0%
10.200.5619.2600.0412	Disposal Services	\$2,943.64	\$2,943.64	\$6,000.00	\$3,056.36	49.1%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance	
10.200.5619.2600.0430	Repair & Maintenance	\$66,816.72	\$66,816.72	\$105,000.00	\$38,183.28 63.6%
10.200.5619.2600.0435	Lawn Care	\$8,452.94	\$8,452.94	\$50,000.00	\$41,547.06 16.9%
10.200.5619.2600.0621	Natural Gas	\$608.22	\$608.22	\$18,500.00	\$17,891.78 3.3%
10.200.5619.2600.0622	Electricity	\$28,879.59	\$28,879.59	\$80,000.00	\$51,120.41 36.1%
10.200.5619.2600.0680	Maintenance & Cleaning Supplies	\$7,528.54	\$7,528.54	\$30,000.00	\$22,471.46 25.1%
10.200.5619.4200.0710	Land Improvements	\$121,124.00	\$121,124.00	\$121,124.00	\$0.00 100.0%
10.200.5619.5100.0830	Interest	\$307,343.75	\$307,343.75	\$741,250.00	\$433,906.25 41.5%
10.200.5619.5100.0840	Principal	\$0.00	\$0.00	\$525,000.00	\$525,000.00 0.0%
10.200.5637.1000.0641	Curriculum	\$1,272.50	\$1,272.50	\$1,600.00	\$327.50 79.5%
10.200.5644.1000.0330	Employee Training	\$0.00	\$0.00	\$3,454.85	\$3,454.85 0.0%
10.200.5651.1000.0133	Educational Stipends	\$11,592.96	\$11,592.96	\$50,000.00	\$38,407.04 23.2%
10.200.5651.1000.0209	401k	\$289.81	\$289.81	\$500.00	\$210.19 58.0%
10.200.5651.1000.0210	Pension Contributions	\$1,392.89	\$1,392.89	\$5,000.00	\$3,607.11 27.9%
10.200.5651.1000.0220	Social Security	\$686.32	\$686.32	\$1,500.00	\$813.68 45.8%
10.200.5651.1000.0221	Medicare	\$160.55	\$160.55	\$500.00	\$339.45 32.1%
10.200.5651.1000.0240	Health Insurance	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.200.5655.1000.0650	Tech Related Supplies	\$39,977.10	\$39,977.10	\$50,000.00	\$10,022.90 80.0%
10.200.5655.1000.0670	Software	\$8,418.01	\$8,418.01	\$10,000.00	\$1,581.99 84.2%
10.200.5670.1000.0209	401k	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.200.5670.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.200.5670.1000.0220	Social Security	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.200.5670.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.200.5670.1000.0670	Software	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00 100.0%
10.200.5672.1000.0610	General Supplies	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.200.5678.1000.0131	Teachers	\$89,800.00	\$89,800.00	\$89,800.00	\$0.00 100.0%
10.200.5678.1000.0209	401k	\$0.00	\$0.00	\$3,000.00	\$3,000.00 0.0%
10.200.5678.1000.0210	Pension Contributions	\$17,960.00	\$17,960.00	\$17,860.00	(\$100.00) 100.6%
10.200.5678.1000.0220	Social Security	\$5,000.00	\$5,000.00	\$8,000.00	\$3,000.00 62.5%
10.200.5678.1000.0221	Medicare	\$1,735.00	\$1,735.00	\$1,735.00	\$0.00 100.0%
10.200.5678.1000.0240	Health Insurance	(\$7,552.66)	(\$7,552.66)	\$10,000.00	\$17,552.66 75.5%
10.200.5807.1000.0131	Teachers	\$985.71	\$985.71	\$0.00	(\$985.71) 0.0%
10.200.5807.1000.0133	Educational Stipends	\$10,647.70	\$10,647.70	\$0.00	(\$10,647.70) 0.0%
10.200.5807.1000.0209	401k	\$12.12	\$12.12	\$0.00	(\$12.12) 0.0%
10.200.5807.1000.0210	Pension Contributions	\$2,258.44	\$2,258.44	\$0.00	(\$2,258.44) 0.0%
10.200.5807.1000.0220	Social Security	\$707.22	\$707.22	\$0.00	(\$707.22) 0.0%
10.200.5807.1000.0221	Medicare	\$165.43	\$165.43	\$0.00	(\$165.43) 0.0%
10.200.5811.1000.0133	Educational Stipends	\$0.00	\$0.00	\$9,000.00	\$9,000.00 0.0%
10.200.5868.1000.0610	General Supplies	\$3,885.97	\$3,885.97	\$11,557.50	\$7,671.53 33.6%
10.200.5876.0000.0209	401k	\$857.01	\$857.01	\$0.00	(\$857.01) 0.0%
10.200.5876.0000.0210	Pension Contributions	\$9,477.13	\$9,477.13	\$0.00	(\$9,477.13) 0.0%
10.200.5876.0000.0220	Social Security	\$3,269.27	\$3,269.27	\$0.00	(\$3,269.27) 0.0%
10.200.5876.0000.0221	Medicare	\$764.71	\$764.71	\$0.00	(\$764.71) 0.0%
10.200.5876.0000.0240	Health Insurance	\$7,056.62	\$7,056.62	\$0.00	(\$7,056.62) 0.0%
10.200.5876.0000.0290	Other Benefits	\$351.90	\$351.90	\$0.00	(\$351.90) 0.0%
10.200.5876.1000.0115	AD and Instructional Coaches	\$517.48	\$517.48	\$0.00	(\$517.48) 0.0%
10.200.5876.1000.0131	Teachers	\$62,582.21	\$62,582.21	\$335,000.00	\$272,417.79 18.7%
10.200.5876.1000.0209	401k	\$898.25	\$898.25	\$3,000.00	\$2,101.75 29.9%
10.200.5876.1000.0210	Pension Contributions	\$10,182.99	\$10,182.99	\$0.00	(\$10,182.99) 0.0%
10.200.5876.1000.0220	Social Security	\$3,650.88	\$3,650.88	\$0.00	(\$3,650.88) 0.0%
10.200.5876.1000.0221	Medicare	\$853.76	\$853.76	\$0.00	(\$853.76) 0.0%
10.200.5876.1000.0240	Health Insurance	\$10,013.53	\$10,013.53	\$0.00	(\$10,013.53) 0.0%
10.200.5876.1000.0290	Other Benefits	\$399.94	\$399.94	\$1,000.00	\$600.06 40.0%
10.200.5876.2100.0141	Social Worker	\$862.48	\$862.48	\$0.00	(\$862.48) 0.0%
10.200.5876.2100.0142	Guidance Counselor	\$5,175.00	\$5,175.00	\$35,000.00	\$29,825.00 14.8%
10.200.5876.2100.0209	401k	\$172.48	\$172.48	\$0.00	(\$172.48) 0.0%
10.200.5876.2100.0210	Pension Contributions	\$983.35	\$983.35	\$0.00	(\$983.35) 0.0%
10.200.5876.2100.0220	Social Security	\$355.42	\$355.42	\$0.00	(\$355.42) 0.0%
10.200.5876.2100.0221	Medicare	\$83.08	\$83.08	\$0.00	(\$83.08) 0.0%
10.200.5876.2100.0240	Health Insurance	\$520.06	\$520.06	\$0.00	(\$520.06) 0.0%
10.200.5876.2100.0290	Other Benefits	\$25.24	\$25.24	\$100.00	\$74.76 25.2%
10.200.5876.2400.0121	Principals & Assistant Principals	\$1,041.70	\$1,041.70	\$0.00	(\$1,041.70) 0.0%
10.200.5876.2400.0209	401k	\$6.24	\$6.24	\$0.00	(\$6.24) 0.0%
10.200.5876.2400.0210	Pension Contributions	\$188.89	\$188.89	\$0.00	(\$188.89) 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>	<u>Budget</u>	<u>Budget Balance</u>		
10.200.5876.2400.0220	Social Security	\$62.62	\$62.62	\$0.00	(\$62.62)	0.0%
10.200.5876.2400.0221	Medicare	\$14.64	\$14.64	\$0.00	(\$14.64)	0.0%
10.200.5876.2400.0240	Health Insurance	\$91.33	\$91.33	\$0.00	(\$91.33)	0.0%
10.200.5876.2400.0290	Other Benefits	\$3.00	\$3.00	\$25.00	\$22.00	12.0%
10.200.5914.1000.0133	Educational Stipends	\$0.00	\$0.00	\$2,175.00	\$2,175.00	0.0%
10.200.5914.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.200.5914.1000.0220	Social Security	\$0.00	\$0.00	\$150.00	\$150.00	0.0%
10.200.5914.1000.0221	Medicare	\$0.00	\$0.00	\$65.00	\$65.00	0.0%
10.200.5914.1000.0240	Health Insurance	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
10.200.5914.2600.0734	Technology	\$10,458.00	\$10,458.00	\$0.00	(\$10,458.00)	0.0%
10.200.5914.4200.0710	Land Improvements	\$3,860.00	\$3,860.00	\$20,000.00	\$16,140.00	19.3%
10.200.6000.0000.0209	401k	\$226.62	\$226.62	\$75.00	(\$151.62)	302.2%
10.200.6000.0000.0210	Pension Contributions	\$3,277.08	\$3,277.08	\$1,075.00	(\$2,202.08)	304.8%
10.200.6000.0000.0220	Social Security	\$842.67	\$842.67	\$300.00	(\$542.67)	280.9%
10.200.6000.0000.0221	Medicare	\$197.07	\$197.07	\$70.00	(\$127.07)	281.5%
10.200.6000.0000.0240	Health Insurance	\$1,953.03	\$1,953.03	\$300.00	(\$1,653.03)	651.0%
10.200.6000.0000.0290	Other Benefits	\$156.00	\$156.00	\$26.00	(\$130.00)	600.0%
10.200.6000.1000.0330	Employee Training	\$500.00	\$500.00	\$20,000.00	\$19,500.00	2.5%
10.200.6000.1000.0580	Travel Staff Per Diem	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.200.6000.1000.0610	General Supplies	\$631.61	\$631.61	\$0.00	(\$631.61)	0.0%
10.200.6000.1000.0670	Software	\$927.00	\$927.00	\$5,000.00	\$4,073.00	18.5%
10.200.6000.2300.0115	AD and Instructional Coaches	\$24,036.65	\$24,036.65	\$117,000.00	\$92,963.35	20.5%
10.200.6000.2300.0209	401k	\$360.55	\$360.55	\$1,750.00	\$1,389.45	20.6%
10.200.6000.2300.0210	Pension Contributions	\$5,141.43	\$5,141.43	\$25,600.00	\$20,458.57	20.1%
10.200.6000.2300.0220	Social Security	\$1,321.54	\$1,321.54	\$6,500.00	\$5,178.46	20.3%
10.200.6000.2300.0221	Medicare	\$309.05	\$309.05	\$1,550.00	\$1,240.95	19.9%
10.200.6000.2300.0240	Health Insurance	\$3,480.81	\$3,480.81	\$12,250.00	\$8,769.19	28.4%
10.200.6000.2300.0290	Other Benefits	\$260.00	\$260.00	\$1,075.00	\$815.00	24.2%
10.200.6001.0000.0210	Pension Contributions	\$8,062.79	\$8,062.79	\$0.00	(\$8,062.79)	0.0%
10.200.6001.0000.0220	Social Security	\$2,331.41	\$2,331.41	\$0.00	(\$2,331.41)	0.0%
10.200.6001.0000.0221	Medicare	\$545.19	\$545.19	\$0.00	(\$545.19)	0.0%
10.200.6001.0000.0240	Health Insurance	\$8,986.44	\$8,986.44	\$0.00	(\$8,986.44)	0.0%
10.200.6001.0000.0290	Other Benefits	\$497.49	\$497.49	\$0.00	(\$497.49)	0.0%
10.200.6001.1000.0131	Teachers	\$43,387.12	\$43,387.12	\$155,000.00	\$111,612.88	28.0%
10.200.6001.1000.0210	Pension Contributions	\$8,306.14	\$8,306.14	\$25,000.00	\$16,693.86	33.2%
10.200.6001.1000.0220	Social Security	\$2,454.77	\$2,454.77	\$8,000.00	\$5,545.23	30.7%
10.200.6001.1000.0221	Medicare	\$574.14	\$574.14	\$3,000.00	\$2,425.86	19.1%
10.200.6001.1000.0240	Health Insurance	\$9,785.76	\$9,785.76	\$20,000.00	\$10,214.24	48.9%
10.200.6001.1000.0290	Other Benefits	\$432.32	\$432.32	\$0.00	(\$432.32)	0.0%
10.200.6001.1000.0610	General Supplies	\$14,261.43	\$14,261.43	\$20,000.00	\$5,738.57	71.3%
10.200.6002.0000.0240	Health Insurance	\$0.00	\$0.00	\$55.00	\$55.00	0.0%
10.200.6002.1000.0131	Teachers	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.200.6020.1000.0610	General Supplies	\$0.00	\$0.00	\$2,200.00	\$2,200.00	0.0%
10.200.6903.1000.0133	Educational Stipends	\$0.00	\$0.00	\$10,000.00	\$10,000.00	0.0%
10.200.6903.2100.0133	Educational Stipends	\$2,036.71	\$2,036.71	\$5,000.00	\$2,963.29	40.7%
10.200.6903.2100.0209	401k	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.200.6903.2100.0210	Pension Contributions	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.200.6903.2100.0220	Social Security	\$126.27	\$126.27	\$750.00	\$623.73	16.8%
10.200.6903.2100.0221	Medicare	\$29.53	\$29.53	\$0.00	(\$29.53)	0.0%
10.200.6903.2100.0330	Employee Training	\$517.00	\$517.00	\$1,000.00	\$483.00	51.7%
10.200.6903.2100.0580	Travel Staff Per Diem	\$747.09	\$747.09	\$0.00	(\$747.09)	0.0%
10.200.6903.2100.0610	General Supplies	\$7,672.13	\$7,672.13	\$21,253.86	\$13,581.73	36.1%
10.200.7524.1000.0320	Professional Educational Services	\$10,054.10	\$10,054.10	\$16,000.00	\$5,945.90	62.8%
10.200.7801.1000.0161	Paraprofessional	\$8,185.52	\$8,185.52	\$0.00	(\$8,185.52)	0.0%
10.200.7801.1000.0210	Pension Contributions	\$1,567.11	\$1,567.11	\$0.00	(\$1,567.11)	0.0%
10.200.7801.1000.0220	Social Security	\$483.92	\$483.92	\$700.00	\$216.08	69.1%
10.200.7801.1000.0221	Medicare	\$113.16	\$113.16	\$1,000.00	\$886.84	11.3%
10.200.7801.1000.0240	Health Insurance	\$857.12	\$857.12	\$0.00	(\$857.12)	0.0%
10.200.7801.1000.0290	Other Benefits	\$104.00	\$104.00	\$0.00	(\$104.00)	0.0%
10.200.7860.1000.0115	AD and Instructional Coaches	\$1,500.00	\$1,500.00	\$0.00	(\$1,500.00)	0.0%
10.200.7860.1000.0209	401k	\$22.50	\$22.50	\$0.00	(\$22.50)	0.0%
10.200.7860.1000.0210	Pension Contributions	\$317.85	\$317.85	\$0.00	(\$317.85)	0.0%
10.200.7860.1000.0220	Social Security	\$93.00	\$93.00	\$0.00	(\$93.00)	0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
10.200.7860.1000.0221	Medicare	\$21.75	\$21.75	\$0.00	(\$21.75)	0.0%
10.210.0030.1000.0131	Teachers	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0030.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$57,676.00	\$57,676.00	0.0%
10.210.0030.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0030.1000.0220	Social Security	\$0.00	\$0.00	\$2,100.00	\$2,100.00	0.0%
10.210.0030.1000.0221	Medicare	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0030.1000.0591	Athletics	\$47,428.39	\$47,428.39	\$60,000.00	\$12,571.61	79.0%
10.210.0030.2400.0121	Principals & Assistant Principals	\$1,050.00	\$1,050.00	\$5,000.00	\$3,950.00	21.0%
10.210.0030.2400.0209	401k	\$6.75	\$6.75	\$0.00	(\$6.75)	0.0%
10.210.0030.2400.0210	Pension Contributions	\$209.49	\$209.49	\$0.00	(\$209.49)	0.0%
10.210.0030.2400.0220	Social Security	\$61.76	\$61.76	\$0.00	(\$61.76)	0.0%
10.210.0030.2400.0221	Medicare	\$14.43	\$14.43	\$0.00	(\$14.43)	0.0%
10.210.0031.1000.0133	Educational Stipends	\$300.00	\$300.00	\$3,000.00	\$2,700.00	10.0%
10.210.0031.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.210.0031.1000.0210	Pension Contributions	\$57.06	\$57.06	\$0.00	(\$57.06)	0.0%
10.210.0031.1000.0220	Social Security	\$18.51	\$18.51	\$0.00	(\$18.51)	0.0%
10.210.0031.1000.0221	Medicare	\$4.33	\$4.33	\$0.00	(\$4.33)	0.0%
10.210.0031.1000.0518	Travel-Athletics	\$30,549.38	\$30,549.38	\$40,000.00	\$9,450.62	76.4%
10.210.0031.1000.0591	Athletics	\$1,700.00	\$1,700.00	\$40,000.00	\$38,300.00	4.3%
10.210.0031.1000.0610	General Supplies	\$46,462.44	\$46,462.44	\$93,000.00	\$46,537.56	50.0%
10.210.0032.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.210.0032.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0032.1000.0220	Social Security	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.210.0032.1000.0221	Medicare	\$0.00	\$0.00	\$25.00	\$25.00	0.0%
10.210.0032.1000.0591	Athletics	\$600.00	\$600.00	\$2,500.00	\$1,900.00	24.0%
10.210.0032.1000.0610	General Supplies	\$7,043.22	\$7,043.22	\$8,000.00	\$956.78	88.0%
10.210.0034.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0034.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.210.0034.1000.0591	Athletics	\$320.40	\$320.40	\$2,000.00	\$1,679.60	16.0%
10.210.0034.1000.0610	General Supplies	\$2,241.99	\$2,241.99	\$6,000.00	\$3,758.01	37.4%
10.210.0035.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.210.0035.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.0%
10.210.0035.1000.0591	Athletics	\$995.00	\$995.00	\$4,500.00	\$3,505.00	22.1%
10.210.0035.1000.0610	General Supplies	\$6,188.50	\$6,188.50	\$28,500.00	\$22,311.50	21.7%
10.210.0036.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$3,700.00	\$3,700.00	0.0%
10.210.0036.1000.0518	Travel-Athletics	\$1,074.36	\$1,074.36	\$2,000.00	\$925.64	53.7%
10.210.0036.1000.0591	Athletics	\$800.00	\$800.00	\$3,500.00	\$2,700.00	22.9%
10.210.0036.1000.0610	General Supplies	\$10,348.70	\$10,348.70	\$16,050.00	\$5,701.30	64.5%
10.210.0037.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.210.0037.1000.0220	Social Security	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0037.1000.0221	Medicare	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.210.0037.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$2,000.00	\$2,000.00	0.0%
10.210.0037.1000.0591	Athletics	\$0.00	\$0.00	\$4,400.00	\$4,400.00	0.0%
10.210.0037.1000.0610	General Supplies	\$0.00	\$0.00	\$12,100.00	\$12,100.00	0.0%
10.210.0038.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.210.0038.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.210.0038.1000.0591	Athletics	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.0%
10.210.0038.1000.0610	General Supplies	\$0.00	\$0.00	\$3,500.00	\$3,500.00	0.0%
10.210.0039.1000.0591	Athletics	\$0.00	\$0.00	\$300.00	\$300.00	0.0%
10.210.0039.1000.0610	General Supplies	\$0.00	\$0.00	\$3,300.00	\$3,300.00	0.0%
10.210.0040.1000.0195	Coaching Stipends	\$750.00	\$750.00	\$3,000.00	\$2,250.00	25.0%
10.210.0040.1000.0220	Social Security	\$46.50	\$46.50	\$0.00	(\$46.50)	0.0%
10.210.0040.1000.0221	Medicare	\$10.88	\$10.88	\$0.00	(\$10.88)	0.0%
10.210.0040.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.210.0040.1000.0591	Athletics	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.0%
10.210.0040.1000.0610	General Supplies	\$6,462.71	\$6,462.71	\$13,950.00	\$7,487.29	46.3%
10.210.0041.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.210.0041.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$1,200.00	\$1,200.00	0.0%
10.210.0041.1000.0591	Athletics	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.210.0041.1000.0610	General Supplies	\$0.00	\$0.00	\$4,300.00	\$4,300.00	0.0%
10.210.0042.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.210.0042.1000.0518	Travel-Athletics	\$1,033.41	\$1,033.41	\$0.00	(\$1,033.41)	0.0%
10.210.0042.1000.0591	Athletics	\$2,298.01	\$2,298.01	\$1,500.00	(\$798.01)	153.2%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.210.0042.1000.0610	General Supplies	\$1,466.06	\$1,466.06	\$6,600.00	\$5,133.94 22.2%
10.210.0043.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$3,500.00	\$3,500.00 0.0%
10.210.0043.1000.0210	Pension Contributions	\$0.00	\$0.00	\$250.00	\$250.00 0.0%
10.210.0043.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.210.0043.1000.0518	Travel-Athletics	\$0.00	\$0.00	\$1,400.00	\$1,400.00 0.0%
10.210.0043.1000.0591	Athletics	\$0.00	\$0.00	\$3,000.00	\$3,000.00 0.0%
10.210.0043.1000.0610	General Supplies	\$2,978.29	\$2,978.29	\$19,500.00	\$16,521.71 15.3%
10.210.0044.1000.0220	Social Security	\$0.00	\$0.00	\$400.00	\$400.00 0.0%
10.210.0044.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00 0.0%
10.210.0044.1000.0591	Athletics	\$1,489.00	\$1,489.00	\$6,500.00	\$5,011.00 22.9%
10.210.0044.1000.0610	General Supplies	\$698.80	\$698.80	\$8,000.00	\$7,301.20 8.7%
10.210.0048.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00 0.0%
10.210.0048.1000.0220	Social Security	\$0.00	\$0.00	\$200.00	\$200.00 0.0%
10.210.0048.1000.0221	Medicare	\$0.00	\$0.00	\$50.00	\$50.00 0.0%
10.210.0048.1000.0591	Athletics	\$0.00	\$0.00	\$1,500.00	\$1,500.00 0.0%
10.210.0048.1000.0610	General Supplies	\$0.00	\$0.00	\$9,000.00	\$9,000.00 0.0%
10.210.0049.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$3,500.00	\$3,500.00 0.0%
10.210.0049.1000.0220	Social Security	\$0.00	\$0.00	\$250.00	\$250.00 0.0%
10.210.0049.1000.0591	Athletics	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.210.0049.1000.0610	General Supplies	\$1,650.00	\$1,650.00	\$15,500.00	\$13,850.00 10.6%
10.300.0032.1000.0195	Coaching Stipends	\$333.32	\$333.32	\$2,000.00	\$1,666.68 16.7%
10.300.0032.1000.0210	Pension Contributions	\$63.81	\$63.81	\$0.00	(\$63.81) 0.0%
10.300.0032.1000.0220	Social Security	\$20.00	\$20.00	\$0.00	(\$20.00) 0.0%
10.300.0032.1000.0221	Medicare	\$4.64	\$4.64	\$0.00	(\$4.64) 0.0%
10.300.0032.1000.0591	Athletics	\$0.00	\$0.00	\$1,750.00	\$1,750.00 0.0%
10.300.0032.1000.0610	General Supplies	\$992.85	\$992.85	\$4,200.00	\$3,207.15 23.6%
10.300.0034.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$1,500.00	\$1,500.00 0.0%
10.300.0034.1000.0591	Athletics	\$0.00	\$0.00	\$430.00	\$430.00 0.0%
10.300.0034.1000.0610	General Supplies	\$858.38	\$858.38	\$1,200.00	\$341.62 71.5%
10.300.0036.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.300.0036.1000.0591	Athletics	\$0.00	\$0.00	\$1,300.00	\$1,300.00 0.0%
10.300.0036.1000.0610	General Supplies	\$833.73	\$833.73	\$6,200.00	\$5,366.27 13.4%
10.300.0043.1000.0195	Coaching Stipends	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.300.0043.1000.0221	Medicare	\$0.00	\$0.00	\$20.00	\$20.00 0.0%
10.300.0043.1000.0591	Athletics	\$0.00	\$0.00	\$2,380.00	\$2,380.00 0.0%
10.300.0043.1000.0610	General Supplies	\$27.92	\$27.92	\$1,100.00	\$1,072.08 2.5%
10.300.0050.0000.0209	401k	\$35.80	\$35.80	\$0.00	(\$35.80) 0.0%
10.300.0050.0000.0210	Pension Contributions	\$263.03	\$263.03	\$0.00	(\$263.03) 0.0%
10.300.0050.0000.0220	Social Security	\$88.04	\$88.04	\$0.00	(\$88.04) 0.0%
10.300.0050.0000.0221	Medicare	\$20.60	\$20.60	\$8.00	(\$12.60) 257.5%
10.300.0050.0000.0240	Health Insurance	\$191.75	\$191.75	\$0.00	(\$191.75) 0.0%
10.300.0050.0000.0290	Other Benefits	\$11.52	\$11.52	\$0.00	(\$11.52) 0.0%
10.300.0050.1000.0131	Teachers	\$246,745.43	\$246,745.43	\$1,754,817.00	\$1,508,071.57 14.1%
10.300.0050.1000.0132	Substitute	\$11.60	\$11.60	\$28,504.00	\$28,492.40 0.0%
10.300.0050.1000.0133	Educational Stipends	\$2,625.12	\$2,625.12	\$20,000.00	\$17,374.88 13.1%
10.300.0050.1000.0161	Paraprofessional	\$46,395.99	\$46,395.99	\$170,000.00	\$123,604.01 27.3%
10.300.0050.1000.0195	Coaching Stipends	\$3,250.00	\$3,250.00	\$0.00	(\$3,250.00) 0.0%
10.300.0050.1000.0209	401k	\$4,645.21	\$4,645.21	\$24,000.00	\$19,354.79 19.4%
10.300.0050.1000.0210	Pension Contributions	\$38,644.56	\$38,644.56	\$315,000.00	\$276,355.44 12.3%
10.300.0050.1000.0220	Social Security	\$18,447.89	\$18,447.89	\$138,000.00	\$119,552.11 13.4%
10.300.0050.1000.0221	Medicare	\$3,107.83	\$3,107.83	\$46,870.00	\$43,762.17 6.6%
10.300.0050.1000.0240	Health Insurance	\$33,188.05	\$33,188.05	\$220,000.00	\$186,811.95 15.1%
10.300.0050.1000.0270	Workers Comp	\$1,071.00	\$1,071.00	\$12,000.00	\$10,929.00 8.9%
10.300.0050.1000.0290	Other Benefits	\$1,419.07	\$1,419.07	\$25,000.00	\$23,580.93 5.7%
10.300.0050.1000.0310	Educational Services	(\$444.00)	(\$444.00)	\$0.00	\$444.00 0.0%
10.300.0050.1000.0320	Professional Educational Services	\$14,928.81	\$14,928.81	\$44,075.00	\$29,146.19 33.9%
10.300.0050.1000.0330	Employee Training	\$1,369.91	\$1,369.91	\$3,600.00	\$2,230.09 38.1%
10.300.0050.1000.0513	Travel-Field	\$0.00	\$0.00	\$19,207.00	\$19,207.00 0.0%
10.300.0050.1000.0591	Athletics	\$2,370.00	\$2,370.00	\$5,985.00	\$3,615.00 39.6%
10.300.0050.1000.0610	General Supplies	\$10,022.57	\$10,022.57	\$46,802.00	\$36,779.43 21.4%
10.300.0050.1000.0641	Curriculum	\$1,018.18	\$1,018.18	\$15,000.00	\$13,981.82 6.8%
10.300.0050.1000.0644	Library Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.300.0050.1000.0670	Software	\$569.00	\$569.00	\$0.00	(\$569.00) 0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance	
10.300.0050.2100.0142	Guidance Counselor	\$8,213.76	\$8,213.76	\$101,540.00	\$93,326.24 8.1%
10.300.0050.2100.0152	Office Personnel	\$7,972.88	\$7,972.88	\$44,266.00	\$36,293.12 18.0%
10.300.0050.2100.0209	401k	\$821.36	\$821.36	\$0.00	(\$821.36) 0.0%
10.300.0050.2100.0210	Pension Contributions	\$751.15	\$751.15	\$28,000.00	\$27,248.85 2.7%
10.300.0050.2100.0220	Social Security	\$1,003.55	\$1,003.55	\$8,000.00	\$6,996.45 12.5%
10.300.0050.2100.0221	Medicare	\$234.72	\$234.72	\$4,000.00	\$3,765.28 5.9%
10.300.0050.2100.0240	Health Insurance	\$18.28	\$18.28	\$35,000.00	\$34,981.72 0.1%
10.300.0050.2100.0290	Other Benefits	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.300.0050.2200.0145	Librarian	\$2,966.43	\$2,966.43	\$14,159.00	\$11,192.57 21.0%
10.300.0050.2200.0220	Social Security	\$183.92	\$183.92	\$705.00	\$521.08 26.1%
10.300.0050.2200.0221	Medicare	\$43.01	\$43.01	\$200.00	\$156.99 21.5%
10.300.0050.2200.0443	Copy Machine	\$4,169.62	\$4,169.62	\$20,000.00	\$15,830.38 20.8%
10.300.0050.2200.0599	Teacher Recruitment	\$0.00	\$0.00	\$3,750.00	\$3,750.00 0.0%
10.300.0050.2300.0330	Employee Training	\$0.00	\$0.00	\$1,100.00	\$1,100.00 0.0%
10.300.0050.2300.0349	Legal Services	\$0.00	\$0.00	\$6,265.00	\$6,265.00 0.0%
10.300.0050.2300.0540	Marketing and Advertising	\$617.41	\$617.41	\$1,500.00	\$882.59 41.2%
10.300.0050.2400.0121	Principals & Assistant Principals	\$36,567.55	\$36,567.55	\$180,525.00	\$143,957.45 20.3%
10.300.0050.2400.0152	Office Personnel	\$18,792.25	\$18,792.25	\$45,937.00	\$27,144.75 40.9%
10.300.0050.2400.0209	401k	\$1,914.90	\$1,914.90	\$0.00	(\$1,914.90) 0.0%
10.300.0050.2400.0210	Pension Contributions	\$9,477.35	\$9,477.35	\$32,000.00	\$22,522.65 29.6%
10.300.0050.2400.0220	Social Security	\$3,194.47	\$3,194.47	\$20,000.00	\$16,805.53 16.0%
10.300.0050.2400.0221	Medicare	\$747.09	\$747.09	\$6,000.00	\$5,252.91 12.5%
10.300.0050.2400.0240	Health Insurance	\$5,555.67	\$5,555.67	\$40,000.00	\$34,444.33 13.9%
10.300.0050.2400.0290	Other Benefits	\$512.70	\$512.70	\$1,000.00	\$487.30 51.3%
10.300.0050.2400.0530	Communication	\$990.99	\$990.99	\$2,800.00	\$1,809.01 35.4%
10.300.0050.2400.0612	Office Supplies	\$7,424.70	\$7,424.70	\$28,750.00	\$21,325.30 25.8%
10.300.0050.2400.0619	Training and Appreciation	\$528.79	\$528.79	\$3,000.00	\$2,471.21 17.6%
10.300.0050.2400.0670	Software	\$8,701.83	\$8,701.83	\$48,425.00	\$39,723.17 18.0%
10.300.0050.2500.0320	Professional Educational Services	\$0.00	\$0.00	\$750.00	\$750.00 0.0%
10.300.0050.2600.0182	Custodial	\$45,799.24	\$45,799.24	\$123,000.00	\$77,200.76 37.2%
10.300.0050.2600.0209	401k	\$0.00	\$0.00	\$150.00	\$150.00 0.0%
10.300.0050.2600.0210	Pension Contributions	\$7,291.95	\$7,291.95	\$22,500.00	\$15,208.05 32.4%
10.300.0050.2600.0220	Social Security	\$2,572.52	\$2,572.52	\$8,000.00	\$5,427.48 32.2%
10.300.0050.2600.0221	Medicare	\$601.62	\$601.62	\$3,000.00	\$2,398.38 20.1%
10.300.0050.2600.0240	Health Insurance	\$10,276.48	\$10,276.48	\$32,000.00	\$21,723.52 32.1%
10.300.0050.2600.0290	Other Benefits	\$832.00	\$832.00	\$2,000.00	\$1,168.00 41.6%
10.300.0100.1000.0610	General Supplies	\$1,347.53	\$1,347.53	\$0.00	(\$1,347.53) 0.0%
10.300.0100.3000.0593	SPO Service	\$1,991.00	\$1,991.00	\$3,350.00	\$1,359.00 59.4%
10.300.0100.3000.0610	General Supplies	\$2,302.64	\$2,302.64	\$33,000.00	\$30,697.36 7.0%
10.300.0100.3300.0593	SPO Service	\$811.00	\$811.00	\$0.00	(\$811.00) 0.0%
10.300.0105.1000.0517	Travel-Extracurricular Overnight	\$0.00	\$0.00	\$30,500.00	\$30,500.00 0.0%
10.300.0105.1000.0610	General Supplies	\$49.99	\$49.99	\$5,000.00	\$4,950.01 1.0%
10.300.0109.1000.0610	General Supplies	\$0.00	\$0.00	\$4,000.00	\$4,000.00 0.0%
10.300.0114.1000.0517	Travel-Extracurricular Overnight	\$1,676.23	\$1,676.23	\$3,720.00	\$2,043.77 45.1%
10.300.0114.1000.0610	General Supplies	\$368.78	\$368.78	\$3,400.00	\$3,031.22 10.8%
10.300.0130.1000.0594	Student Activities	\$0.00	\$0.00	\$1,400.00	\$1,400.00 0.0%
10.300.0130.1000.0610	General Supplies	\$300.00	\$300.00	\$800.00	\$500.00 37.5%
10.300.0180.1000.0595	Debate/Drama	\$0.00	\$0.00	\$2,533.00	\$2,533.00 0.0%
10.300.0250.1000.0610	General Supplies	\$621.70	\$621.70	\$7,000.00	\$6,378.30 8.9%
10.300.0265.1000.0592	Student Council/Events	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.300.0265.1000.0610	General Supplies	\$0.00	\$0.00	\$7,000.00	\$7,000.00 0.0%
10.300.1205.0000.0209	401k	\$500.48	\$500.48	\$0.00	(\$500.48) 0.0%
10.300.1205.0000.0210	Pension Contributions	\$9,568.27	\$9,568.27	\$1,000.00	(\$8,568.27) 956.8%
10.300.1205.0000.0220	Social Security	\$3,670.53	\$3,670.53	\$1,095.41	(\$2,575.12) 335.1%
10.300.1205.0000.0221	Medicare	\$858.42	\$858.42	\$200.00	(\$658.42) 429.2%
10.300.1205.0000.0240	Health Insurance	\$4,579.02	\$4,579.02	\$0.00	(\$4,579.02) 0.0%
10.300.1205.0000.0290	Other Benefits	\$74.67	\$74.67	\$0.00	(\$74.67) 0.0%
10.300.1205.1000.0131	Teachers	\$0.00	\$0.00	\$55,000.00	\$55,000.00 0.0%
10.300.1205.1000.0133	Educational Stipends	\$166.68	\$166.68	\$1,000.00	\$833.32 16.7%
10.300.1205.1000.0161	Paraprofessional	\$2,441.68	\$2,441.68	\$0.00	(\$2,441.68) 0.0%
10.300.1205.1000.0209	401k	\$0.00	\$0.00	\$1,200.00	\$1,200.00 0.0%
10.300.1205.1000.0210	Pension Contributions	\$31.92	\$31.92	\$5,000.00	\$4,968.08 0.6%
10.300.1205.1000.0220	Social Security	\$152.56	\$152.56	\$13,000.00	\$12,847.44 1.2%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>		
10.300.1205.1000.0221	Medicare	\$35.65	\$35.65	\$500.00	\$464.35	7.1%
10.300.1205.1000.0240	Health Insurance	\$575.16	\$575.16	\$10,000.00	\$9,424.84	5.8%
10.300.1205.1000.0320	Professional Educational Services	\$2,762.98	\$2,762.98	\$213,226.00	\$210,463.02	1.3%
10.300.1205.1000.0610	General Supplies	\$254.82	\$254.82	\$1,150.00	\$895.18	22.2%
10.300.1205.1000.0650	Tech Related Supplies	\$0.00	\$0.00	\$600.00	\$600.00	0.0%
10.300.1205.2100.0131	Teachers	\$28,868.20	\$28,868.20	\$250,000.00	\$221,131.80	11.5%
10.300.1205.2100.0133	Educational Stipends	\$166.68	\$166.68	\$1,000.00	\$833.32	16.7%
10.300.1205.2100.0141	Social Worker	\$2,831.72	\$2,831.72	\$26,793.00	\$23,961.28	10.6%
10.300.1205.2100.0209	401k	\$431.36	\$431.36	\$5,000.00	\$4,568.64	8.6%
10.300.1205.2100.0210	Pension Contributions	\$6,032.11	\$6,032.11	\$42,000.00	\$35,967.89	14.4%
10.300.1205.2100.0220	Social Security	\$1,911.20	\$1,911.20	\$15,000.00	\$13,088.80	12.7%
10.300.1205.2100.0221	Medicare	\$447.02	\$447.02	\$3,150.00	\$2,702.98	14.2%
10.300.1205.2100.0240	Health Insurance	\$1,919.58	\$1,919.58	\$50,000.00	\$48,080.42	3.8%
10.300.1205.2100.0290	Other Benefits	\$113.63	\$113.63	\$0.00	(\$113.63)	0.0%
10.300.1205.2100.0320	Professional Educational Services	\$2,242.50	\$2,242.50	\$25,590.00	\$23,347.50	8.8%
10.300.1205.2100.0610	General Supplies	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.300.1205.2200.0133	Educational Stipends	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.300.1205.2200.0161	Paraprofessional	\$33,891.49	\$33,891.49	\$200,000.00	\$166,108.51	16.9%
10.300.1205.2200.0210	Pension Contributions	\$1,252.50	\$1,252.50	\$12,000.00	\$10,747.50	10.4%
10.300.1205.2200.0220	Social Security	\$2,019.40	\$2,019.40	\$7,400.00	\$5,380.60	27.3%
10.300.1205.2200.0221	Medicare	\$472.26	\$472.26	\$1,500.00	\$1,027.74	31.5%
10.300.1205.2200.0240	Health Insurance	\$5,137.36	\$5,137.36	\$16,000.00	\$10,862.64	32.1%
10.300.1205.2200.0330	Employee Training	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.300.1205.2200.0670	Software	\$496.00	\$496.00	\$500.00	\$4.00	99.2%
10.300.1205.2300.0612	Office Supplies	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.300.1205.2400.0210	Pension Contributions	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.300.1278.1000.0133	Educational Stipends	\$1,108.00	\$1,108.00	\$0.00	(\$1,108.00)	0.0%
10.300.1278.1000.0210	Pension Contributions	\$194.20	\$194.20	\$0.00	(\$194.20)	0.0%
10.300.1278.1000.0220	Social Security	\$66.41	\$66.41	\$0.00	(\$66.41)	0.0%
10.300.1278.1000.0221	Medicare	\$15.53	\$15.53	\$0.00	(\$15.53)	0.0%
10.300.5201.0000.0209	401k	\$0.00	\$0.00	\$50.00	\$50.00	0.0%
10.300.5201.0000.0210	Pension Contributions	\$4,844.40	\$4,844.40	\$1,500.00	(\$3,344.40)	323.0%
10.300.5201.0000.0220	Social Security	\$1,426.08	\$1,426.08	\$374.00	(\$1,052.08)	381.3%
10.300.5201.0000.0221	Medicare	\$333.53	\$333.53	\$100.00	(\$233.53)	333.5%
10.300.5201.0000.0240	Health Insurance	\$3,785.85	\$3,785.85	\$1,050.00	(\$2,735.85)	360.6%
10.300.5201.0000.0290	Other Benefits	\$261.52	\$261.52	\$75.00	(\$186.52)	348.7%
10.300.5201.1000.0131	Teachers	\$25,695.76	\$25,695.76	\$182,000.00	\$156,304.24	14.1%
10.300.5201.1000.0209	401k	(\$2,234.36)	(\$2,234.36)	\$200.00	\$2,434.36	1117.2%
10.300.5201.1000.0210	Pension Contributions	(\$19,877.58)	(\$19,877.58)	\$32,000.00	\$51,877.58	62.1%
10.300.5201.1000.0220	Social Security	\$1,481.16	\$1,481.16	\$5,750.00	\$4,268.84	25.8%
10.300.5201.1000.0221	Medicare	(\$1,572.64)	(\$1,572.64)	\$1,410.25	\$2,982.89	111.5%
10.300.5201.1000.0240	Health Insurance	\$4,097.28	\$4,097.28	\$20,000.00	\$15,902.72	20.5%
10.300.5201.1000.0290	Other Benefits	\$259.52	\$259.52	\$500.00	\$240.48	51.9%
10.300.5310.1000.0610	General Supplies	\$0.00	\$0.00	\$8,000.00	\$8,000.00	0.0%
10.300.5336.0000.0209	401k	(\$3,121.75)	(\$3,121.75)	\$0.00	\$3,121.75	0.0%
10.300.5336.0000.0210	Pension Contributions	\$3,121.75	\$3,121.75	\$0.00	\$3,121.75)	0.0%
10.300.5344.1000.0131	Teachers	\$0.00	\$0.00	\$50,000.00	\$50,000.00	0.0%
10.300.5344.1000.0210	Pension Contributions	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.300.5344.1000.0220	Social Security	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.300.5344.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.300.5344.1000.0240	Health Insurance	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.300.5344.2100.0141	Social Worker	\$8,285.28	\$8,285.28	\$40,000.00	\$31,714.72	20.7%
10.300.5344.2100.0142	Guidance Counselor	\$8,285.26	\$8,285.26	\$50,000.00	\$41,714.74	16.6%
10.300.5344.2100.0209	401k	\$3,121.75	\$3,121.75	\$10.00	(\$3,111.75)	31217.5%
10.300.5344.2100.0210	Pension Contributions	\$3,184.88	\$3,184.88	\$1,600.00	(\$1,584.88)	199.1%
10.300.5344.2100.0220	Social Security	\$1,850.71	\$1,850.71	\$500.00	(\$1,350.71)	370.1%
10.300.5344.2100.0221	Medicare	\$432.88	\$432.88	\$250.00	(\$182.88)	173.2%
10.300.5344.2100.0240	Health Insurance	\$4,823.00	\$4,823.00	\$2,000.00	(\$2,823.00)	241.2%
10.300.5344.2100.0290	Other Benefits	\$369.61	\$369.61	\$500.00	\$130.39	73.9%
10.300.5420.1000.0131	Teachers	\$43.72	\$43.72	\$50.00	\$6.28	87.4%
10.300.5420.1000.0161	Paraprofessional	\$31,078.49	\$31,078.49	\$114,950.00	\$83,871.51	27.0%
10.300.5420.1000.0220	Social Security	\$1,929.57	\$1,929.57	\$4,800.00	\$2,870.43	40.2%
10.300.5420.1000.0221	Medicare	\$451.26	\$451.26	\$1,200.00	\$748.74	37.6%



## Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

07/01/2025 - 10/31/2025			Budget	Budget Balance		
10.300.5420.1000.0641	Curriculum	\$2,800.00	\$2,800.00	\$3,850.00	\$1,050.00	72.7%
10.300.5420.1000.0670	Software	\$3,318.00	\$3,318.00	\$3,684.00	\$366.00	90.1%
10.300.5619.0000.0209	401k	\$5,835.65	\$5,835.65	\$1,500.00	(\$4,335.65)	389.0%
10.300.5619.0000.0210	Pension Contributions	\$63,013.30	\$63,013.30	\$0.00	(\$63,013.30)	0.0%
10.300.5619.0000.0220	Social Security	\$20,954.78	\$20,954.78	\$0.00	(\$20,954.78)	0.0%
10.300.5619.0000.0221	Medicare	\$4,900.88	\$4,900.88	\$0.00	(\$4,900.88)	0.0%
10.300.5619.0000.0240	Health Insurance	\$42,199.79	\$42,199.79	\$0.00	(\$42,199.79)	0.0%
10.300.5619.0000.0290	Other Benefits	\$1,626.01	\$1,626.01	\$500.00	(\$1,126.01)	325.2%
10.300.5619.1000.0209	401k	(\$1,525.62)	(\$1,525.62)	\$3,000.00	\$4,525.62	50.9%
10.300.5619.1000.0210	Pension Contributions	(\$16,802.70)	(\$16,802.70)	\$0.00	\$16,802.70	0.0%
10.300.5619.1000.0220	Social Security	(\$5,640.16)	(\$5,640.16)	\$0.00	\$5,640.16	0.0%
10.300.5619.1000.0221	Medicare	(\$1,319.06)	(\$1,319.06)	\$0.00	\$1,319.06	0.0%
10.300.5619.1000.0240	Health Insurance	(\$11,002.72)	(\$11,002.72)	\$0.00	\$11,002.72	0.0%
10.300.5619.2100.0210	Pension Contributions	\$0.00	\$0.00	\$32,500.00	\$32,500.00	0.0%
10.300.5619.2400.0210	Pension Contributions	\$0.00	\$0.00	\$42,500.00	\$42,500.00	0.0%
10.300.5619.2600.0210	Pension Contributions	\$0.00	\$0.00	\$20,000.00	\$20,000.00	0.0%
10.300.5619.2600.0411	Water/Sewage	\$3,375.33	\$3,375.33	\$15,000.00	\$11,624.67	22.5%
10.300.5619.2600.0412	Disposal Services	\$2,862.59	\$2,862.59	\$7,000.00	\$4,137.41	40.9%
10.300.5619.2600.0430	Repair & Maintenance	\$25,604.81	\$25,604.81	\$80,000.00	\$54,395.19	32.0%
10.300.5619.2600.0435	Lawn Care	\$8,990.72	\$8,990.72	\$40,000.00	\$31,009.28	22.5%
10.300.5619.2600.0621	Natural Gas	\$225.43	\$225.43	\$20,000.00	\$19,774.57	1.1%
10.300.5619.2600.0622	Electricity	\$24,225.60	\$24,225.60	\$65,000.00	\$40,774.40	37.3%
10.300.5619.2600.0680	Maintenance & Cleaning Supplies	\$14,254.57	\$14,254.57	\$36,000.00	\$21,745.43	39.6%
10.300.5619.4200.0710	Land Improvements	\$25,981.68	\$25,981.68	\$35,000.00	\$9,018.32	74.2%
10.300.5619.5100.0830	Interest	\$307,343.75	\$307,343.75	\$757,450.00	\$450,106.25	40.6%
10.300.5619.5100.0840	Principal	\$0.00	\$0.00	\$375,000.00	\$375,000.00	0.0%
10.300.5637.1000.0641	Curriculum	\$2,718.47	\$2,718.47	\$6,000.00	\$3,281.53	45.3%
10.300.5641.1000.0220	Social Security	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.300.5651.1000.0133	Educational Stipends	\$1,932.16	\$1,932.16	\$50,000.00	\$48,067.84	3.9%
10.300.5651.1000.0210	Pension Contributions	\$367.50	\$367.50	\$200.00	(\$167.50)	183.8%
10.300.5651.1000.0220	Social Security	\$119.37	\$119.37	\$100.00	(\$19.37)	119.4%
10.300.5651.1000.0221	Medicare	\$27.92	\$27.92	\$50.00	\$22.08	55.8%
10.300.5655.1000.0650	Tech Related Supplies	\$125.31	\$125.31	\$38,000.00	\$37,874.69	0.3%
10.300.5655.1000.0670	Software	\$0.00	\$0.00	\$4,000.00	\$4,000.00	0.0%
10.300.5663.1000.0161	Paraprofessional	\$1,246.89	\$1,246.89	\$30,000.00	\$28,753.11	4.2%
10.300.5663.1000.0220	Social Security	\$77.31	\$77.31	\$2,000.00	\$1,922.69	3.9%
10.300.5663.1000.0221	Medicare	\$18.08	\$18.08	\$500.00	\$481.92	3.6%
10.300.5670.1000.0133	Educational Stipends	\$241.52	\$241.52	\$0.00	(\$241.52)	0.0%
10.300.5670.1000.0209	401k	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.300.5670.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.300.5670.1000.0220	Social Security	\$14.97	\$14.97	\$100.00	\$85.03	15.0%
10.300.5670.1000.0221	Medicare	\$3.50	\$3.50	\$100.00	\$96.50	3.5%
10.300.5672.1000.0310	Educational Services	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.300.5672.1000.0610	General Supplies	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.300.5678.1000.0131	Teachers	\$114,800.00	\$114,800.00	\$114,800.00	\$0.00	100.0%
10.300.5678.1000.0161	Paraprofessional	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.0%
10.300.5678.1000.0209	401k	\$0.00	\$0.00	\$13.34	\$13.34	0.0%
10.300.5678.1000.0210	Pension Contributions	\$22,960.00	\$22,960.00	\$25,000.00	\$2,040.00	91.8%
10.300.5678.1000.0220	Social Security	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	100.0%
10.300.5678.1000.0221	Medicare	\$2,610.00	\$2,610.00	\$2,610.00	\$0.00	100.0%
10.300.5678.1000.0240	Health Insurance	(\$19,747.88)	(\$19,747.88)	\$1,000.00	\$20,747.88	1974.8%
10.300.5678.1000.0641	Curriculum	\$2,997.50	\$2,997.50	\$2,997.00	(\$0.50)	100.0%
10.300.5679.0000.0209	401k	\$456.04	\$456.04	\$250.00	(\$206.04)	182.4%
10.300.5679.0000.0210	Pension Contributions	\$434.16	\$434.16	\$250.00	(\$184.16)	173.7%
10.300.5679.0000.0220	Social Security	\$275.04	\$275.04	\$200.00	(\$75.04)	137.5%
10.300.5679.0000.0221	Medicare	\$64.32	\$64.32	\$50.00	(\$14.32)	128.6%
10.300.5679.0000.0240	Health Insurance	\$418.20	\$418.20	\$500.00	\$81.80	83.6%
10.300.5679.2100.0141	Social Worker	\$4,719.56	\$4,719.56	\$33,492.00	\$28,772.44	14.1%
10.300.5679.2100.0142	Guidance Counselor	\$0.00	\$0.00	\$32,770.00	\$32,770.00	0.0%
10.300.5679.2100.0209	401k	\$471.96	\$471.96	\$200.00	(\$271.96)	236.0%
10.300.5679.2100.0210	Pension Contributions	\$431.62	\$431.62	\$100.00	(\$331.62)	431.6%
10.300.5679.2100.0220	Social Security	\$280.48	\$280.48	\$100.00	(\$180.48)	280.5%
10.300.5679.2100.0221	Medicare	\$65.60	\$65.60	\$50.00	(\$15.60)	131.2%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.300.5679.2100.0240	Health Insurance	\$364.16	\$364.16	\$100.00	(\$264.16) 364.2%
10.300.5679.2100.0290	Other Benefits	\$43.96	\$43.96	\$0.00	(\$43.96) 0.0%
10.300.5807.1000.0131	Teachers	\$630.95	\$630.95	\$0.00	(\$630.95) 0.0%
10.300.5807.1000.0133	Educational Stipends	\$6,654.82	\$6,654.82	\$0.00	(\$6,654.82) 0.0%
10.300.5807.1000.0209	401k	\$26.59	\$26.59	\$0.00	(\$26.59) 0.0%
10.300.5807.1000.0210	Pension Contributions	\$1,433.52	\$1,433.52	\$0.00	(\$1,433.52) 0.0%
10.300.5807.1000.0220	Social Security	\$445.75	\$445.75	\$0.00	(\$445.75) 0.0%
10.300.5807.1000.0221	Medicare	\$104.25	\$104.25	\$0.00	(\$104.25) 0.0%
10.300.5811.1000.0133	Educational Stipends	\$0.00	\$0.00	\$7,000.00	\$7,000.00 0.0%
10.300.5811.1000.0210	Pension Contributions	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.300.5811.1000.0220	Social Security	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.300.5811.1000.0221	Medicare	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.300.5868.1000.0610	General Supplies	\$6,652.95	\$6,652.95	\$16,800.00	\$10,147.05 39.6%
10.300.5876.0000.0209	401k	\$1,059.43	\$1,059.43	\$0.00	(\$1,059.43) 0.0%
10.300.5876.0000.0210	Pension Contributions	\$12,850.12	\$12,850.12	\$0.00	(\$12,850.12) 0.0%
10.300.5876.0000.0220	Social Security	\$4,211.72	\$4,211.72	\$0.00	(\$4,211.72) 0.0%
10.300.5876.0000.0221	Medicare	\$984.93	\$984.93	\$0.00	(\$984.93) 0.0%
10.300.5876.0000.0240	Health Insurance	\$8,407.63	\$8,407.63	\$0.00	(\$8,407.63) 0.0%
10.300.5876.0000.0290	Other Benefits	\$313.16	\$313.16	\$0.00	(\$313.16) 0.0%
10.300.5876.1000.0131	Teachers	\$86,010.44	\$86,010.44	\$525,000.00	\$438,989.56 16.4%
10.300.5876.1000.0209	401k	\$1,112.84	\$1,112.84	\$5,400.00	\$4,287.16 20.6%
10.300.5876.1000.0210	Pension Contributions	\$14,870.50	\$14,870.50	\$0.00	(\$14,870.50) 0.0%
10.300.5876.1000.0220	Social Security	\$5,055.43	\$5,055.43	\$0.00	(\$5,055.43) 0.0%
10.300.5876.1000.0221	Medicare	\$1,182.24	\$1,182.24	\$0.00	(\$1,182.24) 0.0%
10.300.5876.1000.0240	Health Insurance	\$10,389.74	\$10,389.74	\$0.00	(\$10,389.74) 0.0%
10.300.5876.1000.0290	Other Benefits	\$369.10	\$369.10	\$2,000.00	\$1,630.90 18.5%
10.300.5876.2100.0141	Social Worker	\$2,458.12	\$2,458.12	\$0.00	(\$2,458.12) 0.0%
10.300.5876.2100.0209	401k	\$138.00	\$138.00	\$0.00	(\$138.00) 0.0%
10.300.5876.2100.0210	Pension Contributions	\$333.41	\$333.41	\$0.00	(\$333.41) 0.0%
10.300.5876.2100.0220	Social Security	\$142.10	\$142.10	\$0.00	(\$142.10) 0.0%
10.300.5876.2100.0221	Medicare	\$33.26	\$33.26	\$0.00	(\$33.26) 0.0%
10.300.5876.2100.0240	Health Insurance	\$306.32	\$306.32	\$0.00	(\$306.32) 0.0%
10.300.5876.2100.0290	Other Benefits	\$27.84	\$27.84	\$5.00	(\$22.84) 556.8%
10.300.5876.2400.0121	Principals & Assistant Principals	\$1,041.70	\$1,041.70	\$0.00	(\$1,041.70) 0.0%
10.300.5876.2400.0209	401k	\$59.90	\$59.90	\$0.00	(\$59.90) 0.0%
10.300.5876.2400.0210	Pension Contributions	\$159.43	\$159.43	\$0.00	(\$159.43) 0.0%
10.300.5876.2400.0220	Social Security	\$61.38	\$61.38	\$0.00	(\$61.38) 0.0%
10.300.5876.2400.0221	Medicare	\$14.34	\$14.34	\$0.00	(\$14.34) 0.0%
10.300.5876.2400.0240	Health Insurance	\$60.07	\$60.07	\$0.00	(\$60.07) 0.0%
10.300.5876.2400.0290	Other Benefits	\$7.30	\$7.30	\$0.00	(\$7.30) 0.0%
10.300.5882.0000.0210	Pension Contributions	\$576.76	\$576.76	\$0.00	(\$576.76) 0.0%
10.300.5882.0000.0220	Social Security	\$176.08	\$176.08	\$13.34	(\$162.74) 1319.9%
10.300.5882.0000.0221	Medicare	\$41.16	\$41.16	\$0.00	(\$41.16) 0.0%
10.300.5882.0000.0240	Health Insurance	\$369.44	\$369.44	\$0.00	(\$369.44) 0.0%
10.300.5882.1000.0131	Teachers	\$3,324.32	\$3,324.32	\$24,671.00	\$21,346.68 13.5%
10.300.5882.1000.0210	Pension Contributions	\$636.47	\$636.47	\$5,000.00	\$4,363.53 12.7%
10.300.5882.1000.0220	Social Security	\$206.12	\$206.12	\$1,400.00	\$1,193.88 14.7%
10.300.5882.1000.0221	Medicare	\$48.20	\$48.20	\$1,410.25	\$1,362.05 3.4%
10.300.5882.1000.0240	Health Insurance	\$10.20	\$10.20	\$1,727.26	\$1,717.06 0.6%
10.300.5914.1000.0133	Educational Stipends	\$0.00	\$0.00	\$2,175.00	\$2,175.00 0.0%
10.300.5914.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.300.5914.1000.0220	Social Security	\$0.00	\$0.00	\$150.00	\$150.00 0.0%
10.300.5914.1000.0221	Medicare	\$0.00	\$0.00	\$65.00	\$65.00 0.0%
10.300.5914.1000.0240	Health Insurance	\$0.00	\$0.00	\$175.00	\$175.00 0.0%
10.300.5914.2600.0734	Technology	\$7,560.00	\$7,560.00	\$0.00	(\$7,560.00) 0.0%
10.300.5914.4200.0710	Land Improvements	\$1,315.00	\$1,315.00	\$20,000.00	\$18,685.00 6.6%
10.300.6903.2100.0133	Educational Stipends	\$488.77	\$488.77	\$5,000.00	\$4,511.23 9.8%
10.300.6903.2100.0142	Guidance Counselor	\$3,206.40	\$3,206.40	\$0.00	(\$3,206.40) 0.0%
10.300.6903.2100.0209	401k	\$320.64	\$320.64	\$50.00	(\$270.64) 641.3%
10.300.6903.2100.0210	Pension Contributions	\$289.22	\$289.22	\$1,000.00	\$710.78 28.9%
10.300.6903.2100.0220	Social Security	\$229.10	\$229.10	\$700.00	\$470.90 32.7%
10.300.6903.2100.0221	Medicare	\$53.59	\$53.59	\$400.00	\$346.41 13.4%
10.300.6903.2100.0610	General Supplies	\$536.27	\$536.27	\$19,373.16	\$18,836.89 2.8%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>		
10.300.7225.1000.0220	Social Security	\$0.00	\$0.00	\$747.00	\$747.00	0.0%
10.300.7225.1000.0221	Medicare	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
10.300.7225.2100.0220	Social Security	\$0.00	\$0.00	\$1,600.00	\$1,600.00	0.0%
10.300.7225.2100.0221	Medicare	\$0.00	\$0.00	\$825.00	\$825.00	0.0%
10.300.7524.1000.0320	Professional Educational Services	\$61,542.65	\$61,542.65	\$50,000.00	(\$11,542.65)	123.1%
10.300.7524.2200.0220	Social Security	\$0.00	\$0.00	\$600.00	\$600.00	0.0%
10.300.7524.2200.0221	Medicare	\$0.00	\$0.00	\$400.00	\$400.00	0.0%
10.300.7801.1000.0161	Paraprofessional	\$10,329.74	\$10,329.74	\$17,000.00	\$6,670.26	60.8%
10.300.7801.1000.0220	Social Security	\$640.45	\$640.45	\$1,000.00	\$359.55	64.0%
10.300.7801.1000.0221	Medicare	\$149.78	\$149.78	\$700.00	\$550.22	21.4%
10.300.7880.1000.0133	Educational Stipends	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.310.0050.0000.0209	401k	\$11.26	\$11.26	\$0.00	(\$11.26)	0.0%
10.310.0050.0000.0210	Pension Contributions	\$478.40	\$478.40	\$0.00	(\$478.40)	0.0%
10.310.0050.0000.0220	Social Security	\$140.92	\$140.92	\$0.00	(\$140.92)	0.0%
10.310.0050.0000.0221	Medicare	\$32.92	\$32.92	\$0.00	(\$32.92)	0.0%
10.310.0050.0000.0240	Health Insurance	\$276.55	\$276.55	\$0.00	(\$276.55)	0.0%
10.310.0050.0000.0290	Other Benefits	\$4.04	\$4.04	\$0.00	(\$4.04)	0.0%
10.310.0050.1000.0131	Teachers	\$116,008.09	\$116,008.09	\$1,024,153.00	\$908,144.91	11.3%
10.310.0050.1000.0132	Substitute	\$4,675.96	\$4,675.96	\$28,056.00	\$23,380.04	16.7%
10.310.0050.1000.0133	Educational Stipends	\$2,833.52	\$2,833.52	\$20,000.00	\$17,166.48	14.2%
10.310.0050.1000.0161	Paraprofessional	\$66,070.07	\$66,070.07	\$198,000.00	\$131,929.93	33.4%
10.310.0050.1000.0209	401k	\$3,651.19	\$3,651.19	\$6,000.00	\$2,348.81	60.9%
10.310.0050.1000.0210	Pension Contributions	\$15,944.57	\$15,944.57	\$220,000.00	\$204,055.43	7.2%
10.310.0050.1000.0220	Social Security	\$11,515.63	\$11,515.63	\$65,000.00	\$53,484.37	17.7%
10.310.0050.1000.0221	Medicare	\$1,842.09	\$1,842.09	\$25,000.00	\$23,157.91	7.4%
10.310.0050.1000.0240	Health Insurance	\$19,369.88	\$19,369.88	\$90,000.00	\$70,630.12	21.5%
10.310.0050.1000.0270	Workers Comp	\$1,071.00	\$1,071.00	\$12,000.00	\$10,929.00	8.9%
10.310.0050.1000.0290	Other Benefits	\$192.52	\$192.52	\$15,000.00	\$14,807.48	1.3%
10.310.0050.1000.0320	Professional Educational Services	\$11,868.56	\$11,868.56	\$42,500.00	\$30,631.44	27.9%
10.310.0050.1000.0330	Employee Training	\$5,961.96	\$5,961.96	\$11,750.00	\$5,788.04	50.7%
10.310.0050.1000.0513	Travel-Field	\$395.00	\$395.00	\$3,200.00	\$2,805.00	12.3%
10.310.0050.1000.0580	Travel Staff Per Diem	\$70.70	\$70.70	\$500.00	\$429.30	14.1%
10.310.0050.1000.0591	Athletics	\$0.00	\$0.00	\$1,300.00	\$1,300.00	0.0%
10.310.0050.1000.0610	General Supplies	\$5,265.83	\$5,265.83	\$24,100.00	\$18,834.17	21.8%
10.310.0050.1000.0644	Library Supplies	\$365.26	\$365.26	\$500.00	\$134.74	73.1%
10.310.0050.1000.0650	Tech Related Supplies	\$9,513.84	\$9,513.84	\$13,100.00	\$3,586.16	72.6%
10.310.0050.1000.0670	Software	\$13,763.15	\$13,763.15	\$29,350.00	\$15,586.85	46.9%
10.310.0050.2100.0152	Office Personnel	\$7,644.40	\$7,644.40	\$34,938.00	\$27,293.60	21.9%
10.310.0050.2100.0209	401k	\$0.00	\$0.00	\$56.00	\$56.00	0.0%
10.310.0050.2100.0210	Pension Contributions	\$1,398.96	\$1,398.96	\$17,000.00	\$15,601.04	8.2%
10.310.0050.2100.0220	Social Security	\$423.59	\$423.59	\$4,500.00	\$4,076.41	9.4%
10.310.0050.2100.0221	Medicare	\$99.04	\$99.04	\$1,050.00	\$950.96	9.4%
10.310.0050.2100.0240	Health Insurance	\$2,617.54	\$2,617.54	\$7,000.00	\$4,382.46	37.4%
10.310.0050.2100.0290	Other Benefits	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.310.0050.2200.0145	Librarian	\$3,150.16	\$3,150.16	\$11,978.00	\$8,827.84	26.3%
10.310.0050.2200.0220	Social Security	\$195.31	\$195.31	\$700.00	\$504.69	27.9%
10.310.0050.2200.0221	Medicare	\$45.68	\$45.68	\$200.00	\$154.32	22.8%
10.310.0050.2200.0443	Copy Machine	\$3,402.65	\$3,402.65	\$15,000.00	\$11,597.35	22.7%
10.310.0050.2300.0330	Employee Training	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.310.0050.2300.0540	Marketing and Advertising	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%
10.310.0050.2400.0121	Principals & Assistant Principals	\$38,759.50	\$38,759.50	\$191,046.00	\$152,286.50	20.3%
10.310.0050.2400.0152	Office Personnel	\$9,852.40	\$9,852.40	\$47,291.00	\$37,438.60	20.8%
10.310.0050.2400.0209	401k	\$448.55	\$448.55	\$0.00	(\$448.55)	0.0%
10.310.0050.2400.0210	Pension Contributions	\$9,992.14	\$9,992.14	\$60,000.00	\$50,007.86	16.7%
10.310.0050.2400.0220	Social Security	\$2,720.88	\$2,720.88	\$15,000.00	\$12,279.12	18.1%
10.310.0050.2400.0221	Medicare	\$636.33	\$636.33	\$4,500.00	\$3,863.67	14.1%
10.310.0050.2400.0240	Health Insurance	\$7,421.91	\$7,421.91	\$55,000.00	\$47,578.09	13.5%
10.310.0050.2400.0290	Other Benefits	\$506.35	\$506.35	\$2,000.00	\$1,493.65	25.3%
10.310.0050.2400.0530	Communication	\$1,034.32	\$1,034.32	\$3,800.00	\$2,765.68	27.2%
10.310.0050.2400.0612	Office Supplies	\$4,877.57	\$4,877.57	\$16,660.00	\$11,782.43	29.3%
10.310.0050.2400.0619	Training and Appreciation	\$402.76	\$402.76	\$4,100.00	\$3,697.24	9.8%
10.310.0050.2400.0670	Software	\$1,733.30	\$1,733.30	\$0.00	(\$1,733.30)	0.0%
10.310.0050.2500.0320	Professional Educational Services	\$0.00	\$0.00	\$750.00	\$750.00	0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>	<u>Budget</u>	<u>Budget Balance</u>		
10.310.0050.2600.0182	Custodial	\$7,717.29	\$7,717.29	\$36,550.00	\$28,832.71	21.1%
10.310.0050.2600.0209	401k	\$11.16	\$11.16	\$0.00	(\$11.16)	0.0%
10.310.0050.2600.0210	Pension Contributions	\$744.35	\$744.35	\$10,000.00	\$9,255.65	7.4%
10.310.0050.2600.0220	Social Security	\$424.21	\$424.21	\$2,000.00	\$1,575.79	21.2%
10.310.0050.2600.0221	Medicare	\$99.22	\$99.22	\$500.00	\$400.78	19.8%
10.310.0050.2600.0240	Health Insurance	\$2,011.36	\$2,011.36	\$20,000.00	\$17,988.64	10.1%
10.310.0050.2600.0290	Other Benefits	\$200.00	\$200.00	\$0.00	(\$200.00)	0.0%
10.310.0100.1000.0610	General Supplies	\$4,025.65	\$4,025.65	\$45,000.00	\$40,974.35	8.9%
10.310.0100.3000.0593	SPO Service	\$998.14	\$998.14	\$3,000.00	\$2,001.86	33.3%
10.310.0103.1000.0610	General Supplies	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.310.0104.1000.0610	General Supplies	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.310.1205.0000.0209	401k	\$879.64	\$879.64	\$0.00	(\$879.64)	0.0%
10.310.1205.0000.0210	Pension Contributions	\$5,801.21	\$5,801.21	\$2,000.00	(\$3,801.21)	290.1%
10.310.1205.0000.0220	Social Security	\$2,394.41	\$2,394.41	\$700.00	(\$1,694.41)	342.1%
10.310.1205.0000.0221	Medicare	\$560.00	\$560.00	\$0.00	(\$560.00)	0.0%
10.310.1205.0000.0240	Health Insurance	\$6,523.40	\$6,523.40	\$1,500.00	(\$5,023.40)	434.9%
10.310.1205.0000.0290	Other Benefits	\$192.44	\$192.44	\$0.00	(\$192.44)	0.0%
10.310.1205.1000.0131	Teachers	\$0.00	\$0.00	\$41,385.00	\$41,385.00	0.0%
10.310.1205.1000.0133	Educational Stipends	\$613.30	\$613.30	\$13,000.00	\$12,386.70	4.7%
10.310.1205.1000.0209	401k	\$49.97	\$49.97	\$1,000.00	\$950.03	5.0%
10.310.1205.1000.0210	Pension Contributions	\$67.83	\$67.83	\$8,000.00	\$7,932.17	0.8%
10.310.1205.1000.0220	Social Security	\$34.96	\$34.96	\$6,000.00	\$5,965.04	0.6%
10.310.1205.1000.0221	Medicare	\$8.19	\$8.19	\$2,200.00	\$2,191.81	0.4%
10.310.1205.1000.0240	Health Insurance	\$0.00	\$0.00	\$30,000.00	\$30,000.00	0.0%
10.310.1205.1000.0320	Professional Educational Services	\$22,643.00	\$22,643.00	\$141,151.00	\$118,508.00	16.0%
10.310.1205.1000.0610	General Supplies	\$217.71	\$217.71	\$1,150.00	\$932.29	18.9%
10.310.1205.2100.0131	Teachers	\$16,909.16	\$16,909.16	\$100,000.00	\$83,090.84	16.9%
10.310.1205.2100.0141	Social Worker	\$4,614.48	\$4,614.48	\$32,861.00	\$28,246.52	14.0%
10.310.1205.2100.0209	401k	\$893.32	\$893.32	\$7,500.00	\$6,606.68	11.9%
10.310.1205.2100.0210	Pension Contributions	\$3,227.42	\$3,227.42	\$33,000.00	\$29,772.58	9.8%
10.310.1205.2100.0220	Social Security	\$1,257.59	\$1,257.59	\$10,000.00	\$8,742.41	12.6%
10.310.1205.2100.0221	Medicare	\$294.12	\$294.12	\$3,500.00	\$3,205.88	8.4%
10.310.1205.2100.0240	Health Insurance	\$3,375.12	\$3,375.12	\$40,000.00	\$36,624.88	8.4%
10.310.1205.2100.0290	Other Benefits	\$43.80	\$43.80	\$0.00	(\$43.80)	0.0%
10.310.1205.2100.0320	Professional Educational Services	\$1,337.50	\$1,337.50	\$27,120.00	\$25,782.50	4.9%
10.310.1205.2100.0610	General Supplies	\$344.99	\$344.99	\$600.00	\$255.01	57.5%
10.310.1205.2200.0161	Paraprofessional	\$8,799.24	\$8,799.24	\$150,000.00	\$141,200.76	5.9%
10.310.1205.2200.0210	Pension Contributions	\$1,031.79	\$1,031.79	\$20,000.00	\$18,968.21	5.2%
10.310.1205.2200.0220	Social Security	\$518.98	\$518.98	\$7,500.00	\$6,981.02	6.9%
10.310.1205.2200.0221	Medicare	\$121.39	\$121.39	\$1,500.00	\$1,378.61	8.1%
10.310.1205.2200.0240	Health Insurance	\$695.94	\$695.94	\$0.00	(\$695.94)	0.0%
10.310.1205.2200.0290	Other Benefits	\$84.72	\$84.72	\$0.00	(\$84.72)	0.0%
10.310.1205.2200.0670	Software	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
10.310.1205.2300.0152	Office Personnel	\$0.00	\$0.00	\$5,000.00	\$5,000.00	0.0%
10.310.1210.0000.0210	Pension Contributions	\$1,089.28	\$1,089.28	\$0.00	(\$1,089.28)	0.0%
10.310.1210.0000.0220	Social Security	\$341.25	\$341.25	\$0.00	(\$341.25)	0.0%
10.310.1210.0000.0221	Medicare	\$79.81	\$79.81	\$0.00	(\$79.81)	0.0%
10.310.1210.0000.0240	Health Insurance	\$13.40	\$13.40	\$0.00	(\$13.40)	0.0%
10.310.1210.2200.0161	Paraprofessional	\$5,590.84	\$5,590.84	\$16,000.00	\$10,409.16	34.9%
10.310.1210.2200.0210	Pension Contributions	\$1,070.36	\$1,070.36	\$0.00	(\$1,070.36)	0.0%
10.310.1210.2200.0220	Social Security	\$341.72	\$341.72	\$0.00	(\$341.72)	0.0%
10.310.1210.2200.0221	Medicare	\$79.92	\$79.92	\$0.00	(\$79.92)	0.0%
10.310.1210.2200.0240	Health Insurance	\$14.36	\$14.36	\$0.00	(\$14.36)	0.0%
10.310.5201.0000.0209	401k	\$162.36	\$162.36	\$50.00	(\$112.36)	324.7%
10.310.5201.0000.0210	Pension Contributions	\$5,609.20	\$5,609.20	\$1,000.00	(\$4,609.20)	560.9%
10.310.5201.0000.0220	Social Security	\$1,659.79	\$1,659.79	\$250.00	(\$1,409.79)	663.9%
10.310.5201.0000.0221	Medicare	\$388.16	\$388.16	\$75.00	(\$313.16)	517.5%
10.310.5201.0000.0240	Health Insurance	\$2,046.04	\$2,046.04	\$500.00	(\$1,546.04)	409.2%
10.310.5201.1000.0131	Teachers	\$27,937.40	\$27,937.40	\$142,199.00	\$114,261.60	19.6%
10.310.5201.1000.0209	401k	(\$2,234.37)	(\$2,234.37)	\$1,500.00	\$3,734.37	149.0%
10.310.5201.1000.0210	Pension Contributions	(\$19,448.45)	(\$19,448.45)	\$25,000.00	\$44,448.45	77.8%
10.310.5201.1000.0220	Social Security	\$1,690.22	\$1,690.22	\$7,500.00	\$5,809.78	22.5%
10.310.5201.1000.0221	Medicare	(\$1,523.76)	(\$1,523.76)	\$2,700.00	\$4,223.76	56.4%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>	<u>Budget</u>	<u>Budget Balance</u>		
10.310.5201.1000.0240	Health Insurance	\$1,872.92	\$1,872.92	\$15,000.00	\$13,127.08	12.5%
10.310.5310.1000.0133	Educational Stipends	\$0.00	\$0.00	\$3,000.00	\$3,000.00	0.0%
10.310.5344.1000.0161	Paraprofessional	\$4,871.47	\$4,871.47	\$21,340.00	\$16,468.53	22.8%
10.310.5344.1000.0220	Social Security	\$302.03	\$302.03	\$1,500.00	\$1,197.97	20.1%
10.310.5344.1000.0221	Medicare	\$70.65	\$70.65	\$350.00	\$279.35	20.2%
10.310.5420.0000.0210	Pension Contributions	\$1,442.00	\$1,442.00	\$2,000.00	\$558.00	72.1%
10.310.5420.0000.0220	Social Security	\$455.08	\$455.08	\$3,000.00	\$2,544.92	15.2%
10.310.5420.0000.0221	Medicare	\$106.44	\$106.44	\$1,500.00	\$1,393.56	7.1%
10.310.5420.0000.0240	Health Insurance	\$16.84	\$16.84	\$1,500.00	\$1,483.16	1.1%
10.310.5420.1000.0131	Teachers	\$7,653.52	\$7,653.52	\$0.00	(\$7,653.52)	0.0%
10.310.5420.1000.0161	Paraprofessional	\$16,244.58	\$16,244.58	\$60,000.00	\$43,755.42	27.1%
10.310.5420.1000.0210	Pension Contributions	\$1,465.26	\$1,465.26	\$0.00	(\$1,465.26)	0.0%
10.310.5420.1000.0220	Social Security	\$1,479.48	\$1,479.48	\$0.00	(\$1,479.48)	0.0%
10.310.5420.1000.0221	Medicare	\$345.99	\$345.99	\$0.00	(\$345.99)	0.0%
10.310.5420.1000.0240	Health Insurance	\$17.24	\$17.24	\$0.00	(\$17.24)	0.0%
10.310.5420.1000.0610	General Supplies	\$1,422.08	\$1,422.08	\$3,326.68	\$1,904.60	42.7%
10.310.5420.1000.0641	Curriculum	\$8,661.82	\$8,661.82	\$12,000.00	\$3,338.18	72.2%
10.310.5420.1000.0650	Tech Related Supplies	\$150.36	\$150.36	\$0.00	(\$150.36)	0.0%
10.310.5619.0000.0209	401k	\$2,873.46	\$2,873.46	\$500.00	(\$2,373.46)	574.7%
10.310.5619.0000.0210	Pension Contributions	\$34,400.93	\$34,400.93	\$0.00	(\$34,400.93)	0.0%
10.310.5619.0000.0220	Social Security	\$11,552.86	\$11,552.86	\$0.00	(\$11,552.86)	0.0%
10.310.5619.0000.0221	Medicare	\$2,701.82	\$2,701.82	\$0.00	(\$2,701.82)	0.0%
10.310.5619.0000.0240	Health Insurance	\$21,933.39	\$21,933.39	\$0.00	(\$21,933.39)	0.0%
10.310.5619.0000.0290	Other Benefits	\$434.52	\$434.52	\$75.00	(\$359.52)	579.4%
10.310.5619.1000.0209	401k	(\$1,525.62)	(\$1,525.62)	\$250.00	\$1,775.62	610.2%
10.310.5619.1000.0210	Pension Contributions	(\$16,802.73)	(\$16,802.73)	\$0.00	\$16,802.73	0.0%
10.310.5619.1000.0220	Social Security	(\$5,640.16)	(\$5,640.16)	\$2,000.00	\$7,640.16	282.0%
10.310.5619.1000.0221	Medicare	(\$1,319.09)	(\$1,319.09)	\$0.00	\$1,319.09	0.0%
10.310.5619.1000.0240	Health Insurance	(\$11,002.74)	(\$11,002.74)	\$0.00	\$11,002.74	0.0%
10.310.5619.2600.0411	Water/Sewage	\$21,994.02	\$21,994.02	\$33,250.00	\$11,255.98	66.1%
10.310.5619.2600.0412	Disposal Services	\$2,862.59	\$2,862.59	\$11,000.00	\$8,137.41	26.0%
10.310.5619.2600.0420	Cleaning Service	\$17,516.00	\$17,516.00	\$45,000.00	\$27,484.00	38.9%
10.310.5619.2600.0430	Repair & Maintenance	\$22,708.23	\$22,708.23	\$65,000.00	\$42,291.77	34.9%
10.310.5619.2600.0435	Lawn Care	\$7,211.65	\$7,211.65	\$32,500.00	\$25,288.35	22.2%
10.310.5619.2600.0621	Natural Gas	\$271.12	\$271.12	\$15,000.00	\$14,728.88	1.8%
10.310.5619.2600.0622	Electricity	\$15,238.93	\$15,238.93	\$40,000.00	\$24,761.07	38.1%
10.310.5619.2600.0680	Maintenance & Cleaning Supplies	\$5,425.11	\$5,425.11	\$25,000.00	\$19,574.89	21.7%
10.310.5619.4200.0710	Land Improvements	\$268,921.00	\$268,921.00	\$243,876.00	(\$25,045.00)	110.3%
10.310.5619.5100.0830	Interest	\$307,343.75	\$307,343.75	\$233,125.00	(\$74,218.75)	131.8%
10.310.5619.5100.0840	Principal	\$0.00	\$0.00	\$463,125.00	\$463,125.00	0.0%
10.310.5637.1000.0641	Curriculum	\$19,000.00	\$19,000.00	\$19,000.00	\$0.00	100.0%
10.310.5641.1000.0221	Medicare	\$0.00	\$0.00	\$300.00	\$300.00	0.0%
10.310.5651.1000.0133	Educational Stipends	\$10,626.88	\$10,626.88	\$50,000.00	\$39,373.12	21.3%
10.310.5651.1000.0209	401k	\$222.18	\$222.18	\$200.00	(\$22.18)	111.1%
10.310.5651.1000.0210	Pension Contributions	\$1,323.53	\$1,323.53	\$2,000.00	\$676.47	66.2%
10.310.5651.1000.0220	Social Security	\$643.67	\$643.67	\$0.00	(\$643.67)	0.0%
10.310.5651.1000.0221	Medicare	\$150.56	\$150.56	\$650.00	\$499.44	23.2%
10.310.5655.1000.0650	Tech Related Supplies	\$26,648.11	\$26,648.11	\$26,755.00	\$106.89	99.6%
10.310.5655.1000.0670	Software	\$1,221.00	\$1,221.00	\$1,245.00	\$24.00	98.1%
10.310.5663.1000.0161	Paraprofessional	\$3,421.93	\$3,421.93	\$25,000.00	\$21,578.07	13.7%
10.310.5663.1000.0210	Pension Contributions	\$232.87	\$232.87	\$0.00	(\$232.87)	0.0%
10.310.5663.1000.0220	Social Security	\$206.38	\$206.38	\$1,800.00	\$1,593.62	11.5%
10.310.5663.1000.0221	Medicare	\$48.25	\$48.25	\$450.00	\$401.75	10.7%
10.310.5663.1000.0240	Health Insurance	\$158.34	\$158.34	\$0.00	(\$158.34)	0.0%
10.310.5663.1000.0290	Other Benefits	\$19.28	\$19.28	\$0.00	(\$19.28)	0.0%
10.310.5670.1000.0209	401k	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.310.5670.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00	0.0%
10.310.5670.1000.0220	Social Security	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.310.5670.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.310.5672.1000.0610	General Supplies	\$221.28	\$221.28	\$4,000.00	\$3,778.72	5.5%
10.310.5678.1000.0131	Teachers	\$78,800.00	\$78,800.00	\$78,800.00	\$0.00	100.0%
10.310.5678.1000.0161	Paraprofessional	\$0.00	\$0.00	\$60,000.00	\$60,000.00	0.0%
10.310.5678.1000.0209	401k	\$0.00	\$0.00	\$1,500.00	\$1,500.00	0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

		<u>07/01/2025 - 10/31/2025</u>	<u>Budget</u>	<u>Budget Balance</u>		
10.310.5678.1000.0210	Pension Contributions	\$15,760.00	\$15,760.00	\$15,760.00	\$0.00	100.0%
10.310.5678.1000.0220	Social Security	\$4,100.00	\$4,100.00	\$8,000.00	\$3,900.00	51.3%
10.310.5678.1000.0221	Medicare	\$1,810.00	\$1,810.00	\$1,810.00	\$0.00	100.0%
10.310.5678.1000.0240	Health Insurance	(\$9,416.64)	(\$9,416.64)	\$10,000.00	\$19,416.64	94.2%
10.310.5678.1000.0641	Curriculum	\$1,241.95	\$1,241.95	\$4,250.00	\$3,008.05	29.2%
10.310.5679.0000.0210	Pension Contributions	\$2,995.90	\$2,995.90	\$0.00	(\$2,995.90)	0.0%
10.310.5679.0000.0220	Social Security	\$848.49	\$848.49	\$0.00	(\$848.49)	0.0%
10.310.5679.0000.0221	Medicare	\$198.44	\$198.44	\$0.00	(\$198.44)	0.0%
10.310.5679.0000.0240	Health Insurance	\$2,471.16	\$2,471.16	\$0.00	(\$2,471.16)	0.0%
10.310.5679.0000.0290	Other Benefits	\$240.09	\$240.09	\$0.00	(\$240.09)	0.0%
10.310.5679.2100.0141	Social Worker	\$4,614.48	\$4,614.48	\$32,139.00	\$27,524.52	14.4%
10.310.5679.2100.0210	Pension Contributions	\$883.44	\$883.44	\$0.00	(\$883.44)	0.0%
10.310.5679.2100.0220	Social Security	\$271.72	\$271.72	\$0.00	(\$271.72)	0.0%
10.310.5679.2100.0221	Medicare	\$63.56	\$63.56	\$0.00	(\$63.56)	0.0%
10.310.5679.2100.0240	Health Insurance	\$362.76	\$362.76	\$0.00	(\$362.76)	0.0%
10.310.5679.2100.0290	Other Benefits	\$43.80	\$43.80	\$0.00	(\$43.80)	0.0%
10.310.5805.1000.0220	Social Security	\$0.00	\$0.00	\$1,000.00	\$1,000.00	0.0%
10.310.5807.1000.0131	Teachers	\$661.90	\$661.90	\$0.00	(\$661.90)	0.0%
10.310.5807.1000.0133	Educational Stipends	\$570.41	\$570.41	\$0.00	(\$570.41)	0.0%
10.310.5807.1000.0209	401k	\$33.09	\$33.09	\$0.00	(\$33.09)	0.0%
10.310.5807.1000.0210	Pension Contributions	\$141.17	\$141.17	\$0.00	(\$141.17)	0.0%
10.310.5807.1000.0220	Social Security	\$74.35	\$74.35	\$0.00	(\$74.35)	0.0%
10.310.5807.1000.0221	Medicare	\$17.42	\$17.42	\$0.00	(\$17.42)	0.0%
10.310.5811.1000.0133	Educational Stipends	\$0.00	\$0.00	\$9,000.00	\$9,000.00	0.0%
10.310.5811.1000.0210	Pension Contributions	\$0.00	\$0.00	\$700.00	\$700.00	0.0%
10.310.5811.1000.0220	Social Security	\$0.00	\$0.00	\$200.00	\$200.00	0.0%
10.310.5811.1000.0221	Medicare	\$0.00	\$0.00	\$100.00	\$100.00	0.0%
10.310.5868.1000.0610	General Supplies	\$1,511.04	\$1,511.04	\$13,000.00	\$11,488.96	11.6%
10.310.5876.0000.0209	401k	\$625.34	\$625.34	\$0.00	(\$625.34)	0.0%
10.310.5876.0000.0210	Pension Contributions	\$7,122.83	\$7,122.83	\$0.00	(\$7,122.83)	0.0%
10.310.5876.0000.0220	Social Security	\$2,398.83	\$2,398.83	\$0.00	(\$2,398.83)	0.0%
10.310.5876.0000.0221	Medicare	\$561.10	\$561.10	\$0.00	(\$561.10)	0.0%
10.310.5876.0000.0240	Health Insurance	\$4,458.31	\$4,458.31	\$0.00	(\$4,458.31)	0.0%
10.310.5876.0000.0290	Other Benefits	\$83.27	\$83.27	\$0.00	(\$83.27)	0.0%
10.310.5876.1000.0131	Teachers	\$48,126.28	\$48,126.28	\$310,000.00	\$261,873.72	15.5%
10.310.5876.1000.0209	401k	\$911.02	\$911.02	\$1,500.00	\$588.98	60.7%
10.310.5876.1000.0210	Pension Contributions	\$7,790.63	\$7,790.63	\$0.00	(\$7,790.63)	0.0%
10.310.5876.1000.0220	Social Security	\$2,856.72	\$2,856.72	\$0.00	(\$2,856.72)	0.0%
10.310.5876.1000.0221	Medicare	\$668.03	\$668.03	\$0.00	(\$668.03)	0.0%
10.310.5876.1000.0240	Health Insurance	\$6,316.28	\$6,316.28	\$0.00	(\$6,316.28)	0.0%
10.310.5876.1000.0290	Other Benefits	\$35.48	\$35.48	\$200.00	\$164.52	17.7%
10.310.5876.2100.0141	Social Worker	\$1,724.96	\$1,724.96	\$11,000.00	\$9,275.04	15.7%
10.310.5876.2100.0210	Pension Contributions	\$330.24	\$330.24	\$0.00	(\$330.24)	0.0%
10.310.5876.2100.0220	Social Security	\$101.60	\$101.60	\$0.00	(\$101.60)	0.0%
10.310.5876.2100.0221	Medicare	\$23.76	\$23.76	\$0.00	(\$23.76)	0.0%
10.310.5876.2100.0240	Health Insurance	\$135.60	\$135.60	\$0.00	(\$135.60)	0.0%
10.310.5876.2100.0290	Other Benefits	\$16.40	\$16.40	\$12.00	(\$4.40)	136.7%
10.310.5876.2400.0121	Principals & Assistant Principals	\$1,041.70	\$1,041.70	\$0.00	(\$1,041.70)	0.0%
10.310.5876.2400.0209	401k	\$7.80	\$7.80	\$0.00	(\$7.80)	0.0%
10.310.5876.2400.0210	Pension Contributions	\$211.48	\$211.48	\$0.00	(\$211.48)	0.0%
10.310.5876.2400.0220	Social Security	\$58.11	\$58.11	\$0.00	(\$58.11)	0.0%
10.310.5876.2400.0221	Medicare	\$13.60	\$13.60	\$0.00	(\$13.60)	0.0%
10.310.5876.2400.0240	Health Insurance	\$123.98	\$123.98	\$0.00	(\$123.98)	0.0%
10.310.5876.2400.0290	Other Benefits	\$13.65	\$13.65	\$30.00	\$16.35	45.5%
10.310.5882.0000.0209	401k	\$44.40	\$44.40	\$0.00	(\$44.40)	0.0%
10.310.5882.0000.0210	Pension Contributions	\$642.08	\$642.08	\$0.00	(\$642.08)	0.0%
10.310.5882.0000.0220	Social Security	\$183.52	\$183.52	\$0.00	(\$183.52)	0.0%
10.310.5882.0000.0221	Medicare	\$42.92	\$42.92	\$0.00	(\$42.92)	0.0%
10.310.5882.0000.0240	Health Insurance	\$6.96	\$6.96	\$0.00	(\$6.96)	0.0%
10.310.5882.1000.0131	Teachers	\$4,664.36	\$4,664.36	\$33,313.00	\$28,648.64	14.0%
10.310.5882.1000.0209	401k	\$69.96	\$69.96	\$50.00	(\$19.96)	139.9%
10.310.5882.1000.0210	Pension Contributions	\$994.23	\$994.23	\$4,500.00	\$3,505.77	22.1%
10.310.5882.1000.0220	Social Security	(\$20,058.49)	(\$20,058.49)	\$0.00	\$20,058.49	0.0%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.310.5882.1000.0221	Medicare	\$67.64	\$67.64	\$500.00	\$432.36 13.5%
10.310.5882.1000.0240	Health Insurance	\$15.12	\$15.12	\$100.00	\$84.88 15.1%
10.310.5914.1000.0133	Educational Stipends	\$0.00	\$0.00	\$2,175.00	\$2,175.00 0.0%
10.310.5914.1000.0210	Pension Contributions	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.310.5914.1000.0221	Medicare	\$0.00	\$0.00	\$65.00	\$65.00 0.0%
10.310.5914.1000.0240	Health Insurance	\$0.00	\$0.00	\$175.00	\$175.00 0.0%
10.310.5914.2600.0734	Technology	\$4,880.00	\$4,880.00	\$0.00	(\$4,880.00) 0.0%
10.310.5914.4200.0710	Land Improvements	\$3,338.00	\$3,338.00	\$20,000.00	\$16,662.00 16.7%
10.310.7225.1000.0220	Social Security	\$0.00	\$0.00	\$1,526.00	\$1,526.00 0.0%
10.310.7522.1000.0220	Social Security	\$0.00	\$0.00	\$150.00	\$150.00 0.0%
10.310.7801.1000.0320	Professional Educational Services	\$20,074.35	\$20,074.35	\$50,000.00	\$29,925.65 40.1%
10.310.7801.1000.0161	Paraprofessional	\$3,604.32	\$3,604.32	\$17,057.00	\$13,452.68 21.1%
10.310.7801.1000.0220	Social Security	\$223.46	\$223.46	\$0.00	(\$223.46) 0.0%
10.310.7801.1000.0221	Medicare	\$52.26	\$52.26	\$400.00	\$347.74 13.1%
10.310.7860.1000.0115	AD and Instructional Coaches	\$1,500.00	\$1,500.00	\$0.00	(\$1,500.00) 0.0%
10.310.7860.1000.0210	Pension Contributions	\$285.30	\$285.30	\$0.00	(\$285.30) 0.0%
10.310.7860.1000.0220	Social Security	\$93.00	\$93.00	\$0.00	(\$93.00) 0.0%
10.310.7860.1000.0221	Medicare	\$21.75	\$21.75	\$0.00	(\$21.75) 0.0%
10.310.7880.1000.0131	Teachers	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00 100.0%
10.310.7880.1000.0133	Educational Stipends	\$3,000.00	\$3,000.00	\$1,000.00	(\$2,000.00) 300.0%
10.310.7880.1000.0210	Pension Contributions	\$585.60	\$585.60	\$0.00	(\$585.60) 0.0%
10.310.7880.1000.0220	Social Security	\$266.50	\$266.50	\$0.00	(\$266.50) 0.0%
10.310.7880.1000.0221	Medicare	\$62.33	\$62.33	\$0.00	(\$62.33) 0.0%
10.400.8070.3100.0630	Food Program	(\$92.32)	(\$92.32)	\$0.00	\$92.32 0.0%
10.400.8075.0000.0209	401k	\$591.79	\$591.79	\$0.00	(\$591.79) 0.0%
10.400.8075.0000.0210	Pension Contributions	\$1,885.16	\$1,885.16	\$0.00	(\$1,885.16) 0.0%
10.400.8075.0000.0220	Social Security	\$758.80	\$758.80	\$0.00	(\$758.80) 0.0%
10.400.8075.0000.0221	Medicare	\$177.44	\$177.44	\$0.00	(\$177.44) 0.0%
10.400.8075.0000.0240	Health Insurance	\$1,011.04	\$1,011.04	\$0.00	(\$1,011.04) 0.0%
10.400.8075.3100.0190	Food Service Director	\$11,382.55	\$11,382.55	\$54,636.00	\$43,253.45 20.8%
10.400.8075.3100.0191	Food Service Personnel	\$112,840.10	\$112,840.10	\$540,000.00	\$427,159.90 20.9%
10.400.8075.3100.0209	401k	\$707.72	\$707.72	\$4,500.00	\$3,792.28 15.7%
10.400.8075.3100.0210	Pension Contributions	\$9,192.47	\$9,192.47	\$50,000.00	\$40,807.53 18.4%
10.400.8075.3100.0220	Social Security	\$7,609.36	\$7,609.36	\$31,000.00	\$23,390.64 24.5%
10.400.8075.3100.0221	Medicare	\$1,779.65	\$1,779.65	\$11,500.00	\$9,720.35 15.5%
10.400.8075.3100.0240	Health Insurance	\$3,512.33	\$3,512.33	\$25,000.00	\$21,487.67 14.0%
10.400.8075.3100.0290	Other Benefits	\$104.00	\$104.00	\$0.00	(\$104.00) 0.0%
10.400.8075.3100.0430	Repair & Maintenance	\$64.39	\$64.39	\$0.00	(\$64.39) 0.0%
10.400.8075.3100.0431	Repair & Maintenance Lunch	\$13,204.44	\$13,204.44	\$34,000.00	\$20,795.56 38.8%
10.400.8075.3100.0580	Travel Staff Per Diem	\$378.00	\$378.00	\$3,500.00	\$3,122.00 10.8%
10.400.8075.3100.0610	General Supplies	\$4,575.99	\$4,575.99	\$15,000.00	\$10,424.01 30.5%
10.400.8075.3100.0630	Food Program	\$155,413.99	\$155,413.99	\$470,000.00	\$314,586.01 33.1%
10.400.8075.3100.0650	Tech Related Supplies	\$847.06	\$847.06	\$1,000.00	\$152.94 84.7%
10.400.8075.3100.0670	Software	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.500.0270.0000.0209	401k	\$115.88	\$115.88	\$0.00	(\$115.88) 0.0%
10.500.0270.0000.0210	Pension Contributions	\$1,675.56	\$1,675.56	\$0.00	(\$1,675.56) 0.0%
10.500.0270.0000.0220	Social Security	\$451.72	\$451.72	\$0.00	(\$451.72) 0.0%
10.500.0270.0000.0221	Medicare	\$105.64	\$105.64	\$0.00	(\$105.64) 0.0%
10.500.0270.0000.0240	Health Insurance	\$997.88	\$997.88	\$0.00	(\$997.88) 0.0%
10.500.0270.2700.0133	Educational Stipends	\$1,936.88	\$1,936.88	\$0.00	(\$1,936.88) 0.0%
10.500.0270.2700.0171	Transportation Supervisor	\$0.00	\$0.00	\$100,000.00	\$100,000.00 0.0%
10.500.0270.2700.0172	Bus Drivers	\$19,123.80	\$19,123.80	\$0.00	(\$19,123.80) 0.0%
10.500.0270.2700.0209	401k	\$119.36	\$119.36	\$750.00	\$630.64 15.9%
10.500.0270.2700.0210	Pension Contributions	\$2,074.07	\$2,074.07	\$10,500.00	\$8,425.93 19.8%
10.500.0270.2700.0220	Social Security	\$1,272.46	\$1,272.46	\$6,000.00	\$4,727.54 21.2%
10.500.0270.2700.0221	Medicare	\$297.62	\$297.62	\$2,000.00	\$1,702.38 14.9%
10.500.0270.2700.0240	Health Insurance	\$1,084.52	\$1,084.52	\$5,500.00	\$4,415.48 19.7%
10.500.0270.2700.0310	Educational Services	\$75.00	\$75.00	\$5,000.00	\$4,925.00 1.5%
10.500.0270.2700.0320	Professional Educational Services	\$139.50	\$139.50	\$1,000.00	\$860.50 14.0%
10.500.0270.2700.0330	Employee Training	\$1,997.27	\$1,997.27	\$5,000.00	\$3,002.73 39.9%
10.500.0270.2700.0430	Repair & Maintenance	\$11,598.93	\$11,598.93	\$15,750.00	\$4,151.07 73.6%
10.500.0270.2700.0580	Travel Staff Per Diem	\$0.00	\$0.00	\$1,000.00	\$1,000.00 0.0%
10.500.0270.2700.0610	General Supplies	\$61.99	\$61.99	\$1,000.00	\$938.01 6.2%

# Summit Academy Incorporated

## Account Level Operating Statement For the Period 07/01/2025 through 10/31/2025

Fiscal Year: 2025-2026

<u>07/01/2025 - 10/31/2025</u>			<u>Budget</u>	<u>Budget Balance</u>	
10.500.0270.2700.0624	Bus Fuel	\$5,042.35	\$5,042.35	\$25,000.00	\$19,957.65 20.2%
10.500.0270.2700.0670	Software	\$0.00	\$0.00	\$850.00	\$850.00 0.0%
10.500.0270.2700.0681	Bus Maintenance Supplies	\$202.87	\$202.87	\$6,000.00	\$5,797.13 3.4%
10.500.0270.2700.0732	School Buses	\$0.00	\$0.00	\$25,000.00	\$25,000.00 0.0%
10.600.1205.1000.0133	Educational Stipends	\$1,000.00	\$1,000.00	\$0.00	(\$1,000.00) 0.0%
10.600.1205.1000.0209	401k	\$100.00	\$100.00	\$0.00	(\$100.00) 0.0%
10.600.1205.1000.0210	Pension Contributions	\$91.44	\$91.44	\$0.00	(\$91.44) 0.0%
10.600.1205.1000.0220	Social Security	\$56.68	\$56.68	\$0.00	(\$56.68) 0.0%
10.600.1205.1000.0221	Medicare	\$13.24	\$13.24	\$0.00	(\$13.24) 0.0%
10.600.1205.1000.0550	Printing and Binding	\$380.00	\$380.00	\$500.00	\$120.00 76.0%
10.600.1205.1000.0610	General Supplies	\$0.00	\$0.00	\$500.00	\$500.00 0.0%
10.600.1205.1000.0641	Curriculum	\$0.00	\$0.00	\$2,000.00	\$2,000.00 0.0%
10.600.1205.1000.0650	Tech Related Supplies	\$12,881.02	\$12,881.02	\$20,000.00	\$7,118.98 64.4%
10.600.1205.1000.0670	Software	\$8,872.62	\$8,872.62	\$9,122.62	\$250.00 97.3%
10.600.1205.2100.0143	Health Professional	\$666.64	\$666.64	\$0.00	(\$666.64) 0.0%
10.600.1205.2100.0209	401k	\$33.32	\$33.32	\$0.00	(\$33.32) 0.0%
10.600.1205.2100.0210	Pension Contributions	\$94.27	\$94.27	\$0.00	(\$94.27) 0.0%
10.600.1205.2100.0220	Social Security	\$39.08	\$39.08	\$0.00	(\$39.08) 0.0%
10.600.1205.2100.0221	Medicare	\$9.12	\$9.12	\$0.00	(\$9.12) 0.0%
10.600.1205.2100.0610	General Supplies	\$3,847.73	\$3,847.73	\$5,000.00	\$1,152.27 77.0%
10.600.1205.2200.0530	Communication	\$42.12	\$42.12	\$0.00	(\$42.12) 0.0%
10.600.1205.2200.0670	Software	\$109.89	\$109.89	\$627.38	\$517.49 17.5%
10.600.1205.2300.0612	Office Supplies	\$410.67	\$410.67	\$0.00	(\$410.67) 0.0%
<b>EXPENDITURE</b>		<b>\$8,293,928.13</b>	<b>\$8,293,928.13</b>	<b>\$34,326,610.48</b>	<b>\$26,032,682.35 24.2%</b>
<b>Net (Revenue)/Expense</b>		<b>(\$8,645,008.67)</b>	<b>(\$8,645,008.67)</b>	<b>(\$2,161,310.02)</b>	<b>\$6,483,698.65 400.0%</b>

End of Report



# SUMMIT ACADEMY SCHOOLS

November 20, 2025

TO: Summit Academy Schools Governing Board

FROM: Alana Johnson, Interim Executive Director

SUBJECT: 3101 Enrollment Policy

---

## **BACKGROUND INFORMATION:**

Summit Academy holds an annual lottery enrollment consistent with our charter, Utah Code, and USBE Board Rule. The practices outlined in this policy ensure the schools follow a fair and consistent practice as we enroll students and continue to support current students and families year to year.

## **CURRENT CONSIDERATIONS:**

This policy has been updated to reflect current practices and common language used in our schools. Sub sessions 2 and 3 for student selection have been reordered to match Summit Academy's Exhibit A with the State Charter School Board.

The lottery timeline has been moved early in the year to better compete with neighboring charters' lotteries and registration timelines for nearby school districts.

The policy also includes formatting changes and updated links.

## **IMPACT ON STUDENT ACHIEVEMENT:**

Adjustments to this policy are intended to support clearer communication with families, earlier notification of enrollment for the coming school year, and accuracy of communication across our organization. Increased enrollment and parent involvement builds our school community and helps us focus more directly on student learning.

## **FINANCIAL IMPLICATIONS:**

No additional direct costs. Summit Academy will continue to contract with an online lottery system. We hope to see a positive impact on student enrollment from these changes.

## **RECOMMENDATIONS:**

It is respectfully requested that the Governing Board approve updates to this policy.

---

**DIRECTOR'S RECOMMENDATION:** Recommended for approval.

## **A Review of Area Charter and District Timelines –**

Completed October 2025 by Alysha Hathaway

### **Current Policy Dates for Summit Academy –**

Intent to Return	Begins January
Application opens	January 1 <sup>st</sup>
Lottery Run	Third Friday in February
Notification of Acceptance	No later than March 31st

### **Proposed Dates for Summit Academy –**

Intent to Return	First Monday in December– Dec 12 <sup>th</sup> , continued as needed
Application opens	First Monday in December
First Lottery Run	Tuesday following Martin Luther King Jr. Day
Second Lottery Run	Fourth Week of February
Notification of Acceptance	No later than March 31st

### **Jordan School District**

Course requests start	January 2026
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### **Canyon School District**

Course requests start	No date has been posted yet
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### **Alpine School District**

Course requests start	No date has been posted yet
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### **Ascent Academy**

Application opens	November 18 <sup>th</sup>
Early Lottery for priority groups	January 23 <sup>rd</sup>
General Lottery	January 27 <sup>th</sup>

### **Channing Hall**

Application opens	December 11th
Early Lottery for priority groups	February 2 <sup>nd</sup>
General Lottery	February 5 <sup>th</sup>

### **NorthStar Academy**

Application opens	January 1 <sup>st</sup>
General Lottery	February 3 <sup>rd</sup>

### **Mountain Heights**

Application opens	January
First Lottery	February 9 <sup>th</sup>

**Paradigm Schools**

Application opens

Early bird lottery for 6-8 grades

First lottery grades 9-12

October 15<sup>th</sup>November 3<sup>rd</sup> & November 17<sup>th</sup>February 2<sup>nd</sup>**Providence Hall**

Application opens

General Lottery

December 14<sup>th</sup>February 13<sup>th</sup>**Salt Lake Academy**

Application opens

Early Lottery

General Lottery

December 9<sup>th</sup>February 9<sup>th</sup>February 10<sup>th</sup>**Beehive Science & Technology**

Application opens

General Lottery

December

February 13<sup>th</sup>**Elevated & Excelsior**

Application opens

General Lottery

Elevated – January, Excelsior - December

March 3<sup>rd</sup>**Utah International Charter**

General Lottery

Third Friday of February



# Enrollment Policy

## Policy Number: 3101

### I. Board Policy

The Summit Academy Board of Trustees has an open enrollment policy. Student population at Summit Academy is capped at 3,000 students **for grades K-8**. Student population at Summit Academy High School is capped at 1,200 students. The Summit Academy LEA and Summit Academy High School LEA use a variety of methods to inform prospective students and their families about the school and how to apply for enrollment.

### II. Overview

The methods include:

- School website ([www.summitacademyschools.org](http://www.summitacademyschools.org)).
- Information packets available at Front Office
- Newsletter/email updates
- **Social Media/marketing links**

Summit Academy is committed to an equal opportunity application process. The process neither solicits nor captures any data related to gender, race, religion, national origin, color, disability, or age. Parents may submit their student(s) for consideration by completing either an electronic application (available on the school website). ~~or a printed application available from either the website of or the Front Office.~~ **School offices offer support for completion of the online application on site.**

If Summit Academy is oversubscribed, an enrollment lottery will be held that includes all eligible applicants. The lottery will be conducted under the direction of Summit Academy Administration and in accordance with Utah State Law and Administrative rules.

Accordingly, the following timeline is followed:

#### ~~January 1~~ **First Monday in December to the third Friday in February**

Summit Academy collects applications for the following school year.

~~Summit Academy begins collecting Student Intent to Return forms for current students.~~

#### **Open Enrollment**

Each new student applicant is assigned a priority number in the lottery.

#### **First Run of Lottery – Tuesday following Martin Luther King Jr. Day**

~~Summit Academy collects Continuing Enrollment Student forms for current students.~~

#### **Second Run of Lottery - Fourth Week in February**

~~Summit Academy collects Continuing Enrollment forms for current students.~~

#### **By March 31**

~~Summit Academy sends a written notice of acceptance to the parents or guardian of new applicants.~~

#### **After March 31**

~~Applications accepted only if openings are available.~~ After the first and second lottery run, we will continue to accept applications, and spaces will be offered as they become

available.

**April 30**

~~Deadline for parents to provide written acceptance to Summit Academy. Summit Academy grants priority in the lottery process to children of Summit Academy faculty and siblings of currently enrolled students. Summit Academy makes every effort to restrict priority application counts to a small percentage of its total student population.~~

### **III. Administrative Guidelines for Enrollment Policy and Procedures**

- a. Summit Academy's open enrollment application period is from ~~December~~ ~~January 1~~ through the third Friday in February each year. Should the available openings exceed the applicants in specific grades, Summit Academy shall accept applications until the applicants meet or exceed the openings in each grade or until December 31 of the year.
- b. Summit Academy uses a software application to randomly assign each new student applicant a priority number for the selection process. This helps ensure that the selection process is open and fair to all applicants.
- c. If a student is selected, the household of that student will be notified with a written notice of acceptance no later than March 31, in accordance with state law. ~~If Summit Academy does not receive written acceptance by April 30, or should the enrollment be declined in writing, the selection will be cancelled, and an additional selection session will take place to fill any remaining vacancies.~~
- d. The selection process is partitioned into sub-sessions. The process will be applied consistently for each selection session. Selection sessions will take place in March of each year and as needed to fill vacancies as they arise.
- e. At any time during the year, employee and sibling preferences are open for enrollment, dependent upon availability by grade level. This determination is made under the direction of the Principal (or designee).
- f. If there are any available openings in the grade required in the current school year, an applicant may be enrolled immediately for the current school year if they meet either of the following additional conditions:
  - Enrollment occurs prior to January 1<sup>st</sup> of the current school year.
  - Enrollment occurs after the lottery acceptance notifications have gone out for the upcoming school year (as early as the day after the third Friday in February), AND the new applicant has been accepted and enrolled for the upcoming school year through the normal lottery process.

#### **Sub Session 1 - Existing Student Selection**

Existing Summit Academy students are asked to confirm enrollment in their respective grades for the upcoming year by filling out a ~~Continuing Enrollment~~ Student Intent to Return form and returning it to the Front Office. In ~~the effort~~ the effort to collect ~~Continuing Enrollment~~ Student Intent to Return forms for all existing students, parents will be contacted a minimum of three (3) times via a form sent home, direct e-mail, and telephone.

#### **Sub Session 2 - Sibling Priority Selection**

All siblings of students currently attending Summit Academy, who are not themselves registered students at the school, will be given the next preference in the selection process. If the number of sibling applicants exceeds the number of available openings in a specific grade, the siblings will be

assigned based on their respective randomly assigned priority numbers. Any sibling applicants who are not selected will retain their priority number, and sibling preference should any openings become available.

### **Sub Session 3 - Employees' Priority Selection**

The children or grandchildren of Summit Academy employees, who are not themselves registered students at the school, will be given preference in the selection process. If the number of applicants exceeds the number of available openings in a specific grade, the students will be assigned based on their respective randomly assigned priority number. Any applicants who are not selected will retain their priority number, and preference should any openings become available.

### **Sub Session 4 - Standard Applicant Selection**

Standard applicants consist of at-large applications received during an open enrollment period. If the number of applicants exceeds the number of available openings in a specific grade, students will be assigned based on their respective priority number. Each standard applicant is selected at random, based on their assigned priority number.

## **IV. References**

N/A

[Utah Code 53G-6-501](#)

## **V. Attachments**

N/A

## **VI. Revision History and Approval Date**

Version 1: May 2007: Effective

Version 2: November 2015: Updated

Version 3: November 2018: Updated

Version 4: February 20, 2020: Updated – Added employee students and siblings of current students may enroll at any time if space is available at the discretion of Principal.

Version 5: October 22, 2020: Updated – Section 3 (a), open enrollment until applicants meet or exceed openings.

Version 6: March 3, 2021: Added (f) to Section 3.

Version 7: November 20, 2025: Update to lottery timeline and current verbiage. Change to order of Sub Session 2 and 3 to match Exhibit A. Update formatting.

SUMMIT ACADEMY SCHOOLS

November 20, 2025

TO: Summit Academy Schools Governing Board

FROM: Alana Johnson, Interim Executive Director

SUBJECT: Summit Academy Schools 2026-2027 School Calendar (Final Reading)

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**BACKGROUND INFORMATION:**

Summit Academy aims to have the current and future school calendars published on our website to support future planning for our families and community stakeholders. It is standard practice for neighboring districts to have the draft calendars for the two future school years published on websites.

**CURRENT CONSIDERATIONS:**

This calendar follows the general guidelines of the current calendar and aligns with state requirements for school day accounting. These provisions guide consistency across school years.

**IMPACT ON STUDENT ACHIEVEMENT:**

The annual school calendar provides a framework for guiding grading periods, parent teacher conferences, school breaks, assessment planning, and more.

**FINANCIAL IMPLICATIONS:**

None.

**RECOMMENDATIONS:** It's respectfully requested that the Governing Board approve this final reading of the 2026-2027 School Year Calendar.

---

**DIRECTOR'S RECOMMENDATION:** Recommended for approval.

# Summit Academy Schools

2026-2027

AUGUST							SEPTEMBER							OCTOBER													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
2	3	4	5	6	SST	7	8			1	2	3	4	A	5				1	2	B	3					
					NTO					B	A	B		EO				B		EO							
9	10		11	12	13	14	15	6	7		8	9	10	11	B	12	4	5	6	7	8	9	A	10			
	NTO		PDD	Teacher Training						B	A	B		EO			A	B	A	B		EO					
16	17		18	B	19	A	20	B				16	17	18	A	19	11	12	13	EoQ1	14		15	16	17		
	TT Day		KAW						A	B	A	B		EO			A		EO	B	Fall Recess						
23	24		25	26	27	28	B	29	20	21	22	B	23	A	24	EO	B	25	18	19	20	21	22	23	B	24	
	A		B	A	B		EO			A		9-12	PTC	K-12	PTC	K-8	PTC	COMP		PDD		B	A	B		EO	
30	31								27	28	29		30						25	26	27	28	29	30	A	31	
	A									A	B	A								A	B	A	B		EO		
NOVEMBER							DECEMBER							JANUARY													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
1	2	3	4	5	6	B	7			1	2	3	4	A	5				1		2						
	A	B	A	B		EO				B	A	B		EO													
8	9		10	11	12	13	A	14	6	7		8	9	10	11	B	12	3	4	5	6	7	8	EoQ2	9		
	A		B	A	B		EO			A	B	A	B		EO				PDD		B	A	B		EO	A	
15	16		17	18	19	20	B	21	13	14		15	16	17	18	A	19	10	11	12	13	14	15	A	16		
	A	B	A	B		EO				A	B	A	B		EO				A	B	A	B		EO			
22	23		24		25		26	27	20	21	22		23	24		25		26	17	18	19	20	21	22	B	23	
	A		EO	B	Thanksgiving Recess					Winter Recess										MLK Day		B	A	B		EO	
29	30								27	28	29	30	31						24	25	26	27	28	29	A	30	
	A								Winter Recess										31		A	B	A	B		EO	
FEBRUARY							MARCH							APRIL													
S	M	T	W	Th	F	S	S	M	T	W	Th	F	S	S	M	T	W	Th	F	S							
	1	2	3	4	5	B	6			1	2	3	4	5	B	6				1	2	A	3				
	A	B	A	B		EO				B	A	B		EO								EO					
7	8		9	10	11	12	A	13	7	8		9	10	11		12	EoQ3	13	4	5	6	7	8	9	10		
	A		B	A	B		EO			A	B	A	B		EO	A			Spring Recess								
14	15		16	17	18	19	A	20	14	15		16	17	18	19	B	20	11	12	13	14	15	16	B	17		
	Pres Day		B	A	B		EO			PDD		B	A	B		EO			A	B	A	B		EO			
21	22		23	B	24	A	25	EO	B	21	22		23	24	25		26	A	27	18	19	20	21	22	23	A	24
	A		9-12	PTC	K-12	PTC	K-8	PTC	COMP		A	B	A	B		EO			A	B	A	B		EO			
28									28	29	30	31							25	26	27	28	29	30	B	1	
	A		B	A						A	B	A							A	B	A	B		B			
MAY							First Day Of School & Last Day of School																				
S	M	T	W	Th	F	S	EO	Early Out Day (Two Hour Early Release) - Teacher PLC Comp Time																			
2	3	4	5	6	7	A	8	EO	Early Out Day (Two Hour Early Release) - No PLCs, Teacher Work Time (Full Day)																		
	A	B	A	B		EO			No School																		
9	10	11	12	13	14	B	15		PTC	Parent Teacher Conferences																	
	A	B	A	B		EO			EoQ	End of Quarter																	
16	17	18	19	20	21	A	22		*	Make-up "Snow Days" for Students or Additional PDD for Teachers																	
	A	B	A	B		EO			NTO	New Teacher Orientation (New to Summit Academy)																	
23	24	25	B	26	EoQ4	27	28		TT	All Teacher Training (New and Returning Teachers)																	
	A			EO	A				PDD	Teacher Professional Development Day (No School - Full Teacher Work Day)																	
30	31								COMP	Teacher Conference Compensation (No School)																	
	Mem. Day								KAW	Kindergarten Assessment Week																	
									SST	Support Services Training																	
									*	SAHS Graduation Day for Seniors																	
EoQ1 = 42 Days																											
EoQ2 = 47 Days																											
EoQ3 = 43 Days																											
EoQ4 = 48 Days																											
TOTAL = 87 A Days & 87 B Days																											



SUMMIT ACADEMY SCHOOLS, INC

Draper

November 20, 2025

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: Resolution 26-001 (Updating Bank Signers)

---

**BACKGROUND INFORMATION**

From time to time and based on certain positions within the LEA changing (For Example): The Executive Director and Business Administrator certain individuals will need to fill out paperwork with Zions bank to update signers on the accounts.

**CURRENT CONSIDERATIONS**

At this time with Dr.Molly Hart leaving the organization, we have removed her on the account and added a few additional signers on the account. At this time, we have 5 total individuals on the account that can sign: Reference Attachment

We have Resolution 26-001 Resolution of the Board of Directors of Summit Academy Inc to update Bank Signers on all Business Accounts at Summit Academy Inc.

**FINANCIAL IMPLICATIONS**

None per this Resolution

**RECOMMENDATIONS**

To review and complete Resolution 26-001 to update Bank Signers on all Business Accounts at Summit Academy Inc.

---

**BUSINESS ADMINISTRATOR'S RECOMMENDATION:**

Approve Resolution 26-001

**SUMMIT ACADEMY SCHOOLS INC**  
**Draper, Utah**

**RESOLUTION 26-001**

**Resolution of the Board of Directors of Summit Academy Inc to update Bank Signers on all Business Accounts at Summit Academy Inc.**

On motion of Member \_\_\_\_\_, seconded by Member \_\_\_\_\_, the following resolution is adopted:

**WHEREAS**, Summit Academy Inc wishes to update the authorized signers on all Business Bank Accounts;

**NOW THEREFORE BE IT RESOLVED** that the Governing Board of Summit Academy Inc shall authorize the following change to the signer on all Summit Academy Business Bank Accounts.

Remove: Molly Hart (Previous Executive Director)

Add: Alana Johnson (Interim Executive Director)

Add: Scott Pettit (Director of Facilities, Safety, and Transportation)

Add: Jeffrey Wyant (Principal, Draper Campus)

**PASSED AND ADOPTED** this 20th day of November, 2025 by the Governing Board of the Summit Academy Inc, by the following vote:

AYES:

NOES:

ABSENT:

ABSTENTION:

STATE OF UTAH)  
DRAPER

I, Peter Baxter, Chair of the Governing Board of the Summit Academy Inc, State of Utah, do hereby certify that the foregoing is a true and correct copy of a Resolution duly passed and adopted by said Board of Trustees at the regularly called and conducted meeting held on November 20, 2025.

November 20, 2025  
Date

\_\_\_\_\_  
Peter Baxter, Chair of the Board of Trustees

Branch ID: 7455	Cost Center: 0500	Date: 10-31-2025
Supersedes Card dated: 10-18-2024	Employee ID:	

## Business Client Deposit Services Agreement ("Agreement")

### Zions Bancorporation, N.A. dba Zions First National Bank

Note: Your deposit account(s) is/are held with Zions Bancorporation, N.A. which operates through various divisions, including, but not limited to, the trade name referred to at the top of this Agreement. For purposes of this Agreement, the term "Bank," "us," "we" and other similar terms refer to Zions Bancorporation, N.A.

Name of Business (Entity) / Legal Party	SUMMIT ACADEMY INC.
Account Title	SUMMIT ACADEMY INC.  DBA SUMMIT ACADEMY HIGH
Account Ownership	Corporation
TIN	***-**-8013

Account Number	Opened Date	Opened/Revised By	Account Type
066013319	3/24/2005	Jeanette Tani	DDA

#### AUTHORIZED SIGNERS

Please list the names of the Authorized Signers for all deposit accounts of Entity.

Authorized Signer(s) for the Entity is/are the following:	
Print Name:	LISA CUTLER
Print Name:	BRADLEY WILKINSON
Print Name:	JEFFREY WYANT
Print Name:	SCOTT KURTIS PETTIT
Print Name:	ALANA MARIE DELACRUZ-JOHNSON

#### BANKING RESOLUTIONS

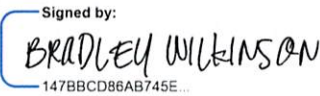
I/We, the undersigned, hereby certify to the Bank that if the Entity above is: (i) a corporation, then at least one of the

undersigned is an Authorized Principal (as defined below); (ii) a sole proprietorship, then the undersigned is the individual owner; (iii) a general partnership, then all of the undersigned are general partners; (iv) a joint venture, then all of the undersigned are joint venturers; (v) a non-personal trust, then all of the undersigned are current trustees; (vi) a limited liability company, then all of the undersigned are the members (if management is by members), or all of the managers (if management is by the managers); and (vii) not one of the aforementioned entities, then the undersigned are representatives of the governing body of the Entity and designated keeper of the records and minutes of the Entity identified above. Also, I/ we, the undersigned, hereby certify to the Bank that: (i) we/I have full authority to make the representations set forth in these Resolutions on behalf of the Entity and the following is a true and correct copy of the Resolutions duly adopted by the requisite Board of Directors (if a corporation), by the partners (if a partnership), venturers (if a joint venture), members/ managers (if a limited liability company), proprietor (if a sole proprietorship) or other governing authority of the Entity at a meeting, at which a quorum was present and acting throughout, or adopted by the written consent of a majority of those entitled or required to act to bind the Entity; and (ii) that such Resolutions are in full force and effect:

1. Resolved, that each person signing below for these Resolutions is/are owners and/or authorized contracting officers of the Entity named above, (each an "Authorized Principal" and collectively the "Authorized Principals") and each Authorized Principal, acting alone, unless the Bank specifically requests otherwise, is authorized to: (a) read, acknowledge and execute on behalf of the Entity the: (i) Business Client Deposit Services Agreement; (ii) Deposit Account Agreement; (iii) Business Accounts Schedule of Fees; and (iv) deposit account disclosure(s), as applicable (collectively, the "Deposit Agreements"); (b) sign on behalf of and for the Entity under the heading, "Agreement by Entity and Authorized Principals" of this Agreement; and (c) execute banking documents on behalf of Entity for any service or product, including, but not limited to, agreements and applications for debit cards and/or payment orders and other money movement transactions offered through online and/or mobile banking, which may allow for designation of authorized users without regard to whether the authorized user is also an Authorized Principal, that the Bank offers to small business customers;
2. Resolved, that one or more individuals (each an "Authorized Signer"), as set forth in this Agreement above, acting alone, has the authority on each deposit account of Entity to: (i) deposit funds; (ii) withdraw funds, including through a payment order instruction, such as telephone transfer; (iii) initiate and approve payment orders, such as ACH; (iv) sign and endorse checks, drafts or other instruments; (v) give instruction on deposit accounts, including, but not limited to, making requests for deposit account information related to any activity, checks, transactions, notices or statements involving one or more deposit accounts; (vi) request and obtain a debit card, as well as make changes to an existing debit card, in order to engage in ATM, cash and purchase transactions; and (v) provide the Bank with instructions for stop payment, account closure, or change of contact information, including, but not limited to, change of address;
3. Resolved, that the authorizations by Entity as described in these Resolutions are in addition to all other authorizations in effect; however, if these Resolutions conflict with any other authorizations in effect, then these Resolutions will prevail only to extent to resolve the conflict, and these Resolutions will remain in full force and effect until the Bank receives written notice of their revocation at the Customer Service address set forth in the Deposit Account Agreement for the specific Division at which Entity holds its deposit account(s) and has been given a reasonable opportunity to act; and
4. Resolved, that in the event the Bank requests, from time to time, Entity will deliver certified copies of documents evidencing authorizations and approvals (e.g., organizational documents filed with the Entity's state of organization, bylaws, operating agreements, resolutions, minutes and incumbency certificates).

Print Name:

BRADLEY WILKINSON

Signature:	 Signed by: <b>BRADLEY WILKINSON</b> 147BBCD86AB745E...
Print Title:	Director
Date:	11/3/2025

#### BUSINESS CLIENT DEPOSIT SERVICES AGREEMENT TERMS AND CONDITIONS ("TERMS")

Each Authorized Principal and Entity, as set forth in the above Resolutions of this Agreement and as set forth below, hereby agree and acknowledge, by signing below under the heading, "Agreement by Entity and Authorized Principals," that:

1. The deposit account(s) is/are to be governed by the Deposit Agreements, as they may be amended by the Bank from time to time and as defined in the above Resolutions.
2. The Deposit Agreements have been read, acknowledged and agreed to and are incorporated into this Agreement by this reference.
3. Entity and each Authorized Principal understands that ANY DISPUTE BETWEEN ENTITY AND BANK SHALL BE RESOLVED IN THE MANNER SPECIFIED IN THE DEPOSIT ACCOUNT AGREEMENT, AS IT MAY BE AMENDED FROM TIME TO TIME, UNLESS THE DEPOSIT ACCOUNT AGREEMENT PROVIDES OTHERWISE, THE ENTITY AND BANK AGREE WITH REGARD TO ANY DISPUTE CONCERNING ACCOUNTS WITH BANK AND/OR SERVICES RELATED TO THE ACCOUNTS TO WAIVE: (A) TRIAL BY JURY; AND (B) PARTICIPATION IN A CLASS ACTION.
4. The Bank is not required to follow or impose any multiple signature withdrawal restrictions regardless of whether Entity makes a notation on this Agreement, any other account document or elsewhere and if the Entity does make such notation, then the notation is only for the Entity's own internal procedures and controls, but it is not binding on the Bank.
5. The Bank is authorized to obtain one or more consumer reports on Authorized Principals and the Bank is authorized to disclose about each deposit held at the Bank and in the name of Entity or Authorized Principal to credit reporting agencies and to others.
6. Should the information from any consumer report on an Authorized Principal or Entity cause the Bank to decide to deny opening one or more deposit accounts for the above-named Entity, the Bank is authorized to communicate to any Authorized Principal that the denial was based in whole or in part on such information.
7. The Bank reserves the right to deny and/or delay opening one or more bank deposit accounts in the name of the Entity now or in the future for any reason and without regard to whether this Agreement is executed by Entity.
8. If we are trustees of a trust that holds the deposit account(s) set forth in or otherwise subject to this Agreement, then I/we agree that: (i) the Bank may ask for a declaration of trust and/or copies of the non-dispositive provisions of the trust, from time to time and at any time, in order to verify the existence of the trust and its trustees along with powers granted to the trustees; (ii) the Bank shall have no responsibility or liability relating to use of funds in the deposit account(s); and (iii) the trustees shall indemnify and hold Bank harmless for any and all loss, including, but not limited to, reasonable attorneys' fees, resulting from any claims relating to any trust administration.
9. The Entity shall indemnify and hold Bank harmless from any loss suffered or any liability it may incur acting in reliance upon this Agreement, including these Terms, and the above Resolutions.
10. If I/we are an owner of a sole proprietorship, a general partner of a partnership, or a manager or managing member of

an LLC, then I/we agree and acknowledge that any indebtedness to the Bank incurred in connection with this Agreement shall be the joint and several indebtedness of the Entity and each and every undersigned proprietor, general partner, LLC manager or LLC managing member.

11. Each of the undersigned will immediately notify the Bank of an ownership or entity structure change of the Entity (e.g., incorporation of the business, merger (where the existing Entity no longer exists), another party acquires an ownership interest, conversion from one entity type to another, changes in general partners and etc.).
12. Entity agrees and acknowledges that this Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
13. Entity agrees and acknowledges that deposits held at Amegy Bank, California Bank & Trust, The Commerce Bank of Oregon, The Commerce Bank of Washington, National Bank of Arizona, Nevada State Bank, Vectra Bank Colorado and Zions Bank are held with Zions Bancorporation, N.A., and the deposits are not separately insured for FDIC insurance purposes; rather, the deposits are added together and insured up to the FDIC insurance limit.

#### AGREEMENT BY ENTITY AND AUTHORIZED PRINCIPALS

Print Name:	BRADLEY WILKINSON
Signature:	<div> <div>Signed by:</div> <div>BRADLEY WILKINSON</div> <div>147BB8D86AB745E...</div> </div>
Print Title:	Director
Date:	11/3/2025

#### SOLE PROPRIETORSHIPS ONLY:

<b>PAYABLE ON DEATH BENEFICIARY INFORMATION</b>  Funds in the deposit account(s) opened under this Agreement will be payable to the individual(s) named below, if such individual(s) survive(s) all of the account owners.	
BENEFICIARY NAME	RELATIONSHIP TO ACCOUNT OWNER(S) (if applicable)

**\*FOR SOLE PROPRIETORSHIPS OWNED BY TWO SPOUSES/DOMESTIC PARTNERS**

(APPLICABLE STATES ONLY): The undersigned spouse/domestic partner certifies that the spouse/domestic partner signing above and the spouse/domestic partner signing below: (a) are married to each other or in a domestic partnership with each other; (b) reside in a state that allows spouses/domestic partners to own a sole proprietorship; and (c) together own the Entity as a sole proprietorship. Also, by signing below, I hereby join in the above Terms, and hereby agree that any indebtedness incurred in connection with this Agreement shall also be my joint and several personal indebtedness.

Print Name:	
Signature of Spouse/Domestic Partner Proprietor:	
Date:	



## Certificate Of Completion

Envelope Id: 9F43D56F-220C-4ACD-9439-E7F06A81EB34	Status: Completed
Subject: Please e-sign documents for your Zions Bank account	
Source Envelope:	
Document Pages: 5	Signatures: 2
Certificate Pages: 11	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelopeld Stamping: Enabled	Jeanette Tani
Time Zone: (UTC-07:00) Mountain Time (US & Canada)	1 S Main St FL 15
	Salt Lake City, UT 84133-1109
	Jeanette.Tani@zionsbank.com
	IP Address: 209.20.103.246

## Record Tracking

Status: Original	Holder: Jeanette Tani	Location: DocuSign
10/31/2025 1:49:19 PM	Jeanette.Tani@zionsbank.com	

## Signer Events

BRADLEY WILKINSON  
brad.wilkinson@summitacademyschools.org  
Security Level: Email, Account Authentication (None)

## Signature

Signed by:  
  
147BBCCD86AB745E

Signature Adoption: Pre-selected Style  
Using IP Address: 205.118.85.33

## Timestamp

Sent: 10/31/2025 1:49:21 PM  
Viewed: 11/3/2025 11:11:59 AM  
Signed: 11/3/2025 11:12:14 AM

## Authentication Details

### Identity Verification Details:

Workflow ID: 20ad890b-60d7-404e-a3f8-12f0b71f01f9  
Workflow Name: NAOP GOV ID  
Workflow Description: US PhotoID/Passport; CAN, MX Passport only, 4x, MOD name var; no mnl rev, eIDs or KBA; Date Issue, Exp date, ID doc #, Issuing country region state  
Identification Method: Government Issued Id Document  
Type of Document: Driver's License  
Identification Level: ID Only  
Transaction Unique ID: 6c8e9630-8143-5200-98ad-69b22c0323a9  
Country or Region of ID: US  
Result: Passed  
Performed: 11/3/2025 11:11:15 AM

### Electronic Record and Signature Disclosure:

Accepted: 11/3/2025 11:11:59 AM  
ID: 380f8c39-d78f-4c9f-985e-fb170892a116

In Person Signer Events	Signature	Timestamp
Editor Delivery Events	Status	Timestamp
Agent Delivery Events	Status	Timestamp
Intermediary Delivery Events	Status	Timestamp
Certified Delivery Events	Status	Timestamp
Carbon Copy Events	Status	Timestamp
Witness Events	Signature	Timestamp
Notary Events	Signature	Timestamp
Envelope Summary Events	Status	Timestamps
Envelope Sent	Hashed/Encrypted	10/31/2025 1:49:22 PM
Certified Delivered	Security Checked	11/3/2025 11:11:59 AM



**Envelope Summary Events**

Signing Complete  
Completed

**Status**

Security Checked  
Security Checked

**Timestamps**

11/3/2025 11:12:14 AM  
11/3/2025 11:12:14 AM

**Payment Events****Status****Timestamps****Electronic Record and Signature Disclosure**

## **E-Sign Consent for Execution and Delivery of Electronic Documents**

This E-Sign Consent for Execution and Delivery of Electronic Documents ("Consent") applies to all electronic records for Personal Financial Statement ("PFS"), marketing, and disclosures, agreements or applications for deposit, lending, leasing, card, sweep, deposit placement and digital banking products and services (each a "Service" and collectively the "Services"). Specifically, if you would like to get or give a PFS, participate in a marketing event or promotion, apply for a loan, lease, deposit account or card, and/or obtain one or more Services by electronic means, then we first need to obtain your consent. More specifically, we need to obtain your consent in order: (i) for you to provide either or both your electronic agreement or signature to one or more electronic agreements; and (ii) for us to deliver information to you in electronic rather than in paper form.

If you would like to provide your consent, then please read through this Consent and check the applicable check box indicating consent to this Consent. By consenting, you are agreeing and acknowledging: (i) to the terms and conditions of this Consent; (ii) that electronic execution and/or delivery, electronic communications, and electronic records shall have the same effect and authority as if hand signed by you and/or delivered in paper; and (iii) that electronic signatures shall have the same effect and authority as those hand-signed by the named signer.

**Also, by providing your consent to this Consent, you confirm, represent and warrant to us that you have: (i) the system requirements described below; (ii) verified your hardware and software meets our system requirements; and (iii) the ability to access, view and print or electronically save (including taking screenshots) electronically executed and/or delivered Electronic Documents, which may include the format of HTML or PDF.**

If you do not want to provide your consent, then do not check the applicable check box indicating consent to this Consent. However, if you would like to still get or give a PFS, participate in a marketing event or promotion, apply for a loan, lease, deposit account or card and/or obtain one or more Services but through non-electronic means, then contact us in the applicable manner as set forth below under the heading, "Requesting Paper Copies."

**Please Note:** The consequences of not agreeing to this Consent and proceeding with paper delivery and execution of the applicable documents will be that transactions may take a longer time to process. Also, if you are a commercial card customer, you will be required to execute an amendment to the Commercial Card Master Agreement. Further, if you are a commercial investment line of credit customer, you will be required to execute a different set of documents that may contain different terms and conditions, including, but not limited to, a different underwriting process and additional covenants. Finally, if you want 360 services or My360 services, you will not be able to use the services unless you have agreed to this Consent and provide your electronic agreement to the applicable terms.

**Definitions.** For purposes of this Consent, the following terms shall have the meanings set forth below:

"Bank," "we," "our" and other similar terms refers to Zions Bancorporation, N.A., including any Division.

"Division" refers to any one of the following divisions with trade names that the Bank operates through: (i) Amegy Bank; (ii) California Bank & Trust; (iii) The Commerce Bank of Oregon ("CBO"); (iv) The Commerce Bank of Washington ("CBW"); (v) The Commerce Bankwest ("CBNW"); (vi) National Bank of Arizona; (vii) Nevada State Bank; (viii) Vectra Bank Colorado; and (ix) Zions Bank. Also, "Division" refers to "Equipment Finance by" along with one of the foregoing trade names.

"DocuSign" refers to the Bank's third-party service provider, DocuSign Inc., who provides a platform for the Bank to deliver Electronic Documents to you and for you to provide your electronic signature on Electronic Documents through the DocuSign® electronic signature system.

"eDocuments Account" means a deposit account, loan account or other account at the Bank which you have enrolled in one or more of the following: the eStatements service, the eNotices service, and/or the eTax Documents service.

"eDocument Communications" can be any periodic statement, notice, disclosure, agreement, fee schedule, transaction or event record, invoice, response to claim or other communication (collectively "information") regarding your enrolled eDocuments Account that the Bank chooses to provide by eStatement or eNotice instead of paper. "eDocument Communication" also includes eTax Documents that we make available for eligible eDocument Accounts. An eDocument Communication is viewed by logging into online banking or mobile banking, both are commonly referred to as Digital Banking. eDocument Communications may contain information that the Bank is required by law to give you, or information that the Bank chooses to give you.

“eNotice” means any eDocument Communication that is not an eStatement or eTax Documents. (Please note that “eNotice” includes any statement of transactions or balances in a loan account and is deemed an “e-Notice” rather than an “eStatement.”)

“eStatement” means an electronic version of the paper periodic statement of debits, credits and balances that the Bank mails to you for a deposit account that is not enrolled in the eStatements service. “eStatement” also includes notices, disclosures and other information that would be printed on the paper periodic statement or enclosed with a mailed paper periodic statement.

“eTax Document” means any IRS tax reporting form that the Bank makes available for electronic delivery for an eligible eDocuments Account. The Bank may from time to time, in its discretion, add or delete which IRS forms are included as eTax Documents in the Service.

“Electronic Documents” refers to any information that we give in electronic form pursuant to this Consent, and as described below under the heading entitled, “Scope.” For example, this Consent is an “Electronic Document.” Also, “Electronic Documents” include any communication that you give us in connection with an Electronic Document. For example, if you file a claim, which we may require to be in written form rather than in electronic form, that your deposit account statement reflects an unauthorized electronic funds transfer from your deposit account, and you then send us an electronic email response in connection with that claim, the email you sent is an “Electronic Document.”

“Mobile Device” refers to any portable computing device that meets the system requirements set forth in this Consent, such as a smartphone or tablet. For purposes of mobile banking, “Mobile Device” means a cellular telephone, tablet or similar wireless communication device: (i) that is installed with mobile banking software that is permitted by us; or (ii) that can conduct mobile banking transactions by using other protocols we may choose to permit (e.g., Wireless Application Protocol (WAP) or text (SMS) messaging).

“you,” “your” and other similar terms refers to the person, in both his or her individual capacity and agency capacity, if applicable, (if in an agency capacity, “you” includes the principal/ business entity), giving consent to this Consent, and also each additional account owner or authorized principal of the business, Authorized Agent, Authorized Representative, Authorized User, user who has been granted Access Credentials, and user identified on any Bank product you enroll or apply for, use or access that is subject to an agreement or disclosure described in this Consent.

**Scope.** The scope of your consent for current and future delivery of Electronic Documents covers this Consent and the Electronic Documents listed below. Specifically, if you consent, then you are giving consent for the Bank to provide, if it decides to do so, and for you to electronically agree to and/or electronically receive the following Electronic Documents:

**For consumer lending:**

1. Personal Financial Statement;
2. Consumer Credit Application Addendum (only available at CBO, CBW and/or CBNW);
3. Home Equity Credit Line Early Disclosure;
4. Disclosure of Right to Copy of an Appraisal or Right to Appraisal, as applicable;
5. Fair Lending Notice;
6. Notice Concerning Extensions of Credit;
7. California Fair Lending Notice;
8. When Your Home is on the Line Disclosure (also known as, “What you Should Know about Home Equity Lines of Credit”);
9. Home Ownership Counseling Disclosure (also known as, “List of homeownership counseling organizations”);
10. Flex-Line Application;
11. Check Reserve Disclosure; and
12. Check Reserve Agreement.

**For business lending:**

1. Personal Financial Statement;
2. Zions Bank Capital Loan Agreement;
3. Zions Bank Capital Loan Application Agreement;
4. Confirmed Loan Terms;
5. ACH authorizations;
6. Personal Guarantee or Personal Guaranty;
7. Promissory Note;
8. Credit Agreement;

9. Business Loan Agreement;
10. SBA Addendum to Business Loan Agreement;
11. Resolutions;
12. Disbursement Request and Authorization;
13. Business Access Loan Application & Agreement or Business Access Loan Agreement;
14. Joint Application Declaration, Business Access Loan Application & Agreement;
15. Personal Guarantee and/or Commercial Guarantee;
16. Business Banking Sweep Maintenance Form or Business Banking Loan Sweep Maintenance Form;
17. Commercial Loan- Authorization for Automatic Payment;
18. Investment Line of Credit Agreement;
19. Disclaimer and Waiver with Regard to Loan by Lender;
20. Investment Line of Credit Signature Card;
21. Account Assignment, Security and Control Agreement; and
22. Statement of Purpose for an Extension of Credit Secured by Margin Stock-FR U-1, as it may be amended.

**For deposit account(s):**

1. Banking Resolutions;
2. Signature Card/Business Client Deposit Services Agreement, as applicable;
3. Signature Card/Personal Client Deposit Services Agreement, as applicable;
4. Zions Bancorporation, N.A. Deposit Account Agreement;
5. Product Rates/Deposit Account Rates;
6. Electronic Funding Authorization;
7. Debit Card Overdraft Service (also known as, "What You Need to Know About Overdrafts and Overdraft Fees");
8. Account agreement (which provides a summary of the features for your account);
9. Personal Accounts Schedule of Fees, as applicable;
10. Business Accounts Schedule of Fees, as applicable;
11. Service Charge Information, as applicable;
12. Deposit account disclosure, as applicable; and
13. Deposit Account Control Agreement (DACA) Fee Disclosure, as applicable.

**For personal digital banking:**

1. The Digital Banking Service Agreement (Personal & Business);
2. eDocuments Service Agreement (for one or more of the following: eStatements service; eNotices service; or eTax Documents service) which is subject to your specific separate enrollment in one or more services for eDocument Communications through Digital Banking unless you open your deposit account through our self-enrollment process, then you are automatically enrolled in eStatements and eNotices (the platform you are using will clearly indicate whether you are automatically enrolled in eStatements and eNotices);
3. Authorization to debit a checking or savings account held with the Bank or another financial institution in order to make a transfer to a deposit account or make a payment on one or more loans held with the Bank;
4. ACH authorizations;
5. eStatements for Credit Cards Agreement;
6. Paper Statement Notice and Consent;
7. Error resolution notices, billing rights notices, balance calculation notices, federal and state privacy notices, data breach notices and disclosures or notices that may be required under the Truth in Savings Act, Electronic Funds Transfer Act, Truth in Lending Act, the Equal Credit Opportunity Act, the Fair Credit Reporting Act, the Gramm Leach Bliley Act, and the Real Estate Settlement Procedures Act, including any amendments made to the foregoing laws, or other applicable federal or state law and regulations;
8. Bill Pay Service Agreement;
9. External Account Transfer Addendum or External Transfers Agreement or Personal Electronic External Transfers Agreement or DirectNET<sup>SM</sup> Consumer Online Banking External Account Transfers Addendum;
10. External Transfer to a Friend Enrollment Form;
11. Zelle® and Other Payment Services Agreement;
12. Wire Application for Personal Digital Banking;
13. Wire Agreement for Digital Banking;
14. Direct Connect Service Agreement (with optional Bill Payment Service (Personal & Business)); and
15. Mobile Banking Privacy Policy.

**For business digital banking:**

1. Online and Mobile/Digital Banking Resolutions;

2. The Digital Banking Service Agreement (Personal & Business);
3. eDocuments Service Agreement (for one or more of the following: eStatements service; eNotices service; or eTax Documents service) which is subject to your specific separate enrollment in one or more services for eDocument Communications through Digital Banking unless you open your deposit account through our self-enrollment process, then you may be automatically enrolled in eStatements and eNotices (the platform you are using will clearly indicate whether you are automatically enrolled in eStatements and eNotices);
4. eStatements for Credit Cards Agreement;
5. Paper Statement Notice and Consent;
6. Digital Banking Service Application;
7. Digital Banking Service Update;
8. Multiple Party Addendum to Business Digital Banking Service Agreement;
9. Bill Pay Service Agreement;
10. Zelle® and Other Payment Services Agreement;
11. ACH authorizations;
12. Wire Application for Business Digital Banking;
13. Wire Agreement for Digital Banking;
14. Direct Connect Service Agreement (with optional Bill Payment Service (Personal & Business));
15. Request for Commercial Loan Advance Function or Online Commercial Loan Advance Request Form or Request to Enable Online Commercial Loan Advance Function or Digital Banking Commercial Loan Advance Function Form Addendum to the Digital Banking Service Agreement and Amendment to the Business Credit Agreement, any of which may contain a reaffirmation and acknowledgement of guaranty; and
16. Authorization for Disbursement Service (ACH).

**For commercial equipment finance:**

1. Master Lease Agreement;
2. Master Finance Lease;
3. Addendum to Master Finance Lease;
4. Equipment Schedules;
5. Power of Attorney;
6. Beneficial Ownership Certification;
7. Resolutions;
8. Delivery and Acceptance certificate(s);
9. Personal guarantee and/or commercial guarantee;
10. Any exhibits or addenda related to the foregoing; and
11. Any other Bank required documents that relate to leases for equipment, inventory or other goods.

**For treasury management products and services:**

1. Treasury Management Master Services Agreement ("MSA");
2. Treasury Management Consent for Services ("TMC");
3. Acceptance of Treasury Management Agreements ("TMA");
4. Certification of Resolution and Authorization for Treasury Management Services ("TMR");
5. Certificate of Resolution and Authorization For Wire Transfer Services (may be available to customers without a treasury profile);
6. Treasury Management Specifications and Acceptance ("Specifications");
7. Security Parameters Election Form;
8. Consumer Supplement to the Treasury Management Master Services Agreement;
9. ICS Deposit Placement Agreement;
10. Custodial Agreement;
11. ICS Account Form;
12. ICS Customer Profile Form;
13. IntraFi Network Demand or Savings (formerly ICS) Customer Transaction Request Form;
14. IntraFi ICS Demand and Savings Sweeps disclosure;
15. CDARS® Order Form;
16. CDARS® Deposit Placement Agreement;
17. Commercial Card Maintenance / Support Request Form;
18. Wire PIN Acknowledgement (excluding CBO and CBW) (may be available to customers without a treasury profile);
19. Funds Transfer Drawdown (Reverse Wire) Service Request & Agreement (may be available to customers without a treasury profile);
20. Wire Transfer Agreement Coversheet (may be available to customers without a treasury profile);

21. Wire Transfer Agreement (may be available to customers without a treasury profile);
22. Addendum to Wire Transfer Agreement (may be available to customers without a treasury profile); and
23. Standing Wire Transfer Terms & Conditions (may be available to customers without a treasury profile).

**For Private Banking and Premier Wealth Management products and services:**

1. Consumer Money Market Mutual Fund Sweep - Specifications and Acceptance Form (excluding CBO and CBW);
2. Premier Sweep Account Authorization Form;
3. ICS Customer Profile Form;
4. ICS Account Form;
5. ICS Deposit Placement Agreement;
6. Custodial Agreement;
7. IntraFi ICS Demand and Savings Sweeps disclosure; and
8. 360 Service Agreement or My360 Service Agreement.

**For Marketing:**

1. Multi-Media Release (and/or any release used to obtain consent to use your name, image, voice, likeness and/or words); and
2. Affidavit of Prize Acknowledgment, Release and Consent.

**For card products:**

1. Combined ATM/POS/Debit Card Request Form-Consumer;
2. VISA Business Check Card Application and Agreement/VISA Business Check Card Agreement;
3. Visa Spend Clarity For Enterprise- Enrollment Form;
4. Agreements for using your debit or credit card in connection with virtual wallet, such as, but not limited to, Google Pay, Samsung Pay and Apple Pay;
5. Consumer Credit Card Agreement & Disclosure Statement;
6. Disclosure Statement;
7. Commercial Card Master Agreement ("CMA");
8. Commercial Card Guaranty Agreement;
9. Commercial Card Pledge of Deposit Account to Secure;
10. Commercial Card Program Schedule of Fees;
11. Commercial Card Program Additional Billing Accounts Form;
12. Amendment to Commercial Card Program Master Agreement;
13. Assumption and Modification Agreement to Commercial Card Program;
14. Sample Joinder Agreement;
15. Visa Commercial Cardholder Agreement;
16. Assumption Release and Waiver Agreement;
17. Request to Provide Transaction Data to Third Parties;
18. Automatic Payment Enrollment (EasyPay Enrollment); and
19. Business Card Program Paypoint (Auto-Pay) Enrollment Form.

**For telephone calls:**

1. Authorizations to obtain prior express written or electronic consent for receiving autodialed and prerecorded message calls and text messages from the Bank or its third-party debt collector at the wireless telephone number provided by you to the Bank.

**For all accounts and/or events triggering tax information reporting:**

1. Request for Taxpayer Identification and Certification;
2. Our substitute form for Request for Taxpayer Identification and Certification; and
3. Privacy Notice.

**For any one of the Services, Accounts or applicable relationships:**

1. Error resolution notices, billing rights notices, balance calculation notices, federal and state privacy notices, data breach notices and disclosures or notices that may be required under the Truth in Savings Act, Electronic Funds Transfer Act, Truth in Lending Act, the Equal Credit Opportunity Act, the Fair Credit Reporting Act, the Gramm

Leach Bliley Act, and the Real Estate Settlement Procedures Act, including any amendments made to the foregoing laws, or other applicable federal or state law and regulations;

2. Any application (including joint or otherwise), acknowledgement, agreement, notice, disclosure, declaration or affidavit regarding: (i) preauthorized debits to your accounts that vary in amounts; (ii) pending or processed payment instructions; (iii) payments, deposits or adjustments made to your account or transactions involving your account; (iv) a debit, credit and/or a commercial card; (v) a loan or lease account; (vi) a deposit account; (vii) forged or missing endorsement on negotiable instrument(s) and/or counterfeit or altered or unauthorized negotiable instrument(s); and/or (viii) a product or service fee (such as a transaction fee, stop payment fee, late fee, finance charge, an overdraft fee, a fee for a draft, check or electronic debit);
3. Any change, amendment or update in terms, including, but not limited to, adding new terms not previously contemplated, deleting existing terms and modifying current terms, to the foregoing described documents in this Consent or applicable to a loan, lease, or deposit accounts or products or services you obtain from us; and
4. Any other document or other information we are required by law to provide "in writing" as it relates to: (i) a product or service subject to an Electronic Document; or (ii) your access or use of a product or service through electronic or non-electronic means.

**Please Note:** Your consent only pertains to the Electronic Documents that are described in this Consent. Therefore, your consent to this Consent is not applicable to any other consent you may have provided to the Bank in connection with other products or services. Also, additional consents may be required and presented for acceptance in connection with other Bank products and services.

**Method of Providing Electronic Documents.** All Electronic Documents, except for eStatements, eNotices, eTax Documents, that we provide to you will be delivered by: (i) email to any email address you have provided us in connection with a loan, lease, deposit account or one or more Services, including attaching documents to the email or providing links to or instructions within the email for navigating to documents on the DocuSign system or elsewhere; (ii) by SMS text message to any Mobile Device telephone number you have provided in connection with a loan, lease, deposit account or one or more Services; (iii) posting the information on our website (for example, on our initial web page where you log into the system that offers one or more Services or as an in product message (that displays within the system or Service after you have logged in)) that you access or use in connection with a loan, deposit account, commercial card or one or more Services; (iv) any other electronic means that you have authorized now or later; (v) any other electronic means that are or may be in the future made available to you that is commercially reasonable and within the systems requirements described below; or (vi) requesting that you download a PDF file containing an Electronic Document.

All Electronic Documents, under the eDocuments Service, which includes eStatements, eNotices and eTax Documents, that we provide to you will be delivered by: (i) by posting it to your Division's website, an online banking message center, or in our mobile banking software; (ii) by message printed on the periodic statement for your eligible eDocuments Account if you have agreed to receive that statement electronically; or (iii) by one of the methods described above for all other Electronic Documents.

**How to Withdraw Your Consent and the Effect of Doing So.** Except for those documents provided under the eDocuments Service, Notices, as defined in the CMA and provided in connection with commercial cards, and Specifications, this Consent applies only to the current documents provided immediately following your consent to this Consent and/or within the current DocuSign envelope. Therefore, once you provide consent to this Consent you cannot revoke it for the current documents. However, for those documents provided under the eDocuments Service or for Electronic Documents that do not immediately follow this Consent, including, but not limited to, Notices for commercial card and Specifications, you may withdraw your consent to this Consent at any time by calling us as provided below under the heading entitled, "How to Contact Us."

Your withdrawal of consent will need to state clearly your full e-mail address, entire name, mailing address, telephone number and a statement indicating which future Electronic Documents and/or which one of the services you are withdrawing your Consent. For example, if you are withdrawing your Consent in connection with the eDocuments Service, then please tell us which eDocument Communications you would like in paper instead (however, we still reserve the right of also making electronic documents available to you).

The consequences of withdrawing your consent for future eDocument Communications, Notices (in connection with commercial card) or Specifications are: (i) it may take a longer time for the paper communication to be delivered and/or received by you; (ii) it may take a longer time for the particular product or service to be set up for use or access by you; (iii) you will be required to execute an amendment to the Commercial Card Master Agreement, if you are a commercial card customer; and (iv) some account types charge a monthly service fee for paper statements. (See the applicable deposit account disclosure for your account.) Please note: Withdrawal of your consent for future eDocument Communications, including eStatements, does not generally result in termination of Digital Banking services (including any recurring transfers previously authorized). Please refer to the Section, entitled, "eDocuments Service" of the Digital Banking

Service Agreement for further details. The consequences of withdrawing your consent for future Electronic Records in connection with Digital Banking, including for just one or more Digital Banking services, but not including future eDocument Communications, Notices (in connection with commercial card) or Specifications, which are described in the foregoing paragraph, are that we may terminate your ongoing access and/or use of Digital Banking (and not process any previously scheduled future payments) or we may, in our sole discretion, decide to only terminate your ongoing access and/or use of the applicable service(s) your revocation of consent for future Electronic Records pertains to.

*Please Note:* Any cancellation or withdrawal of this Consent: (i) is not applicable to any other consent that you may have provided the Bank in connection with other products and services; and (ii) is not retroactive and all past electronic agreements and delivered Electronic Documents in connection with this Consent are still valid.

**How to Update Your Records.** It is your responsibility to provide us with an accurate, up to date and complete email address. Specifically, you must immediately contact us to update changes to your email address, mobile device telephone number and postal address related to this Consent. You can do so by contacting your local branch in person or calling us at the applicable telephone number provided below under the heading entitled, "How to Contact Us."

**Hardware and Software Requirements. The following are the hardware and software requirements that apply if you are providing your consent to this Consent through the DocuSign platform:** In order for you to provide consent to this Consent and execute and/or receive Electronic Documents, you must have certain computer capabilities and/or Mobile Device capabilities, which we may change from time to time without prior notice to you unless prohibited by applicable law. Generally, in order to consent to this Consent, you must have: (i) a computer and/or a Mobile Device; (ii) an internet connection; (iii) a current operating system; (iv) an up to date browser with adequate security; (v) sufficient memory to download and retain Electronic Documents; (vi) a printer, if you want to be able to print your Electronic Documents; (vii) a valid and active email address; (viii) the ability to connect to websites via hyperlinks provided in an email; (ix) the ability to engage in SMS text messaging on your Mobile Device; and (x) up to date software for reading and saving PDF and HTML documents. The minimum system requirements for using the DocuSign system may change over time. The current system requirements are found here: <https://support.docusign.com/guides/signer-guide-signing-system-requirements>.

In addition to the foregoing, to use the DocuSign system, you or your agents may be required to register with DocuSign as a user.

**The following are the hardware and software requirements that apply if you are providing your consent to this Consent outside of the DocuSign platform:** (i) you must have a computer and/or a Mobile device; (ii) a current operating system; (iii) a printer (if you want to be able to print your Electronic Documents); (iv) sufficient memory to download and retain Electronic Documents; (v) your computer and/or Mobile Device must use commonly accepted and recently updated software for reading and saving PDF and HTML documents; (vi) you must have an internet service provider and/or mobile communications data service provider; (vii) your computer or Mobile Device must use a commonly accepted and recently updated version of an HTML compliant web browser that supports the latest protocols for encryption; (viii) you must maintain, provide and update us with your active and valid email address(es) for use in sending, receiving and retaining disclosures and other communications; and (ix) you must be able to connect to websites via hyperlinks in email.

Also, you may be required to be enrolled in and actively be using online banking, mobile banking or treasury management services, as applicable (e.g., certain Services, such as eStatements, eNotices and eTax Documents services, require enrollment and activation in Digital Banking or treasury management services). Further, for mobile banking you must also have: (i) the most recent version of our mobile banking software installed on your Mobile Device that has a camera; (ii) your Mobile Device and mobile phone number registered with online banking or treasury management banking; and (iii) your Mobile Device enabled for SMS text messaging. Finally, you must regularly install updates as they become available to your computer's and/or Mobile Device's operating system, web browser and PDF reader (and, if applicable, your mobile banking software).

**If you are not able to access, view and print or save the Electronic Documents, then please do not proceed with providing your Consent.**

**Requesting Paper Copies.** For Electronic Documents subject to this Consent, you may request a paper copy by visiting or calling your local branch or calling the applicable phone number listed below under the heading entitled, "How to Contact Us." However, Private Banking and Premier Wealth Management consumer sweep clients should contact their Banker directly in order to request a paper copy. Also, treasury management customers with access to our Wire Room or calling the Central Wires Department must indicate whether they want paper or electronic copy at the exact time the customer executes the request for a PIN. In the event a customer requested electronic PIN delivery for wires and later



wants a paper copy, the customer must specifically access their link provided by DocuSign within two weeks of activating the request for the PIN and download a copy of the electronic PIN.

Generally, we do not send a paper copy of any Electronic Document unless you specifically request that we do so. There are no fees for sending you one or more paper copies of an Electronic Document through the United States Postal Service. However, if your request falls under statement/research services, then applicable fees apply.

#### How to Contact Us.

You can contact us by calling the telephone number for where your accounts are held.

Please note: Commercial loan applicants or customers may choose to contact their Commercial Loan Banker directly and Private Banking and Premier Wealth Management consumer sweep clients may choose to contact their Banker directly.

<b>For Customers of:</b>	<b>Call:</b>
Amegy Bank	(888) 500-2960
California Bank & Trust	(888) 217-1265
Commerce Bank of Oregon	(866) 548-1020
Commerce Bank of Washington	(800) 998-4035
National Bank of Arizona	(800) 497-8168
Nevada State Bank	(888) 835-0551
Vectra Bank Colorado	(800) 884-6725
Zions Bank	(800) 974-8800

However, if you are a treasury management customer and need to contact us in connection with treasury management document(s), then you can contact us by calling or emailing us as set forth below.

<b>For Customers of:</b>	<b>Call:</b>	<b>E-mail:</b>
Amegy Bank	(888) 539-7928	tmclientservices@amegybank.com
California Bank & Trust	(888) 316-6500	tmclientservices@calbt.com
The Commerce Bank of Oregon	(866) 548-1020	clientservice@tcboregon.com
The Commerce Bank of Washington	(206) 292-4550	cmops@tcbwa.com
National Bank of Arizona	(888) 241-5550	tmclientservices@nbarizona.com
Nevada State Bank	(800) 693-7695	tmclientservices@nsbank.com
Vectra Bank Colorado	(800) 341-8156	tmclientservices@vectrabank.com
Zions Bank	(800) 726-7503	tmclientservices@zionsbank.com

Also, if you gave your consent in connection with a marketing event, such as a release to use your image, voice, likeness and etc., and/or for tax information reporting for a promotional item (which may only be for Zions Bank), then you can contact us by emailing us as set forth below.

<b>For Customers of:</b>	<b>E-mail:</b>
Amegy Bank	socialmedia@amegybank.com
California Bank & Trust	marketing.admin@calbt.com
The Commerce Bank of Oregon	clientservice@tcboregon.com
The Commerce Bank of Washington	thecommercebank@tcbwa.com
National Bank of Arizona	marketing@nbarizona.com
Nevada State Bank	NSBMarketing@nsbank.com
Vectra Bank Colorado	vbc.marketing@vectrabank.com
Zions Bank	events@zionsbank.com

Finally, if you are an Equipment Finance customer and need to contact us in connection with Equipment Finance document(s), then you can contact us by emailing us at [EFcustomerservice@zionsbancorp.com](mailto:EFcustomerservice@zionsbancorp.com).

**Communications in Writing.** All information provided by us in electronic form will be considered a "writing." You should print or download for your records a copy of this Consent and any other Electronic Document that is important to you.

**Federal Law.** You acknowledge and agree that your consent to Electronic Documents is being provided in connection with a transaction affecting interstate commerce that is subject to the federal Electronic Signatures in Global and National Commerce Act ("Act"), and that you and we both intend for the Act to apply to the fullest extent possible to validate our ability to conduct business with you by electronic means.

**Termination and Changes.** We reserve the right, in our sole discretion, to discontinue the provision of Electronic Documents, or to terminate or change the terms and conditions on which we provide Electronic Documents. We will provide you with notice of any such termination or change as required by law.

SUMMIT ACADEMY SCHOOLS, INC

Draper

November 20, 2025

TO: Summit Academy Schools, Inc Governing Board

FROM: Brad Wilkinson, Business Administrator

SUBJECT: RFP for Substitute Services

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**BACKGROUND INFORMATION**

Due to the current contract with American Staffing expiring in November 2025, and them not being selected as part of the States Coop contract, we are in need to perform our own RFP and select a new provider for Substitute Services.

**CURRENT CONSIDERATIONS**

We have solicited an RFP and have received 6 RFP's to review as a committee. Our internal committee met along with Jared Morgan from the Development Committee. We all met and reviewed and scored each proposal.

The scoring matrix and selection is included in the packet for your review.

**FINANCIAL IMPLICATIONS**

The Current Budget for a Fiscal year runs about \$125,000-\$150,000 annually between all 4 campuses. The Rates in this RFP would meet that Budget.

**BUSINESS ADMINISTRATOR'S RECOMMENDATION:** Recommended by the Business Administrator and Development Committee to approve the Contract with American Staffing. American Staffing scored the Highest Overall (1,218), with the Highest Technical Point Total, and the 3<sup>rd</sup> Best in Price.

**XX##### Solicitation Name Scoresheet Summary**

**Instructions:**

**Important Note: Do not post this entire document to Utah Public Procurement Place. This serves as a guide only. Develop a separate document to post on Utah Public Procurement Place so that the other Worksheet tabs are NOT included on your Utah Public Procurement Place Posting.**

Enter the solicitation number and name.

Enter the name of the winning firm, but all other Offeror names will be labeled alphabetically.

Enter the Grand Total Score (includes technical, interview, cost and all other scores combined) for each Offeror.

Do not include the scores of Offerors who have been disqualified.

[illegible]

**XX#### Solicitation Name Scoresheet Summary**

**Instructions:**  
Enter the solicitation number and name.  
Enter each Offeror name.  
Enter the Criteria name for each category.  
Enter the Weight in column B that corresponds to the Criteria Weight on the Score Sheet tab column J for each criterion.  
Enter the Total Possible Points for each Criterion, Cost Points, and Score Summary section.  
Mandatory Minimum Requirements: Evaluate each offer and enter pass or fail  
Ensure that the number of evaluator lines matches the number of evaluators.  
Offers not meeting the Minimum Mandatory Requirements will not be evaluated  
Ensure that the Total Average Score formula includes all of the evaluator line items.  
Technical Scores: Enter each evaluator score for each offer.

**Signatures:**  
Brad Wilkinson  
Anabella Eaton  
Scott Pettit  
Alana Johnson  
Jenn Hatch  
Jared Morgan  
Diana Brantley

**Date:**  
11/10/2025  
11/10/2025  
11/10/2025  
11/10/2025  
11/10/2025  
11/10/2025  
11/10/2025

			2	3	1	4	5
	Minimum Mandatory Requirements	Rize Up	American Staffing	Community Services	Edustaff	ND Global	Lancesoft
	Met?						
1	Brad Wilkinson	Yes	Yes	Yes	Yes	No	Yes
2	Anabella Eaton	Yes	Yes	Yes	Yes	No	Yes
3	Scott Pettit	Yes	Yes	Yes	Yes	No	Yes
4	Alana Johnson	Yes	Yes	Yes	Yes	No	Yes
5	Jenn Hatch	Yes	Yes	Yes	Yes	No	Yes
6	Jared Morgan	Yes	Yes	Yes	Yes	No	Yes
7	Diana Brantley						

Weight	Technical Scores	Rize Up	American Staffing	Community Services	Edustaff	ND Global	Lancesoft
	Previous Experience/Past History						
5	Brad Wilkinson	4.0	4.0	3.0	5.0	5.0	4.0
5	Anabella Eaton	4.0	4.0	3.0	4.0	4.0	4.0
5	Scott Pettit	4.0	5.0	2.0	4.0	4.0	4.0
5	Alana Johnson	4.0	5.0	3.0	4.0	4.0	3.0
5	Jenn Hatch	4.0	5.0	3.0	4.0	4.0	4.0
5	Jared Morgan	4.0	4.0	2.0	5.0	5.0	3.0
5	Diana Brantley	3.0	5.0	2.0	4.0	4.0	3.0
	Total Average Score	4.0	4.6	2.8	4.2	4.2	3.8
35.0	Criteria #1 - Total Points (Total Possible Points = XX)	0.0	161.0	98.0	147.0	147.0	133.0



100	Grand Total Points (Total Possible = XX)	0.0	1121.9	1217.6	627.4	1212.3	1052.0	1075.8
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## REQUEST FOR PROPOSALS (RFP)

For:

Substitute Services

This RFP is Being Issued by:

**Summit Academy, Inc.**

DATE OF RFP ISSUE: October 28, 2025

- Closing Date for Submission and Receipt: by Friday, November 7th, 2025 (no later than) 5:00 p.m. mountain standard time. Proposals must be received by this time.
- Proposals are to be submitted via email to: Summit Academy, Inc.
- Contracting Agency:      Contact:      Bradley Wilkinson  
   Title:      Business Administrator  
   Email: [brad.wilkinson@summitacademyschools.org](mailto:brad.wilkinson@summitacademyschools.org)



## **1. General Information**

### ***Purpose***

Summit Academy, Inc is requesting proposals to identify and secure resources to assist Summit Academy, Inc. to find Substitutes for Teachers that are both licensed and non-licensed, teachers aides, and Long-term substitute teachers.

### ***Key Dates***

#### RFP Timeline/Schedule

Submission Window: October 28th, 2025 through November 7<sup>th</sup>, 2025

Questions accepted until November 4<sup>th</sup>, 2025 until 5:00 pm.

Questions will be submitted through the U3P/Sciquest website.

Proposals due Friday November 7<sup>th</sup>, 2025 by 5:00 p.m. Anything received after 5 p.m. on the 7<sup>th</sup> will be considered non-responsive.

The anticipated engagement will begin on 11/17/2025.

The timeline may be adjusted as needs warrant, or at the recommendation of the Summit Academy board and administration.

Proposals will be accepted at the Charter School, 1225 E 13200 S, Draper, UT 84020. Facsimile (FAX), or emailed copies. Summit Academy, Inc takes no responsibility for ensuring that a mailed response is received by the deadline.

### ***Other***

- Proposals may be withdrawn by the firm submitting the response at any time prior to the closing date and time for receipt of the said proposal by contacting Bradley Wilkinson ([Brad.Wilkinson@summitacademyschools.org](mailto:Brad.Wilkinson@summitacademyschools.org))
- Summit Academy, Inc modifications to RFP. Summit Academy, Inc expressly reserves the right to modify any portion of this RFP prior to the latest date/time for submission of RFP responses, including without limitation the cancellation of the RFP. Modifications, if any, made by Summit Academy, Inc to the RFP will be in writing and will be issued as addenda to this RFP.
- No Oral Clarifications/Modifications. Summit Academy, Inc will not provide oral clarifications or modifications to the RFP or the requirements hereof, no employee, officer, agent, or representative of Summit Academy, Inc is authorized to provide oral clarifications or modifications to the RFP. No respondent shall rely on oral clarifications or modification to the RFP.

- Summit Academy, Inc shall have sole discretion to determine whether a proposal satisfies the requirements set forth in this RFP. Summit Academy, Inc shall have the right to request any additional information from any or all respondents. Submittal of a proposal in response to this RFP shall be deemed authorization for Summit Academy, Inc, to contact the Respondent's past or current clients, employers, or references to obtain or verify any information.
- Summit Academy, Inc may in its sole discretion, accept, or reject any or all Proposals.
- Summit Academy, Inc's determination will be based solely on the material provided in Proposals received. Summit Academy, Inc reserves the right to waive any informality in Proposals received.
- Preparation Costs- Respondent's shall be responsible for all expenses they may incur in preparing their proposal. Summit Academy Inc shall not be responsible in any manner of the costs associated with the preparation or submission of Respondent's Response.

## **2. General Acknowledgements**

1. The Contractor shall be required to provide qualified temporary staffing for Summit Academy Schools.
2. The Contractor will pre-screen all employees to be placed as temporary staff to ensure they meet the requirements of Summit Academy Schools.
3. Contractor shall have a reporting system with the capability to allow for tracking, timekeeping, and customized cost reports.
4. Contractor must have a training or orientation program. The program must, at a minimum, outline duties and responsibilities for all temporary employees of Contractor's Awarded Categories. The training outline shall be provided to the Eligible User upon request.
5. The Contractor is required to provide a basic Utah Criminal History background check for all temporary staff employees at no extra charge to the Eligible User.

Temporary staff provided pursuant to this Contract shall be considered employees of the Contractor.

## **3. Service Requirements**

## Expectations

It is expected that the selected Company will be able to provide the following services:

Position	Pay Type
Substitute Teachers non-licensed	Daily
Substitute Teachers licensed	Daily
Substitute Teachers Aid	Hourly
Teachers (Long Term)	Daily

The Substitute Teacher expectations include, but is not limited to the following skill set and knowledge base:

- a. Shall adhere to the curriculum and lesson plans assigned by the regular teacher and follow procedures and achieve lesson goals as outlined.
- b. Shall assign and explain homework as needed and oversee students outside of the classroom including in the hallways and cafeteria.
- c. Shall always comply with all school regulations and policies and take attendance and document daily notes.
- d. Shall ensure classroom and work is kept clean and orderly and oversee the normal classroom rhythms and activities.
- e. Shall compile a report for the teacher for when he/she returns.
- f. Shall have a high school diploma or equivalent qualification. A Bachelor's degree in Teaching is preferred but not required.
- g. Must be detail oriented and able to follow written and verbal instructions.
- h. Must have excellent communication and interpersonal skills.
- i. Shall be able to perform all industry standard functions pertaining to Substitute Teacher work.
- j. Shall become familiar with classroom management

#### **4. Proposals**

- It is expected for the Proposer to have a local office and resources locally to handle any jobs, claims or problems.
- It is expected that all Proposers' employees have adequate transportation, and communication and will account for other reasonable logistic measures to operate effectively and ability to meet their obligations to the job.
- It is expected that the winning proposal will have an experienced staff and will be dependable to cover the jobs that have been accepted.
- It is expected that the winning Proposal will communicate any problems with employee availability and make sure that any claims will be handled in a timely manner so as not to cause any disruptions in the running of the school, or the education of the students.
- It is expected if the winning Proposal is consistently unable to fulfill their obligation to cover the absences, Summit Academy Inc, has the right to break the contract and hire another service, making any part of the contract null and void.

#### **5. Submission guidelines**

##### **Profile**

- Proposer must identify their ability to be available to the Summit Academy Administration at any time.
- Proposer will provide with their proposal's 2-3 references, including contact information of the end-user, for services of a similar nature, including the dollar value where available.
- The successful bidder(s), its agents, employees (paid or volunteer), directors and/or assign shall indemnify, hold harmless, and defend Summit Academy Inc, its directors, officers, and employees (paid or volunteer) from and against any and all claims, demands, causes of action of whatever kind or nature arising out of error, omission, misrepresentation, negligent act, conduct or misconduct of the bidder and its agents, employees (paid or volunteer), directors and/ or assigns in the indemnification shall also include reasonable attorneys' fees court costs, and expenses.
- The vendor will comply with all applicable federal, state, and local laws, rules, ordinances, policies, regulations, licensing, and permitting requirements, and will indemnify, defend, and hold Summit Academy Inc harmless from any liability for failure to comply.

- Workers' Compensation Insurance in the greater sum of (1) the insurance currently maintained by the Contractor, (2) any amounts and scope required by statute or other governing law, or (3) the following: (i) bodily injury by accident \$100,000 each accident; (ii) bodily injury by disease \$500,000 policy limit; or bodily injury by disease \$100,000 each employee.
- Commercial General Liability Insurance on an occurrence basis in an amount equal to the greater of (1) the insurance currently maintained by the Contractor or (2) \$2,000,000 each occurrence; and such insurance shall include the following coverage; (i) completed operations coverage, (ii) contractual liability coverage, (iii) personal injury coverage, (iv) an endorsement naming SA/SAHS, as an additional insured, and (v) an endorsement providing that such insurance as is afforded under Contractor's policy is primary insurance in respect to the additional insureds.
- Professional insurance in the same amount as the Commercial General Liability Insurance stated
- No endorsement limiting or excluding a required coverage is permitted. In addition to securing the above insurance policies, Contractor shall also require all of its subcontractors to maintain the same types of insurance required of Contractor under this contract, and in connection with the subcontractors' commercial general liability insurance policies, Contractor shall also require its subcontractors to provide endorsements (i) naming SA/SAHS as an additional insured and (ii) providing that such insurance as is afforded under the subcontractor's policy is primary insurance as it pertains to the additional insured.
- NO endorsement limiting or excluding a required coverage is permitted. In addition to securing the above insurance policies, Contractor shall also be required of Contractor under this Contract, and in connection with the subcontractors' commercial general liability insurance policies, Contractor shall also require its subcontractors to provide endorsements (i) naming SA/SAHS as an additional insured, and (ii) providing that such insurance as is afforded under the subcontractor's policy is primary insurance as it pertains to the additional insured.

## **Submission Format**

Proposals should submit their proposal in the preferred format:

Letter of Introduction:

Organization's name, contact person, address, telephone number(s), Including the short history of the company and how long they have been providing substitutes to schools. Bids should be signed by person(s) authorized to bind the company to their proposed offer (RFP response).

Table of Contents:

Should include a list of all sections and

appendices in the RFP response and indicate corresponding page numbers, if appropriate.

Proposal Content:

Full details of the offeror's proposal  
Including:

Licensed Teachers  
Non-licensed Teachers  
Teachers' aides  
Long term teachers substitute  
Staff Training Plan

Compensation:

Indicate the proposal pricing as requested, including optional services not listed in the RFP, if applicable.

Appendices:

Attach other information as required by the RFP such as references, resumes, and other relevant or useful information.

#### **6. Summit Academy Inc's Overview and Layout (Maps Included)**

Summit Academy Charter Schools is a 3 campus Local Education Agency (LEA) which serves students in grades K-12. Between the 3 campuses, we currently serve 2,600 students with over 400 staff both part-time and full time.

##### **Locations:**

Summit Academy Elementary Draper  
1285 East 13200 South  
Draper, UT 84020  
Hours: M-F 7:30am-3:30pm

Summit Academy Jr. High Draper  
1225 East 13200 South  
Draper, UT 84020  
Hours: M-F 7:30am-3:30pm

Summit Academy Independence K-8  
15327 South 1000 West  
Bluffdale, UT 84065  
Hours: M-F 7:30am-3:30pm

Summit Academy Bluffdale K-6  
1940 West 14400 South  
Bluffdale, UT 84065  
Hours: M-F 7:30am-3:30pm

Summit Academy High School  
14942 South 560 West  
Bluffdale, UT 84065  
Hours: M-F 7:30am-3:30pm

## 7. RFP Conditions, Evaluation Criteria, and Recommendation Timeline

- 1) Each timely submitted RFP will be independently reviewed and ranked by each member of the selection committee. The following set forth the criteria and scoring by which each, RFP will be evaluated.

### **REQUEST FOR PROPOSAL SUBMISSIONS**

By submitting an RFP/quote, the offeror is acknowledging that the requirements, scope of work, and evaluation process outlined are fair, equitable, not unduly restrictive, understood and agreed to.

Bids/Quotes will be scored according to this criterion:

<b>Technical Criteria</b>	<b>Criteria Weight</b>	<b>% of Tech Criteria</b>	<b>Points Possible</b>
1. Price	50	50.0%	50
2. Extent to which services meet Summit Academy needs	15	15.0%	15
3. Prior History w Business	10	15.0%	15
4. References	5	10.0%	10
5. Proposed plan for services and timeline.	10	10.0%	10
6. Qualifications	10	10.0%	10

- 2) Summit Academy, Inc reserves the right to conduct interviews, if it deems it advantageous to do so to further evaluate the proposals. If conducted, these interviews will be scored according to the criteria scoring matrix, and any additional information conveyed during the interview.
- 3) Negotiation with Highest Ranked Respondent. Summit Academy, Inc will invite the highest ranked Respondent for discussions and negotiations of the terms and conditions of the proposal. If Summit Academy, Inc is in the best interests of Summit Academy, Inc determines that reasonable terms and conditions is in the best interests of Summit Academy, Inc have been reached, then Summit Academy Inc will not engage in discussions or negotiations with any other Respondent.
- 4) Negotiation with Next Highest Ranked Respondent. If Summit Academy, Inc staff determines that notwithstanding best efforts to reach mutual, agreement with the highest ranked Respondent on terms and conditions and mutual agreement will not or can not be reached. Summit Academy, Inc may thereafter cease further negotiation and discussion and proceed to engage in negotiations and discussions with the next highest ranked Respondent. If Summit Academy, Inc determines that reasonable terms and conditions are in the best interest of Summit Academy, Inc and have been reached the staff will not engage in

discussions or negotiations with any other Respondent.

### **Length of Contract**

The contract resulting from this RFP will be for (1.5) fiscal years From November 2025 to June 2027. Summit Academy reserves the right to accept additional fiscal years 2028 and 2029.

### **Bid Details and Submissions**

Basic Requirements Interested Bids/Quotes must include some background and additional information about the firm such as:

- Firm(s) size and qualifications
- Licensed to do business in the State of Utah, Utah State Contract # (If available)
- Capable of providing qualified staff, who possess the appropriate license and certifications to provide proposed services.
- Have sufficient insurance and/or bonding coverage
- Location of office(s)
- Describe the firm(s) experience
- Supply billing rates, estimated number of billing hours, other billable expenses/rates, travel, and any other out of pocket expenses.
- Current workload and ability to complete work on the project within the time required
- Any additional Special experience and/or qualifications
- Expertise and experience relative to this project (including recent similar projects of similar type designed and completed).
- Package of Trainings and requirements for contractors staff, performed on their own time.

#### **Bid Details**

- Submit a detailed proposal to realize the goals of this RFP. Which includes a detailed cost estimate for the entire project, including materials, labor, permits, and any other associated costs.
- Clearly identify which aspects are included in the proposal.
- For services, a description of included services and clearly denote exclusions or services for additional fees.
- Listing of subcontractors; or an idea of who may be supporting the project in what capacity.
- Organization chart of company staffing model.
- Three references
- Details of Fill Rates
- Proof of liability insurance
- Proposal must be signed by an officer of the contractor who is legally authorized agent to enter into contract.

### **8. Invoice/Payments and other Contractual agreements**

1. The bidder(s) who is awarded the contract is required to send all invoices to [accountspayable@summitacademyschools.org](mailto:accountspayable@summitacademyschools.org)



2. Invoices shall be provided within 30 days of providing goods and/or services to Summit Academy Inc or according to terms in the executed contract.
  3. Summit Academy Inc will pay invoices on net-30 day.
  4. Summit Academy Inc is exempt from federal, state and local taxes. A tax ID Number can be provided upon request.
  5. Annual charges/Increases year to year in rules, Summit Academy Inc must be notified by March of each fiscal year in order to include in the next years fiscal budget.
- A. Expectations, Alternation, Additions, or Modifications
1. If any exceptions, alterations, additions, or modifications are submitted by the bidder to any portion of this RFP, the bidder must clearly indicate the exceptions, alterations, additions and modifications and include a full explanation as a separate attachment to the proposal. This would also include if there are increases to the option years of the contract. The failure to identify exceptions, alterations, or modifications will constitute acceptance by the bidder of the RFP as proposed by Summit Academy Inc reserves the right to reject a proposal containing exceptions, alterations, additions, or modifications.
- B. Proposal Preparation Costs and Document Retention
1. All costs related to the preparation and submission of this proposal shall be paid by the bidder. (If bidder opts to use a 3<sup>rd</sup> party provider for any specific service all costs should be reflected in this RFP).
  2. Issuance of this RFP does not commit Summit Academy Inc, in any way, to pay any costs in the preparation and submission of the proposal, nor does the issuance of the RFP obligate Summit Academy Inc to award a contract or supporting documentation that are submitted in response to the proposal become permanent property of Summit Academy Inc.
- C. Non-performance by bidder/contractor
1. Performance, before and during the contract terms, will be a major consideration of current contract award, renewals, and future award considerations. Failure to perform, in any sense relative to this contract, may result in the probation and/or termination of this agreement by Summit Academy Inc based on nonperformance.
  2. Nonperformance shall be determined as follows:
    - Failure to meet and maintain all qualifications required in the RFP
    - Failure to keep and maintain all required insurance coverage
    - Failure to meet required operating performance standards in the time-period required and consistent with workmanlike and professional manner. Workmanlike manner means work that is "completed in a skillful manner and is non-defective"
    - Failure to rectify deficiencies within thirty (30) days of written notification of such deficiency or such shorter period, as set forth in the Contract Documents.
    - Gross Negligence
- D. Conflict of Interest
1. The prospective bidder, its agents, employees, directors and/or assigns, shall disclose any financial, business, or other relationship with Summit Academy Inc

that may have an impact upon the outcome of this contract or potential future of the Summit Academy Inc project resulting from this effort. The prospective bidder, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract of Summit Academy Inc projects that will follow. In particular, the prospective bidder its agents, employees, directors an /or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the Summit Academy Inc projects.

E. Non-discrimination

1. The selected bidder(s) shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws ordinances, rules, and regulations regarding nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, pregnancy, disability, or any other prohibited bases

## 9. Acceptance of Proposal

Bid will be awarded to the highest scoring firm based on the evaluation criteria above, as determined under the sole discretion of the Evaluation Committee, Summit Academy Board, and administration.

The award period is for 1.5 years, with optional renewals for a total of 3.5 years.

Summit Academy reserves the right to cancel the solicitation.

### *Disclosure*

All documents submitted shall become the property of Summit Academy, Inc. Proposal information is proprietary and as such shall be treated as confidential.

Information pertaining to Summit Academy, Inc obtained by the Proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from Summit Academy, Inc.

---

Signature of Authorized Representative

---

Printed Name Above

"Best and final offers may be allowed, as provided in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in the request for proposals."

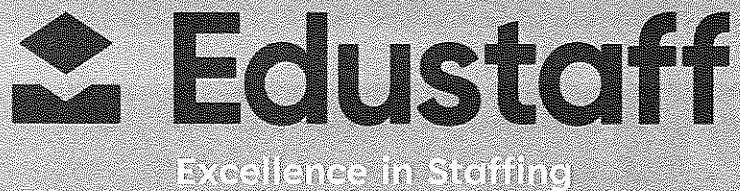


# Edustaff

Excellence in Staffing

5  
4  
4  
4  
5

[www.edustaff.org](http://www.edustaff.org)



# Proposal

Substitute Services

November 7, 2025

[www.edustaff.org](http://www.edustaff.org)



November 7, 2025

**Bradley Wilkinson**

Business Administrator

Summit Academy, Inc.

Greetings Bradley,

The Edustaff team is delighted to submit a response to Summit Academy's Request for Proposal for Substitute Teaching Services.

Throughout this response, you will see why Edustaff has become one of the largest and fastest-growing educational substitute staffing organizations in the nation.

- We focus exclusively on educational staffing
- We lead the industry in our level of service
- Our school and teacher support are unmatched

Our approach is simple, efficient, and effective; we focus on what our customers need. Our core values of Servanthood, Excellence, and Wholeheartedness drive our decisions and the way we do business. This approach makes Edustaff an invaluable partner to the 600+ school districts we serve from coast to coast.

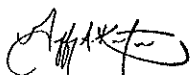
As you work through the selection process, you will soon discover the Edustaff Advantage that has made us the acknowledged leader in national school district satisfaction. With the Edustaff Advantage program, our partnering school districts benefit from proven practices and processes, crystal clear pricing, and higher fill rates. Our approach is unique, especially in educational services. We are excited to share more about this later within our proposal.

For any communication during the evaluation process, I can be reached at:

Office: (877) 974-6338 x1391      Email: [gkartes@edustaff.org](mailto:gkartes@edustaff.org)

Through submission of this letter Edustaff agrees to the general conditions of the contract presented. Edustaff reserves the right to decline the award of bid if district intends to award contract to more than one bidder.

Sincerely,

A handwritten signature in black ink, appearing to read 'Geoffrey Kartes'.

Geoffrey Kartes

Vice President of Marketing





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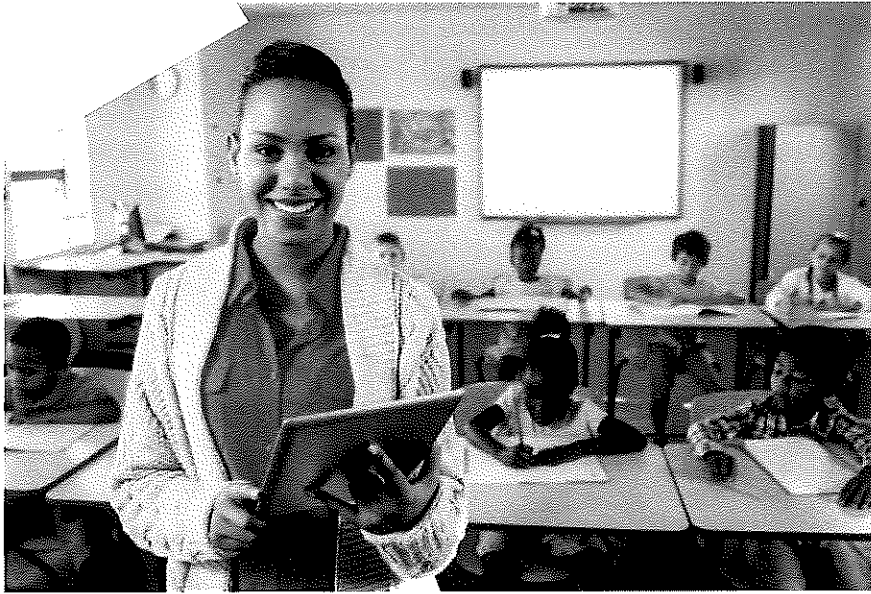
**EXCELLENCE**



**WHOLEHEARTEDNESS**



**SERVANTHOOD**



“Edustaff stands out in their efforts in the area of customer service to the district and their sub employees. They go out of their way to get to know the community and how the district operates. Edustaff is the future of sub service in New Jersey.”

Brian Bonanno, Assistant Superintendent  
for Business/Board Secretary  
Franklin Township Public Schools

## Executive Summary

### Educational Staffing is All We Do

With 15 years of experience serving school districts from coast to coast, we have a deep understanding of educational staffing needs. We understand the critical role staff members play in a school network and the positive, lasting impact they have on our school partners.

### Best in the Business Retention Level

One key way to measure a staffing provider's overall customer satisfaction is their client retention rate. Generally, happy customers renew their contracts and unhappy customers look for opportunities to replace poorly performing vendors. We are proud of our industry-leading retention rate.

### Exceptional Fill Rates

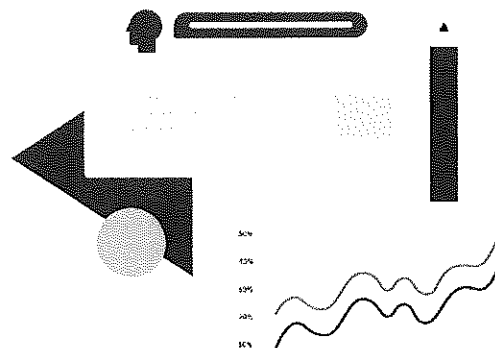
Edustaff has the proven methods and tools to raise the fill rates in your schools. Our rigorous recruiting strategies and community-based awareness campaigns have been incredibly effective at increasing fill rates for our partner districts even in the face of a nationwide substitute staffing shortage.

### Complete Transparency — No Hidden Fees or Upfront Payments

Our pricing is simple, with no hidden fees for PTO mark-ups or separate service items. We don't charge for IT access, infrastructure, or transition costs. There is one rate – *period*. We don't ask for deposits or large upfront payments to fund payroll. There are no upfront payments at all with Edustaff.

### Guaranteed 24-Hr. Communication Response Time

We pride ourselves on our guarantee to return all calls and emails promptly. All calls and emails will be answered within 24 hours.





## Ability to Integrate with any Absence Management Software

Our staffing model requires the use of absence management software for dispatching substitutes, but our system is compatible with multiple absence management platforms. Whether your school chooses Edustaff's AMS called Placement, Frontline, SmartFind Express, or another platform, we can integrate our services and systems into your current software platform so no transition is required. If you choose to change software platforms in the future, Edustaff can adapt to that system as well. We have experts who can assist your staff with software questions if they arise.

## Unrestricted Access to Absence Management Software

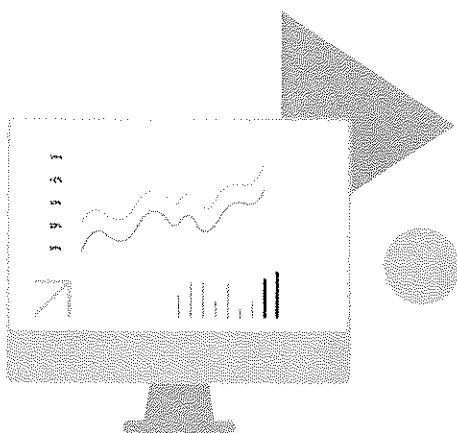
Do other staffing providers allow for unrestricted access to your dispatching system? Our system gives you access at all times. You will have 24x7x365 access to run reports and full control of your employee data, allowing for open collaboration and communication between your school network and our team.

## Superior Classroom Management Training

Our substitute teachers receive in-person training so they arrive at your school network ready for a successful day. Well-trained substitutes perform better and work more frequently. Ongoing training modules keep them up-to-date on their skills and allow them to pursue further training at their convenience.

## A Team of Payroll Specialists Dedicated to You

Summit Academy's payroll will be managed by our team of payroll specialists who will work to understand the nuances of your school and act as your go-to team with any payroll questions or concerns, eliminating the need for you to call toll-free numbers, wait on hold, and explain your issue to multiple staff members.



**"Edustaff's expertise and focus on recruiting and training substitutes has been a great support to our district. They actively monitor our absences and reach out to help fill these. In addition, if we have a special need for a long-term position or hard-to-fill-position, they work with us in identifying a list of subs to meet our needs."**

Jennifer Duvall, Human Resources Director  
Corvallis School District



## Edustaff At a Glance

Edustaff was formed in 2010 by a group of like-minded individuals dedicated to providing school districts with a better way to manage and fulfill critical substitute staffing. Over time we worked closely with schools and school districts, listening to their concerns and issues. The result has been a consistent track record of growth, as shown both in number of school districts served and employee count. Over the past 15 years, we have filled more than 8,000,000 absences. Our headquarters is located at 4120 Brockton Dr SE, Grand Rapids, MI 49512.

15

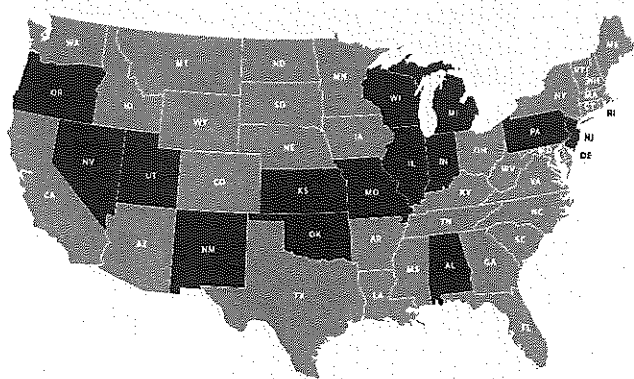
### Years in Business

600+

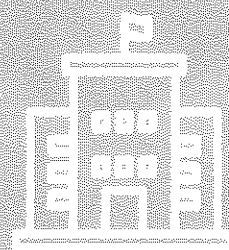
### Districts Served

83k

### Employed Substitutes



## Staffing 14 States – and growing.



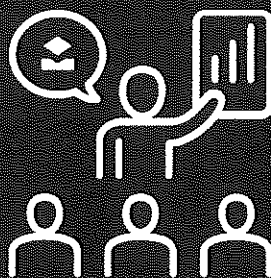
# 99%

## District Retention Rate

**Exceptional  
Customer  
Service**

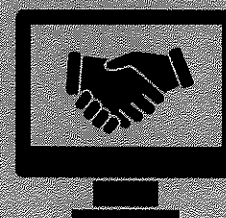
**24**  
**HR**

## Response Time



# Superior Classroom Management Training

**Compatible with  
multiple software  
platforms**



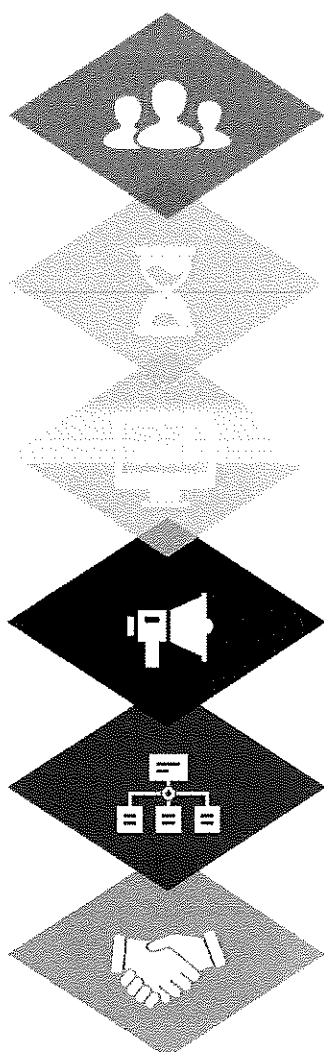
## District Transition Process

Edustaff has executed and repeated a proven, efficient transition process hundreds of times for school districts of all sizes, nationwide. Whether your school network is currently managing its own substitute teacher pool or transitioning from another staffing provider, our transition team will draw on its experience and expertise to bring about a smooth, streamlined result.

The foundation of this process will be clear, consistent communication with school network administrators to ensure that the implementation strategy addresses the unique needs

of your school network and encourages the sub pool to respond to our communications.

With 600+ district transitions under our belt, we have dialed in a smooth, operationalized experience for both the school network and its substitute employees. With a clear timeline based on our multi-step process, our Delivery Advantage transition methodology will ensure an efficient and effective transition. Our specific plan will be laid out in detail on the following pages.



**Initial  
Implementation  
Meeting**

**Scheduling**

**Configuration**

**Communication**

**Execution**

**Reporting and  
Follow-Up**

# Transition Process

The timeline below is an estimate for outlined tasks to be accomplished from the date of the initial implementation meeting.  
A typical 8-week transition is outlined below.

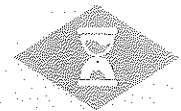
## Implementation Kickoff Meeting – Phase 1

1. Team Introductions
2. Review Scope of Services
3. Introduction to Transition Process
  - a. Establish key district contacts
  - b. Introduce sub pool communication template
  - c. Determine employee types, requirements, and pay rates
  - d. Discuss accounting system requirements for data imports
  - e. Establish invoicing requirements
  - f. Collect substitute census or develop collection plan



## Scheduling – Phase 2

1. Schedule Payroll Training Date
2. Schedule Go Live Date
3. Schedule Edustaff HR *Manager* Portal Training
4. Schedule substitute pool communication dates
5. Schedule substitute employment transition meetings
6. Schedule new employee workshop dates
7. Schedule district-specific marketing plan meeting



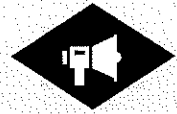
## Configuration – Phase 3

1. Configure employee types in our personnel database
2. Enter approval criteria into database
3. Upload employee census data
4. Consult district on optimal absence management settings



## Communication – Phase 4

1. District announces Edustaff partnership internally
2. District and Edustaff collaborative communication regarding substitute pool
3. Weekly follow-up communication to substitutes who haven't responded
4. Weekly progress reports on transition status to district
5. Ongoing communication to district on substitute employees' approval status



## Execution – Phase 5

1. Conduct transition meetings at district with current substitute employees
2. Provide technical assistance to transitioning employees as needed
3. Process & approve all transitioning employee paperwork
4. Update district absence management system with fully approved substitute employees
5. Launch standard marketing and recruiting efforts
6. Conduct workshops at district for newly recruited substitute employees
7. Deliver training to district employees on HR *Manager* portal and payroll processes



## Follow-up & Reporting – Phase 6

1. Ongoing outreach to substitutes who have not yet transitioned
2. Recruiting progress report – provided to district on monthly basis
3. Conduct additional district employee training as needed
4. Ongoing evaluation of absence management settings
5. Determine district-specific marketing plan



## ► Transparent Approach to Pricing and Payroll

Our streamlined payroll process provides the following benefits to Summit Academy. These benefits are unique in the educational staffing industry.

- ✓ Simple, flat-rate pricing
- ✓ No price escalators
- ✓ No adjustment costs
- ✓ “As needed” payroll
- ✓ Ability to review & approve payroll
- ✓ School district assigned payroll specialist
- ✓ No service fee for reimbursements
- ✓ PTO included – no net charge
- ✓ Zero hiring fees

## ► Fill Rate Transparency



**With Edustaff, Summit Academy can view its own fill rate in real time**

### The National Fill Rate is in Decline

Numerous factors have resulted in a decrease in fill rates nationwide. With this knowledge, Edustaff has implemented several recruiting strategies, including attendance at various hiring events and job fairs in local communities.

Our rigorous recruiting strategies and community-based awareness campaigns have been incredibly effective at increasing fill rates. By taking a proactive approach to recruiting, we draw a larger sub pool, and a larger sub pool means more filled absences.

### There's More Than One Way to Calculate Fill Rates

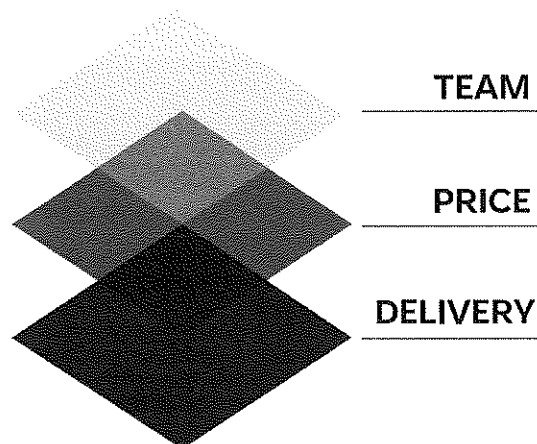
Staffing companies calculate fill rates in different ways, meaning fill rate comparisons between vendors can be a poor measure of performance. In an effort to calculate fill rates in their favor, some companies omit absences that have been unfilled for a long time, or exclude same-day absences that occur early in the morning.

Edustaff believes in a simple formula for calculating fill rates: the number of assignments filled through the morning divided by the number of assignments requested. We take this discussion seriously and we stand behind our fill rates, which is why we are comfortable sharing our fill rate data nationally.

## ► The Edustaff Advantage

School districts face a number of HR challenges today, including a growing national teacher shortage, increasing compliance requirements, and a heightened need for substitute teacher training. The prospect of switching to a new substitute service provider just adds to the complexity.

That's where Edustaff comes in. We have the highest retention rate in the nation among educational staffing providers. The reason? The Edustaff Advantage, a three-part program from the acknowledged leader in educational staffing.



### ► Team – Achieving fill rate growth together

*We're a proven partner, motivated to ensure your results:*

- We bring a true partnership focused on fill rate success
- Our executive team has 50+ combined years of experience in educational staffing
- Our field service team works on-site and from our headquarters
- Our dedicated payroll team is available and accessible

### ► Price – One simple, transparent rate

*No hidden fees or charges — simply multiply the number of fills weekly by the employees' rates:*

- One quoted rate per employee type
- Clear and transparent pricing
- Fixed rate for duration of contract
- No finder's fees if you hire our employees for permanent positions

### ► Delivery – Workflow-based transition approach

*Our six-step process brings a seamless implementation:*

- Proven process has been repeated hundreds of times
- District gets clear, consistent communication from our team
- Recruiting strategy addresses unique needs of your district
- Efficient process removes anxiety from transition





## Edustaff Services

Our service model manages the entire substitute employment process, including recruiting, screening, hiring, training, credentialing, paying, managing, evaluating, placing, and retaining highly qualified substitute employees. Our experience and resources allow us to focus on what is important to you. Some examples of our capabilities are below. Please note that every school network's needs vary, and with that our strategies may look different from client to client.

### ✔ Recruiting

- Dedicated district marketing budget
- In-school marketing
- In-district communications
- Graduating class announcements
- School and district website assets
- TV, radio, & billboard advertising
- College and university events
- Career fairs and community events
- Digital and social media marketing
- Online career website listings

### ✔ Employee Benefits

- Easy online application process
- Health benefits for substitutes
- Optional 401(k) plan for substitutes
- Bi-weekly pay for substitutes
- Substitute employee incentives
- Edustaff employee portal access

### ✔ Training

- Edustaff SubTalk® training videos
- Online training modules
- Dispatching software training
- Substitute employee mentoring
- Classroom management training

### ✔ Performance

- Increased substitute pool
- Higher, more consistent fill rates

### ✔ Safety, Compliance, and Insurance

- Substitute conduct & safety assurance
- State & school district compliance
- In-depth applicant screening
- Verifying & monitoring credentials
- Worker's compensation
- Insurance liability coverage
- Affordable Care Act (ACA) tracking

### ✔ Technology

- Database & software integration
- Full access to dispatching software
- HR portal access

### ✔ HR Support

- Substitute pool management
- Employee performance evaluation
- Proactive, extensive recruiting
- Customized programs & reporting
- Employee auditing
- Customized implementation plan
- Full ownership of substitute pool data
- Same day absence fulfillment
- Local & corporate support team
- 24/7 access to Executive Team

### ✔ Payroll Services

- Integrated, flexible payroll process
- Assigned payroll specialist
- Streamlined billing





## District-Wide Staffing Solutions at All Levels

While our core service is focused on substitute teachers, we have years of experience staffing other important positions with high-quality employees:

- |                   |                           |  |
|-------------------|---------------------------|--|
| ✓ Aquatic Staff   | ✓ Food Service            | ✓ Teachers                                   |
| ✓ Childcare       | ✓ IT Services             | ✓ Tutors                                     |
| ✓ Clerical        | ✓ Librarians              | ✓ Speech-Language Pathologist (SLP)          |
| ✓ Coaches         | ✓ Maintenance             | ✓ Speech-Language Pathology Assistant (SLPA) |
| ✓ Counselors      | ✓ Media Specialists       | ✓ School Psychologist                        |
| ✓ Custodians      | ✓ Occupational Therapists | ✓ Board Certified Behavior Analyst (BCBA)    |
| ✓ ESL Specialists | ✓ Paraprofessionals       | ✓ Registered Behavior Technician (RBT)       |
| ✓ Event Staff     | ✓ Physical Therapists     |  |





**“Edustaff immediately implemented recruitment and retention strategies to draw more qualified individuals back into the sub pool. The customer service was and continues to be second to none.”**

Coni Taylor, Esq, Assistant Superintendent of Human Resources & Legal Services Title IX Coordinator, Kent ISD

## ► Screening and Hiring Process ✓

Edustaff wants to ensure our substitute employees are a great fit for the school environment. Our screening process is thorough, assessing multiple areas. Any classroom-based employee who works for Edustaff must complete our custom, in-person training workshop prior to approval. We are flexible, with the ability to hold our training workshops in person, virtually, or both.

Our six-step screening and hiring process is summarized below.

### Step 1: Online Employment Application

New applicants access our convenient online application through our website where they select the type of work they're interested in and verify their qualifications. They are guided through the process of providing their background information, uploading required certificates, and viewing the training modules needed for their employment type. From there, they sign up for one of our training workshops, which are held at regular intervals.

### Step 2: New Substitute Teacher Workshop

For employees who will be working directly with students in the classroom, Edustaff has designed a New Substitute Teacher Workshop. This interactive training provides substitutes with the tools and confidence they'll need to successfully manage a classroom. We also use this as a screening tool to identify anyone who may not be an ideal fit for the classroom. If there are any school-specific policies, procedures, or trainings, Edustaff will train in person at this time and collect any signatures required by the school network.

### Step 3: Screening: Credentialing and Background Checks

After applicants attend a workshop, our processing team will make certain the following steps are completed and paperwork gathered, assisting applicants as needed:

- |                         |                         |                             |
|-------------------------|-------------------------|-----------------------------|
| ✓ Background Check      | ✓ Reference Check       | ✓ Education Requirements    |
| ✓ Educational Documents | ✓ Conviction Disclosure | ✓ I-9 Documents             |
| ✓ Certification         | ✓ GCN Tutorials         | ✓ Substitute License/Permit |
| ✓ Endorsements          | ✓ Status Information    |                             |

## Step 4: Application Processing

Our processing specialists thrive on efficiency, processing all complete employment applications within 48 hours of receipt. We keep detailed electronic records for all employees, which are accessible to our partnering school districts through our district portal.

Our processing specialists verify that all paperwork is completed correctly and that teaching certificates, licenses, substitute permits, background checks, and clearances have been submitted. Processors confirm that all employment paperwork meets state and federal requirements so you can be assured that substitute employees who work in your schools are compliant.

## Step 5: Approval

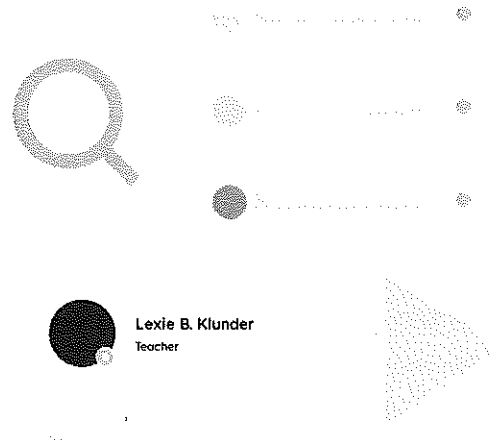
After the school network has approved the employee's background check, the final step is submission of an approval email to applicants to confirm their employment with Edustaff. Employees are considered "Approved" and can begin accepting assignments when all local, state, and federal requirements have been met. Login credentials will be provided to allow them access to the specific dispatch software system used by the school network. Under no circumstances will an applicant be able to work until they have received their Edustaff approval letter. Once they are fully approved, our substitute employees receive employee badges at no cost to them or to the school network. If requested by Summit Academy, employees will be required to wear the badges while working in your schools.

## Step 6: Ongoing Credentialing and Compliance

Monitoring of employee credentials occurs through our database, *Manager*. We have created an automated follow-up process to notify employees 30 days prior to the expiration of their credentials. If credentials are expired or missing, employees become unapproved in our system and cannot accept assignments.

Our Employee Services team assists employees with updating their credentials to prevent an interruption of employment. Updated documents will be scanned and uploaded to the employee's file and can be viewed at any time.

Summit Academy can view employee information via the Edustaff *Manager* portal in real-time. School network representatives may view standard information for all employees, approved employees, unapproved applicants, and termed employees. Your staff can view these credential details through *Manager*.



## Executive Team



### **Derek Vogel, Chief Executive Officer**

Derek joined the Edustaff team in 2024 with over 15 years of executive leadership experience and a passion for business development, organization strategy, and employee engagement.

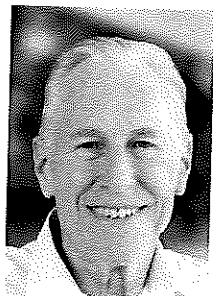
Derek casts the vision for the organization in customer service expectations. He leads Edustaff's team of employees by example, ensuring that all processes within the organization operate smoothly.



### **Jodi Center, Vice President of Human Resources**

Jodi joined the Edustaff team in 2016 with previous K-12 school district HR experience.

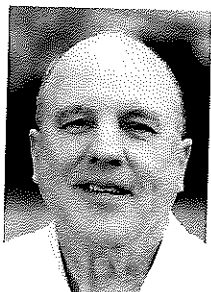
Jodi provides support for partnering districts and their human resources concerns. She ensures our staffing services align with district policies and acts as a liaison between substitutes and clients. Additionally, Jodi and her team help oversee and set up health benefits, 401(k) plans, and COBRA.



### **Paul Kennedy, Vice President of Process Improvement**

Paul joined the Edustaff team in 2012 with previous management experience.

Paul executes commitments made to school districts and oversees day-to-day district operations, ensuring all behind-the-scenes workings operate smoothly. He ensures federal, state, and school district requirements are followed and offers continual support to partnering school districts.



### **Dave Semon, Controller**

Dave joined the Edustaff team in 2013 with previous experience working for accounting and CPA firms.

Dave and his team handle all financial accounting in-house, providing a smooth billing process for our partnering school districts. This includes processing ACH transactions, managing accounts receivable and payable, and closing payroll by ensuring all transactions are processed in a timely fashion.



### **Chad Bilkey, Vice President of Sales**

Chad joined the Edustaff team in 2015 with twenty years of teaching, coaching, and sales experience.

Chad works with an experienced team of sales consultants across the country. This team represents Edustaff at a variety of professional conferences.



### **Geoffrey Kartes, Vice President of Marketing**

Geoffrey joined the Edustaff team in 2023 with experience in marketing and leadership.

Geoffrey and his team create, manage, and implement all marketing and advertising for company growth and substitute recruitment campaigns. The marketing team has a passion for serving districts at a high level and helping them reach new levels of success with sophisticated and professional strategies.

## **School Transition Services Team**



### **Nadine Sulzener, Director of Integration Services**

Nadine joined the Edustaff team in 2010 with previous educational experience.

Nadine creates personalized implementation plans to guide new districts through the transition process. Her team manages payroll, creates custom pay designs, distributes invoices, controls the absence management system, trains employees on *Manager*, and oversees new district satisfaction.



### **Carrie DeJong, Manager of Employee Services**

Carrie joined the Edustaff team in 2013 with previous experience working in schools and with children.

Carrie helps create implementation plans for districts, accommodating their individual school requirements. Her further responsibilities include training subs on *Manager*, managing background checks and school requirements, and overseeing the employee services and processing teams.

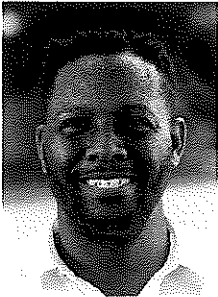


### **Kevin Clark, Vice President of Technology**

Kevin joined the Edustaff team in 2013 with experience in IT support and application development.

Kevin manages Edustaff's *Manager* database along with his in-house team. His other responsibilities include answering district questions regarding *Manager*, ensuring IT system accessibility for districts, testing new products for user-friendliness, and monitoring security and malware threats.

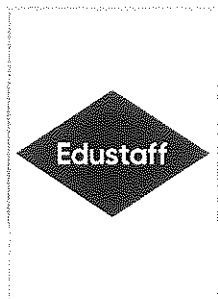
## Field Services Team



### **Ernest Tisdale, Vice President of National Field Services**

Ernest joined Edustaff in 2015 with a background in business and management.

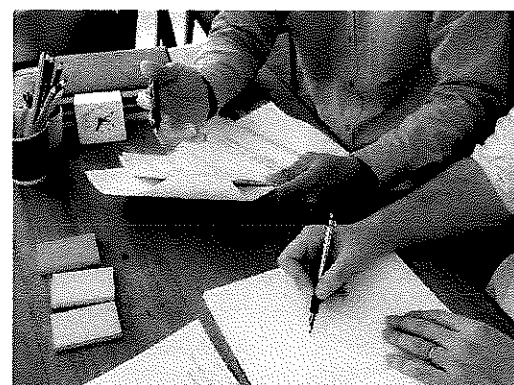
Ernest serves as the primary contact for partnering districts. He ensures all district requests are handled efficiently and effectively. His responsibilities include setting up new employee types, monitoring fill rates, handling HR concerns, attending board of education meetings, and developing marketing plans.



### **Edustaff Account Manager**

Summit Academy, Inc. will have a highly qualified account manager provided.

Our account manager supports the needs of the school network through rigorous advertising and recruiting efforts. They would distribute marketing materials and work in conjunction with the rest of the team.



## Edustaff Provides Robust New Hire and Ongoing Training

Edustaff prides itself on extensively training and educating our substitute employees. We provide customized training to all new classroom-based employees regarding school network, state, federal, and local policies and procedures. Our training may be customized to fit the needs of the school districts we serve.

### Edustaff Training

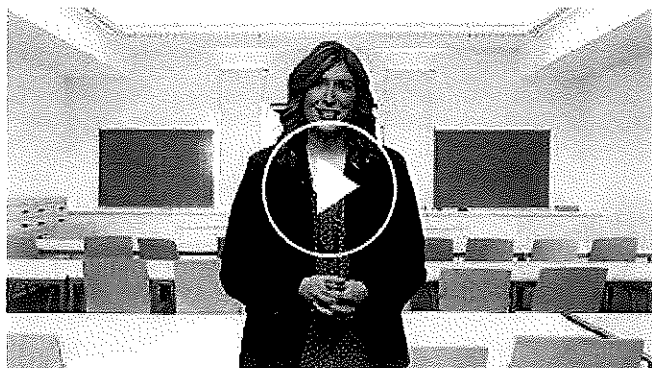
The goal of our training is to enable substitute teachers to provide safe, structured learning environments that encourage student achievement. Created by teachers, our two-hour in-person training workshop focuses on the following areas:

- |  |  |                               |
|--|--|-------------------------------|
| ✓ Successfully Preparing for Your Assignment | ✓ Rapport-Building Ideas and Setting of Expectations                         | ✓ Following the Lesson Plan   |
| ✓ Responsibilities Prior to Student Arrival  | ✓ Classroom Management Strategies for the Elementary and Secondary Classroom | ✓ Emergency Procedures        |
| ✓ Clear, Age-Appropriate Introductions       |  | ✓ Closing out the School Day  |
|  |  | ✓ Students with Special Needs |

### Global Compliance Network Online Training Modules

All Edustaff applicants will have video modules to view as part of the approval process. We have partnered with Global Compliance Network (GCN) to provide training tutorials that meet school network and state-mandated minimum compliance standards. Applicants will complete additional training modules specific to their role in the school. The list below is not exhaustive but is a good indicator of the types of video training modules that are frequently required.

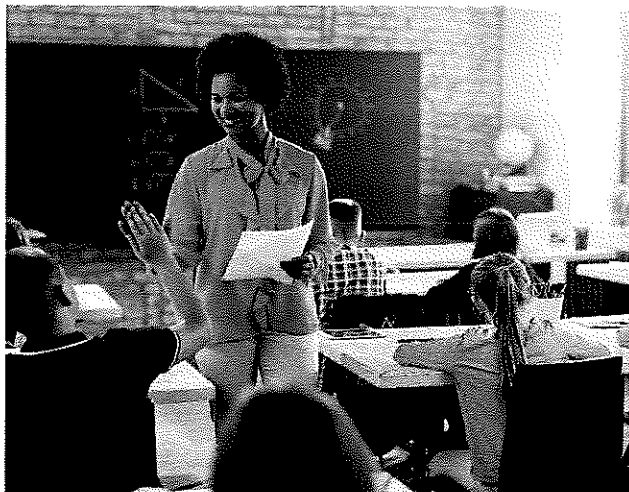
- |  |                           |                        |
|--|---------------------------|------------------------|
| ✓ A Guide to Substitute Teaching           | ✓ FERPA                   | ✓ Bullying             |
| ✓ Ethics & Boundaries for School Employees | ✓ Allergy Management      | ✓ Sexual Harassment    |
| ✓ Active Shooter                           | ✓ Food Safety             | ✓ Child Abuse          |
|  | ✓ Bloodborne Pathogens    | ✓ Equity & Diversity   |
|  | ✓ Seclusion and Restraint | ✓ State & Federal Laws |



## ▶ Ongoing Training with Edustaff SubTalk® Video Series

Edustaff values the concept of continual learning and development. One way we provide this is through our professionally produced SubTalk® video library. This collection of professional development videos provides specific training on many topics pertinent to our classroom-based employees. We are continuously creating and revising the content of our SubTalk® library, which can be found on YouTube or in the employee's personal Edustaff Account.

- Active Shooter
- Managing a High School Classroom
- Appropriate Touch in the Classroom
- Oh Nuts! Food Allergies in the Classroom
- Basic Classroom Management
- Proactive Behavior Intervention
- Being a Guest Teacher in Art, Music, and PE
- Reflections
- Being Prepared for a School Emergency or Drill
- Social Media and Students
- Brain Break Ideas
- Springtime Will Come!
- Classroom Essentials Series: Be Positive & Optimistic
- Staying Healthy During Cold and Flu Season
- Classroom Essentials Series: Be Present! Bring Your A-Game
- Surviving Your First Assignment
- Classroom Essentials Series: Engaging Your Students
- Thanks for a Great Year
- Classroom Essentials Series: Know the Building & Safety Procedures
- The Professional Guest Teacher
- Fostering Creativity
- Classroom Essentials Series: Treat Students with Respect
- The Role of a Paraprofessional
- Classroom Management in the Special Education Classroom
- Tips for Being a Guest Teacher in a High School Classroom
- Classroom Tips
- Verbal De-escalation Techniques
- Discipline and the Guest teacher
- School Terminology
- FERPA – What You Should Know
- What Age Group is Right for Me?
- How to Be a Preferred Sub
- What? No Lesson Plan?
- How to Handle a Confrontational Student
- When the Cat's Away, the Mice Will Play
- How to Use a Smartboard
- Why Prepare a Bag of Tricks
- Improving Your Classroom Presence
- Wintertime Tips
- How to Use a Smartboard
- Strategies for a Better Classroom
- Engaging Disengaged Students
- Help – I'm Not an English Teacher!



**“We teamed with Edustaff in the spring of 2021 for the upcoming year. I cannot say enough about the ease of transition, the support through the transition, the level of on-site support that was provided and honestly the all-around great staff that makes up the Edustaff team.”**

Ryan Kay, HR Coordinator, Nebo School District

## ► Filling Assignments

### **Robust Recruiting and a Larger Sub Pool Provide Higher Fill Rates**

Edustaff recognizes the fundamental role substitute employees play in a school network’s operations. We understand and appreciate the burden an unfilled classroom causes for a school’s administration, staff, and students.

We lead the nation in fill rates because we take a proactive approach to recruiting, and a bigger sub pool brings more filled absences. In addition to our in-person recruiting, we provide school networks with a generous marketing and advertising budget for advertising initiatives like TV, radio, and billboards. We don’t wait for substitutes to find us, we find them.

Edustaff focuses on building a sub pool from within your school network and dedicated to your school network, not drawn from neighboring school networks. We recognize that subs generally prefer to work in one district. Working within that framework builds loyalty between substitute employees and the districts they serve and fosters a higher level of familiarity with buildings and classrooms.

## ► Fill Rate Enhancement Team

The majority of our employees accept substitute assignments through a school network’s absence management software, monitoring and selecting assignments as they become available. We attempt to fill absences 24 hours before the assignment.

In support of that system, your Edustaff team will proactively work on filling more difficult absences.

- Mass email alerts to substitutes for upcoming high-need days
- Personal phone calls
- Texting substitutes to fill last-minute absences

Our Employee Services Team provides an extra layer of support for employees who might have technical difficulties with the system. Our team is available by phone, email, or live chat to make sure our employees understand how to navigate the software system and accept assignments.





## Run Reports When You Want Them

Edustaff can pull reports to answer just about any question school networks might have. The Edustaff team dedicated to your school network will always be available to talk over your needs and provide the required reports.

Reporting can be done on a set schedule if requested or an as-needed basis. Since Edustaff's business model allows school networks to own their own absence management software, school network staff will always have access to pull their own reports. The school will also have 24/7 access to view employee information on Edustaff's database, *Manager*.

### Absence Management Reports

- Absence Advance Notice
- Absentee Report
- Absence Call History
- Cancelled/Closed Absences
- Absence Feedback
- Daily Report
- Absence Interactive
- Day of Week Absence Analysis
- Absence Monthly Summary
- Fulfillment Skills
- Absence Reasons by School
- Multi-School Employees
- Absence Recognition Report
- Perfect Attendance Report
- Absence Reason Balances
- Substitute Sign In
- Absence Reason Percentages
- Unfilled Absences

### Edustaff *Manager* Reports

- Custom Reports
- Employee Contact Information
- Employee Types
- Employee Approval Status
- I-9 Verification
- Certifications
- GCN Training Compliance
- PA189 Liability Release Forms
- Background Check Status
- Educational Background
- Criminal Background
- Hired, Termination, and Last Paid

## HR Management

### Benefits

Finding qualified substitute employees has become increasingly challenging for both school networks and educational staffing vendors. We value our dedicated employees and work to retain them by providing many incentives and benefits:

- Minimum Essential Coverage (MEC) health insurance plan that meets Affordable Care Act requirements
- Optional 401(k) plan employees may sign up for as soon as they're approved in our system
- Onboarding incentive for current school network substitutes transitioning to employment with Edustaff
- Vendor discounts with local and national vendors to bring discounts to our employees

### Performance Evaluations

Substitute employees are expected to conduct themselves in a professional manner, perform accepted work duties with excellence, and always adhere to all Edustaff and school network policies.

Our employees' performance is continuously evaluated through our Employee Performance Feedback (EPF) form. This form makes it easy for school networks to provide feedback to us about our substitutes placed in their schools. We take all feedback seriously, and any concerns raised in an EPF form will be handled with the employee in a professional manner by our Human Resources team.

School networks also use this form to provide positive feedback for employees who are performing at a high level and making a difference in students' lives. We are delighted when we receive positive feedback, and we celebrate with those employees by sending them a certificate signed by our president, Derek Vogel, and HR director, Jodi Center.

### Retention Programs

Our marketing department uses a variety of social media methods to keep our employees engaged through articles, trivia, prizes, and contests.

- ✔ Why I Sub Contest – Once a year, our employees get the chance to make a 30-second video telling us why they love to sub. We share their videos on our social media channels and winners receive gift cards.
- ✔ Sub of the Year – One substitute from each state receives the title Sub of the Year based on nominations from our partnering school networks.
- ✔ Teacher Appreciation Week – Our Employee Services team calls each employee who received positive Employee Performance Feedback during the year and reads them the kind words from the school network. The substitute who receives the most positive reviews becomes our Sub of the Year.
- ✔ Social Media Contests – We encourage our substitute teachers to be creative and expressive through writing and video/image contests, with winners receiving gift cards.

### Mentoring

Many Edustaff employees have extensive experience in education, and specifically in the classroom. Edustaff values our substitute teachers and will provide mentoring opportunities for them if needed.

## Edustaff *Manager* – Cloud-Based HR Management Platform

Edustaff *Manager* is our cloud-based web portal for managing all aspects of education staffing and HR. It syncs employee data automatically with absence management software such as Placement, Red Rover, or Frontline.

- |  |  |
|--|--|
| ✓ Employee Database                      | ✓ Human Resources Management                 |
| ✓ Employment Applications                | ✓ Benefits Administration                    |
| ✓ Applicant Tracking                     | ✓ Human Resource Forms                       |
| ✓ Automated Credential Expiration Alerts | ✓ Employee Reporting                         |
| ✓ Background Check Compliance            | ✓ Payroll Management                         |
| ✓ Credential Tracking                    | ✓ District Invoicing                         |
| ✓ Repository of Scanned Documents        | ✓ Data Sync with Absence Management System   |
| ✓ Employee Access Portal                 | ✓ Automated SMS Text and Email Notifications |

Authorized school network representatives may view standard information and run reports for all employees, approved employees, unapproved applicants, and termed employees including:

- |                         |                          |                             |
|-------------------------|--------------------------|-----------------------------|
| ✓ Background Check      | ✓ Endorsements           | ✓ Status Information        |
| ✓ Fingerprinting        | ✓ Reference Check        | ✓ Education Requirements    |
| ✓ Educational Documents | ✓ Conviction Disclosure  | ✓ I-9 Documents             |
| ✓ Certification         | ✓ Video Training Modules | ✓ Substitute License/Permit |

## Partnership Pricing Offer for Summit Academy, Inc.

**Wage Base and Contract Rate:** Wages for contracted employees shall be established by the Client with input from Edustaff on an annual basis. The following contract rates are based upon paid gross wages.

### Edustaff Simple Pricing Advantage (Client Initiated 30-day payment plan):

English Language Learner Teaching Staff:	25%
Counselors:	25%
1:1 (one on one):	25%
Substitute services:	25%
Long term substitute services:	25%
Support Staff (AKA Classified Staff – Paras, TAs, etc.):	25%*
Absence Management Software:	Included at no additional cost

\*If support staff services are contracted, the price for all services drops to 24%

Since Summit Academy current pay rates were unavailable, below are sample figures of what our daily rate would be at three common daily pay rates. These are only examples, and we will need the school's current pay rates to provide exact figures.



Example 1: \$100 daily pay rate + 25% = \$125.00 Edustaff full daily bill rate; \$62.50 half-day rate

Example 2: \$125 daily pay rate + 25% = \$156.25 Edustaff full daily bill rate; \$78.13 half-day rate

Example 3: \$150 daily pay rate + 25% = \$187.50 Edustaff full daily bill rate; \$93.75 half-day rate

### Edustaff Pricing Includes:

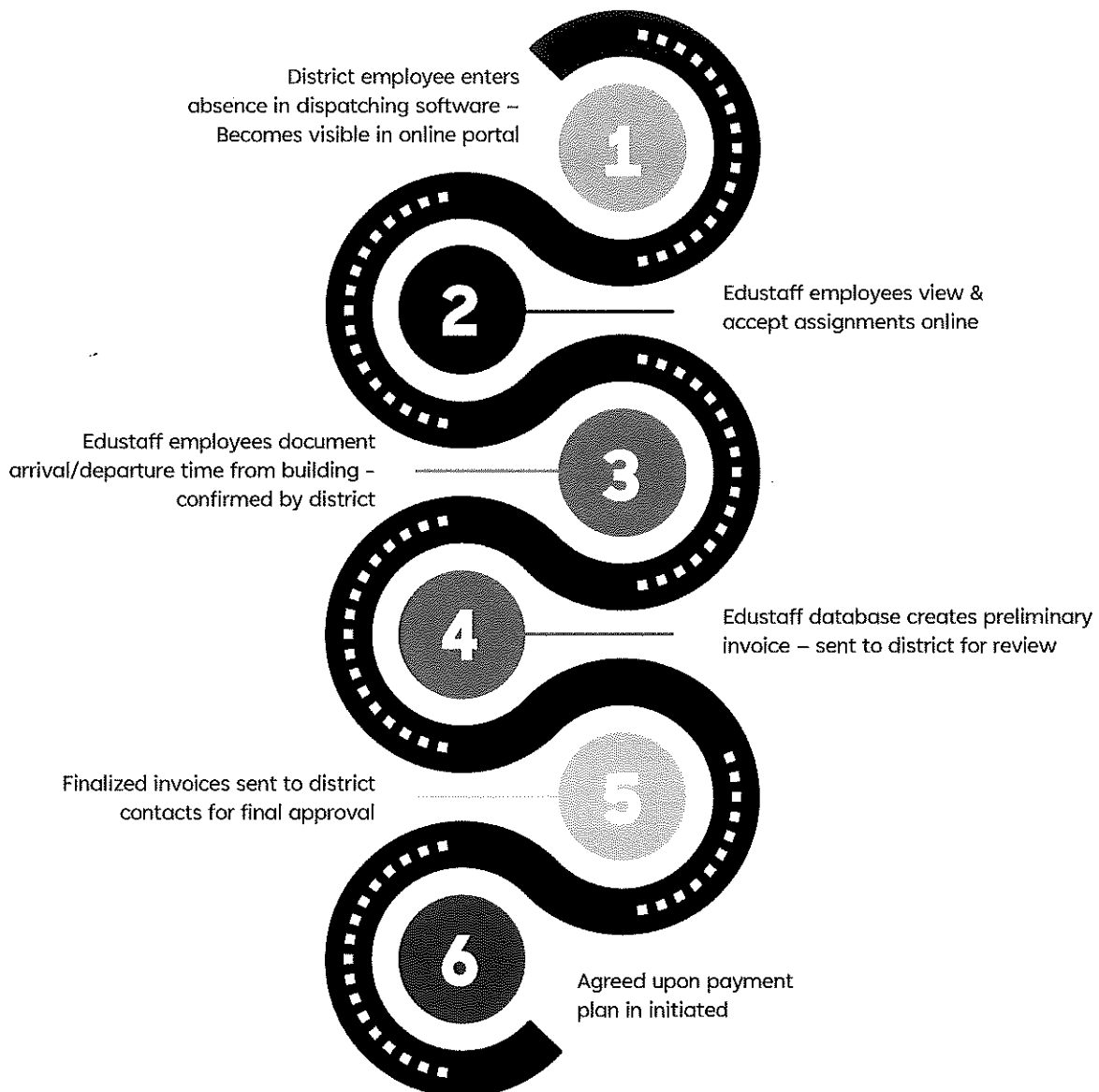
- Edustaff Account Manager
- Edustaff Absence Management Software
- All marketing, advertising, and recruiting efforts for substitute employees
- ACA liability tracked and paid by Edustaff, not billable to Client
- HR and Payroll Administrative Support Functions
- No advance payments or deposits for Client (Edustaff is a "pay as you go" model)
- Zero payroll processing charges; simply paid as "gross wages"

**Rate locked for duration of contract with only one condition:** If payroll taxes, governmentally required benefits, or other tax/assessments increase during the contract period, our contract rate will increase proportionately with an option for our client to reopen the terms of the agreement.

## Invoicing Process

Edustaff makes managing the payroll process hassle-free for our school network partners and substitute employees. Our payroll team will work directly with Summit Academy's administration to provide clean and accurate payroll.

- School network staff views, updates, and approves preliminary invoices before payroll is processed
- School network may submit any necessary adjustments to their Edustaff payroll specialist for correction
- Preliminary and final invoices are emailed in both PDF and Excel formats for convenience
- Once invoices are approved, Edustaff initiates the agreed-upon payment method




## Sign In/Out

Substitute employees immediately sign in at the main office when they arrive and sign out when leaving. The sign-in sheet allows the building secretary to track and monitor the date, arrival and departure times, and which staff member the substitute employee covered for.

## Adjustments & Credits

Edustaff will take the necessary steps to correct any discrepancies. Any funds overpaid by the school network will be credited within 48 hours. Underpayments will be processed in the next biweekly payroll, or an out-of-cycle adjustment can be made.

			
Invoice #: EDU-32010-2019020801-12			
Example Community Schools			
Invoice for Pay Date: Friday February 08 2019			
Pay Schedule	Pay Period Start	Pay Period End	
Payroll 2	Jan. 20, 2019	Feb. 2, 2019	
All SGP Employees			
Normal Pay			
		\$180.00	\$108.00
	Substitute Teacher - Standard	\$40.00	\$54.00
01/23/2019 343266039	Half Day PM	\$40.00	\$54.00
Sick Day			30%
	Substitute Teacher - Standard	\$40.00	\$54.00
01/23/2019 341746551	Half Day AM	\$40.00	\$54.00
Conference			30%
ExIDs 100-12212401			
		\$180.00	\$108.00
	Substitute Teacher - Standard	\$40.00	\$108.00
01/23/2019 340906672	Full Day	\$80.00	\$108.00
Other			30%
		\$160.00	\$216.00
	Substitute Teacher - Standard	\$160.00	\$216.00
01/22/2019 343418530	Full Day	\$80.00	\$108.00
Personal Day			30%
ExIDs 100-1111241			
02/01/2019 344746639	Full Day	\$80.00	\$108.00
Bereavement			30%
ExIDs 100-1111241			
		\$160.00	\$216.00
	Substitute Teacher - Standard	\$160.00	\$216.00
01/24/2019 342095830	Full Day	\$80.00	\$108.00
Conference			30%
01/23/2019 342095830	Full Day	\$80.00	\$108.00
Conference			30%
		\$160.00	\$108.00
	Substitute Teacher - Standard	\$80.00	\$108.00
01/23/2019 340017875	Full Day	\$80.00	\$108.00
Other			30%
ExIDs 100-1111240			
		\$180.00	\$108.00
	Substitute Teacher - Standard	\$40.00	\$54.00
01/22/2019 339984461	Half Day AM	\$40.00	\$54.00
Personal Day			30%
	Substitute Teacher - Standard	\$40.00	\$54.00
01/23/2019 343039547	Half Day AM	\$40.00	\$54.00
Field Trip			30%
Income Type	Pay Type	Gross	Contracted
All SGP Employees	Normal Pay	\$640.00	\$864.00
	Total	\$640.00	\$864.00

# Appendix

## References



**Corvallis**  
SCHOOL DISTRICT

### Contact Information

Jennifer Duvall, Director of Human Resources  
541.757.5840 | Jennifer.Duvall@Corvallis.k12.or.us  
1555 SW 35<sup>th</sup> Street  
Corvallis, OR 97333

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.

13 schools, 350 teachers, 6,400 students  
July 2018 – Present

*“The Corvallis School District has been partnering with Edustaff since the 2018-19 school year for our substitute services. Their expertise and focus on recruiting and training substitutes has been a great support to our district. They actively monitor our absences and reach out to help fill these. In addition, if we have a special need for a long-term position or hard to fill position, they work with us in identifying a list of subs to meet our needs. They provide us with data and updates on a regular basis and do regular check-ins. I appreciate working with them and the service they provide to our district!”*



**Calhoun County School District**  
*Focused on Success for ALL!*

### Contact Information

Amy Stone, Accountant  
256.741.7413 | astone@CCBOE.us  
Calhoun County School District  
4400 McClellan Blvd., Anniston, AL 36202

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.

20 schools, 600 teachers, 9,400 students  
July 2018 – Present

*“The entire team of professionals at Edustaff is a valuable partner of Calhoun County Schools. The Edustaff team demonstrates quality in every aspect of substitute advertising, recruiting, training and hiring in our County. We are extremely pleased with the “hometown” service with our very own Edustaff employee located in house to serve our unique individualized needs on a daily basis. We could not ask for a better partnership in our effort to provide quality individuals in our schools in the absence of our educators and staff in Calhoun County Schools.”*



### Contact Information

Ryan Kay, HR Coordinator  
801.354.7452 | [Ryan.Kay@nebo.edu](mailto:Ryan.Kay@nebo.edu)  
350 South Main St.  
Spanish Fork, UT 84660

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.

50 schools, 1,500 teachers, 35,000 students  
July 2021 – Present

*“ We teamed with Edustaff in the Spring of 2021 for the upcoming year. I cannot say enough about the ease of transition, the support through the transition, the level of onsite support that was provided and honestly the all-around great staff that makes up the Edustaff team. The Edustaff manager that works with our district has been an integral part of onboarding and training new subs as well as working to make sure we have high fill rates. I could go on and on about our positive experience with Edustaff. ”*



### Contact Information

Julie Gillespie, Deputy Superintendent  
616.738.8946 | [JGillesp@OAISD.org](mailto:JGillesp@OAISD.org)  
13565 Port Sheldon St.  
Holland, MI 49424

### Scope of Work

Substitute staffing services for substitute teachers, paraprofessionals, and other educational employee types.

85 schools, 2,200 teachers, 41,000 students  
July 2014 – Present

*“ Working with Edustaff is like working with a valued partner who shares your goals and understands your challenges. The executive team and their staff genuinely care about serving students and it shows in their continued investment in products and services that enhance and streamline school operations. As one of the first districts in Michigan to contract with Edustaff, we appreciate how seamless the transition was despite the number of distractions created by competing companies and interests. Whenever we have an issue, which is rare, the team at Edustaff is very responsive. ”*



### Reference #1 - Nebo School District

350 South Main, Spanish Fork, UT 84660

Contact: Jim Welburn, HR Coordinator | 801-354-7424 | [Jim.welburn@nebo.edu](mailto:Jim.welburn@nebo.edu)

2024/2025 Combined Fill Rate: 99%

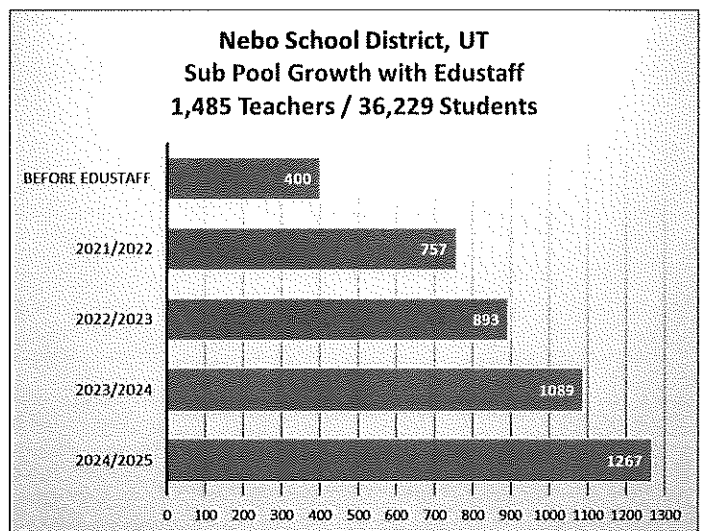
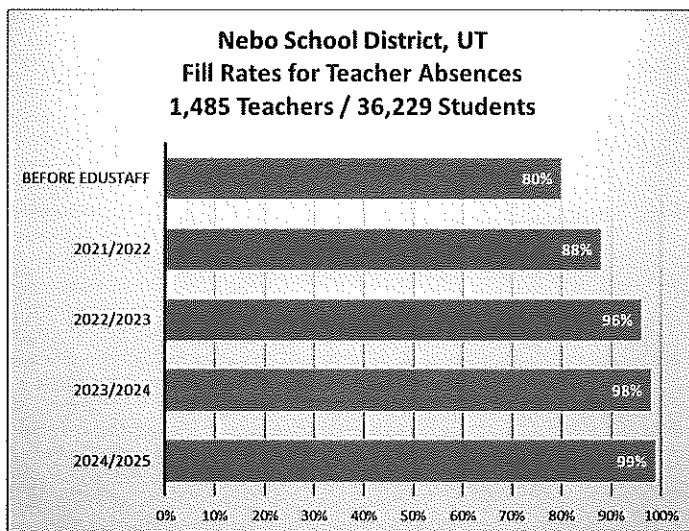
Number of Schools: 49

Number of Students: 36,229

Number of Teachers: 1,485

Services Provided: Substitute staffing of teachers and paraprofessionals

### Fill Rates and Sub Pool Growth – Since Partnering with Edustaff in 2021/2022



## Reference #2 - Weber School District (NEW CLIENT THIS SCHOOL YEAR)

5320 Adams Avenue Parkway, Ogden, UT 84405

Contact: Quinn Karlinsey | Assistant HR Director | 801-476-7851 | [qkarlinsey@wsd.net](mailto:qkarlinsey@wsd.net)

2024/2025 Teacher Fill Rate: 91% (increased from 83% to 91% since October 2024 – consistent growth)

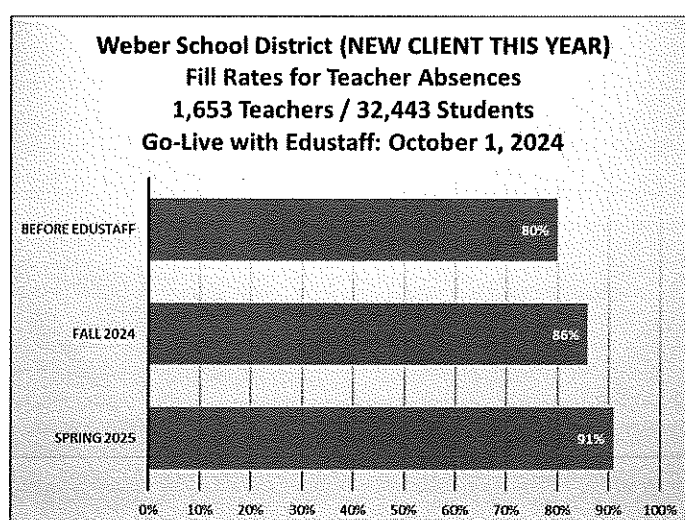
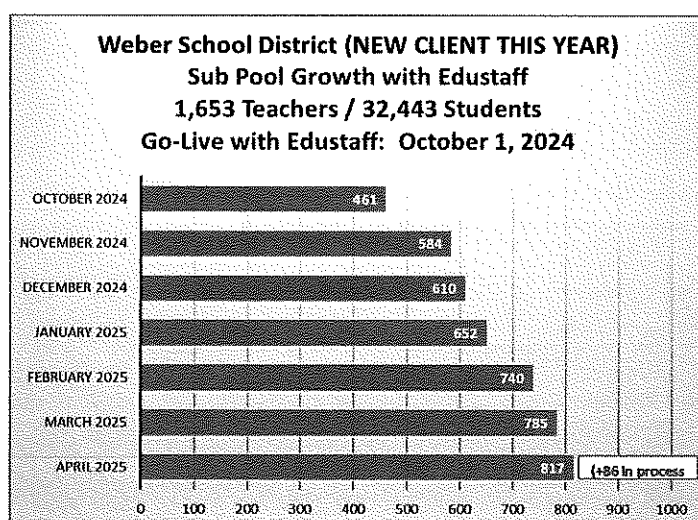
Number of Schools: 52

Number of Students: 32,443

Number of Teachers: 1,653

Services Provided: Substitute staffing of teachers and paraprofessionals

## Fill Rates and Sub Pool Growth – Since partnering with Edustaff this year



### Reference #3 – Gresham-Barlow School District

1331 NW Eastman Pkwy. Gresham, Oregon 97030

Contact: Angela Freeman, Executive Director of HR | 503-261-4599 | [freeman12@gresham.k12.or.us](mailto:freeman12@gresham.k12.or.us)

2024/2025 Teacher Fill Rate: 96%

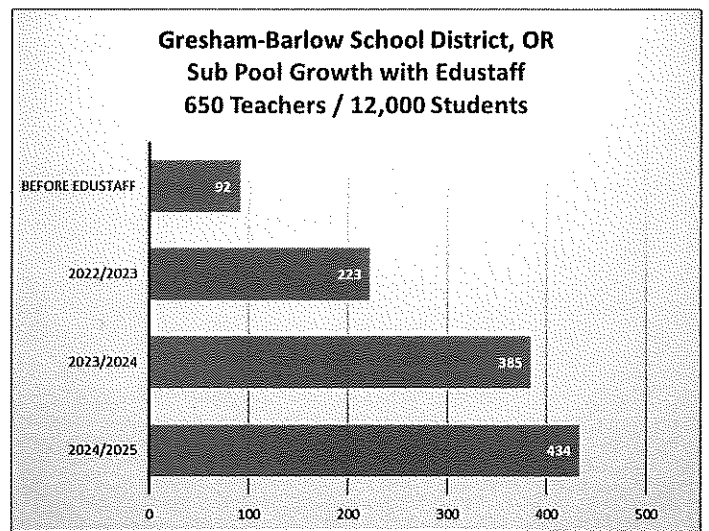
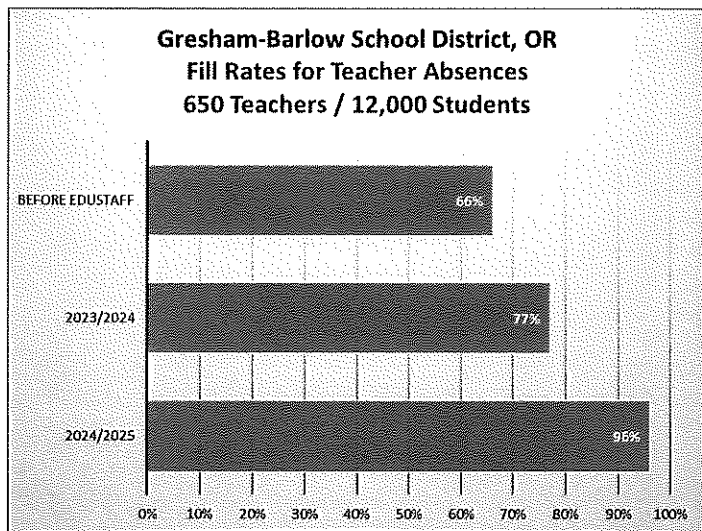
Number of Schools: 21

Number of Students: 12,000

Number of Teachers: 650

Services Provided: Substitute staffing of teachers and maintenance/grounds staff

### Fill Rates for the 2024/2025 School Year



#### Reference #4 – West Linn-Wilsonville School District

22210 SW Stafford Road, Tualatin, Oregon 97062

Contact: Samantha Rayner, Human Resources | 248-823-4007 | [SRayner@troy.k12.mi.us](mailto:SRayner@troy.k12.mi.us)

Teacher Fill Rate: 98%

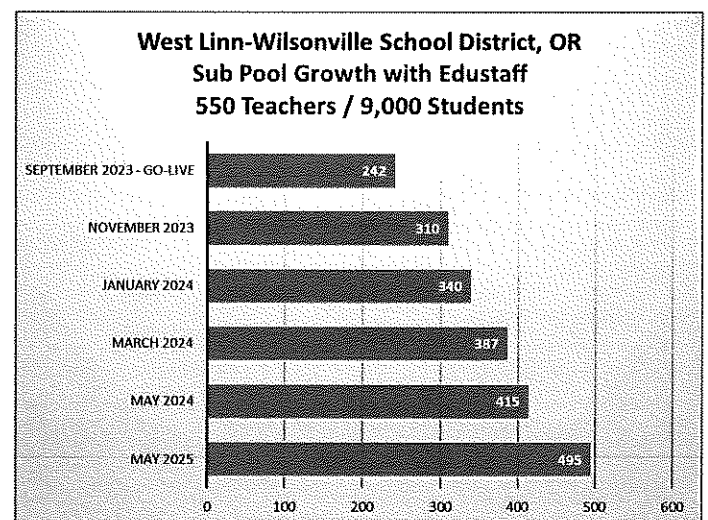
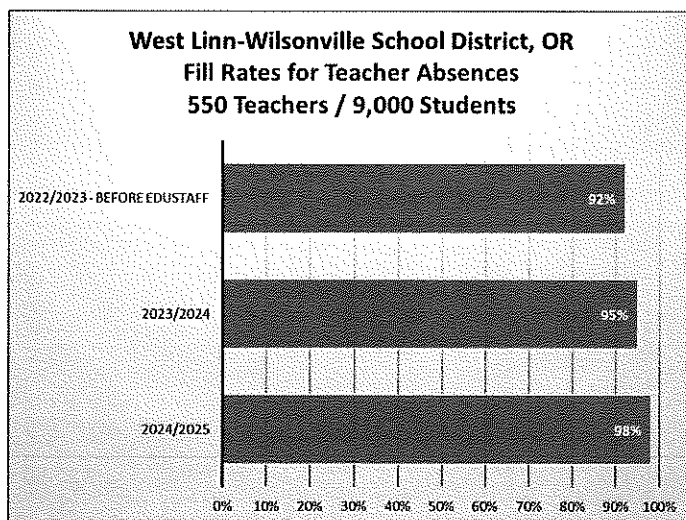
Number of Schools: 17

Number of Students: 9,000

Number of Teachers: 550

Services Provided: Substitute teachers, paraprofessionals and secretaries

#### Fill Rates for the 2024/2025 School Year



that may have an impact upon the outcome of this contract or potential future of the Summit Academy Inc project resulting from this effort. The prospective bidder, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract of Summit Academy Inc projects that will follow. In particular, the prospective bidder its agents, employees, directors an /or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the Summit Academy Inc projects.

E. Non-discrimination

1. The selected bidder(s) shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws ordinances, rules, and regulations regarding nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, pregnancy, disability, or any other prohibited bases

## 9. Acceptance of Proposal

Bid will be awarded to the highest scoring firm based on the evaluation criteria above, as determined under the sole discretion of the Evaluation Committee, Summit Academy Board, and administration.

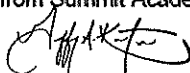
The award period is for 1.5 years, with optional renewals for a total of 3.5 years.

Summit Academy reserves the right to cancel the solicitation.

### *Disclosure*

All documents submitted shall become the property of Summit Academy, Inc. Proposal information is proprietary and as such shall be treated as confidential.

Information pertaining to Summit Academy, Inc obtained by the Proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from Summit Academy, Inc.



\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Geoffrey Kartes

\_\_\_\_\_  
Printed Name Above

"Best and final offers may be allowed, as provided in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in the request for proposals."

# Certificate of Liability Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
01/03/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Aon Risk Services Northeast, Inc. New York NY Office One Liberty Plaza 165 Broadway, Suite 3201 New York NY 10006 USA		<b>CONTACT NAME:</b> PHONE (Ac. No. Ext): (866) 283-7122 FAX (Ac. No.): (800) 363-0105 <b>E-MAIL ADDRESS:</b>															
<b>INSURED</b> Edustaff, LLC 4120 Brockton Dr SE Grand Rapids MI 49512 USA		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER A:</th> <th>HAIC #</th> </tr> <tr> <td>Hartford Accident &amp; Indemnity Company</td> <td>22357</td> </tr> <tr> <td>Accident Fund General Insurance Company</td> <td>12304</td> </tr> <tr> <td>Philadelphia Indemnity Insurance Company</td> <td>18058</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A:	HAIC #	Hartford Accident & Indemnity Company	22357	Accident Fund General Insurance Company	12304	Philadelphia Indemnity Insurance Company	18058	INSURER D:		INSURER E:		INSURER F:	
INSURER A:	HAIC #																
Hartford Accident & Indemnity Company	22357																
Accident Fund General Insurance Company	12304																
Philadelphia Indemnity Insurance Company	18058																
INSURER D:																	
INSURER E:																	
INSURER F:																	

Holder Identifier :

**COVERAGES** **CERTIFICATE NUMBER:** 570110332478 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS

Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF. (MM/DD/YYYY)	POLICY EXP. (MM/DD/YYYY)	LIMITS
C	X COMMERCIAL GENERAL LIABILITY CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			PHPK263221003	12/21/2024	12/07/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPOUND AGG \$2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			10 UEC DR2666	12/07/2024	12/07/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Comp/Coll. Deductible \$1,000
C	X UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10,000			PHUB892302003	12/21/2024	12/07/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER / MEMBER (Mandatory in MI) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	AFWCP100100699	12/07/2024	12/07/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000
C	E&O - Professional Liability Primary			PHPK263221003 Claims Made	12/21/2024	12/07/2025	Each Claim \$1,000,000 Aggregate Limit \$2,000,000

Certificate No : 570110332478

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Evidence of Insurance.

<b>CERTIFICATE HOLDER</b> EduStaff, LLC 4120 Brockton Dr. SE Grand Rapids MI 49512 USA	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
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W-9

**Form W-9**  
(Rev. March 2024)  
Department of the Treasury  
Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see Purpose of Form, below.

Print or type. See Specific Instructions on page 3.	1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
	Edustaff LLC	
	2 Business name/disregarded entity name, if different from above.	
	3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.	
	<input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) <b>P</b> Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ (Applies to accounts maintained outside the United States.)
	3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
	5 Address (number, street, and apt. or suite no.). See instructions. 4120 Brockton Dr SE Suite 200	Requester's name and address (optional)
	6 City, state, and ZIP code Grand Rapids, MI 49512	
	7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN, later.

Note: If the account is in more than one name, see the instructions for line 1. See also What Name and Number To Give the Requester for guidelines on whose number to enter.

Social security number									
				-					
or									
Employer identification number									
2	7	-	3	2	2	9	0	4	8

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person *[Signature]* Date *01-01-2024*

## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



Utah Department of Commerce  
Division of Corporations & Commercial Code  
160 East 300 South, 2nd Floor, PO Box 146705  
Salt Lake City, UT 84114-6705  
Service Center: (801) 530-4849  
Toll Free: (877) 526-3994 Utah Residents  
Fax: (801) 530-6438  
Web Site: <http://www.commerce.utah.gov>

12/12/2023  
12042455-016112122023-926964

## CERTIFICATE OF EXISTENCE

Registration Number: 12042455-0161  
Business Name: EDUSTAFF LLC  
Registered Date: November 23, 2020  
Entity Type: LLC - Foreign  
Status: Current

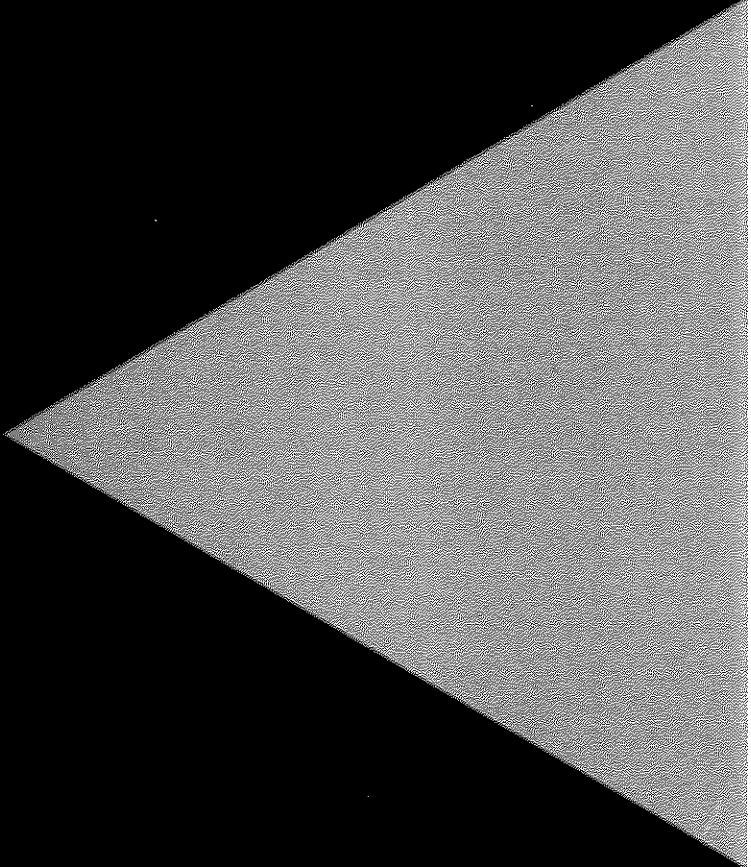
The Division of Corporations and Commercial Code of the State of Utah, custodian of the records of business registrations, certifies that the business entity on this certificate is authorized to transact business and was duly registered under the laws of the State of Utah. The Division also certifies that this entity has paid all fees and penalties owed to this state; its most recent annual report has been filed by the Division (**unless Delinquent**); and, that Articles of Dissolution have not been filed.



*L. Veillette*

Leigh Veillette  
Director  
Division of Corporations and Commercial Code







## **REQUEST FOR PROPOSAL (RFP)**

**Summit Academy, Inc.**

**RFP Title:** Substitute Services  
**RFP Issue Date:** October 28, 2025

### **PREPARED BY**

**RizeUp Technology Training**  
Dewayne Holley, President  
1255 Union Street N.E.  
Washington, DC 20002  
Phone: (202) 257-4653

**Email:** [dholley@rizeuptechnology.com](mailto:dholley@rizeuptechnology.com)

**Website:** <https://rizeuptechnology.com>

### **SUBMITTED TO**

**Summit Academy, Inc.**

**Attn:** Bradley Wilkinson, Business Administrator  
1225 E. 13200 South  
Draper, Utah 84020

**Email:** [brad.wilkinson@summitacademyschools.org](mailto:brad.wilkinson@summitacademyschools.org)

**Phone:** (801) 572-4166

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**Appendix 1: Signature Page**

**Appendix 2: Proof of Insurance✓**

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**Letter of Introduction (Response to RFP, Section 5, Submission Format)**

**October 31, 2025**

**Subject:** Response to RFP – Substitute Services

Dear Mr. Wilkinson and Members of the Evaluation Committee,

RizeUp Technology Training (“RizeUp”) is pleased to submit this proposal in response to Summit Academy’s Request for Proposals for Substitute Services (Issued October 28, 2025). We understand that Summit Academy requires a qualified partner to provide professional, dependable, and compliance-driven substitute educators capable of supporting classroom operations across all campuses and grade levels.

RizeUp is a HUBZone Certified Small Business and DC Certified Business Enterprise (CBE) with more than a decade of experience delivering substitute teaching, paraprofessional, and administrative staffing services to public, charter, and private K–12 institutions. Our proven record includes high-volume substitute support for the District of Columbia Public Schools (DCPS), Prince George’s County Public Schools (PGCPS), and multiple charter organizations. We have maintained a 97% average fill rate, zero compliance deficiencies, and consistent recognition for professionalism and reliability in educational environments.

Our approach for Summit Academy emphasizes:

- **Rapid Response Coverage:** 24-hour dispatch capability with pre-cleared substitute educators available for same-day, short-term, and long-term assignments.
- **Rigorous Screening & Compliance:** Comprehensive background checks, fingerprinting, and employment verification in full accordance with Utah Code §53G-11-402 and the School Safety Omnibus regulations.
- **Instructional Continuity:** Classroom-ready substitutes trained to follow existing lesson plans, maintain discipline, and sustain student engagement aligned with Summit Academy’s culture and academic goals.
- **Culturally Responsive Practices:** Training modules emphasizing inclusivity, respect, and equitable learning environments, ensuring each substitute reflects Summit Academy’s values of integrity and leadership.
- **Dedicated Account Management:** A single point of contact and regional support team to ensure efficient communication, accountability, and service quality across all Summit campuses.

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RizeUp's proposal offers a scalable, cost-effective staffing solution designed to meet Summit Academy's current and future substitute coverage needs. We are confident that our experience, staffing infrastructure, and commitment to educational excellence make us an ideal partner to support your mission of cultivating student achievement and strong community values.

We thank you for the opportunity to submit this proposal and look forward to the possibility of serving Summit Academy. Please contact me directly at (202) 257-4653 or via email at [dholley@rizeuptechnology.com](mailto:dholley@rizeuptechnology.com) with any questions or clarifications.

Sincerely,

Dewayne Holley, President  
RizeUp Technology Training

X \_\_\_\_\_



**Section 1.0: Organizational Qualifications and Experience (*Response to RFP, Section 3 – Proposal Content Requirements; RFP Section 7 – Evaluation Criteria: Prior History and Experience*)**

RizeUp Technology Training (“RizeUp”) is a proven, results-oriented provider of comprehensive educational, administrative, and professional staffing solutions serving public-sector agencies, charter schools, and K–12 systems throughout the District of Columbia, Maryland, Virginia, and the broader Mid-Atlantic region. Established to meet the evolving workforce needs of educational institutions, RizeUp has developed a reputation for excellence in substitute staffing built on measurable performance outcomes, responsive client service, and a deep understanding of the instructional environments we support.

Over the past decade, RizeUp has successfully partnered with numerous school districts and charter organizations to deliver turnkey substitute staffing programs that consistently achieve high fill rates—often exceeding 95%—while maintaining full compliance with federal, state, and local education regulations. The firm’s performance-driven model integrates data-informed workforce management, proactive recruitment, rigorous background screening, and continuous professional development for all personnel. This ensures that every substitute educator or paraprofessional deployed into a classroom is not only qualified, but also instructionally aligned, culturally responsive, and ready to contribute meaningfully to student success from day one.

RizeUp’s internal infrastructure supports large-scale, multi-campus substitute staffing operations with precision and transparency. The firm’s organizational structure includes dedicated leadership in Education Program Management, Compliance, Operations Coordination, and Quality Assurance, each equipped with defined accountability metrics and performance monitoring tools. This structure allows RizeUp to deliver real-time staffing coverage, maintain a fully vetted substitute pool, and adapt swiftly to client scheduling demands without disruption to learning environments.

As a HUBZone Certified Small Business and DC Certified Business Enterprise (CBE), RizeUp operates under rigorous compliance and reporting standards, ensuring accountability at every level of service delivery. The firm’s internal systems comply with Utah Code §53G-11-402 (employee background checks and suitability requirements) and Utah Administrative Code R277-301 (educator licensing and certification), aligning precisely with the expectations outlined in the Summit Academy Substitute Services RFP (Issued October 28, 2025).

RizeUp’s proven experience managing large-scale educational staffing programs across public and charter institutions demonstrates its capacity to recruit, vet, train, and deploy licensed and non-licensed substitute teachers, instructional aides, and long-term educators capable of maintaining instructional quality, classroom structure, and behavioral consistency. The firm’s performance in comparable engagements, such as with the District of Columbia Public Schools (DCPS) and Prince George’s County Public Schools (PGCPS), reflects its ability to coordinate coverage across multiple campuses, manage high-volume substitute requests, and ensure compliance with complex school safety and HR requirements.

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What distinguishes RizeUp is its fusion of educational expertise with professional workforce management discipline. The firm approaches substitute staffing as an extension of the learning ecosystem—prioritizing instructional continuity, cultural alignment with the client’s academic mission, and the consistent delivery of professional, student-centered classroom experiences. Each staffing assignment is managed through a centralized scheduling and communication portal, allowing Summit Academy administrators to access real-time updates, confirm placements, and receive performance metrics.

In bringing this operational model to Summit Academy, RizeUp offers more than staffing—it delivers a strategic partnership designed to enhance classroom continuity, reduce administrative burden, and reinforce academic excellence. Through its blend of expertise, compliance, and commitment to service, RizeUp stands fully prepared to provide reliable, responsive, and mission-aligned substitute staffing support that advances Summit Academy’s educational objectives across all campuses and grade levels.

***Section 1.1: Company Overview (Response to RFP, Section 3.A – Licensed Teachers, Non-Licensed Teachers, and Aides)***

**Company History and Structure:**

RizeUp is a **HUBZone Certified Small Business** and **DC Certified Business Enterprise (CBE)** headquartered in Washington, D.C. Founded in 2013, RizeUp specializes in workforce solutions for education, IT, and administrative environments. The firm is led by **Dewayne Holley, President**, who oversees all education staffing contracts, compliance operations, and client relations.

RizeUp’s organizational model is lean, agile, and compliance-focused, allowing the firm to respond to substitute requests quickly and maintain high fill-rate performance across multiple campuses and agencies.

**Certifications and Business Classification:**

- **Small Business:** Certified under federal and District programs.
- **HUBZone Certified:** Small Business Administration (SBA).
- **Certified Business Enterprise (CBE):** Washington, D.C. Department of Small and Local Business Development (DSLBD).
- **NAICS Codes:**
  - 561320 – Temporary Help Services
  - 561110 – Office Administrative Services
  - 611710 – Educational Support Services

**Core Capabilities and Staffing Portfolio:**

RizeUp delivers turnkey staffing solutions to support a wide range of operational needs, including:



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- **Education Staffing:** Substitute teachers, paraprofessionals, aides, and instructional support personnel.
- **Administrative Staffing:** Office clerks, administrative assistants, data entry technicians, and program support staff.
- **IT and Technical Staffing:** Help desk analysts, IT coordinators, and classroom technology support personnel.
- **Compliance Management:** Background screening, fingerprinting, and onboarding in alignment with **Utah Code §53G-11-402** and federal education employment laws.

**Management and Staffing Resources for Summit Academy:**

For Summit Academy, RizeUp will assign a dedicated management team including:

- **Dewayne Holley, President – Contract Oversight & Quality Assurance**
- **Education Program Manager – Daily Staffing Coordination and Compliance**
- **Operations Coordinator – Scheduling, Assignments, and Reporting**
- **Compliance Specialist – Background Screening and Credential Verification**

This management structure ensures rapid response, compliance verification, and continuous communication with Summit Academy administrators.

**Section 1.2: Experience Providing Substitute and Educational Staffing Service (*Response to RFP, Section 3.A – Licensed and Non-Licensed Substitute Services*)**

RizeUp has extensive experience providing substitute and educational staffing services to K–12 public and charter school systems. The firm has successfully managed substitute teacher and instructional aide assignments for multiple school districts, maintaining compliance with state regulations and client-specific standards.

**Key Relevant Experience:**

**Waldon Woods Elementary School – Prince George’s County Public Schools (PGCPS)**

- **Period of Performance:** September 2024 – June 2025
- **Scope of Work:** Provided substitute teachers and instructional aides for daily and long-term coverage assignments.
- **Results:** Achieved 100% fulfillment of all coverage requests and zero compliance findings.

**Randle Highlands Elementary School – District of Columbia Public Schools (DCPS)**

- **Period of Performance:** November 2018 – June 2019
- **Scope of Work:** Delivered short-term and extended substitute educators to cover multiple grade levels.
- **Results:** Maintained a 95% retention rate for long-term substitute teachers; received positive performance reviews for professionalism and instructional alignment.



**Garfield Elementary School – District of Columbia Public Schools (DCPS)**

- **Period of Performance:** September 2018 – June 2019
- **Scope of Work:** Provided substitute teachers and paraprofessionals for grades 1–6, supporting literacy and classroom management.
- **Results:** 98% attendance rate, zero compliance issues, and recognition from school administrators for reliability and instructional consistency.

**Demonstrated Understanding of School Operations:**

RizeUp understands the complexities of staffing substitute teachers and paraprofessionals in K–12 environments. The firm’s approach ensures:

- Rapid response for same-day and emergency coverage.
- Assignment of pre-screened, trained, and background-cleared educators.
- Maintenance of instructional continuity through culturally responsive teaching and behavioral alignment with school standards.
- Transparent communication with school administrators regarding attendance, performance, and coverage verification.

These engagements demonstrate RizeUp’s ability to replicate substitute staffing systems that directly mirror Summit Academy’s operational requirements—providing both scalability and quality assurance.



**Section 1.3: References (*Response to RFP, Section 3.E – References Requirement; RFP Section 7 – Evaluation Criteria: References*)**

RizeUp provides the following professional references from recent K–12 and education-sector staffing engagements. Each demonstrates the firm’s reliability, performance, and relevance to Summit Academy’s Substitute Services RFP.

**1. Waldon Woods Elementary School (PGCPS)**

**Contact:** Lekitta Epps, Community School Coordinator

**Phone:** (202) 427-6891

**Email:** Lekitta.Epps@pgcps.org

**Period of Performance:** September 2024 – June 2025

**Scope:** Provided substitute teachers and instructional aides for daily and long-term classroom coverage.

**2. Randle Highlands Elementary School (DCPS)**

**Contact:** Kristie Edwards, Principal

**Phone:** (202) 729-3250

**Email:** Kristie.Edwards@k12.dc.gov

**Period of Performance:** November 2018 – June 2019

**Scope:** Delivered substitute educators for elementary and middle school classes to maintain instructional continuity during teacher absences.

**3. Garfield Elementary School (DCPS)**

**Contact:** Kennard Branch, Principal

**Phone:** (202) 939-4800

**Email:** Kennard.Branch@k12.dc.gov

**Period of Performance:** September 2018 – June 2019

**Scope:** Supplied substitute teachers and paraprofessionals for grades 1–6, supporting literacy programs, small-group instruction, and classroom management.

RizeUp’s organizational qualifications, certifications, and past performance demonstrate the firm’s capacity to deliver professional, credentialed substitute educators who meet Summit Academy’s needs for responsiveness, compliance, and instructional excellence. The firm’s consistent record with public and charter schools ensures seamless implementation, strong communication, and dependable classroom coverage throughout the contract period.



**Section 2.0: Technical Proposal** (*Response to RFP, Section 3 – Proposal Content Requirements; RFP Section 7 – Evaluation Criteria: Extent to Which Services Meet Summit Academy Needs*)

RizeUp Technology Training (“RizeUp”) proposes a **comprehensive, compliance-driven, and results-oriented staffing approach** that directly fulfills Summit Academy’s Substitute Services RFP objectives. Our technical solution is designed to ensure the **consistent availability of licensed and non-licensed substitute teachers, paraprofessionals, and instructional aides**, while maintaining alignment with **Utah Code §53G-11-402**, all background check requirements, and Summit Academy’s educational philosophy.

The following sections outline RizeUp’s systematic approach to recruitment, screening, onboarding, training, assignment, and quality control—ensuring responsive, transparent, and high-quality substitute services across all Summit Academy campuses.

**Section 2.1: Approach to Recruitment, Screening, and Assignment of Substitutes** (*Response to RFP, Section 3.C.1 – Licensed Teachers and Non-Licensed Teachers*)

RizeUp employs a **multi-phase recruitment and screening framework** to ensure every substitute educator and paraprofessional assigned to Summit Academy meets or exceeds state and institutional standards.

**Recruitment and Selection Methods**

RizeUp maintains a continuous pipeline of qualified substitute educators sourced through professional networks, university partnerships, education job boards, and referrals. Our recruiting strategy emphasizes the selection of candidates with experience in **K–12 instruction, charter**

**school environments, and classroom management.**

- **Targeted Candidate Outreach:** We recruit both licensed and non-licensed substitute educators through platforms such as EdJoin, School Spring, and Indeed for Education.
- **Competency-Based Evaluation:** Each applicant undergoes an interview and skills assessment to evaluate communication, classroom control, and adaptability.
- **Candidate Pool Management:** All qualified candidates are entered into RizeUp’s **Substitute Staffing Portal (SSP)**, enabling real-time matching by subject, grade level, and location.

**Credential and License Verification Process**

Prior to placement, RizeUp verifies all credentials and certifications required under **Utah Administrative Code R277-301** and Summit Academy’s policies. Verification includes:

- Confirmation of active Utah Educator License (for licensed teachers).
- Degree verification from accredited institutions.

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- Documentation of professional training or equivalent experience for non-licensed substitutes.

**Background Check and Fingerprinting Procedures**

RizeUp strictly complies with **Utah Code §53G-11-402** and the **School Safety Omnibus Act** regarding employment suitability. No personnel are deployed without verified clearance from:

- **FBI Fingerprinting and State BCI (Bureau of Criminal Identification) Check**
  - **National Sex Offender Registry Check**
  - **Child Abuse and Neglect Database Check**
  - **Employment History Review and Character Reference Verification**
- All results are stored in encrypted digital personnel files, accessible to Summit Academy upon request.

**Assignment Coordination Process and Response Protocol**

RizeUp uses an automated matching system supported by a 24-hour scheduling team to ensure immediate response to coverage requests.

- **Daily Requests:** Confirmed within one hour of receipt before the start of the school day.
- **Same-Day and Emergency Requests:** Filled within two hours using a priority reserve list.
- **Long-Term Assignments:** Staffed within 24–48 hours with fully credentialed personnel, ensuring classroom continuity.

This structure ensures rapid deployment and consistent instructional coverage across Summit Academy's multiple campuses.

**Section 2.2: Staffing Structure and Onboarding Procedures (*Response to RFP, Section 3.C.2 – Teacher Aides / Paraprofessionals*)**

RizeUp's staffing structure integrates centralized management oversight with local coordination to maintain control, accountability, and communication.

**Management Hierarchy and Chain of Command**

- **Dewayne Holley, President:** Executive oversight, client relations, and contract performance.
- **Education Program Manager:** Primary liaison for Summit Academy; responsible for daily operations, staff placement, and performance management.
- **Operations Coordinator:** Manages scheduling, attendance, and fill-rate tracking.
- **Compliance Specialist:** Oversees background screening, documentation, and credential verification.

**Orientation and Pre-Assignment Training Process**

All substitutes complete a mandatory **onboarding orientation** covering:

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- Summit Academy's mission, classroom expectations, and student code of conduct.
- FERPA and data privacy training.
- Emergency preparedness and student safety procedures.
- Behavior management and communication standards.

**Compliance Verification and Readiness Confirmation**

Before activation, the Compliance Specialist verifies:

- Completion of background checks and fingerprinting.
  - Updated liability insurance documentation.
  - Signed acknowledgment of professional conduct and confidentiality policies.
- Each approved substitute receives a "Ready-to-Work" certification, authorizing placement at Summit Academy campuses.

**Daily Communication with Summit Academy Administrators**

RizeUp provides daily communication through a dedicated **Account Manager email and hotline**. Attendance, cancellations, or coverage confirmations are updated in real time through the Substitute Staffing Portal, ensuring seamless coordination with campus administrators.

**Section 2.3: Professional Development and Ongoing Support for Substitute Staff (*Response to RFP, Section 3.C.5 – Staff Training Plan*)**

RizeUp provides structured professional development to ensure that substitutes deliver instruction consistent with Summit Academy's culture and academic standards.

**Initial Orientation Program**

Every substitute participates in a pre-assignment orientation that includes modules on:

- Classroom management and student engagement.
- Instructional continuity and lesson plan adherence.
- Professional ethics and communication with faculty and parents.
- Health, safety, and emergency response procedures.

**Ongoing Professional Development**

RizeUp provides quarterly virtual training sessions led by our Education Program Manager. Topics include:

- Culturally responsive teaching and inclusion practices.
- De-escalation and restorative classroom techniques.
- Technology integration for classroom efficiency.
- Updates on Utah educator policies and compliance mandates.

**Culturally Responsive Classroom Management and Instructional Techniques**

RizeUp's training model incorporates cultural responsiveness principles rooted in the

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frameworks of **Dr. Geneva Gay and Dr. Gloria Ladson-Billings**, ensuring all substitutes foster equitable, inclusive learning environments that reflect Summit Academy's diverse student population.

**Performance Review and Feedback Integration**

After each assignment, school administrators are encouraged to provide performance feedback. RizeUp's Education Program Manager reviews all feedback to recognize high performers and identify professional growth opportunities.

**Section 2.4: Customer Support Systems and Response Time for Coverage Requests**  
*(Response to RFP, Section 3.C.4 – Long-Term Substitute Teachers; RFP Section 7 – Evaluation Criteria: Proposed Plan and Timeline)*

RizeUp operates a **24-hour Customer Support and Staffing Coordination Center** to manage coverage requests efficiently across Summit Academy's campuses.

**Centralized Scheduling and Assignment System**

- Requests can be submitted via the **RizeUp Staffing Portal, dedicated email, or direct phone line.**
- The system automatically prioritizes requests based on timing, subject area, and substitute qualifications.
- Administrators receive instant confirmation once a substitute accepts an assignment.

**24-Hour Coverage Response Commitment**

- Requests received before 6:30 a.m. are confirmed prior to the start of the school day.
- After-hours and weekend requests are handled by the on-call dispatcher.

**Same-Day and Emergency Coverage Procedures**

RizeUp maintains a **reserve pool** of pre-screened substitutes available for emergency deployment. When notified, the Operations Coordinator mobilizes personnel within two hours to minimize classroom disruption.

**Service-Level Standards and Escalation Protocol**

- **Fill Rate Target:** 95% or higher per month.
- **Response Time:** Less than 60 minutes for acknowledgment, under 2 hours for confirmation.
- **Escalation:** Unfilled requests after 90 minutes trigger intervention by the Education Program Manager.

These systems guarantee continuous classroom coverage and transparent communication with Summit Academy leadership.



**Section 2.5: Quality Control and Performance Management (*Response to RFP, Section 7 – Evaluation Criteria: Extent to Which Services Meet Summit Academy Needs*)**

RizeUp's Quality Control Program ensures accountability, measurable results, and continuous improvement throughout the contract term.

**Monitoring and Reporting Practices**

- **Weekly Reports:** Detailing fill rates, attendance, and coverage by campus.
- **Monthly Performance Reviews:** Tracking satisfaction scores and feedback from administrators.
- **Quarterly Compliance Audits:** Ensuring all personnel records and certifications remain current.

**Fill Rate and Performance Tracking**

RizeUp uses performance dashboards to measure response time, fill percentages, and substitute evaluations. These metrics are reviewed weekly to maintain alignment with contract goals.

**Client Feedback, Audit, and Improvement Measures**

- Feedback from Summit Academy staff is formally documented, reviewed, and acted upon within 48 hours.
- Any performance concerns trigger a corrective action plan and re-training.
- Annual review meetings with Summit Academy leadership will assess overall service quality and identify enhancement opportunities.

RizeUp's technical approach offers Summit Academy a **reliable, data-driven, and compliant staffing solution** built to sustain classroom continuity and support the School's mission of academic excellence. Through proactive recruitment, thorough screening, and continuous improvement practices, RizeUp guarantees responsive service, dependable performance, and a positive impact across every Summit Academy campus.





**2.6: Organization Chart of Company Staffing Model (*Response to RFP, Section 3 – Proposal Content Requirements; RFP Section 7 – Evaluation Criteria: Extent to Which Services Meet Summit Academy Needs*)**

RizeUp Technology Training’s staffing model is designed to ensure **seamless operational management, clear lines of communication, and full accountability** throughout the duration of the Summit Academy Substitute Services contract. The structure blends **executive oversight, compliance management, and on-the-ground coordination** to guarantee efficient scheduling, quality assurance, and immediate responsiveness to Summit Academy’s substitute staffing needs.

**Organizational Overview**

RizeUp’s service delivery team operates under a **centralized command framework**, with defined roles for executive leadership, program management, operations, compliance, and administrative support. This model allows the firm to maintain high service consistency while providing flexible coverage across multiple Summit Academy campuses.

Each tier of the structure plays a specific role in ensuring that every substitute—licensed or non-licensed—meets Summit Academy’s performance, safety, and instructional standards.

**Key Leadership and Functional Roles**

**1. Executive Oversight**

**Dewayne Holley, President**

- Provides executive direction and strategic leadership for all education staffing operations.
- Serves as the **Authorized Representative and Contract Administrator** for Summit Academy.
- Oversees performance reporting, contract compliance, and client relationship management.
- Ensures all program operations align with Summit Academy’s mission, RFP requirements, and state regulations.

**2. Education Program Manager**

- Directly manages the **daily staffing operations** for Summit Academy.
- Responsible for recruitment, scheduling, and substitute placement coordination.
- Supervises the Operations Coordinator, Compliance Specialist, and Field Support team.
- Serves as the **primary point of contact** for Summit Academy administrators regarding scheduling, service performance, and issue resolution.
- Conducts quality control audits, manages performance reviews, and oversees substitute evaluations.



### 3. Operations Coordinator

- Manages the **Substitute Staffing Portal (SSP)** and daily scheduling activities.
- Ensures rapid response to coverage requests and monitors attendance and fill rates.
- Communicates with school office staff to confirm assignments and substitutions.
- Tracks metrics including coverage ratios, late cancellations, and deployment timeliness.

### 4. Compliance Specialist

- Oversees all **screening, fingerprinting, and documentation** for staff in accordance with **Utah Code §53G-11-402** and Summit Academy policies.
- Maintains confidential personnel records and verifies licenses through the Utah State Board of Education system.
- Conducts regular compliance audits to ensure every substitute assigned to Summit Academy maintains active background clearance and up-to-date training certifications.
- Liaises with Summit Academy's HR or compliance officers for audits and reporting.

### 5. Education Recruitment & Training Coordinator

- Leads recruitment campaigns for licensed and non-licensed substitutes and instructional aides.
- Coordinates **pre-assignment orientation and ongoing professional development**, including classroom management, FERPA compliance, and culturally responsive instruction.
- Partners with local colleges, universities, and education networks to sustain a pipeline of qualified candidates.

### 6. Administrative Support Staff

- Provides back-office support for payroll, invoicing, and documentation management.
- Assists in preparing compliance reports, substitute evaluations, and monthly performance summaries for Summit Academy.

### 7. Substitute Teachers, Paraprofessionals, and Instructional Aides

- Fully vetted, background-checked, and trained professionals responsible for **direct classroom instruction and student support**.
- Each substitute operates under the guidance of the assigned Summit Academy administrator and is evaluated regularly for performance and adherence to school policies.



### **Operational Model Summary**

RizeUp's organization is designed for **responsiveness, scalability, and accountability**. The centralized management team ensures streamlined communication with Summit Academy's administrative staff while maintaining oversight across all compliance and operational processes. This structure provides:

- **Single-point accountability** through the Education Program Manager.
- **Dedicated compliance and recruitment support**, ensuring every educator meets Utah statutory and Summit Academy standards.
- **Scalable service capacity**, allowing RizeUp to deploy additional staff across multiple campuses without compromising performance.
- **Quality assurance oversight**, guaranteeing high fill rates and continuous monitoring of substitute performance.

This staffing model ensures that Summit Academy receives **consistent, high-quality substitute coverage supported by a well-defined management hierarchy**. Each role contributes to maintaining operational transparency, compliance integrity, and responsive service delivery. Through this structure, RizeUp guarantees that every substitute placed in a Summit Academy classroom reflects the professionalism, preparedness, and instructional commitment the School expects.

### Section 3.0: Cost Proposal (Response to RFP, Section 3 – Compensation / Pricing Proposal)

RizeUp is pleased to provide the following **Cost Proposal** in response to **Summit Academy's Substitute Services RFP (Issued October 28, 2025)**. The proposed rates are **fully burdened**, inclusive of all wages, payroll taxes, workers' compensation, general and professional liability insurance, background checks, employee benefits, administrative overhead, and management support.

These rates reflect RizeUp's commitment to delivering qualified, background-cleared, and credentialed substitute educators and paraprofessionals while maintaining cost efficiency and full compliance with **Utah Code §53G-11-402** and Summit Academy's operational standards.

All rates are based on an **8-hour workday (or 4-hour half-day equivalent)** and may be scaled for longer-term assignments. Pricing has been developed using competitive benchmarking from **Utah charter and public school pay structures**, adjusted for contractor compliance costs and quality management systems.

### Section 3.1: Daily and Hourly Billing Rates by Role Type (Response to RFP, Section 3 – Compensation / Pricing Proposal)

Position Title	Assignment Type	Daily Rate	Hourly Equivalent	Description of Coverage
Licensed Substitute Teacher	Short-Term (1–14 Days)	\$285.00 / Day	\$35.63 / Hour	Provides licensed classroom coverage, lesson delivery, and behavior management consistent with Utah educator standards.
Licensed Substitute Teacher	Long-Term (15+ Days)	\$260.00 / Day	\$32.50 / Hour	Provides extended classroom instruction, grading, lesson planning, and collaboration with school leadership.
Non-Licensed Substitute Teacher	Short-Term (1–14 Days)	\$250.00 / Day	\$31.25 / Hour	Provides coverage under supervision of licensed faculty; maintains classroom discipline and student engagement per curriculum guidance.
Non-Licensed Substitute Teacher	Long-Term (15+ Days)	\$230.00 / Day	\$28.75 / Hour	Provides consistent classroom support and instruction, adhering to lesson plans and school protocols.
Paraprofessional / Teacher Aide	Short-Term (1–14 Days)	\$210.00 / Day	\$26.25 / Hour	Supports lead teacher and students in daily instruction,

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				supervision, and small group learning.
<b>Paraprofessional / Teacher Aide</b>	Long-Term (15+ Days)	<b>\$190.00 / Day</b>	<b>\$23.75 / Hour</b>	Provides sustained classroom assistance, special education support, and daily instructional continuity.
<b>Long-Term Substitute Teacher (Certified)</b>	Full-Term Assignment	<b>\$300.00 / Day</b>	<b>\$37.50 / Hour</b>	Fully licensed educator assuming complete classroom and lesson responsibilities, including assessment and student evaluation.

**Justification of Rates and Market Benchmarking**

RizeUp's proposed rates were derived from a market analysis of **Utah substitute pay scales** and comparable charter school vendor contracts.

- **Utah Public School Average Substitute Pay (2024–2025):** \$210–\$265/day
- **Utah Charter Schools / Contractor Average:** \$240–\$290/day
- **Administrative & Compliance Overhead (Industry Standard):** 18–22%

RizeUp's rates fall within competitive market range while ensuring coverage of all costs required for compliance, insurance, fingerprinting, and training. These rates also support Summit Academy's need for flexibility between licensed and non-licensed educators and guarantee **no additional surcharges** for same-day or emergency requests.

All hourly conversions are based on an 8-hour workday and include time for required reporting, orientation, and documentation per Summit Academy's attendance and submission policies.

**Section 3.2: Billing and Payment Procedures** *(Response to RFP, Section 3 – Compensation / Pricing Proposal; RFP Section 5 – Contract Terms and Conditions)*

**1. Invoicing Frequency:**

RizeUp will issue invoices **biweekly**, with itemized detail by name, position, date, hours worked, and assignment type. All invoices will include a summary sheet cross-referenced with attendance and timesheet confirmations from Summit Academy administrators.

**2. Accepted Payment Methods:**

Payments may be remitted via **electronic ACH transfer, mailed check, or other mutually agreed-upon method.**

**3. Payment Terms:**

All invoices are **Net 30 days** from receipt, in accordance with Summit Academy's payment policy. Late fees or penalties will **not** be assessed unless otherwise approved in writing.

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**4. Rate Stability and Adjustments:**

The rates outlined in this proposal are **firm for the initial contract term (FY 2025–2026)**. Adjustments may only occur upon mutual agreement and documented contract amendment for renewal years.

**5. No Hidden Fees or Surcharges:**

All rates include administrative overhead, insurance, and compliance costs.

- **No travel fees** will apply for staff within the Summit Academy service region.
- **No overtime, weekend, or after-hours surcharges** will be billed unless explicitly pre-approved.

**6. Supporting Documentation:**

Each invoice submission will include:

- Signed timesheets or electronic attendance records.
- A reconciliation of filled and unfilled requests (fill rate log).
- A summary of long-term placements in progress.

RizeUp Technology Training certifies that the above rates are accurate, complete, and represent its **best and final pricing** for Substitute Teaching and Educational Support Services in accordance with **RFP Section 3 – Compensation / Pricing Proposal** and **RFP Section 5 – Contract Terms**.



**Section 4.0: References and Past Performance (*Response to RFP, Section 3.E – References Requirement; RFP Section 7 – Evaluation Criteria: References*)**

RizeUp provides high-quality, compliant, and performance-driven staffing solutions to public-sector agencies throughout the District of Columbia and the surrounding region. The following references and past performance summaries demonstrate RizeUp's capacity to manage large-scale substitute and administrative staffing contracts with consistently strong results, including fill rates above 95%, zero compliance deficiencies, and positive client evaluations.

**1. Waldon Woods Elementary School – Prince George's County Public Schools (PGCPS)**

**Contact:** Lekitta Epps, Community School Coordinator

**Phone:** (202) 427-6891

**Email:** Lekitta.Epps@pgcps.org

**Period of Performance:** September 2024 – June 2025

**Scope of Work and Performance:**

RizeUp Technology Training provided **comprehensive substitute teaching and instructional aide staffing services** to Waldon Woods Elementary, supporting daily, short-term, and long-term classroom coverage across grades K–5. The engagement included full-cycle recruitment, background screening, scheduling, and performance monitoring of assigned personnel. RizeUp's substitutes were trained in **classroom management, student engagement, and culturally responsive instruction** to ensure seamless integration into the school's academic environment.

Assignments covered core subjects such as **English Language Arts, Mathematics, Science, and Social Studies**, as well as specialized support for early literacy programs and special education resource rooms.

Throughout the contract, RizeUp maintained a **100% fulfillment rate** on coverage requests, with zero compliance issues or reported incidents. School administrators commended RizeUp for its **timeliness, professional communication, and the quality of educators provided**, noting measurable improvements in instructional continuity and classroom stability.



## **2. Randle Highlands Elementary School – District of Columbia Public Schools (DCPS)**

**Contact:** Kristie Edwards, Principal

**Phone:** (202) 729-3250

**Email:** Kristie.Edwards@k12.dc.gov

**Period of Performance:** November 2018 – June 2019

### **Scope of Work and Performance:**

Under contract with DCPS, RizeUp supplied **certified substitute teachers and paraprofessionals** to Randle Highlands Elementary, providing consistent classroom coverage across grades K–8. Assignments included daily, short-term, and extended absences, with substitutes responsible for implementing teacher-developed lesson plans, managing classroom discipline, and supporting assessment preparation.

RizeUp's substitutes were strategically matched based on subject-area expertise, grade-level experience, and familiarity with DCPS teaching standards. The firm's coordination process ensured **same-day fulfillment** for urgent coverage needs while maintaining alignment with DCPS background and employment verification policies.

Performance reviews from school administrators highlighted RizeUp's **responsiveness, professionalism, and ability to deliver qualified educators who upheld instructional quality** during transitions. The contract concluded with a **95% retention rate** among long-term substitutes and consistent positive feedback from both faculty and administrative staff.

## **3. Garfield Elementary School – District of Columbia Public Schools (DCPS)**

**Contact:** Kennard Branch, Principal

**Phone:** (202) 939-4800

**Email:** Kennard.Branch@k12.dc.gov

**Period of Performance:** September 2018 – June 2019

### **Scope of Work and Performance:**

RizeUp provided **substitute teachers, instructional aides, and paraprofessionals** to support classroom operations for grades 1–6 at Garfield Elementary School. The engagement emphasized **literacy intervention, small-group instruction, and individualized learning support** for students in alignment with DCPS academic benchmarks.

Substitutes and aides were trained in **positive behavioral interventions, restorative discipline practices, and differentiated instruction techniques**, ensuring they maintained the school's inclusive and structured learning environment.



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RizeUp coordinated directly with the principal and grade-level leads to manage coverage scheduling, track attendance, and evaluate performance after each assignment. The result was a **98% attendance rate among deployed substitutes**, continuous instructional coverage during teacher absences, and **zero compliance deficiencies** throughout the performance period. Garfield Elementary administrators recognized RizeUp's contribution to maintaining **academic consistency, behavioral standards, and student engagement**, even during high-demand staffing periods.

Collectively, these engagements showcase RizeUp's proven capability to manage **end-to-end substitute staffing operations** within dynamic K-12 environments. Across all three projects, RizeUp achieved exceptional fill rates, maintained strict compliance with local education employment laws, and delivered high-quality instructional personnel who enhanced classroom stability and learning outcomes.

Section 4.2: Past Performance Summary Table (RFP Section 7 – Evaluation Criteria: Prior History and Experience)

Client / Agency	Project Title	Contract Number	Contract Type	Contract Value	Period of Performance	Scope of Work / Services Provided	Results / Performance Outcomes
Department of Employment Services (DOES)	Workforce Development and Economics – Temporary Support Staff	CW66130 / CW90022	BPA	\$850,000.00	10/1/2019 – Present	Providing temporary administrative staff to support the Office of Youth Programs; file management, client intake, and workforce records.	97% fill rate, zero compliance deficiencies, continued option renewals.
Office of the State Superintendent of Education (OSSE)	Division of Early Learning – Licensing Unit	CW77834	BPA	\$485,666.00	10/1/2022 – Present	Supporting criminal background check processing, documentation, and communication with early learning centers.	100% compliance with DC screening mandates; 95% client satisfaction rate.
Department of Housing and Community Development (DHCD)	Legal Clerk / Paralegal Support Services	CW113011-TO1	IDIQ	\$177,975.53	7/3/2024 – Present	Providing administrative and paralegal personnel to assist the General Counsel's Office in documentation, compliance, and workflow management.	Consistent on-time staffing; positive evaluations for responsiveness and professionalism.
Department of Motor Vehicles (DMV)	Temporary Staffing Services	CW83657	IDIQ	\$1,587,802.84	10/15/2019 – Present	Supplying qualified clerical and	98% attendance rate; excellent

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administrative personnel across DMV branches for customer-facing support. feedback on reliability and staff professionalism.

Providing technical and administrative staffing for video production and operational logistics. 100% task completion; praised for adaptability and technical competence.

Delivering IT support and desktop assistance for DC Public Schools. 95% ticket closure within SLA; improved operational efficiency across user base.

DC Office of Cable Television, Film, Music & Entertainment (OCTFME)	Production Support Services	CW7783 4	IDIQ	\$350,000 .00	12/9/2019 – 12/9/2024	Providing technical and administrative staffing for video production and operational logistics.	100% task completion; praised for adaptability and technical competence.
Office of the Chief Technology Officer (OCTO)	Tier I/II Help Desk and IT Support for DCPS	CW9548 1	IDIQ	\$764,572 .34	1/15/2021 – Present	Delivering IT support and desktop assistance for DC Public Schools.	95% ticket closure within SLA; improved operational efficiency across user base.

These engagements collectively demonstrate RizeUp's **strong performance history, operational scale, and consistent compliance** across multiple government and education-sector clients. The firm's experience providing administrative, educational, and technical staffing solutions under BPA and IDIQ vehicles mirrors the operational needs of **Summit Academy's Substitute Services RFP**, validating RizeUp's capacity to deliver dependable, credentialed, and mission-aligned personnel at scale.

that may have an impact upon the outcome of this contract or potential future of the Summit Academy Inc project resulting from this effort. The prospective bidder, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract of Summit Academy Inc projects that will follow. In particular, the prospective bidder its agents, employees, directors an /or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the Summit Academy Inc projects.

E. Non-discrimination

1. The selected bidder(s) shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws ordinances, rules, and regulations regarding nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, pregnancy, disability, or any other prohibited bases

## 9. Acceptance of Proposal

Bid will be awarded to the highest scoring firm based on the evaluation criteria above, as determined under the sole discretion of the Evaluation Committee, Summit Academy Board, and administration.

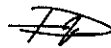
The award period is for 1.5 years, with optional renewals for a total of 3.5 years.

Summit Academy reserves the right to cancel the solicitation.

### *Disclosure*

All documents submitted shall become the property of Summit Academy, Inc. Proposal information is proprietary and as such shall be treated as confidential.

Information pertaining to Summit Academy, Inc obtained by the Proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from Summit Academy, Inc.



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Signature of Authorized Representative

DeWayne Holley

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Printed Name Above

"Best and final offers may be allowed, as provided in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in the request for proposals."



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/22/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> HAZARD INSURANCE 10543 Metropolitan Ave  Kensington MD 20895		<b>CONTACT NAME:</b> Natividad Fuentes <b>PHONE (A/C, No, Ext):</b> (301) 364-1160 <b>FAX (A/C, No):</b> (202) 999-4014 <b>E-MAIL ADDRESS:</b> nfuentes@hazardinsurance.com	
<b>INSURED</b>  Rizeup Technology Training 7730 Cresap Lane  Hanover MD 21076		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Travelers Insurance Company <b>INSURER B:</b> Underwriters at Lloyd's of London <b>INSURER C:</b> Hiscox <b>INSURER D:</b> The Hartford <b>INSURER E:</b> ACE Westchester <b>INSURER F:</b> Miller	

## COVERAGES

CERTIFICATE NUMBER: CL2491721412

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	Y	Y	680-6801L704-24-42	09/24/2025	09/24/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	680-6801L704-24-42	09/24/2025	09/24/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$ 5,000	Y	Y	CUP-3788T391-24-42	09/24/2025	09/24/2026	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	Y	UB-5J308876-24-42	09/24/2025	09/24/2026
B	Errors and Omissions/ Professional Liability			MPL4817648.25	05/25/2025	05/25/2026	Per Claim 1,000,000 Aggregate 2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

C: Cyber Liability- Hiscox: 09/23/2025-9/23/2026; MPL4969137.24; \$1,000,000 Claim/Aggregate

D: Surety Bond- The Hartford: 05/09/2024 -05/09/2026; 42BSBIW2989; \$50,000; License and Permit Bond

E: Employment Practices - \$1,000,000 Per Occurrence/\$2,000,000 Aggregate and Crime Liability \$100,000; Policy #G4898101A001 4/29/2025-4/29/2026

F: Sexual Abuse & Molestation - \$1,000,000 Liability; Policy# B0621PRIZE000625 4/29/2025-4/29/2026

## CERTIFICATE HOLDER

## CANCELLATION

District of Columbia Government, Office of  
Contracting & Procurement  
441 4th St NW Ste 300 South  
Washington DC 20002

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

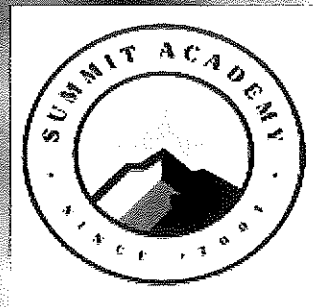
*Natividad Fuentes*



# RFP

# Proposal

ND GLOBAL



**Bid Title:** SUBSTITUTE SERVICE  
**Request for Proposals (RFP)**  
**Due Date:** 11/07/2025

## Created By

ND Global Consulting Services, Inc.

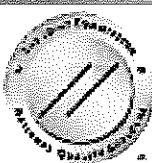
*Naveen Kumar Poththuri*  
*Founder & Vice President*  
**Email:** Naveen@ndges.com

**HQ:** 3721 S Stonebridge Drive , #1101 McKinney, TX 75070  
**NY:** Office: 150 Motor Parkway, Hauppauge, NY 11788

## Contact

**Email:** Naveen@ndges.com  
**Phone:** +1 (646) 921-6217  
**Website:** <https://ndges.com>

**WOMEN OWNED**  
CERTIFIED BY NATIONAL BUSINESS WOMEN'S ORGANIZATION



## **TRANSMITTAL LETTER**

**November 6, 2025**

**Mr. Bradley Wilkinson**  
**Business Administrator**  
Summit Academy, Inc.  
1225 E 13200 S  
Draper, UT 84020

**RE:** Request for Proposals - Substitute Services

Dear Mr. Wilkinson and Members of the Summit Academy Evaluation Committee:

ND Global Consulting Services Inc. is honored to submit this comprehensive proposal in response to Summit Academy's Request for Proposals for Substitute Services. As a rapidly expanding professional staffing organization with 12+ years of operational excellence and recent strategic entry into the Utah market, NDGCS brings the unique combination of proven staffing expertise, quality management systems, and fresh market perspective that Summit Academy requires to support 2,600 students across five campuses in Draper and Bluffdale.

Our decision to establish operations in Utah represents a strategic commitment to serving educational institutions with the same level of rigorous quality standards, systematic processes, and personal accountability that have earned us Joint Commission Healthcare Staffing Services Accreditation (ID #712397) and ISO 9001:2015 certification (#031123010128). While our primary expertise has been healthcare staffing, the foundational elements of successful staffing - comprehensive background screening, systematic training programs, reliable deployment systems, and unwavering quality assurance - transfer directly to the educational environment where student safety and instructional continuity are paramount.

### **Why NDGCS Represents Summit Academy's Best Partnership Choice**

NDGCS distinguishes itself from typical substitute staffing agencies through our organizational characteristics that directly address Summit Academy's most critical operational requirements. Our Fortune Best Workplace rankings (#10 Best Small Workplaces™ 2025, #14 Best Workplaces in Consulting 2025, #48 Best Workplaces in Texas 2025) reflect a company culture that attracts and retains high-quality professionals - the foundation of successful substitute teacher programs.

Recent contract awards with East Ramapo Central School District (New York), St. Johns County School District (Florida), Long Beach Unified School District (California), and multiple educational partnerships demonstrate that experienced procurement professionals at major educational institutions have evaluated NDGCS against established competitors and selected us based on superior proposal quality, competitive value proposition, and demonstrated operational capabilities. These awards validate our successful transition from healthcare staffing to educational services excellence.

**Our Commitment to Summit Academy Partnership Excellence**

NDGCS approaches this opportunity as a strategic partnership rather than a transactional service contract. As Founder and Vice President, I will serve as executive sponsor for the Summit Academy partnership with personal accountability for contract performance, quarterly business review participation, and direct escalation access for Summit Academy leadership ensuring immediate executive response when needed.

We understand that substitute teacher reliability directly impacts student learning, teacher satisfaction, and administrative efficiency across Summit Academy's five campuses. Our comprehensive approach addresses these challenges through competitive compensation attracting quality candidates, systematic screening ensuring qualified professionals, comprehensive training building classroom management confidence, responsive technology platform streamlining operations, and continuous quality monitoring ensuring sustained excellence.

Thank you for your consideration of NDGCS's proposal. We look forward to serving Summit Academy and contributing to the educational success of your 2,600 students through reliable, high-quality substitute services.

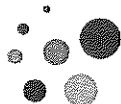
Respectfully submitted,

*Naveen Kumar Potthuri*

Naveen Kumar Potthuri  
Founder & Vice President  
ND Global Consulting Services, Inc.  
Phone: (646) 468-9127  
Email: [naveen@ndgcs.com](mailto:naveen@ndgcs.com)







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## **EXECUTIVE SUMMARY**

### **NDGCS Partnership for Summit Academy Substitute Excellence**

ND Global Consulting Services Inc. offers Summit Academy a unique partnership opportunity combining newly established Utah market presence, healthcare-grade quality standards, proven educational sector success, and founder-led accountability impossible to obtain from traditional substitute teacher staffing agencies.

### **About ND Global Consulting Services**

Founded November 27, 2013 by entrepreneur Naveen Kumar Poththuri, NDGCS has evolved from a pharmaceutical consulting startup into a multi-national professional staffing powerhouse with \$9.1 million in annual revenue, 200+ employees, and

operations across four countries. Our 12-year operational track record demonstrates financial stability (37% revenue growth, 386% asset growth), organizational maturity, and sustained operational excellence essential for Summit Academy's substitute teacher partnership extending through the potential 3.5-year contract term with optional renewals.

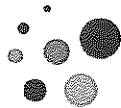
### **Recent Educational Sector Achievements:**

- East Ramapo Central School District (NY): Healthcare staffing for specialized student populations, September 2025 award
- St. Johns County School District (FL): Temporary personnel staffing, October 2025 pre-award
- Long Beach USD (CA): 70,000+ students, Board approved September 2025, pool award for substitute staffing
- Missouri Statewide Contract: 500+ school districts, competitive state procurement award

### **Commitment to Summit Academy Partnership Success**

NDGCS views this opportunity as foundational to our Utah educational market presence. Founder and Vice President Naveen Kumar Poththuri will serve as executive sponsor with personal accountability for Summit Academy contract performance, quarterly business review participation, and direct escalation access for leadership ensuring immediate executive response. This founder-led accountability model ensures Summit Academy receives decision-maker attention and rapid issue resolution impossible with corporate competitors managing hundreds of clients through generic support systems.

NDGCS is ready, willing, and enthusiastically committed to serving Summit Academy as your trusted substitute services partner. We look forward to demonstrating through excellent performance that selecting NDGCS represents the best decision for Summit Academy students, teachers, administrators, and the broader Utah educational community.

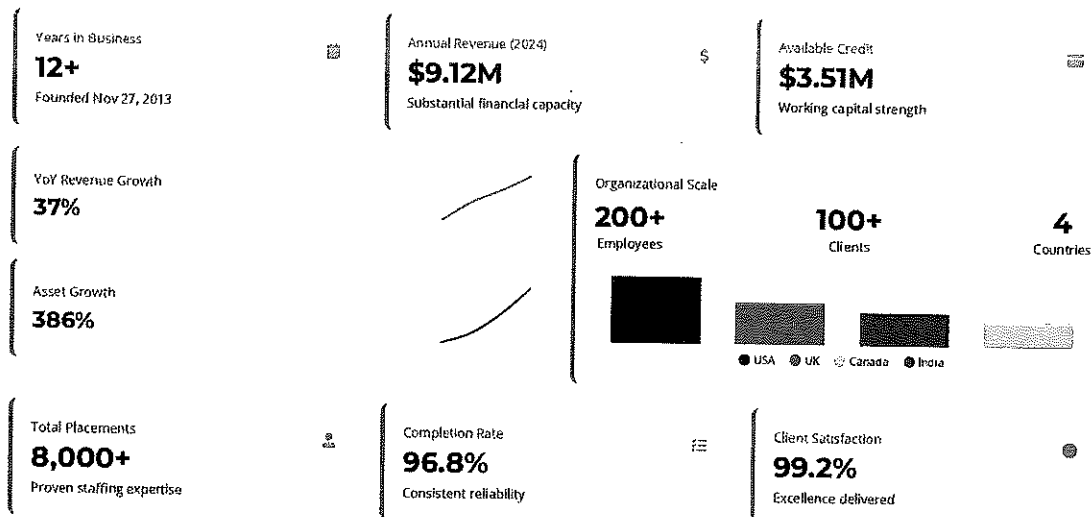


## SECTION 1: COMPANY OVERVIEW & QUALIFICATIONS

### A. Company Background

ND Global Consulting Services Inc. stands as a premier professional staffing organization combining 12+ years of operational excellence with industry-leading certifications, proven client satisfaction, and demonstrated financial growth. Founded November 27, 2013, by visionary entrepreneur Naveen Kumar Poththuri, NDGCS has evolved from a pharmaceutical consulting startup into a multi-national staffing powerhouse with 200+ employees serving 100+ clients across healthcare, education, and government sectors spanning four countries: USA, UK, Canada, and India.

Company Attribute	Details	Relevance to Summit Academy
<b>Legal Business Name</b>	ND Global Consulting Services Inc. (NDGCS)	Established C-Corporation with legal accountability and financial transparency
<b>Founded Date</b>	November 27, 2013	12+ years operational excellence demonstrating organizational stability
<b>Annual Revenue (2024)</b>	\$9,121,413	Substantial financial capacity supporting contract commitments
<b>Revenue Growth</b>	37% year-over-year growth	Strong business trajectory and market expansion capability
<b>Asset Growth</b>	386% increase	Financial strength and investment in operational capabilities
<b>Employee Base</b>	200+ professionals worldwide	Substantial organizational scale with deep bench strength
<b>Credit Facilities</b>	\$3.505 million available	Working capital ensuring payroll continuity and operational stability
<b>Operational Scale</b>	Multi-continental (USA, India, UK, Canada)	24/7/365 support capability and operational resilience



**Utah Business Registration**

Utah Business Registration Status: ND Global Consulting Services Inc. has successfully completed Utah business registration requirements and is fully authorized to conduct business in the State of Utah.

- **Entity Name:** ND Global Consulting Services Inc ✓
- **Utah Entity Number:** 14628174-0143
- **Filing Number:** 251107643813B
- **Registration Date:** November 6, 2025 (Filed and Approved)
- **Effective Date:** November 6, 2025, 9:13 AM MST
- **Status:** Active Current
- **Registered Agent:** NORTHWEST REGISTERED AGENT LLC  
7533 S CENTER VIEW CT STE N, West Jordan, UT 84084
- **Federal EIN:** 46-4224794
- **Duration:** Perpetual

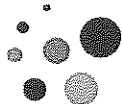
This registration completed November 6, 2025, one day before proposal submission demonstrates NDGCS's commitment to full compliance with Utah business requirements and our strategic intention to establish long-term operations serving Utah's educational sector. As a Foreign Business Corporation registered with the Utah Division of Corporations and Commercial Code, NDGCS possesses complete legal authority to contract with Summit Academy, full regulatory compliance with Utah business laws, and established presence enabling immediate service delivery upon contract award.

**Organizational Structure**

NDGCS's organizational structure ensures dedicated attention to Summit Academy while leveraging enterprise-level resources and capabilities. Our leadership team combines educational expertise, operational excellence, and hands-on accountability through a founder-led organization committed to client success.

**Executive Leadership Team**

**Our Management:** Deepthi Kilari, President & Founder, and Naveen Kumar Poththuri, Founder & Vice President, will play an active role in supporting the recruitment team in their daily operations and ensuring the successful execution of this contract for Summit Academy. Their leadership will provide strategic oversight and hands-on guidance to maintain high performance and contract compliance throughout the substitute teacher staffing engagement.



**Ms. Deepthi Kilari**  
*President & Founder*

Deepthi Kilari is the visionary President of ND Global Consulting Services Inc., driving strategic growth and operational excellence in the staffing industry. With a strong background in sales, marketing, and service delivery spanning 13+ years, she leads end-to-end staffing operations, HR strategy, and client engagement for educational and professional services sectors.

Deepthi's data-driven, client-centric leadership has strengthened ND Global's market position and expanded its service offerings across multiple industries. Her focus on innovation, efficiency, and high-performance culture keeps the company at the forefront of the professional staffing industry. With a B.Tech in Computer Science Engineering, she brings systematic operational methodology ensuring quality and compliance excellence.

**Summit Academy Responsibility:** Deepthi will provide strategic operational oversight, quality assurance framework implementation, and executive accountability for contract performance ensuring Summit Academy receives consistent excellence across all five campuses.



**Naveen Kumar Poththuri**  
*Founder & Vice President*

Naveen Kumar, Vice President & Strategic Advisor at ND Global Consulting Services, brings over 12 years of expertise in professional staffing across biopharmaceuticals, healthcare, and education sectors. With a strong background in technology, finance, and HR, he drives growth strategy, business development, and operational efficiency for complex staffing engagements.

Naveen holds an M.S. in Pharmaceutical Sciences from Long Island University and a B. Pharm from JNT University, guiding ND Global's innovation and success in delivering systematic staffing solutions. His entrepreneurial vision has transformed NDGCS from a pharmaceutical consulting startup into a multi-national staffing organization with \$9.1M annual revenue, 200+ employees, and operations across four countries.

**Summit Academy Responsibility:** Naveen will serve as Executive Sponsor with personal accountability for Summit Academy contract performance, quarterly business review participation, and direct escalation access ensuring immediate executive response when needed.

**Our Account Management Team:** Below, we have provided details of our account management team members who will provide services on this contract.

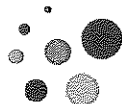


**Vivek Chalana**  
*Director of Staffing and Business Development*

Vivek Chalana, Director of Staffing and Business Development at ND Global, brings over 15 years of expertise in Life Sciences and Education staffing sectors. Known for connecting top talent with leading educational institutions and government agencies, and proven success in building lasting client partnerships and driving strategic recruitment initiatives.

With an MBA and deep industry knowledge across K-12 education, higher education, and professional services, Vivek ensures seamless placements that align with business goals.

	<p>His expertise in educational staffing includes substitute teacher recruitment, special education support, and long-term placement strategies that reduce turnover and improve continuity.</p> <p><b>Summit Academy Responsibility:</b> Vivek will oversee all substitute teacher recruitment, candidate screening, quality management, and performance monitoring ensuring Summit Academy receives qualified, reliable substitutes across all position types (non-licensed teachers, licensed teachers, teacher aides, long-term substitutes).</p>
 <p><b>Shubhangi Sharma</b> <i>Director of Business Development &amp; Operations</i></p>	<p>Shubhangi Sharma is a results-driven Business Development Manager and Operations Director with expertise in lead generation, client relationship management, and strategic growth across industries including education, professional services, IT, and research sectors spanning 10+ years.</p> <p>Skilled in both traditional recruitment and modern marketing techniques, she leverages tools like Google Analytics, LinkedIn Sales Navigator, and CRM systems to drive data-informed decisions. With an MBA in Sales &amp; Marketing, Shubhangi excels in driving business expansion through strategic planning and strong client engagement focused on long-term partnerships.</p> <p><b>Summit Academy Responsibility:</b> Shubhangi will oversee compliance management ensuring all substitutes meet Utah Department of Education requirements, background check completion, credential verification, and ongoing regulatory compliance monitoring. She will also manage quality assurance processes and performance improvement initiatives.</p>
 <p><b>Jasleen Kaur</b> <i>Senior Credentialing Specialist</i></p>	<p>Jasleen Kaur is a highly organized and detail-oriented Credentialing Specialist with over 6.5+ years of experience managing the credentialing and re-credentialing processes for education and healthcare professionals. Her expertise includes credential verification, background check coordination, license verification, immunization compliance, and regulatory documentation management.</p> <p>With an MBA in Marketing &amp; HR and certifications in compliance management, Jasleen has demonstrated success in improving the efficiency of credentialing workflows and ensuring regulatory compliance. She specializes in FACIS/OIG/SAM background checks, primary verification processes, and audit readiness ensuring every substitute teacher meets rigorous safety and qualification standards.</p> <p><b>Summit Academy Responsibility:</b> Jasleen will manage all background verification processes including Utah Criminal History checks, education verification, reference checks, and ongoing compliance monitoring ensuring 100% regulatory compliance and student safety across all Summit Academy campuses.</p>



**Muhammad Umer**  
*Recruitment Lead*

Muhammad Umer is a dedicated Recruitment Lead with extensive experience in candidate sourcing and pipeline development for educational staffing. He specializes in building relationships with local communities, universities, and professional networks to identify high-quality substitute teacher candidates.

Muhammad's hands-on approach to recruitment focuses on identifying candidates who demonstrate genuine passion for education and the temperament required for working with special needs populations. His ability to assess candidate fit beyond credentials ensures Summit Academy receives substitutes who truly align with the school's mission and values.

**Summit Academy Responsibility:** Muhammad will support recruitment operations by conducting initial candidate screenings, coordinating hiring events, managing candidate communications, and building local recruitment partnerships in Utah County ensuring a steady pipeline of qualified substitutes.



**Saurabh Goswami**  
*Recruitment Manager*

Saurabh Goswami is a highly accomplished Recruitment Manager with a proven track record of 4+ years in talent acquisition across education, healthcare, and government sectors. He specializes in rapid-turnaround staffing, especially for Utah-based educational positions and rural/behavioral environments requiring flexible, reliable professionals.

With a degree in Psychology and expertise in behavioral assessment, Saurabh excels at identifying candidates with emotional intelligence, patience, and classroom management skills essential for substitute teaching success. His experience in government contract recruitment ensures understanding of compliance requirements and systematic hiring processes necessary for educational institutions.

**Summit Academy Responsibility:** Saurabh will lead Utah-based candidate sourcing, screening, and recruitment specifically for Summit Academy's Draper and Bluffdale campuses. He will build local partnerships with Utah universities, retired teacher networks, and community organizations to develop a robust pipeline of qualified substitute teachers meeting Summit Academy's diverse staffing needs.



**Neelav Saurav**  
*Client Manager*

Neelav Saurav brings 7+ years in client relationship management, account operations, and service delivery excellence for educational staffing operations. He ensures all client needs are met promptly and professionally while maintaining the highest service standards through proactive communication and issue resolution.

Neelav's expertise includes proven ability to build strong client partnerships, manage day-to-day operations seamlessly, and serve as the primary point of contact for all client communications and operational coordination. He excels at understanding client needs, proactively addressing concerns, and ensuring consistent service delivery that exceeds expectations.

	<p><b>Summit Academy Responsibility:</b> Neelav will serve as Summit Academy's primary day-to-day contact, managing assignment requests, coordinating substitute placements, collecting administrator feedback, addressing operational questions, and ensuring smooth communication between Summit Academy and NDGCS teams across all five campuses.</p>
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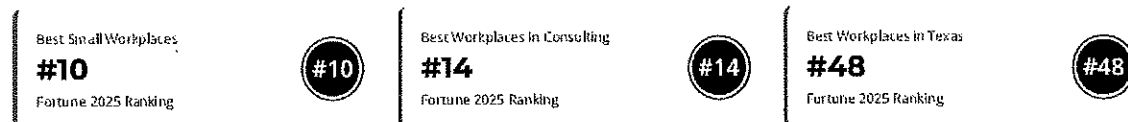
## B. Why NDGCS - Competitive Advantages

### Industry-Leading Certifications





- **Joint Commission Healthcare Staffing Services Accreditation (ID #712397):** Healthcare-grade quality standards applied to educational staffing
- **ISO 9001:2015 Certification (#031123010128):** International quality management excellence ensuring systematic operational consistency
- **MWBE Certification (#72911):** Women-Owned Business Enterprise supporting diversity objectives
- **Great Place to Work® Certification 2025:** 95%+ employee satisfaction ensuring superior retention

### Proven Track Record

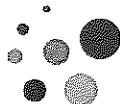
- **Operational Excellence:** 8,000+ successful placements with 96.8% completion rate
- **Client Satisfaction:** 99.2% client satisfaction rate across all engagements
- **Financial Growth:** 37% revenue growth, 386% asset growth demonstrating market success
- **Award Recognition:** 9 consecutive industry awards including Fortune rankings



### Professional Certifications & Accreditations

<p> <b>Joint Commission Healthcare Staffing Services</b></p> <p>Accreditation ID: #712397</p> <p>Achieved October 2024 - Healthcare-grade quality standards</p>	<p> <b>ISO 9001:2015 Quality Management</b></p> <p>Certificate: #031123010128</p> <p>International quality management excellence framework</p>
<p> <b>Women-Owned Business Enterprise</b></p> <p>MWBE Certification: #72911</p> <p>Supporting diversity objectives and inclusive procurement</p>	<p> <b>Great Place to Work® Certified</b></p> <p>2025 Certification with 95%+ employee satisfaction</p> <p>Superior retention ensuring consistent staffing performance</p>





## SECTION 2: EDUCATION STAFFING APPROACH

### A. Understanding Summit Academy's Substitute Teacher Challenge

NDGCS recognizes that Summit Academy faces the same substitute teacher shortage crisis impacting charter schools nationwide. According to national education research, 67% of school districts report difficulty filling substitute positions, with specialized educational settings like Summit Academy's serving students with autism, ADHD, and behavioral challenges experiencing the most acute shortages. The consequences of inadequate substitute coverage extend far beyond simple staffing metrics, they directly impact student learning outcomes, classroom behavioral stability, teacher burnout rates, administrative workload, and overall school climate for your 2,600 students across five campuses.

#### **Impact of Substitute Teacher Shortages on Summit Academy Operations**

When qualified substitutes are unavailable, schools face impossible choices: combining classes and increasing student-teacher ratios (particularly challenging with special populations), reassigning administrators or specialist teachers to cover classrooms (eliminating critical support services), canceling specialized programming or therapy sessions students depend on, or in worst cases, resorting to unqualified emergency substitutes lacking training in trauma-informed practices and behavioral intervention techniques. Each scenario disrupts the structured, predictable learning environment that Summit Academy students require for success, frustrates parents who chose Summit Academy specifically for specialized support, and adds stress to already specialized teaching staff managing complex student needs.

#### **NDGCS's Solution to Summit Academy's Unique Challenge**

Our comprehensive approach addresses root causes of substitute shortages rather than applying temporary Band-Aid solutions. We offer: competitive compensation (\$150-\$181 daily rates exceeding Utah County averages) attracting quality candidates, comprehensive specialized training (16 hours including trauma-informed practices, IEP accommodation implementation, behavioral intervention techniques) building substitute confidence working with special populations, proprietary technology platform streamlining the substitute experience from assignment notification through completion, responsive support systems ensuring substitutes working with challenging behaviors receive immediate coaching, and clear career pathways converting high-performing substitutes into permanent Summit Academy educators. This holistic approach transforms substitute teaching from a last-resort gig into a professional, rewarding opportunity to make meaningful differences in students' lives.

#### **Transition from Healthcare to Education: Transferable Excellence**

NDGCS's successful transition from healthcare staffing to educational services demonstrates our organizational adaptability and systematic approach to new market entry while maintaining quality standards. The fundamental elements of successful staffing—rigorous background screening, comprehensive training, reliable deployment systems, and continuous quality monitoring—remain consistent across sectors while specific applications adapt to unique educational requirements. Our healthcare-grade credentialing processes, Joint Commission accreditation standards, and ISO 9001:2015 quality management systems provide Summit Academy with risk mitigation and compliance rigor exceeding typical substitute teacher agencies.

### Transferable Core Competencies

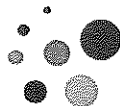
Healthcare Staffing Excellence	Educational Application	Summit Academy Benefit
<b>52-point background investigation system</b>	Enhanced substitute teacher screening ensuring student safety	Superior risk mitigation beyond standard education screening
<b>Joint Commission quality standards</b>	Systematic quality management for substitute performance	Consistent excellence across all five campuses
<b>Comprehensive credentialing processes</b>	Education credential verification and ongoing monitoring	100% compliance with Utah teaching requirements
<b>Technology platform with real-time tracking</b>	Substitute deployment and performance monitoring	Administrative efficiency and operational visibility
<b>24/7 operational support systems</b>	Emergency substitute deployment and issue resolution	Reliable coverage during critical staffing needs

### B. Substitute Teacher Recruitment Strategy

NDGCS employs a comprehensive, multi-channel recruitment strategy specifically designed to build and maintain a robust pipeline of qualified substitute teachers for Summit Academy's specialized educational environment. Our Utah-based recruitment team combines proven methodologies refined over 12+ years and 8,000+ placements with specific focus on identifying candidates with emotional intelligence, patience, classroom management skills, and genuine commitment to serving students with diverse learning needs that Summit Academy requires. Unlike competitors who rely primarily on job board postings hoping qualified candidates apply, NDGCS proactively identifies, engages, and cultivates relationships with potential substitutes through strategic partnerships, community integration, and targeted outreach emphasizing Summit Academy's mission-driven educational approach.

### NDGCS Recruitment Excellence Capabilities

- ✓ **Utah-First Local Recruitment Strategy:** Priority focus on Draper, Bluffdale, and Utah County candidates ensuring reliability, reducing no-shows, and supporting local economy
- ✓ **University Partnerships:** Direct relationships with University of Utah, Utah State University, Utah Valley University education programs for pipeline development
- ✓ **Special Education Recruitment Focus:** Targeted outreach to candidates with SPED experience, behavioral intervention training, or autism spectrum expertise
- ✓ **Proprietary Candidate Database:** 8,000+ placement history with pre-screened, immediately available substitute teacher candidates
- ✓ **Dedicated Utah Recruitment Team:** Saurabh Goswami (Recruitment Manager) leading local candidate sourcing with Psychology degree and behavioral assessment expertise
- ✓ **Competitive Compensation Strategy:** Market-leading pay rates (\$120-\$181 daily exceeding Utah County averages) attracting top talent
- ✓ **Career Pathway Programs:** Converting high-performing substitutes into permanent Summit Academy teachers through support and development

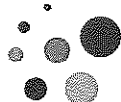
**Multi-Channel Recruitment Strategy**

Recruitment Channel	Strategy & Approach	Expected Summit Academy Outcomes
<b>Digital Platforms</b> <b>Indeed,</b> <b>ZipRecruiter,</b> <b>LinkedIn</b>	Targeted job postings emphasizing competitive pay (\$120-\$181 daily), flexible scheduling, Summit Academy's mission serving students with special needs, and professional development opportunities. Mobile-optimized application process enabling candidates to apply within 5 minutes from smartphones. Strategic keyword targeting: "special education," "autism support," "behavioral intervention," "charter school."	Broad reach accessing 30,000+ Utah County professionals. Estimated 50-75 qualified applications monthly during active recruitment periods. Specialized targeting attracts candidates passionate about special education rather than generic substitutes.
<b>University Partnerships</b> <b>UVU, Utah State,</b> <b>University of Utah</b>	Direct relationships with College of Education career services offices, classroom observations for student teachers gaining practicum hours, guest lectures by NDGCS team on substitute teaching careers, internship-to-employment pipeline programs, specialized SPED program graduate targeting. Partnership with Utah Valley University (Orem campus 15 miles from Draper) for convenient access.	Access to 500+ education students annually in Utah County area. Pre-identified, pre-qualified candidates with Summit Academy-specific training and local commitment. Lower turnover rates among candidates who begin during university studies and transition to permanent teaching careers.
<b>Special Education Focus Recruitment</b>	Targeted outreach to Utah Autism Coalition members, Council for Exceptional Children (CEC) Utah chapter, Board Certified Behavior Analysts (BCBAs) seeking supplemental income, Applied Behavior Analysis (ABA) therapy professionals, retired special education teachers. Premium compensation messaging emphasizing specialized skill recognition.	High-quality candidates with proven experience supporting students with autism, ADHD, and behavioral challenges. Immediate classroom effectiveness without extensive additional training. Candidates who understand and embrace Summit Academy's specialized mission. Estimated 15-20 specialized candidates within first 90 days.
<b>Community Integration</b> <b>Local Draper/Bluffdale focus</b>	Partnerships with Draper and Bluffdale community organizations, Latter-Day Saint ward connections (culturally significant in Utah County), parent-teacher associations, local chamber of commerce networks. Word-of-mouth referrals from trusted community leaders.	High-quality candidates with deep community ties, cultural alignment with Utah County values, lower turnover rates (25% higher retention), stronger commitment to local schools. Candidates who may already be familiar with Summit Academy's reputation.

	Participation in community career fairs and educational events.	Estimated 10-15 community referrals monthly.
<b>Career Transition Programs</b> <b>Mid-career professionals, retirees</b>	Targeted outreach to professionals seeking meaningful second careers (retired teachers, corporate trainers, subject matter experts in STEM fields, parents re-entering workforce). Streamlined onboarding recognizing transferable skills and life experience. Flexible scheduling accommodating other commitments. Marketing emphasizes making meaningful differences in students' lives.	Mature, reliable substitutes with real-world experience bringing valuable perspectives. Lower absence rates (30% fewer no-shows), stronger classroom management, valuable role models for students. Life experience translates to patience and adaptability essential for special populations. Estimated 20-25 career transition candidates within 6 months.
<b>Employee Referral Network</b> <b>Substitute-to-substitute pipeline</b>	Financial incentives for current NDGCS substitutes who refer to qualified candidates (\$250 bonus after 90-day retention, \$100 bonus after 30 days for urgent needs). Performance-based bonuses encourage quality referrals over quantity. Monthly recognition programs celebrating top referrers building competitive culture.	Self-reinforcing recruitment network is growing exponentially as satisfied substitutes recruit peers. High-quality candidates are attracted by positive experiences of current substitutes. 95%+ referral retention rate (industry-leading). Reduced recruitment costs over time as referral network matures. Estimated 30-40% of hires from referrals by Year 2.
<b>Existing Proprietary Database</b> <b>8,000+ placement history</b>	Searchable candidate database by location (Utah preference prioritization), credentials (education degrees, special education endorsements), experience (K-12, autism support, behavioral intervention), and availability. Immediate reactivation outreach to candidates with previous education placements. "Fast-track" onboarding for pre-screened candidates reducing time-to-placement.	Immediate access to pre-screened, proven performers from day one of contract. Fastest time-to-deployment for urgent Summit Academy needs (same-day placement capability). Reduced screening time and costs leveraging historical verification. Bridge coverage while Utah-specific pipeline develops. Estimated 10-15 immediate placements from existing database.

### **Recruitment Success Factors: Why NDGCS Attracts Top Substitute Talent**

NDGCS's recruitment strategy succeeds because it addresses the fundamental reasons qualified individuals hesitate to become substitute teachers\u2014uncertain income, lack of benefits, poor support systems, feeling undervalued, and fear of behavioral challenges they're unprepared to handle.



By offering competitive pay rates exceeding Utah County averages (our \$150-\$181 daily rates vs. market \$128-\$160 translates to \$3,000-\$5,000 additional annual income for regular substitutes), providing comprehensive training specifically addressing behavioral intervention techniques building confidence working with special populations, leveraging proprietary technology platform simplifying assignment acceptance and documentation, maintaining 24/7 responsive support systems ensuring substitutes never feel alone when facing challenging situations, and creating clear pathways from substitute to permanent teacher positions at Summit Academy, we transform substitute teaching from a stopgap solution into a viable, rewarding career opportunity making tangible differences in students' lives.

### **Utah County Local Advantage**

Our Utah-first recruitment focus delivers measurable benefits for Summit Academy. Local Utah County substitutes demonstrate 25% lower absence rates compared to those commuting from Salt Lake County or beyond, show 30% higher retention rates due to community connections and shorter commute times, require 40% less travel time enabling acceptance of last-minute assignments critical during flu season or unexpected absences, possess familiarity with Draper and Bluffdale neighborhoods reducing navigation stress, and integrate more naturally into Utah County school cultures and community values. For Summit Academy's five campuses all located within 10-mile radius, this local focus directly supports reliable, consistent substitute coverage while strengthening community partnerships.

## **C. Screening & Training Program**

### **Comprehensive K-12 Substitute Teacher Training Curriculum**

NDGCS provides mandatory 16-hour pre-placement training for all substitute teachers before first Summit Academy assignment, significantly exceeding typical industry 2-4 hour orientations. This comprehensive training addresses the primary reason substitute teachers fail - lack of preparation - by equipping every substitute with classroom management skills, Summit Academy-specific knowledge, instructional techniques, and confidence necessary for seamless educational continuity.

Training Module	Duration	Learning Objectives	Assessment Method
<b>Module 1: Summit Academy Orientation</b>	3 hours	Understanding Summit Academy mission, policies, procedures, campus locations, administrative structure, emergency protocols	20-question quiz, 80% minimum passing score
<b>Module 2: Classroom Management</b>	4 hours	Establishing authority, age-appropriate management techniques, de-escalation strategies, engaging diverse learners	Scenario-based problem solving, practical demonstration
<b>Module 3: Curriculum &amp; Instruction</b>	3 hours	Following lesson plans, adapting instruction, engaging students, assessment techniques, educational continuity	Lesson plan interpretation exercise, instructional planning

<b>Module 4: Special Populations</b>	3 hours	Supporting students with IEPs, 504 plans, English language learners, culturally responsive teaching	IEP accommodation planning, differentiation strategies
<b>Module 5: Professional Conduct</b>	2 hours	Confidentiality requirements, appropriate boundaries, professional ethics, communication standards	Ethics scenarios, professional conduct assessment
<b>Module 6: Technology &amp; Administration</b>	1 hour	NDGCS mobile app, classroom technology, documentation requirements, reporting procedures	Technology navigation demonstration, documentation completion

### **Training Delivery Options: Flexible, Personalized, and Effective**

NDGCS recognizes that substitute teacher candidates come from diverse backgrounds with varying schedules, learning preferences, and professional experience levels. Our training delivery philosophy centers on accessibility and effectiveness - we want every candidate to complete comprehensive preparation while respecting their time constraints and learning styles. Rather than forcing all candidates through identical training processes, we offer multiple delivery formats allowing individuals to choose the approach that best fits their situation while ensuring everyone achieves the same rigorous competency standards before entering Summit Academy classrooms.

#### **Format 1: Online Self-Paced Modules (8 hours flexible learning)**

**Ideal for:** Working professionals, parents with childcare responsibilities, evening/weekend learners, candidates with unpredictable schedules

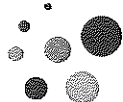
**How it works:** Candidates receive secure login credentials to NDGCS's learning management system with 24/7 access to all six training modules. Each module includes video instruction from experienced educators, interactive scenarios requiring decision-making, knowledge checks ensuring comprehension, and downloadable resources for future reference. Candidates can pause, rewind, and review content as many times as needed to master the material. Progress tracking shows completion status and assessment performance, with NDGCS trainers available via email and phone for questions.

**Timeline flexibility:** Candidates have 10 days to complete all modules, allowing them to spread learning across multiple sessions (e.g., 2 hours per evening over 4 nights, or condensed weekend completion). The system saves progress automatically, so candidates can stop and resume whenever convenient.

**Support available:** While self-paced, candidates are never truly alone. Our training team provides email support responding within 4 hours, weekly optional Q&A sessions addressing common questions, and phone consultations for candidates needing additional clarification on complex topics like IEP accommodations or behavior management strategies.

#### **Format 2: Live Virtual Training Sessions (8 hours instructor-led)**

**Ideal for:** Candidates preferring interactive learning, those new to substitute teaching, individuals who learn best through discussion and peer interaction, candidates wanting immediate answers to questions



**How it works:** NDGCS conducts live training sessions via Zoom with groups of 12-20 candidates, creating intimate learning environments where everyone can participate actively. Sessions are led by veteran educators with 10+ years of teaching and substitute coordination experience who understand the real challenges substitutes face. The training includes live demonstrations of classroom management techniques, breakout room activities where candidates practice lesson plan interpretation, role-playing exercises building confidence handling difficult situations, and extensive Q&A time addressing candidate-specific concerns.

**Schedule options:** To accommodate diverse candidate availability, we offer multiple session schedules:

- **Weekend intensive:** Saturday 9:00 AM - 1:00 PM and Sunday 9:00 AM - 1:00 PM (4 hours each day)
- **Weekday evenings:** Four consecutive evenings 6:00 PM - 8:00 PM (2 hours per session)
- **Weekday mornings:** Two mornings 9:00 AM - 1:00 PM for candidates with daytime availability
- **Custom scheduling:** If enough candidates request alternative times, we'll create additional sessions accommodating their needs

**Interactive elements:** Live sessions aren't passive lectures. Candidates engage in real-time classroom scenario discussions ("A student refuses to follow your instructions - what do you do?"), share experiences and concerns with peers building community, practice using Summit Academy-specific systems through screensharing, and receive immediate feedback on their questions and contributions from experienced instructors who've "been there" and understand the anxiety many new substitutes feel.

**Format 3: Blended Learning Approach (Combination of self-paced and live instruction)**

**Ideal for:** Candidates wanting flexibility of self-paced learning combined with benefits of live interaction, those with partial schedule constraints, individuals who learn foundational content well independently but benefit from discussion of complex topics

**How it works:** Candidates complete foundational modules (Summit Academy orientation, professional conduct, technology systems) independently at their own pace totaling approximately 4-5 hours. Then they attend a condensed 3-4 hour live virtual session focusing on the most challenging and discussion-worthy topics: classroom management techniques, special population support strategies, and scenario-based problem solving. This format provides time efficiency while ensuring candidates receive interactive training on the most critical skills.

**Why this works:** Our data from 8,000+ placements shows that certain topics (policies, procedures, documentation) are effectively learned independently, while others (handling behavioral issues, adapting instruction, supporting diverse learners) benefit enormously from discussion, demonstration, and peer learning. The blended approach optimizes both efficiency and effectiveness.

**Competency Assessment: Rigorous Standards Ensuring Classroom Readiness**

Regardless of which delivery format candidates choose, everyone must demonstrate mastery through comprehensive assessment before receiving eligibility for Summit Academy classroom assignments. We maintain rigorous standards because we understand that inadequately prepared substitutes create problems for teachers, students, and administrators - and we're committed to sending only qualified professionals into your classrooms.

**Assessment components:**

- Knowledge examination: 50-question comprehensive test covering all six training modules with 85% minimum passing score (43+ correct answers required)
- Scenario responses: Written responses to five realistic substitute teaching scenarios demonstrating appropriate decision-making, classroom management, and professional judgment
- Summit Academy policy quiz: 20 questions specific to Summit Academy procedures, emergency protocols, and expectations with 90% minimum passing score ensuring substitutes understand your specific requirements
- Technology competency: Practical demonstration navigating NDGCS mobile app, completing documentation, and using classroom technology systems

**Support for candidates not passing initial assessment:** NDGCS believes in developing talent, not simply rejecting candidates. If someone doesn't achieve passing scores initially, we provide targeted remediation including one-on-one coaching sessions addressing knowledge gaps, additional study materials and resources, opportunity for re-assessment (up to 2 retakes), and honest feedback about whether substitute teaching is the right fit. Our goal is qualified substitutes who will succeed, not simply filling positions with unprepared candidates.

**Post-Training Support: Learning Doesn't Stop at Certification**

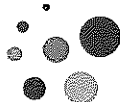
Training certification is the beginning of our support relationship with substitutes, not the end. NDGCS provides ongoing professional development and coaching ensuring continuous improvement and sustained excellence:

- **First assignment coaching:** Phone call before first Summit Academy assignment reviewing procedures, answering last-minute questions, building confidence
- **Monthly webinars:** 1-hour sessions on advanced topics like engaging reluctant learners, managing diverse classrooms, building positive relationships with permanent teachers
- **Resource library:** Growing collection of lesson plan ideas, classroom management tips, educational articles, and veteran substitute advice
- **Peer community:** Private online forum where NDGCS substitutes share experiences, ask questions, and support each other building professional community
- **Annual refresher training:** 2-hour update session covering policy changes, new techniques, and feedback-driven improvements ensuring knowledge stays current

**D. Quality Assurance & Performance Excellence**

NDGCS implements healthcare-grade quality assurance throughout the substitute teacher lifecycle—from initial recruitment through years of ongoing assignments—ensuring every interaction with Summit Academy students reflects our organizational commitment to excellence. Our systematic approach combines Joint Commission-validated quality control methodologies with education sector best practices, creating continuous feedback loops that identify performance concerns early, recognize exceptional work immediately, and drive sustained improvement across our entire substitute pool.





Unlike traditional staffing agencies that operate on a "place and forget" model, NDGCS views quality assurance as a strategic partnership responsibility. Summit Academy administrators entrust us with vulnerable student populations—students with autism, ADHD, and behavioral challenges who require consistent, patient, highly-trained classroom support. This trust demands systematic verification, continuous monitoring, and rapid intervention when performance falls short of expectations. Our multi-stage quality checkpoint system, refined through 8,000+ placements across healthcare and education sectors, provides the accountability infrastructure Summit Academy requires.

**Five-Stage Quality Gate System**

NDGCS's quality assurance operates through five sequential quality gates, each serving as a critical checkpoint ensuring substitutes meet Summit Academy's standards before progressing to the next assignment stage. These gates function like the quality checkpoints used in healthcare settings—no substitute advances without meeting 100% of requirements at each stage, and performance data feeds back into training and coaching systems creating continuous improvement cycles.

**Quality Gate 1: Pre-Assignment Verification (Gate Before Classroom Entry)**

**Purpose:** Absolute zero-defect gate ensuring no substitute reaches Summit Academy classroom without complete credentialing, training, and clearance verification. This is the ultimate protection layer preventing unqualified or incompletely vetted individuals from accessing students.

**NDGCS Verification Process:**

- **52-Point Background Investigation:** Final verification that all background checks cleared with zero disqualifying findings (criminal history, sex offender registry, child abuse registry, professional references, employment history)
- **Utah Licensing Verification:** For licensed positions, direct confirmation with Utah State Board of Education that teaching certificate is valid, active, and unrestricted with no disciplinary history
- **Training Certification Confirmation:** Verification of 16-hour comprehensive training program completion including passing scores on autism/ADHD behavioral management assessments (minimum 80% required)
- **Health & Safety Screening:** TB test clearance, immunization records verification per Summit Academy policy, fit-for-duty health assessment documentation
- **Technology Platform Setup:** Mobile app installation confirmed, GPS check-in system tested, emergency contact protocols reviewed with substitute demonstrating competency
- **Campus-Specific Orientation:** Summit Academy policies reviewed including dress code, cell phone restrictions, confidentiality requirements, emergency procedures for each of the 5 campuses (Draper and Bluffdale locations have different protocols)
- **Health & Safety Screening:** TB test clearance, immunization records verification per Summit Academy policy, fit-for-duty health assessment documentation

**Technology Platform Setup:** Mobile app installation confirmed, GPS check-in system tested, emergency contact protocols reviewed with substitute demonstrating competency

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**Campus-Specific Orientation:** Summit Academy policies reviewed including dress code, cell phone restrictions, confidentiality requirements, emergency procedures for each of the 5 campuses (Draper and Bluffdale locations have different protocols)

**Quality Gate 2: Day 1 Performance Verification (First Assignment Accountability)**

**Purpose:** Verify substitute arrival, confirm appropriate professional presentation, ensure technology systems function correctly, and establish immediate support channels. First impressions matter immensely in educational settings—this gate ensures substitutes start strong.

**NDGCS Day 1 Protocol:**

- **Pre-Arrival Contact (7:00 AM):** NDGCS Operations Coordinator calls substitute 30-45 minutes before campus arrival confirming readiness, reviewing location/parking details, answering last-minute questions, building confidence
- **Mobile App Check-In (Required):** Substitute checks in via NDGCS mobile app upon campus arrival with GPS verification confirming physical presence at correct Summit Academy location (Draper vs Bluffdale campus verification)
- **Campus Contact Confirmation:** Substitute reports to main office, obtains assignment details, meets cooperating teacher or administrator, confirms classroom location and schedule
- **Mid-Day Check-In Call:** NDGCS staff member calls substitute between 10:30-11:30 AM asking: "How is the day progressing? Any challenges or questions? Do you have everything needed?" This provides early intervention opportunity if issues arise
- **End-of-Day Checkout:** Substitute checks out via mobile app, confirming assignment completion and noting any incidents, concerns, or positive experiences for NDGCS records
- **Administrator Quick Survey:** Brief 2-minute phone call or email to campus administrator: "How did [Substitute Name] perform today? Any concerns we should address? Would you request this substitute again?"

**Quality Gate Criteria:** Successful completion of Day 1 assignment with no serious issues reported by administrator or substitute. Any concerns trigger immediate Operations Director review and coaching intervention before next assignment authorization.

**Summit Academy Benefit:** Immediate accountability for first-day performance with rapid feedback enabling quick course correction if needed. You never experience the frustration of a poor substitute returning repeatedly before problems surface—we catch issues on Day 1.

**Quality Gate 3: Week 1 Performance Assessment (Early Pattern Detection)**

**Purpose:** Identify performance patterns emerging during first week of assignments, provide targeted coaching addressing any concerns, recognize exceptional performance meriting preferential assignment priority. First week reveals whether training translated into classroom effectiveness.

**NDGCS Week 1 Assessment Process (Conducted After 3-5 Assignment Days):**



- **Administrator Feedback Collection:** Structured phone interviews with principals or assistant principals at campuses where substitutes worked during first week gathering detailed performance feedback: classroom management effectiveness, student engagement quality, lesson plan following, punctuality, professionalism, ability working with special needs students
- **Substitute Self-Assessment:** Confidential questionnaire completed by substitutes evaluating their own performance, identifying challenges encountered, requesting additional support or training in specific areas (autism spectrum students, behavioral de-escalation, specific grade levels)
- **Performance Data Analysis:** Review of objective metrics including on-time arrival percentage, assignment completion rate, administrator ratings (5-point scale), student incident reports, and comparison to NDGCS substitute pool averages
- **Coaching Session (If Needed):** For substitutes showing any performance concerns, mandatory 30-minute coaching call with Client Manager reviewing specific issues, providing concrete improvement strategies, offering additional resources/training modules
- **Recognition (If Warranted):** Substitutes receiving consistently strong administrator feedback during Week 1 receive congratulatory call, recognition bonus (\$50), and placement on "Preferred Substitute" list for priority assignment consideration

**Quality Gate Criteria:** No serious performance deficiencies reported by administrators, substitute demonstrates capability working with Summit Academy's specialized student population. Substitutes with significant concerns receive intensive coaching or may be removed from Summit Academy assignment pool.

**Summit Academy Benefit:** Early identification of any performance concerns enables rapid intervention before problems become entrenched patterns. You receive consistently improving substitutes rather than allowing poor performers to continue unchecked assignments.

#### **Quality Gate 4: Day 30 Comprehensive Review (Sustained Performance Validation)**

**Purpose:** Conduct thorough performance analysis after substitute completes 30 days or 15+ assignments at Summit Academy, identifying strengths meriting recognition and development areas requiring additional support. This gate separates good substitutes from exceptional ones.

#### **NDGCS Day 30 Comprehensive Review Process:**

- **Performance Metrics Dashboard:** Comprehensive data analysis covering: total assignments completed, fill rate reliability (did they accept assignments when offered?), on-time arrival percentage, assignment completion rate (did they follow through on commitments?), average administrator rating across all assignments, incident reports or concerns raised, student feedback (when available from appropriate age levels)
- **Administrator Survey (3-5 Key Contacts):** Formal written survey sent to principals/administrators at campuses where substitutes worked most frequently: "Would you request this substitute again? What are their greatest strengths? Any areas for improvement? How do they compare to other substitutes you've experienced?"

- **Substitute Career Development Discussion:** 45-minute phone conversation between substitute and Operations Director discussing: career goals (Is substitute teaching their long-term plan or stepping stone to permanent position?), interest in long-term assignments when available, preferred grade levels or campuses, additional training interests, feedback on NDGCS support quality
- **Personalized Improvement Plan (If Needed):** For substitutes showing any performance gaps, formal written development plan outlining: specific areas needing improvement (e.g., "Classroom management with middle school students with behavioral challenges"), concrete improvement strategies and resources, timeline for demonstrating improvement (typically 30-60 days), follow-up assessment schedule
- **Top Performer Recognition:** Substitutes in top 20% of performance metrics receive: formal recognition certificate, \$100 performance bonus, "Summit Academy Preferred Substitute" designation, first priority for long-term assignment opportunities, invitation to mentor newer substitutes

**Quality Gate Criteria:** Sustained satisfactory performance across multiple assignments with no pattern of concerns. Substitutes failing to meet performance standards after coaching receive assignment restrictions or removal from Summit Academy pool.

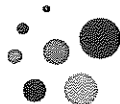
**Summit Academy Benefit:** Data-driven quality management ensuring only consistently high-performing substitutes continue serving your students long-term. Poor performers are weeded out, good performers are coached to excellence, exceptional performers are recognized and retained.

#### Quality Gate 5: Continuous Performance Monitoring (Ongoing Excellence Assurance)

**Purpose:** Maintain sustained quality assurance throughout entire duration of substitute's relationship with Summit Academy through continuous monitoring, periodic refresher training, regular recognition programs, and immediate intervention when performance concerns arise. Quality is not a one-time achievement—it requires constant attention.

#### NDGCS Ongoing Quality Assurance Activities:

- **Real-Time Performance Tracking:** Every Summit Academy assignment generates performance data automatically captured in NDGCS system: check-in/check-out times, administrator feedback ratings (requested after each assignment via automated email), any incident reports, substitute self-assessment notes. Operations team reviews dashboard daily identifying trends requiring intervention
- **Monthly Performance Reports (To Substitutes):** Each substitute receives personalized monthly report showing: total assignments completed, administrator ratings summary, comparison to substitute pool averages, recognition of strengths, suggestions for improvement. This transparency keeps performance expectations front-of-mind
- **Quarterly Refresher Training:** All substitutes working Summit Academy assignments required to attend quarterly 90-minute webinar covering: policy updates, new behavioral management techniques, lessons learned from incident reviews, Q&A with experienced substitutes, mini-case studies of challenging situations and best-practice responses
- **Annual Comprehensive Recredentialing:** Every 12 months, substitutes undergo complete recredentialing process including: background check renewal, license verification, training certification refresh, health screening update, performance review



confirming satisfactory standing. This prevents credential lapses and maintains continuous compliance

- Recognition Programs:** Quarterly "Substitute of the Quarter" awards for top performers (\$250 bonus, public recognition, priority assignment status), annual "Excellence in Substitute Teaching" awards presented at year-end appreciation event, monthly appreciation messages sent to top-rated substitutes thanking them for exceptional service  
**Exit Feedback Analysis:** When substitutes leave NDGCS (retirement, permanent teaching position obtained, relocation), exit interviews capture feedback about support quality, training effectiveness, assignment satisfaction. This intelligence informs continuous improvement of our systems benefiting current and future substitutes

**Quality Gate Criteria:** Ongoing compliance with all credentialing requirements, sustained satisfactory performance without pattern of administrator concerns, active participation in professional development activities. Failure to maintain standards triggers corrective action up to and including removal from substitute pool.

**Summit Academy Benefit:** Perpetual quality assurance ensuring the substitute who performed excellently on Day 1 still performs excellently on Day 500. You receive continuous improvement over time rather than gradual performance degradation common with competitors who lack ongoing monitoring systems.

### Performance Rating System & Accountability

NDGCS utilizes a comprehensive 5-point performance rating system for every substitute assignment, enabling data-driven quality decisions and transparent accountability to Summit Academy leadership:

Rating	Definition	NDGCS Response	Assignment Impact
<b>5 - Exceptional</b>	Outstanding performance exceeding expectations; administrator specifically requests this substitute again; students engaged and learning objectives achieved	Recognition email sent, performance bonus consideration, preferred assignment status	Priority consideration for future assignments, long-term assignment eligibility, mentor program invitation
<b>4 - Above Average</b>	Strong performance with no concerns; administrator satisfied and would accept this substitute again without hesitation	Positive feedback shared with substitute, continued assignment authorization	Standard assignment eligibility maintained, no restrictions
<b>3 - Satisfactory</b>	Acceptable performance meeting minimum standards; administrator has no major concerns but some areas for improvement noted	Coaching provided addressing improvement areas, follow-up on subsequent assignments	Continued eligibility with monitoring, coaching plan implementation
<b>2 - Below Expectations</b>	Performance concerns requiring immediate attention; administrator expresses hesitation about	Immediate Operations Director review, mandatory coaching session, performance	Assignment restrictions pending improvement, removed from preferred lists, potential Summit

	future assignments with this substitute	improvement plan, administrator apology call	Academy assignment suspension
<b>1 - Unacceptable</b>	Serious performance failure or professional conduct violation; administrator refuses to work with this substitute again; student safety or learning significantly compromised	Immediate assignment suspension, incident investigation, potential termination from substitute pool, formal apology to Summit Academy	Immediate removal from Summit Academy assignments, possible termination from entire NDGCS substitute pool depending on severity

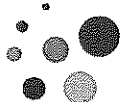
**Accountability Commitment:** NDGCS commits that substitutes averaging below 3.5 rating over any 30-day period will be removed from Summit Academy assignment eligibility and provided intensive retraining or exited from our substitute pool. Summit Academy will never be asked to "tolerate" consistently underperforming substitutes—we take accountability for quality seriously.

### **Special Needs Performance Standards**

Given Summit Academy's specialized student population (students with autism, ADHD, behavioral challenges), NDGCS applies enhanced performance standards specific to special needs classroom effectiveness:

- **Behavioral Management Competency:** Substitutes working with Summit Academy students must demonstrate calm, patient responses to challenging behaviors; utilize de-escalation techniques trained during orientation; follow established behavioral intervention plans without deviation
- **Communication with Paraprofessionals:** Effective collaboration with teacher aides and paraprofessionals who know students' individual needs; defer to their expertise when appropriate; maintain respectful team dynamics
- **IEP Compliance:** Strict adherence to Individualized Education Program accommodations and modifications; never ignoring or skipping required supports documented in student IEPs
- **Parent Communication Sensitivity:** Professional, compassionate communication with parents of special needs students who may have heightened concerns about substitute teacher situations; prompt response to parent inquiries directed through proper channels
- **Documentation Accuracy:** Thorough, accurate documentation of behavioral incidents, academic progress, medication administration (if applicable), and any concerns requiring regular teacher follow-up

Any substitute receiving negative feedback specifically related to special needs classroom performance triggers immediate coaching focused on these competencies. Repeated special needs performance concerns result in assignment restrictions or removal from Summit Academy pool regardless of satisfactory performance in general education settings with other clients.

**Quality Assurance Reporting to Summit Academy**

Transparency is essential to quality partnership. NDGCS provides Summit Academy leadership with comprehensive quality assurance reporting enabling informed decisions about our performance:

- **Monthly Quality Dashboard:** Aggregate performance metrics for all substitutes working Summit Academy assignments including average administrator ratings, percentage receiving 4-5 ratings, incident count, coaching interventions provided, substitutes removed from pool, comparative benchmarks vs. industry standards
- **Quarterly Quality Review:** In-person presentation with Summit Academy leadership reviewing quality trends, celebrating successes (top-performing substitutes recognized by name), discussing challenges encountered, presenting improvement initiatives, soliciting feedback on NDGCS quality processes
- **Annual Quality Audit:** Comprehensive third-party audit of NDGCS quality assurance systems validating compliance with Joint Commission standards, ISO 9001:2015 continuous improvement processes, contract performance requirements. Audit report shared with Summit Academy demonstrating our accountability to external quality standards

This multi-layered quality assurance infrastructure—five sequential quality gates, continuous performance monitoring, data-driven accountability systems, special needs competency focus, and transparent reporting—ensures Summit Academy receives not just substitute teachers, but highly-trained, thoroughly-vetted, continuously-improving education professionals capable of supporting your most vulnerable students with excellence, patience, and genuine care.

## **SECTION 3: OPERATIONAL SERVICE DELIVERY**

NDGCS's operational service delivery model combines enterprise-grade systems with personalized attention, ensuring Summit Academy receives the reliability and responsiveness of a large national provider alongside the flexibility and partnership focus of a boutique firm. Our approach addresses the complete substitute teacher lifecycle—from identifying assignment needs and mobilizing appropriate talent, through real-time performance monitoring and quality assurance, to comprehensive reporting enabling data-driven management decisions. This section details exactly how NDGCS will operationalize our partnership with Summit Academy across four critical dimensions: position-type coverage strategies, technology platform capabilities, communication protocols, and Utah local presence development.

### **A. Comprehensive Four Position Types Coverage Strategy**

Summit Academy's RFP specifies four distinct position types—Substitute Teachers (Non-Licensed), Substitute Teachers (Licensed), Substitute Teacher Aides, and Long-Term Substitute Teachers—each serving unique instructional needs and requiring tailored recruitment, training, and deployment strategies. NDGCS recognizes these are not interchangeable roles but distinct professional categories demanding specialized approaches.

Our comprehensive coverage strategy ensures Summit Academy receives appropriately qualified, thoroughly trained substitutes for each position type, with recruitment pipelines continuously replenished to maintain reliable fill rates across all categories.

### **Position Type 1: Substitute Teachers (Non-Licensed)**

#### **Role Profile & Summit Academy Application**

Non-licensed substitute teachers provide essential classroom coverage when licensed teachers are absent, maintaining instructional continuity through lesson plan execution, classroom management, and student supervision. At Summit Academy, non-licensed substitutes must possess exceptional patience, behavioral management skills, and comfort working with students with autism, ADHD, and behavioral challenges—qualities requiring specific screening and training beyond typical substitute teacher preparation.

#### **Qualifications & Screening Criteria:**

- **Educational Requirement:** High school diploma minimum (required by Utah); bachelor's degree strongly preferred (NDGCS targets 70%+ with bachelor's degrees)
- **Experience Emphasis:** Prior experience working with children, special needs populations, or educational settings (teaching, tutoring, coaching, childcare, therapy, youth programs)
- **Behavioral Management Assessment:** Scenario-based interview questions evaluating responses to challenging student behaviors common in special needs settings
- **Communication Skills:** Demonstrated ability to communicate clearly with students at varying developmental levels, collaborate with paraprofessionals, and document effectively
- **Reliability Indicators:** Employment history showing dependability, professional references emphasizing punctuality and follow-through, transportation reliability for Draper/Bluffdale commute

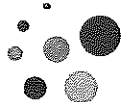
#### **Specialized Training for Summit Academy Students:**

- 8 hours of autism spectrum disorder characteristics and instructional strategies
- 4 hours of ADHD classroom management and engagement techniques
- 3 hours of behavioral intervention procedures and de-escalation methods
- 1 hour of Summit Academy-specific policies, procedures, and campus protocols

#### **Recruitment Channels & Pipeline Development:**

- **Career Transition Programs:** Targeting mid-career professionals seeking flexible work (corporate early retirees, military veterans transitioning to civilian employment, individuals with transferable skills seeking education sector entry)
- **Utah University Partnerships:** University of Utah, Brigham Young University, Utah Valley University education program students seeking classroom experience hours (supervised student teaching or practicum alternatives)
- **Community College Networks:** Salt Lake Community College, Utah State University Eastern connections for individuals completing associate degrees interested in education careers





- **Parent & Community Engagement:** Summit Academy parent network outreach (parents of current or former students familiar with school culture), Draper and Bluffdale community organizations, faith-based networks emphasizing service to vulnerable populations
- **Professional Referral Network:** \$250 referral bonuses for current NDGCS substitutes who recruit qualified candidates, creating self-sustaining recruitment pipeline
- **Performance Benchmarks:** NDGCS commits to maintaining minimum pool of 15-20 trained, available non-licensed substitutes ensuring 95%+ fill rate for standard classroom assignments. Average substitute will possess bachelor's degree and 3+ years working with children or special needs populations.

**Position Type 2: Substitute Teachers (Licensed)****Role Profile & Summit Academy Application**

Licensed substitute teachers hold valid Utah teaching certificates and possess subject matter expertise enabling them to deliver more complex instruction beyond lesson plan execution. Summit Academy requires licensed substitutes for assignments where instructional continuity demands credentialed teachers (secondary subject-specific classes, situations where non-licensed substitutes insufficient, long-term assignments requiring certified credentials).

**Qualifications & Screening Criteria:**

- **Utah Teaching Certificate:** Valid, active Utah Professional Educator License verified directly with Utah State Board of Education; no disciplinary history or restrictions
- **Bachelor's Degree Requirement:** Four-year degree from accredited institution in education or subject-specific field (mathematics, science, English, social studies, special education)
- **Endorsement Verification:** For specialized assignments, appropriate endorsements (ESE endorsement for special education classes, content-area endorsements for secondary subject instruction)
- **Experience Preference:** Minimum 2 years classroom teaching experience strongly preferred; retired teachers, teachers on leave, or between permanent positions ideal candidates
- **Special Needs Competency:** Demonstrated experience or willingness to work with students with disabilities, IEP compliance understanding, ability adapting instruction for diverse learners

**Enhanced Training Beyond Non-Licensed Requirements:**

- 2 additional hours focusing on Utah Core Standards implementation and lesson plan adaptation techniques
- 1 hour on IEP compliance, accommodation implementation, and working with special education team members
- 1 hour on secondary classroom management specific to adolescent students with behavioral challenges

**Recruitment Channels & Pipeline Development:**

- **Retired Teacher Network:** Utah Education Association retired teacher outreach, school district retiree connections, "Substitute After Retirement" programs offering fulfilling part-time work for experienced educators
- **Out-of-State License Transfers:** Targeting relocating teachers (military spouse transitions, professionals moving to Utah for personal reasons) assisting with Utah reciprocity application processes
- **Teachers on Leave:** Maternity leave, sabbatical, personal leave situations where certified teachers seek part-time substitute work maintaining skills while addressing personal circumstances
- **Student Teachers Completing Programs:** Recent graduates awaiting permanent teaching positions, needing substitute income while job searching or before school year start dates
- **Specialized Recruiter Partnerships:** Engaging Utah education recruiters with established networks of certified teachers, offering finder's fees for qualified licensed substitute referrals

**Performance Benchmarks:** NDGCS commits to maintaining minimum pool of 8-10 trained, available licensed substitutes ensuring 90%+ fill rate for licensed-required assignments. Average substitute will possess 5+ years classroom teaching experience and special education familiarity.

**Position Type 3: Substitute Teacher Aides**

**Role Profile & Summit Academy Application**

Substitute teacher aides provide critical support to classroom teachers and licensed substitutes, particularly when working with Summit Academy's students requiring individualized attention, behavioral support, or physical assistance. This role demands patience, flexibility, physical stamina, and genuine compassion for students with exceptional needs—qualities more important than formal educational credentials.

**Qualifications & Screening Criteria:**

- **Educational Requirement:** High school diploma or GED required; post-secondary coursework in education, psychology, child development, or related fields valued but not required
- **Experience with Special Needs:** Prior experience working with children with disabilities strongly preferred (special education classroom aide, therapy assistant, behavioral technician, camp counselor for special needs programs)
- **Physical Requirements:** Ability to physically assist students as needed (lifting, positioning, mobility support), stamina for active classroom environments, comfortable with close physical proximity to students
- **Behavioral Support Skills:** Patience during repetitive tasks, calm demeanor during student emotional dysregulation, ability implementing behavior intervention plans under teacher direction

- **Team Player Mentality:** Willingness taking direction from classroom teacher, adapting to different teaching styles across assignments, supporting rather than leading instructional activities

**Specialized Training for Teacher Aide Role:**

- 4 hours on teacher aide roles, responsibilities, and boundaries (supporting vs. leading instruction)
- 6 hours on autism spectrum disorder behavioral characteristics and support strategies
- 3 hours on physical assistance techniques (safe lifting, mobility support, feeding assistance if needed)
- 2 hours on communication with non-verbal or minimally verbal students (AAC devices, visual supports, communication boards)
- 1 hour on Summit Academy policies specific to teacher aide responsibilities

**Recruitment Channels & Pipeline Development:**

- **Current Parent Networks:** Summit Academy parents with personal understanding of special needs students' challenges, possessing natural empathy and insider knowledge of school culture
- **Community College Programs:** Students in early childhood education, special education, or behavioral science programs seeking field experience hours or part-time employment
- **Healthcare Transition Candidates:** Certified Nursing Assistants (CNAs), Medical Assistants, behavioral health technicians seeking education sector transition, leveraging caregiving skills
- **Faith-Based Service Networks:** Religious organizations emphasizing service to vulnerable populations, individuals motivated by calling to serve special needs community
- **Retired Professionals:** Empty-nesters seeking meaningful part-time work, retirees from caregiving professions (nursing, therapy, childcare) wanting flexible schedules
- **Performance Benchmarks:** NDGCS commits to maintaining minimum pool of 10-12 trained, available substitute teacher aides ensuring 95%+ fill rate for aide assignments. Average substitute aide will possess 2+ years experience working with special needs populations or children.

**Position Type 4: Long-Term Substitute Teachers**

**Role Profile & Summit Academy Application**

Long-term substitute teachers fill extended absences (typically 10+ consecutive days) where instructional continuity demands sustained relationships with students, comprehensive understanding of curriculum scope/sequence, and ability to maintain consistent classroom management and academic progress. At Summit Academy, long-term assignments often involve coverage during teacher medical leave, maternity leave, or mid-year resignations requiring particularly stable, experienced substitutes.

**Qualifications & Screening Criteria (Enhanced Beyond Standard Substitutes):**

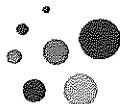
- **Licensed Teacher Strongly Preferred:** Valid Utah teaching certificate required for long-term assignments exceeding 20 consecutive days per state regulations; non-licensed acceptable for shorter long-term assignments (10-20 days) if possessing strong qualifications
- **Proven Classroom Management:** Minimum 3 years successful classroom teaching experience or equivalent long-term substitute experience demonstrating ability maintaining order, building student relationships, establishing routines
- **Curriculum Implementation Skills:** Ability moving beyond lesson plan execution to curriculum adaptation, assessment administration and analysis, parent communication regarding student progress
- **Commitment & Reliability:** Demonstrated ability committing to extended assignment durations, understanding that mid-assignment departure creates significant disruption for students with special needs requiring consistency
- **Special Needs Expertise:** Significant experience working with students with autism, ADHD, or behavioral challenges; comfort implementing IEPs independently; collaboration with special education team members

**Enhanced Training & Support for Long-Term Assignments:**

- Pre-assignment comprehensive orientation (2-3 hours) with outgoing teacher when possible, reviewing curriculum plans, student IEPs, classroom routines, behavioral management strategies
- Weekly check-in calls from NDGCS Operations Director monitoring assignment progress, addressing challenges, providing coaching support
- Access to curriculum resources, supplemental materials, lesson planning assistance from NDGCS education consultants
- Elevated compensation rate recognizing extended commitment and enhanced responsibilities (\$145-181/day vs. standard \$120-169/day)

**Recruitment Channels & Pipeline Development:**

- **Experienced Retired Teachers:** Recently retired educators (within past 2-5 years) with energy and expertise for extended assignments but unwilling to commit to full-time permanent positions
- **Teachers Between Positions:** Certified teachers relocating to Utah awaiting permanent position start dates, teachers taking semester off before resuming career, individuals in career transition periods
- **Temporary Life Circumstances:** Teachers caring for family members who need flexible long-term work but not permanent full-time commitment, teachers pursuing graduate degrees on part-time basis
- **Top-Performing Standard Substitutes:** Promoting our highest-rated standard substitutes into long-term assignment opportunities, creating career progression pathway incentivizing excellence
- **Performance Benchmarks:** NDGCS commits to identifying and maintaining qualified long-term substitute candidates through continuous pipeline development, ensuring



Summit Academy receives immediate response when long-term needs arise (target: 2-3 qualified candidates available within 48 hours of request).

**Cross-Position Type Quality Assurance**

Regardless of position type, all NDGCS substitutes serving Summit Academy undergo identical quality assurance processes: 52-point enhanced background investigation, 16-hour comprehensive training (with position-specific modifications), Five-Stage Quality Gate System, continuous performance monitoring, and accountability to Summit Academy leadership. Position type determines compensation structure and qualification requirements—it never affects our commitment to safety, quality, and excellence.

**B. Technology Platform & Reporting Excellence**

NDGCS's proprietary technology platform represents 5+ years of development investment creating integrated systems managing the complete substitute lifecycle—from candidate recruitment and credentialing, through automated assignment matching and real-time performance tracking, to comprehensive financial reporting and business intelligence analytics. Summit Academy will benefit from enterprise-grade technology capabilities typically available only through large national competitors, delivered with the customization flexibility and personal attention of a partnership-focused provider.

**Platform Core Capabilities Overview****Substitute Management Module****Candidate Database & Availability Tracking:**

- Comprehensive substitute profiles storing credentials, certifications, training completion, performance ratings, campus preferences, availability calendars, special skills (bilingual, assistive technology, specific disability experience)
- Real-time availability tracking updated by substitutes via mobile app indicating days/hours available for assignments, preferred campuses, position type preferences
- Automated matching algorithms pairing assignment requirements with substitute qualifications, past performance at specific campuses, administrator preferences, ensuring optimal placement decisions
- Substitute communication hub enabling mass messaging for urgent assignment needs, targeted outreach to specific qualification groups, assignment confirmations and reminders

**Assignment Lifecycle Management:**

- Assignment request processing from Summit Academy administrators via web portal, email, or phone integrated into unified system
- Automated substitute notification (push notifications, SMS, email) with assignment details, acceptance/decline functionality, directions and parking information
- GPS-verified check-in/check-out via mobile app creating audit trail of substitute presence, punctuality documentation, time tracking accuracy
- Incident reporting functionality enabling substitutes documenting behavioral issues, safety concerns, or noteworthy events immediately from mobile device

- Post-assignment feedback collection from administrators (performance ratings, request-again indicators, improvement suggestions) and substitutes (assignment satisfaction, support quality, campus environment feedback)

#### **Credentialing & Compliance Module**

##### **Automated Credential Tracking:**

- Digital storage of all credentialing documents (background checks, teaching certificates, TB tests, immunization records, training certifications) with automatic expiration tracking
- Automated alerts (90 days, 60 days, 30 days, 15 days before expiration) notifying substitute and NDGCS staff of approaching renewals preventing credential lapses
- Workflow management for credential renewal processes guiding substitutes through renewal steps, document submission, verification completion
- Compliance reporting dashboards showing real-time status of all Summit
- Academy-eligible substitutes' credential status, identifying any gaps requiring immediate attention

##### **Background Check Integration:**

- Direct API integration with Sterling Background, HireRight, and Accurate Background enabling electronic background check ordering, status tracking, results retrieval
- Continuous monitoring integration receiving automatic alerts if any substitute is arrested or experiences criminal justice system involvement during active employment
- Utah-specific clearances tracked separately (Utah Bureau of Criminal Identification, sex offender registry, child abuse registry) ensuring state compliance

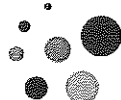
#### **Financial Management & Reporting Module**

##### **ADP Payroll Integration:**

- Automated data transfer from NDGCS time tracking system to ADP payroll platform eliminating manual timesheet entry, reducing errors, accelerating payroll processing
- Substitute direct deposit setup, tax withholding management, W-2 generation, all handled through integrated ADP Workforce Now platform
- Real-time payroll cost tracking enabling NDGCS and Summit Academy monitoring expenditures against budget allocations throughout each month

##### **Invoice Generation & Cost Tracking:**

- Automated weekly invoice generation detailing all Summit Academy assignments by campus, position type, substitute name, hours/days worked, rates applied
- Customizable invoice formats accommodating Summit Academy accounting system requirements, purchase order tracking, departmental charge codes
- Cost analysis dashboards breaking down spending by campus (5 separate locations), position type (4 categories), month, quarter, year-to-date with trending and forecasting
- Budget variance reporting comparing actual expenditures vs. planned budget allocations, alerting both parties when approaching budget thresholds

**Reporting Suite: Comprehensive Visibility & Business Intelligence**

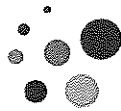
NDGCS provides Summit Academy leadership with multi-layered reporting enabling operational monitoring (daily fill rates, assignment coverage), tactical management (weekly performance trends, cost tracking), and strategic planning (quarterly business reviews, annual analytics). Reports are not merely compliance documents—they are decision-making tools providing actionable intelligence.

Report Type	Frequency	Detailed Content	Format & Delivery	Summit Academy Use Case
Daily Operations Dashboard	Daily by 8:30 AM	<p>Yesterday's assignments were completed by campus/position type</p> <p>Today's scheduled assignments with substitute names</p> <p>Unfilled positions requiring immediate attention</p> <p>Substitute no-shows or late arrivals with replacement actions</p> <p>Quality alerts (administrator concerns, incident reports)</p> <p>Tomorrow's known absence needs</p>	<p>Web dashboard link emailed to designated Summit Academy contacts with mobile-optimized view</p>	<p>Daily operational awareness for principals and HR staff, enables proactive problem-solving before issues escalate</p>
Weekly Performance Summary	Every Monday by noon	<p>Fill rate analysis (target: 95%+ for standard, 90%+ for licensed)</p> <p>Substitute performance ratings summary and trending Campus-by-campus utilization breakdown</p> <p>Top-performing substitutes recognition</p> <p>Quality concerns and corrective actions taken</p> <p>Upcoming week absence forecasts</p> <p>Recruitment pipeline status</p>	<p>PDF executive summary + Excel data tables delivered via email</p>	<p>Weekly team meetings discussing substitute teacher program performance, identifying patterns requiring attention, recognizing success stories</p>



Monthly Analytics Package	First business day of following month	<p>Comprehensive KPI dashboard (20+ metrics tracked)</p> <p>Financial summary: total expenditure, cost per student day, budget variance</p> <p>Quality metrics: average performance ratings, administrator satisfaction scores</p> <p>Efficiency metrics: time-to-fill, assignment acceptance rates</p> <p>Substitute retention analysis and turnover indicators</p> <p>Year-over-year comparisons (when applicable)</p> <p>Trend identification and improvement recommendations</p>	<p>PowerPoint presentation format with embedded Excel data, 30-minute walkthrough call with Operations Director offered</p>	<p>Monthly leadership review of substitute teacher program health, board reporting, budget planning, strategic decision-making</p>
Quarterly Business Review	January, April, July, October (scheduled 2 weeks in advance)	<p>Strategic performance review (3-month trends, goal attainment)</p> <p>Contract compliance verification against SLA commitments</p> <p>Financial deep-dive: cost optimization opportunities identified</p> <p>Quality assurance audit results and improvement initiatives</p> <p>Substitute workforce analysis (pipeline health, retention strategies)</p> <p>Future planning (upcoming high-absence periods, staffing needs)</p> <p>Partnership feedback: what's working well, improvement opportunities</p>	<p>In-person presentation (2 hours) at Summit Academy with Founder/VP and Operations Director, followed by formal written report</p>	<p>Executive-level partnership assessment, relationship strengthening, strategic alignment, contract renewal planning, continuous improvement collaboration</p>
Annual Summary Report	End of school year (June)	<p>Complete year performance summary with key achievements</p>	<p>Comprehensive written report (15-20 pages) + executive</p>	<p>Annual program evaluation, budget planning for upcoming</p>





Total financial expenditure with detailed cost analysis	summary + presentation to Summit	year, board of directors reporting, contract renewal
Year-over-year growth and trends	Academy Board upon request	decision-making, long-term strategic planning
Quality metrics aggregated across full year		
Substitute satisfaction survey results		
Administrator feedback compilation		
Lessons learned and recommendations for following year		
Industry benchmarking (NDGCS vs. national education staffing averages)		

### **Custom Reporting Capabilities**

Beyond standard reports, NDGCS maintains capability generating custom ad-hoc reports addressing specific Summit Academy inquiries or analytical needs:

- Campus-Specific Analysis: Deep-dive into individual campus performance, substitute preferences, unique challenges requiring targeted solutions
- Position Type Trends: Comparative analysis of licensed vs. non-licensed utilization, aide assignment patterns, long-term substitute frequency
- Substitute-Level Reporting: Individual substitute performance history, assignment acceptance patterns, administrator feedback compilation for specific substitutes
- Budget Scenario Modeling: "What-if" analysis showing budget impact of various scenarios (increased utilization, rate changes, position type mix shifts)
- Compliance Audit Reports: Comprehensive documentation of all background checks, credential verifications, training completions formatted for regulatory review
- Turnaround Commitment: Custom reports requested by Summit Academy will be delivered within 3 business days for standard requests, same-day for urgent needs. No additional fees for reasonable custom reporting requests.

### **C. Communication Protocols & Escalation Framework**

Effective communication is the foundation of successful partnerships—particularly in education settings where substitute teacher needs are immediate, unexpected, and often urgent. NDGCS establishes crystal-clear communication protocols ensuring Summit Academy staff know exactly who to contact, when, and through what channels for every type of need or concern.



Our four-level escalation system balances accessibility with appropriate resource deployment, providing immediate response for urgent issues while preventing executive-level escalation of routine matters better handled operationally.

**Primary Communication Channels**

Summit Academy staff will have multiple communication methods accommodating different preferences and urgency levels:

- **Phone (Primary):** Dedicated Summit Academy hotline (toll-free number provided at contract start) routing to appropriate NDGCS team member based on call purpose and time of day
- **Email:** Dedicated Summit Academy email address (summitacademy@ndgcs.com) monitored continuously during business hours (6:00 AM - 6:00 PM Mountain Time) with 1-hour maximum response time guarantee
- **Web Portal:** Secure client portal accessible 24/7 for assignment requests, document uploads, report access, invoice review
- **Text/SMS (Urgent Only):** For true emergencies (substitute no-show within 30 minutes of class start), direct SMS to Operations Director cell phone
- **Mobile App (For Campus Administrators):** Optional mobile app enabling one-touch assignment requests, substitute ratings submission, real-time assignment status visibility

**Four-Level Escalation System: Right Resource, Right Time****Level 1: Routine Operations (First Point of Contact)**

**Responsible Team:** Client Manager (Neelav Saurav) + Operations Coordinator support staff

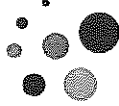
**Issue Types Handled:**

- Standard assignment requests (routine coverage needs, planned absences)
- Scheduling questions (substitute availability, assignment confirmations)
- Documentation requests (invoices, timesheets, substitute credentials verification)
- General inquiries (policies, procedures, contact information)
- Non-urgent substitute performance feedback (positive or constructive)
- Routine status updates (when will position be filled, substitute ETA)

**Response Time Commitment:** 2 hours maximum during business hours (6:00 AM - 6:00 PM MT); same-day resolution for 90%+ of issues

**Contact Methods:** Phone, email, web portal

**Example Scenarios:** "We need a substitute for next Wednesday"; "Can you send us last week's invoice again?"; "What time is the substitute arriving this morning?"; "Could you email us the credential file for [Substitute Name]?"



**Level 2: Operational Issues (Supervisor Escalation)**

**Responsible Team:** Saurabh Goswami (Recruitment Manager) + Shubhangi Sharma (Operations Director)

**Issue Types Handled:**

- Same-day urgent assignment needs (teacher unexpectedly absent, short-notice coverage required)
- Quality concerns requiring management attention (substitute performance issues needing coaching or corrective action)
- Process questions or problems (invoice discrepancies, payroll questions, credential issues)
- Scheduling conflicts or challenges (multiple simultaneous absences, difficult-to-fill positions)
- Training or support requests (additional resources needed, policy clarification, system troubleshooting)
- Non-emergency complaints (substitute concerns, assignment process improvements)

**Response Time Commitment:** 30 minutes maximum; 4-hour resolution target for 85%+ of issues

**Contact Methods:** Direct phone lines, email, escalated through Level 1

**Example Scenarios:** "Our teacher just texted she's sick—we need someone by 8:15 AM"; "The substitute yesterday had classroom management issues—can you talk with them?"; "We have 3 teachers absent tomorrow and need coverage for all"; "There's a discrepancy between timesheet and invoice"

**Level 3: Urgent/Critical Issues (Executive Operations Response)**

**Responsible Team:** Vivek Chalana (Director of Staffing) - direct cell phone access provided

**Issue Types Handled:**

- Substitute no-shows requiring immediate emergency replacement (substitute failed to arrive, unreachable)
- Serious incidents requiring immediate attention (safety concerns, student injury involving substitute, behavioral crisis, allegations of misconduct)
- Critical assignment failures (unable to fill urgent need through standard channels, system-level breakdown)
- Escalated quality concerns (repeated problems with specific substitute, pattern of issues requiring immediate intervention)
- Emergency communication needs (urgent message to substitute in classroom, crisis requiring immediate contact)

**Response Time Commitment:** 15 minutes maximum; 2-hour resolution commitment with executive resources deployed

**Contact Methods:** Direct cell phone, text/SMS, email



**Example Scenarios:** "Our substitute didn't show up and class starts in 20 minutes!"; "There was an incident with a substitute that requires immediate discussion"; "We've called repeatedly about tomorrow's coverage and haven't gotten a commitment—this is urgent"; "A parent is making a complaint about today's substitute"

**Level 4: Executive/Strategic Issues (Founder-Level Intervention)**

**Responsible Contact:** Naveen Kumar Poththuri (Founder & Vice President) - direct cell phone and email provided

**Issue Types Handled:**

- Contract performance concerns (pattern of service failures, SLA violations, systemic problems)
- Strategic relationship issues (partnership dissatisfaction, concerns about NDGCS commitment, contract compliance questions)
- Executive-level decisions required (policy exceptions, pricing discussions, contract modifications)
- Crisis management (serious incidents requiring C-suite involvement, legal matters, regulatory concerns)
- Partnership optimization opportunities (long-term planning, service expansion, value-added initiatives)

**Response Time Commitment:** Immediate acknowledgment; 24-hour executive action plan with concrete resolution steps

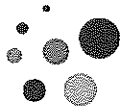
**Contact Methods:** Direct cell phone, email, scheduled in-person meetings

**Example Scenarios:** "We're experiencing repeated fill rate failures and need executive attention"; "There's a serious concern about NDGCS performance we need to discuss at leadership level"; "We have an opportunity to expand services—let's explore"; "A board member has questions about our contract that require your involvement"

**Communication Service Level Agreements (SLAs)**

NDGCS commits to the following measurable communication performance standards:

- Phone Answer Rate: 90%+ of calls answered by live person within 3 rings during business hours (no endless phone trees)
- Email Response Time: 1-hour maximum response time to Summit Academy emails during business hours (acknowledgment if resolution requires more time)
- Urgent Request Fill Time: Same-day substitute placement commitment for requests received by 6:00 AM (95%+ success rate)
- Status Update Frequency: For unfilled positions, proactive status updates every 2 hours until filled or Summit Academy notified of inability to fill
- Escalation Resolution: 95%+ of Level 2 issues resolved within 4 hours; 100% of Level 3 issues resolved within 2 hours

**D. Utah Local Presence Development & Community Integration**

NDGCS recognizes that successful substitute teacher partnerships require more than remote management from Texas headquarters—they demand local presence, immediate accountability, community integration, and genuine understanding of Utah's educational landscape. While our corporate infrastructure provides systems, resources, and expertise, our Utah operations strategy ensures Summit Academy experiences NDGCS as a local partner, not a distant vendor. This section outlines our three-phase Utah presence development plan designed to establish immediate operational capability while building toward sustained local infrastructure.

**Phase 1: Immediate Operational Presence (Contract Start - Day 30)****Phase 1 Objectives & Activities**

Primary Objective: Establish functional operational presence enabling reliable service delivery from Day 1 while building relationships and infrastructure for long-term success.

**Key Activities & Timeline:**

- **Contract Weeks 1-2: Foundation Building**
  - Executive leadership (Naveen Kumar Poththuri, Vivek Chalana) physically present in Utah establishing relationships with Summit Academy leadership
  - Campus visits to all 5 locations (3 Draper, 2 Bluffdale) meeting principals, touring facilities, understanding unique characteristics
  - Initial substitute recruitment events in Draper and Bluffdale communities (hiring fairs, information sessions)
  - Establishment of temporary Utah phone number forwarding to NDGCS operations center ensuring local presence perception
  - Partnership development with local background check providers (Sterling Utah operations, local fingerprinting services)
- **Contract Weeks 3-4: Operational Ramp-Up**
  - Daily Utah County presence by designated account team member (rotating between operations staff) for substitute support and relationship building
  - First substitute training cohort completion (15-20 candidates) with Summit Academy-specific orientation
  - Technology platform integration testing with Summit Academy systems
  - Weekly in-person check-ins with Summit Academy HR leadership reviewing initial service delivery, addressing concerns, optimizing processes
  - Community networking: attendance at Draper and Bluffdale chamber of commerce meetings, local education organization events

**Phase 1 Deliverables (By Day 30):**

- 15-20 trained, credentialed substitutes ready for Summit Academy assignments
- Established relationships with Summit Academy leadership and campus principals
- Operational processes tested and refined based on first-month learnings
- Utah community partnerships initiated (background check providers, education organizations)
- Documented lessons learned informing Phase 2 planning

**Phase 2: Local Partnership Infrastructure (Days 31-90)**

**Phase 2 Objectives & Activities**

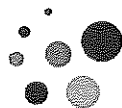
**Primary Objective:** Build sustainable Utah operational infrastructure through local partnerships, community integration, and systematic presence enabling long-term service excellence.

**Key Partnerships Established:**

- **Educational Partnerships:**
  - University of Utah, BYU, Utah Valley University College of Education relationships for student teacher recruitment pipeline
  - Utah Education Association connections accessing retired teacher networks
  - Local school district substitute teacher coordinator networking (best practice sharing, potential collaboration opportunities)
- **Community Integration:**
  - Draper and Bluffdale Chambers of Commerce membership establishing business community presence
  - Local community service organizations partnerships (Rotary, Lions Club, faith-based service networks)
  - Utah special needs advocacy organizations relationships (Autism Council of Utah, Utah Parent Center)
- **Regulatory & Compliance Relationships:**
  - Utah State Board of Education direct contacts for licensing verification processes
  - Utah Bureau of Criminal Identification established procedures for background clearances
  - Local law enforcement connections (Draper and Bluffdale PD) for emergency incident response protocols
- **Operational Support Services:**
  - Contracts with local Utah recruiters specializing in education sector talent acquisition
  - Relationships with training facilities in Salt Lake County for in-person substitute orientations
  - Local office services partnerships (virtual office, mail handling, meeting space access) establishing Utah business address

**Enhanced Utah Presence Activities:**

- Weekly Utah site visits by Operations Director or Client Manager (alternating) maintaining relationship continuity
- Monthly in-person substitute appreciation events in Utah (breakfast meetings, recognition ceremonies) building community among substitute pool
- Quarterly Summit Academy leadership dinners with NDGCS executives (informal relationship building, strategic partnership discussions)
- Participation in Summit Academy events when appropriate (back-to-school events, open houses, community gatherings) demonstrating partnership commitment

**Phase 2 Deliverables (By Day 90):**

- 30-40 trained substitute teachers available for Summit Academy assignments
- Established Utah business presence (local phone, address, community relationships)
- Sustainable recruitment pipelines through university and community partnerships
- Strong relationship foundation with Summit Academy leadership and staff
- Data-driven decision point for Phase 3 permanent office evaluation

**Phase 3: Permanent Utah Office Evaluation & Expansion (Days 91+)****Phase 3 Objectives & Decision Framework**

**Primary Objective:** Evaluate permanent Utah office establishment based on contract volume, Summit Academy expansion opportunities, and strategic fit with NDGCS growth plans.

**Permanent Office Decision Criteria:**

- **Volume Threshold:** Summit Academy contract generating 40+ assignments weekly (justifying dedicated local staff economics)
- **Expansion Opportunity:** Additional Utah charter school or school district contracts secured or in advanced proposal stage
- **Summit Academy Partnership Health:** Strong relationship quality, contract renewal likelihood, potential service expansion discussions
- **Operational Efficiency Analysis:** Demonstrated ROI from local presence (improved fill rates, quality metrics, relationship strength justifying fixed office costs)
- **Strategic Fit:** Utah market analysis showing long-term growth potential beyond Summit Academy warranting sustained market presence

**Potential Permanent Office Model (If Justified):**

- **Location:** Small office space (500-800 sq ft) in Draper or South Salt Lake County for central access to Summit Academy campuses and broader Utah market
- **Staffing:** 1-2 dedicated Utah team members (Operations Coordinator + Recruiter/Account Manager) supported by corporate headquarters
- **Functions:** Local substitute support, in-person client meetings, recruitment activities, community engagement, training delivery
- **Timeline:** 6-month lease initially (flexible commitment) with expansion evaluation after 1-year performance review

**Alternative Model (If Permanent Office Not Justified):**

- Continue enhanced virtual presence with weekly Utah site visits by rotating team members
- Maintain virtual office address and local phone presence
- Leverage community partnerships and remote technology for sustained operational excellence
- Quarterly executive presence in Utah for relationship cultivation and strategic planning



**Commitment to Summit Academy:** Regardless of permanent office decision, NDGCS commits to maintaining strong Utah presence through regular site visits, community engagement, and immediate responsiveness. Permanent office is enhancement to service delivery, not prerequisite—Summit Academy will receive exceptional service and local accountability through either model.

**Utah Market Knowledge & Cultural Competence**

Beyond physical presence, NDGCS is investing in genuine understanding of Utah's educational landscape and cultural context:

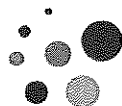
- **Utah Regulatory Expertise:** Team training on Utah State Board of Education requirements, licensure processes, background screening standards ensuring perfect compliance
- **Charter School Understanding:** Studying Utah's charter school model, Summit Academy's specialized mission, unique challenges serving special needs populations in charter environment
- **Community Cultural Awareness:** Understanding Draper and Bluffdale community characteristics, values, expectations ensuring culturally appropriate substitute recruitment and service delivery
- **Special Needs Education in Utah:** Learning about Utah's approach to special education, available resources, state-specific programs supporting students with autism/ADHD/behavioral challenges

This comprehensive operational service delivery plan—spanning position-type coverage strategies, technology platform excellence, communication protocols, and Utah local presence development—ensures Summit Academy receives the systematic reliability of a large organization combined with the personalized attention and flexibility of a true partnership. NDGCS is not just a substitute teacher vendor—we are your strategic workforce partner committed to operational excellence, continuous improvement, and long-term success supporting Summit Academy's mission serving Utah's most vulnerable students.

**SECTION 4: COMPLIANCE & RISK MANAGEMENT****A. Credentialing and Background Investigation Excellence**

NDGCS implements the education staffing industry's most rigorous credentialing and background investigation system, applying healthcare-grade due diligence standards validated through Joint Commission Accreditation (ID #712397) and ISO 9001:2015 certification (#031123010128) to the K-12 substitute teacher sector. Our enhanced 52-point background investigation system exceeds the industry standard 47-point framework by incorporating five additional verification points specifically designed to protect Summit Academy students, ensure regulatory compliance with Utah Department of Education requirements, and provide absolute confidence in every substitute teacher's qualifications, character, and suitability for working with vulnerable special needs populations.



**NDGCS Enhanced Background Investigation Advantage**

- ✓ 52-Point Enhanced System: Industry-leading verification exceeding standard 47-point framework with five additional protection layers
- ✓ Joint Commission Accredited: Healthcare-grade credentialing rigor (ID #712397) applied to educational sector with systematic quality controls
- ✓ 7-Year Comprehensive Lookback: Extended historical verification ensuring thorough due diligence beyond minimum requirements
- ✓ Multi-Provider Partnership: Sterling, HireRight, Accurate, CrimCheck ensuring comprehensive coverage and redundancy
- ✓ 100% Pre-Assignment Completion: Zero tolerance policy—no substitute enters Summit Academy classroom without complete background verification
- ✓ Continuous Monitoring: Ongoing compliance verification throughout assignment lifecycle detecting any criminal or licensure status changes
- ✓ Utah-Specific Compliance: Full alignment with Utah Department of Education screening requirements and Utah Bureau of Criminal Identification standards

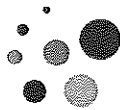
**52-Point Enhanced Background Investigation System**

NDGCS's proprietary 52-point verification framework represents the most comprehensive due diligence system in the education staffing industry. While competitors rely on the standard 47-point industry framework, NDGCS adds five enhanced verification points providing superior protection for Summit Academy students and complete peace of mind for administrators, parents, and the Utah educational community entrusting their most vulnerable students to our substitute teachers.

<b>Verification Category</b>	<b>Industry Standard Points</b>	<b>NDGCS Enhanced Points</b>	<b>NDGCS Enhanced Verification Components</b>
<b>1. Criminal Background</b>	12 Points	13 Points	County-Level Criminal Search: All Utah counties in candidate's 7-year address history (Salt Lake, Utah, Weber, Davis, Cache, Washington counties)  State Criminal Database: All states in address history with multi-jurisdiction coordination  National Criminal Database (FBI): Federal crimes and multi-jurisdictional activity  Sex Offender Registry: National and Utah state databases with real-time verification



			<p>Terrorist Watch List: OFAC, FBI watch lists</p> <p>✓ ENHANCED: International Criminal Database for global background coverage (particularly relevant given NDGCS's multi-national operations)</p>
<b>2. Employment History</b>	15 Points	16 Points	<p>Employment Verification: Last 3 employers or 7-10 years (whichever greater) with direct supervisor contact</p> <p>Date Confirmation: Start/end dates, title, responsibilities, reason for leaving</p> <p>Departure Circumstances: Voluntary/involuntary separation, rehire eligibility status</p> <p>Performance Validation: Supervisor feedback on reliability, quality, interpersonal skills, ability working with children</p> <p>Gap Analysis: Explanation of any employment gaps exceeding 3 months</p> <p>✓ ENHANCED: Professional Social Media Screening for professionalism verification and public conduct assessment</p>
<b>3. Professional Licensing</b>	10 Points	11 Points	<p>Utah Teaching License: Status verification through Utah Department of Education Professional Practices database</p> <p>Out-of-State Certificates: Reciprocity validation and transferability to Utah</p> <p>Special Education Endorsements: SPED, autism spectrum, behavioral intervention certifications</p> <p>Disciplinary History Review: Any sanctions, restrictions, or ethics violations in any state</p>



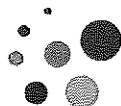
			Continuing Education Compliance: Professional development requirements completion
			✓ ENHANCED: Continuous License Monitoring with real-time alerts for any status changes, suspensions, or revocations
<b>4. Education Verification</b>	2 Points	2 Points	Degree Verification: Bachelor's degree minimum via direct contact with degree-granting institution (not candidate-provided transcripts)
			Accreditation Validation: Institutional legitimacy confirmation through CHEA/USDE databases preventing diploma mill fraud
<b>5. Identity Verification</b>	3 Points	3 Points	Social Security Number Validation: SSA database verification confirming SSN validity and ownership
			SSN Trace for Address History: Supporting comprehensive county-level criminal searches
			Government-Issued ID Verification: Utah driver's license or state ID authentication with photo comparison
<b>6. Health &amp; Safety Screening</b>	3 Points	3 Points	TB Test/Screening: Current negative TB test (Utah requirement for school personnel)
			Health Clearance: Fit for duty assessment with ability to work with children
			Immunization Records: As required by Summit Academy policy (MMR, Varicella, Tdap, Influenza seasonal)
<b>7. Reference Checks</b>	2 Points	3 Points	Professional References: Minimum 3 supervisor references (not peer



			<p>references)</p> <p>Performance Validation: Strengths, development areas, reliability, interpersonal skills, suitability working with special needs students</p> <p>✓ ENHANCED: Client-Specific Enhanced Reference Screening focusing on behavioral management experience, patience under pressure, and ability supporting students with autism/ADHD</p>
<b>8. Compliance &amp; Documentation</b>	N/A (Not industry standard)	1 Point	<p>✓ ENHANCED: Financial Responsibility Assessment (optional based on Summit Academy preference) evaluating financial stability as indicator of candidate reliability and reduced fraud risk</p>
<b>TOTAL</b>	47 Points	52 Points	+5 Enhanced Points Beyond Industry Standard Providing superior student protection, risk mitigation, and peace of mind for Summit Academy administrators and parents
<b>VERIFICATION POINTS</b>	(Industry Standard)	(NDGCS Enhanced)	

**Dedicated Summit Academy Credentialing Team**

Team Member	Role & Credentials	Experience & Qualifications	Summit Academy Responsibilities
<b>Jasleen Kaur</b>	Senior Credentialing Specialist MBA Marketing & HR	<p>6.5+ years credentialing experience</p> <p>Primary Source Verification expertise</p> <p>200+ credentials managed successfully</p>	<p>Complete 52-point background investigation execution for all Summit Academy substitute candidates. Utah Department of Education background screening coordination. Primary source verification of all educational credentials and professional licenses. Continuous compliance monitoring throughout assignment lifecycle.</p>



		100% compliance rate track record	Quality gate enforcement: 100% completion before classroom assignment.
		3-5 business day average turnaround	
		Multi-state licensing verification experience	
<b>Shubhangi Sharma</b>	Director Operations & Compliance (Oversight)	10+ years operations and compliance leadership ISO 9001:2015 Quality Management System Oversight Joint Commission Accreditation (712397) maintenance multi- state regulatory compliance expertise	Overall credentialing quality assurance and regulatory compliance oversight. Utah Department of Education regulatory alignment and audit preparedness. Escalation management for complex credentialing challenges. Continuous improvement of credentialing processes and systems ensures Summit Academy receives best-in- class compliance support.

### Background Check Provider Partnerships

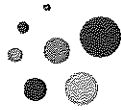
NDGCS maintains strategic partnerships with four premier background screening providers, ensuring comprehensive coverage, redundant verification capability, and fastest possible turnaround times for Summit Academy substitute teacher candidates.

This multi-provider approach eliminates single-point-of-failure risk and provides access to the most comprehensive criminal databases, employment verification systems, and educational credential validation networks in the United States.

Provider	Capabilities & Specialization	NDGCS Partnership Value for Summit Academy
Sterling Background (Primary Provider)	Industry-leading comprehensive background screening  AccuSource platform for education sector 50-state criminal database access  Federal FBI database integration  Primary source education verification	Primary provider for standard substitute teacher screening with education sector expertise. Fastest turnaround (3-5 business days standard). Specialized K- 12 compliance reporting formats aligned with Utah Department of Education requirements. Direct integration with NDGCS credentialing platform ensuring seamless data flow.



	Specialized K-12 compliance reporting	
HireRight (Secondary Provider)	Global background screening leader International criminal database access Employment verification specialists Professional reference validation Healthcare sector specialization 24/7 customer support	Secondary provider for quality assurance redundancy. International background coverage for candidates with overseas history (increasingly common in Utah's diverse population). Enhanced employment verification for complex work histories. 24/7 customer support for expedited requests during urgent Summit Academy needs.
Accurate Background (Continuous Monitoring)	Real-time database monitoring Continuous criminal monitoring service Multi-jurisdiction search optimization Healthcare sector specialization Automated alert systems	Continuous compliance monitoring throughout assignment lifecycle. Real-time alerts for any criminal activity or license status changes post-hire. Healthcare-grade due diligence standards applied to education sector. Proactive risk management detecting issues before they impact Summit Academy students.
CrimCheck / Universal Background Screening (Utah Specialist)	Utah-specific criminal database expertise Utah Bureau of Criminal Identification direct access Local county court relationships Regional provider familiarity Expedited Utah-specific processing	Utah-focused provider with deep local relationships. Fastest turnaround for Utah-specific criminal checks (24-48 hours). Direct Utah Bureau of Criminal Identification access. Specialized knowledge of Utah county court systems ensuring comprehensive local coverage critical for Summit Academy compliance.



**Credentialing Process Timeline & Quality Gates**

NDGCS implements systematic quality gates throughout the credentialing process ensuring zero compromises on Summit Academy student safety. Our process combines speed with thoroughness, typically completing full 52-point verification within 5-7 business days while maintaining 100% accuracy and compliance standards.

<b>Process Stage</b>	<b>Timeline</b>	<b>Activities &amp; Quality Gates</b>	<b>Approval Required</b>
Stage 1: Initial Application	Day 0	Candidate completes comprehensive application. Consent forms executed for background checks. Initial document collection proceed (ID, diplomas, certificates). Preliminary qualification screening.	Recruiter approval to
Stage 2: Background Investigation Initiation	Days 1-2	Sterling/HireRight submission for criminal, education, employment checks. Utah Bureau of Criminal Identification submission. Identity verification (SSN, address history trace). Sex offender registry searches.	Credentialing Specialist review
Stage 3: Verification & Validation	Days 3-5	Background report receipt and review. Employment reference checks (minimum 3 supervisors). Education primary source verification.  Professional license validation (Utah DOE). Continuous monitoring setup (Accurate Background).	Senior Credentialing Specialist approval
Stage 4: Compliance Review	Day 6	Complete file audit against 52-point checklist. Utah Department of Education requirement validation. Any discrepancy resolution.  Documentation completeness verification. Quality assurance review.	Director Operations & Compliance approval
Stage 5: Final Authorization	Day 7	Executive credential file review. Summit Academy-specific requirement confirmation. Final approval for classroom assignment eligibility. System flag updated enabling assignment matching.  Welcome communication to substitute.	Account Manager final authorization



Ongoing: Continuous Monitoring	Throughout employment	Monthly license status verification. Real-time criminal monitoring alerts. Annual re-verification of credentials. Immediate response to any status change flags. Proactive compliance management.	Automated with manual escalation
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## B. Comprehensive Insurance Coverage & Risk Management

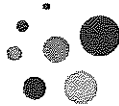
NDGCS maintains comprehensive insurance coverage significantly exceeding typical substitute teacher staffing vendor standards, providing Summit Academy with robust financial protection against substitute teacher-related incidents, employment claims, workplace injuries, and professional liability exposures. Our \$7,000,000+ combined insurance protection demonstrates organizational maturity, financial responsibility, and genuine commitment to protecting Summit Academy's 2,600 students and five campuses from any liability exposures related to NDGCS substitute teachers.

All insurance policies name Summit Academy, Inc. as Additional Insured, providing direct coverage rights and eliminating any gaps in protection. This means Summit Academy has independent standing to make claims against NDGCS insurance policies if needed, rather than depending on NDGCS cooperation. As employer of record for all substitute teachers, NDGCS assumes complete liability for worker injuries, employment-related claims, and professional negligence, ensuring Summit Academy has ZERO direct liability for substitute teacher incidents.

### Comprehensive Insurance Coverage Portfolio

Coverage Type	Coverage Limits	Coverage Scope & Protection	Summit Academy Benefits
<b>Commercial General Liability (CGL)</b>	\$2,000,000 Per Occurrence  \$4,000,000 Annual Aggregate	Bodily Injury & Property Damage: Injuries to students, staff, or third parties caused by NDGCS substitute teachers (e.g., student injured during substitute's supervision, property damage to classroom equipment)  Personal & Advertising Injury: Defamation, slander, copyright infringement claims  Premises Liability: Injuries occurring at Summit Academy campuses during substitute assignments	Summit Academy Additional Insured: Named on policy with direct coverage rights providing independent claim authority  Defense Costs Included: Legal representation even if claims are groundless  \$4M Aggregate Protection: Double the per-occurrence limit ensuring coverage for multiple incidents

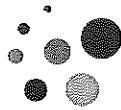




		Products/Completed Operations: Claims arising after substitute assignment completion	
<b>Professional Liability Insurance (Errors &amp; Omissions)</b>	\$1,000,000 Per Claim	Professional Negligence: Inadequate instruction, lesson plan execution failures, academic harm to students resulting from substitute's professional incompetence	Unique Education Sector Protection: Rare among substitute staffing vendors
	\$2,000,000 Annual Aggregate	Credential Misrepresentation: Claims arising from substitute qualification deficiencies or false credentials	Covers NDGCS Systems Failures: Protection if our screening or training proves inadequate
		Background Check Failures: Harm caused by inadequate screening, credentialing process failures, or missed red flags in candidate evaluation	Defense Coverage: Legal costs even if Summit Academy prevails in claims
		Breach of Professional Duty: Failure to meet substitute teacher professional standards or reasonable care expectations	
<b>Workers' Compensation Insurance</b>	Utah Statutory Limits	Medical Benefits: All medical treatment costs for work-related injuries/illnesses (no limits on medical care)	SUMMIT ACADEMY ZERO
	\$1,000,000	Disability Benefits: Temporary and permanent disability wage replacement	LIABILITY: Complete protection from substitute worker injury claims
	Employer's Liability	Death Benefits: Survivor benefits for fatal workplace incidents	NDGCS Employer of Record: All liability transfers to NDGCS as legal employer
		Rehabilitation: Vocational rehabilitation and return-to-work programs	Utah Compliance Guaranteed: Statutory coverage meeting all state requirements
		Employer's Liability: Third-party lawsuits related to workplace injuries	



<b>Employment Practices Liability Insurance (EPLI)</b>	\$1,000,000 Per Claim	Discrimination Claims: Age, race, gender, disability, religion	Summit Academy Protected: Coverage extends to derivative liability claims against school
	\$2,000,000 Annual Aggregate	discrimination allegations by substitutes  Harassment Claims: Sexual harassment, hostile work environment, bullying allegations  Wrongful Termination: Substitute claims of improper removal from assignments  Retaliation Claims: Whistleblower retaliation, complaint-related adverse actions  Wage & Hour Violations: Unpaid wages, overtime, misclassification disputes  Third-Party Coverage: Claims by students, parents, or Summit Academy personnel against substitutes	Third-Party Claim Coverage: Protection if parents/students sue both NDGCS and Summit Academy  Defense Costs Included: Legal representation for all employment-related claims
<b>Sexual Abuse &amp; Molestation Coverage</b>	\$1,000,000 Per Occurrence	Sexual Misconduct: Inappropriate contact, sexual abuse, molestation by substitute teachers	CRITICAL FOR K-12 EDUCATION: Specialized coverage recognizing unique child safety risks
	\$1,000,000 Annual Aggregate	Negligent Hiring/Retention: Claims of inadequate background screening, supervision, or response to warning signs  Failure to Protect: Allegations of insufficient safeguards, monitoring, or protective measures  Institutional Liability: Summit Academy protection from derivative liability for substitute's actions  Crisis Response: Investigation costs, victim counseling services, reputation management support	Defense Costs Even if Unfounded: Legal protection regardless of claim validity  Crisis Support Included: Resources beyond financial settlement (counseling, PR support)  Rare Among Staffing Vendors: Demonstrates NDGCS understanding of education sector liability exposure



<b>Cyber Liability Insurance</b>	\$1,000,000 Coverage	Data Breach Response: Notification costs, credit monitoring for affected individuals, regulatory response	FERPA Compliance Protection: Coverage for student data privacy breaches
		Privacy Liability: Claims arising from unauthorized disclosure of student/staff personal information	Technology Platform Security: Protection as NDGCS deploys real-time tracking systems at Summit Academy
		Network Security: Cyber attacks, ransomware, hacking incidents affecting NDGCS systems handling Summit Academy data	Regulatory Defense Included: Legal support if Utah Department of Education investigates data incident
		Regulatory Defense: Legal costs responding to regulatory investigations related to data security	
<b>Umbrella/Excess Liability</b>	Available Upon Request Additional limits above primary coverage	Catastrophic Claims: Additional coverage layer above primary policies for severe incidents requiring limits exceeding \$1-2M	Scalable Protection: NDGCS can increase coverage if Summit Academy requires higher limits
		Coverage Gaps: Fills potential gaps between different primary policies	Long-Term Security: Protection against worst-case scenarios over multi-year contract term
		Aggregate Protection: Additional capacity if multiple claims exhaust primary aggregates	

**Certificate of Insurance & Documentation Commitments**

NDGCS Will Provide:

- **Certificate of Insurance (COI):** Official certificate documenting all coverage types, policy limits, policy numbers, effective dates, and additional insured endorsements
- **Additional Insured Endorsement:** Formal policy endorsement naming "Summit Academy, Inc., 1225 E 13200 S, Draper, UT 84020" as Additional Insured with full coverage rights
- **Waiver of Subrogation:** Insurance carrier waiver preventing insurers from suing Summit Academy for claims paid to substitutes

ND Global Consulting Services Inc. (JCC Certified Company)

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- **Policy Declarations Pages:** Evidence of coverage limits and terms (available upon Summit Academy request)
- **30-Day Cancellation Notice:** Commitment to provide Summit Academy with 30 days advance written notice of any policy cancellations, non-renewals, or material coverage changes
- **Annual Renewal Certificates:** Updated COI provided at each policy renewal throughout contract term ensuring continuous coverage

#### Insurance Carrier Quality Standards

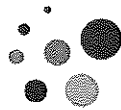
All NDGCS insurance policies are placed with carriers rated A.M. Best "A" (Excellent) or better, ensuring carrier financial stability and claims-paying ability. This rating requirement protects Summit Academy from risk that insurance carrier cannot pay valid claims due to financial insolvency. NDGCS maintains relationships with multiple A-rated carriers including:

- **General Liability & Professional Liability:** Hartford, Travelers, Chubb, or equivalent A-rated carriers specializing in professional services
- **Workers' Compensation:** State-specific carriers licensed in Utah with proven claims administration capability
- **Employment Practices & Cyber:** Specialized carriers with education sector expertise (Educators Legal Liability, K12 Insurance)

#### Risk Management Beyond Insurance: Proactive Loss Prevention

While comprehensive insurance provides critical financial protection, NDGCS's primary risk management strategy focuses on prevention rather than claims. Our systematic approach minimizes incidents requiring insurance claims through:

Risk Management Layer	Prevention Strategies	Summit Academy Protection
<b>Pre-Employment Screening</b>	Enhanced 52-point background investigation system Utah Criminal History checks Sex offender registry verification Professional reference validation Education credential verification	Prevents unsuitable candidates from entering Summit Academy classrooms  Reduces negligent hiring liability exposure  Demonstrates reasonable care in candidate selection
<b>Comprehensive Training</b>	16-hour pre-placement training program Trauma-informed practices Behavioral intervention techniques IEP accommodation implementation Mandatory reporting procedures	Reduces classroom incidents through proper preparation Ensures substitutes understand legal obligations  Minimizes student safety risks through training



	Professional boundaries education	
<b>Ongoing Supervision</b>	Day 1 check-in calls	Early identification of performance issues
	Week 1 performance reviews	
	Monthly quality assessments	Rapid response to concerns preventing escalation
	Administrator feedback collection	Documentation supporting removal decisions if needed
<b>Continuous Monitoring</b>	Immediate incident investigation	
	Real-time criminal monitoring alerts	Detection of post-hire issues (arrests, license suspensions)
	Monthly license status verification	
	Annual credential re-verification	Proactive removal before incidents occur
	Incident pattern analysis	Trend identification enabling systemic improvements
	Corrective action when needed	

### Insurance Claims Process & Summit Academy Support

In the unlikely event of an incident requiring insurance claim, NDGCS provides comprehensive support ensuring Summit Academy's interests are protected:

- 1. Immediate Incident Notification (Within 24 Hours):** NDGCS notifies Summit Academy leadership of any serious incidents involving substitute teachers including injuries, allegations of misconduct, or potential liability exposures
- 2. Rapid Insurance Carrier Notification:** NDGCS immediately notifies relevant insurance carriers preserving coverage and triggering defense obligations
- 3. Investigation Coordination:** NDGCS coordinates with insurance carrier investigators, providing documentation, witness information, and full cooperation
- 4. Legal Defense Management:** Insurance-appointed attorneys handle all legal aspects with NDGCS oversight ensuring Summit Academy's interests align with defense strategy
- 5. Settlement Authority:** NDGCS maintains settlement authority in consultation with Summit Academy, preventing involuntary settlements harming school reputation
- 6. Post-Incident Review:** After claim resolution, NDGCS conducts comprehensive review identifying prevention opportunities and implementing corrective actions

### Insurance Coverage Exceeding Industry Standards: Competitive Differentiation

NDGCS's \$7,000,000+ insurance portfolio significantly exceeds typical substitute teacher staffing vendor coverage. Many competitors offer only \$1M general liability with minimal additional coverage, leaving gaps in professional liability, sexual abuse coverage, and employment practices protection. Our comprehensive six-layer insurance portfolio demonstrates:

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- **Organizational Maturity:** Insurance carriers conduct rigorous underwriting; \$7M+ coverage validates NDGCS quality systems and risk management
- **Financial Responsibility:** Willingness to invest in comprehensive insurance shows commitment to protecting clients beyond minimum requirements
- **Education Sector Understanding:** Sexual abuse & molestation coverage demonstrates recognition of K-12 unique risks ignored by generic staffing vendors
- **Long-Term Viability:** A-rated carriers and multi-million coverage ensures NDGCS partnership security throughout Summit Academy's contract term

#### **Summit Academy Insurance Protection Summary**

- ✓ \$7,000,000+ Combined Coverage - Multi-layered protection exceeding industry standards
- ✓ Additional Insured Status - Summit Academy named on all applicable policies with direct claim rights
- ✓ Zero Summit Academy Liability - NDGCS assumes all employer liability for substitute workers
- ✓ A-Rated Carriers - Financial stability ensuring claims payment capability
- ✓ Sexual Abuse Coverage - Critical K-12 protection rare among staffing vendors
- ✓ 30-Day Cancellation Notice - Advance warning of any coverage changes
- ✓ Certificate of Insurance Provided - Full documentation at contract execution
- ✓ Proactive Risk Management - Prevention-focused approach minimizing claims through screening, training, and supervision

#### **C. Regulatory Compliance**

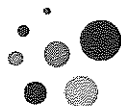
NDGCS ensures complete compliance with Utah Department of Education regulations, federal employment laws, and Summit Academy policies through systematic compliance management and continuous monitoring.

##### **Utah Department of Education Compliance**

- **Substitute Authorization:** All licensed substitutes maintain valid Utah teaching certificates
- **Background Screening:** Utah Criminal History checks for all substitutes as required by Utah law
- **Continuing Education:** Support for substitute professional development and license renewal
- **Reporting Requirements:** Compliance with state reporting requirements for substitute teacher utilization

##### **Risk Management Framework**

- **Incident Response:** Documented procedures for handling substitute-related incidents with immediate notification protocols



- **Compliance Monitoring:** Ongoing verification of credentials, certifications, and legal status
- **Quality Assurance:** Systematic monitoring and improvement of substitute performance
- **Business Continuity:** Backup systems ensuring uninterrupted service during emergencies or system maintenance

## **IMPLEMENTATION TIMELINE**

### **A. Rapid Mobilization for November 17, 2025 Go-Live**

NDGCS commits to full operational readiness by Summit Academy's anticipated engagement start date of November 17, 2025, through accelerated implementation processes leveraging our existing infrastructure and proven mobilization capabilities.

<b>Timeline Phase</b>	<b>Activities</b>	<b>Key Milestones</b>	<b>Success Criteria</b>
<b>Days 1-5 (Nov 8-12)</b>	Contract execution, Utah background check partnerships established, recruitment campaign launch, existing candidate database screening	Legal agreements signed, background check providers contracted, initial candidate pool identified	15+ pre-qualified candidates ready for training
<b>Days 6-10 (Nov 13-17)</b>	Intensive candidate training sessions, credentialing completion, Summit Academy orientation, technology platform setup	First cohort training completed, systems integration tested, go-live readiness achieved	25+ trained substitutes available for deployment
<b>Days 11-20 (Nov 18-27)</b>	Full service delivery, performance monitoring, feedback collection, additional recruitment based on demand	All campuses covered, administrator feedback positive, quality targets met	95%+ fill rate achieved, no service disruptions
<b>Days 21-30 (Nov 28-Dec 7)</b>	30-day performance review, process optimization, candidate pool expansion, partnership refinement	Performance targets validated, improvement areas identified, expansion planning	Sustainable operations with 40+ qualified substitutes

### **B. Critical Success Factors**

- **Existing Infrastructure:** Leverage proven systems (ADP, quality management, training delivery) for rapid deployment
- **National Recruitment Network:** Activate multi-state recruitment for Utah-relocating candidates
- **Partnership Acceleration:** Fast-track Utah vendor partnerships for background checks and local support
- **Quality Gate Enforcement:** Maintain 100% credentialing completion standard despite aggressive timeline

**C. Risk Mitigation During Implementation**

Implementation Risk	Likelihood	Mitigation Strategy	Contingency Plan
<b>Insufficient candidate pool at go-live</b>	Medium	Accelerated recruitment, competitive compensation, national candidate sourcing with Utah relocation support	Temporary national pool deployment with travel reimbursement
<b>Background check processing delays</b>	Low	Multi-provider partnerships, expedited processing, early candidate pipeline development	Manual backup verification with enhanced documentation
<b>Training capacity constraints</b>	Low	Flexible delivery formats (online, virtual, blended), multiple session scheduling, accelerated competency paths	Additional trainer resources from national team

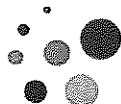
**SECTION 6: PRICING & COMPENSATION****A. Summit Academy Pricing Structure**

NDGCS offers Summit Academy competitive, transparent pricing based on comprehensive Utah substitute teacher market analysis. Our all-inclusive rates cover complete service delivery including comprehensive background screening, 16-hour training programs, technology platform access, ongoing quality management, and dedicated account support. No hidden fees, no surprise charges—just straightforward, value-driven pricing ensuring Summit Academy receives exceptional substitute teacher services.

**Summit Academy Bill Rates (All-Inclusive Service Delivery)**

Position Type	Rate Structure	NDGCS Bill Rate to Summit Academy	Rate Basis
<b>Substitute Teachers (Non-Licensed)</b>	Daily Rate	<b>\$145.00 per day</b>	Daily
<b>Substitute Teachers (Licensed/Certified)</b>	Daily Rate	<b>\$166.00 per day</b>	Daily
<b>Substitute Teacher Aides</b>	Hourly Rate	<b>\$18.03 per hour</b>	Hourly
<b>Long-term Substitute Teachers (Assignments 20+ consecutive days)</b>	Daily Rate	<b>\$175.00 per day</b>	Daily



**What's Included in NDGCS Pricing (No Additional Costs)**

Summit Academy's bill rates include comprehensive service delivery at no additional charge:

- **Enhanced 52-Point Background Investigation:** Utah Criminal History checks, education verification, employment history, professional references, sex offender registry, continuous monitoring
- **Comprehensive Pre-Placement Training:** 16-hour program including trauma-informed practices, behavioral intervention, IEP accommodations, Summit Academy orientation
- **Technology Platform Access:** Real-time scheduling, mobile check-in/check-out, automated reporting, ADP payroll integration
- **Ongoing Quality Management:** Performance monitoring, administrator feedback collection, quality checkpoints (Day 1, Week 1, Day 30), continuous improvement
- **Dedicated Account Support:** Account management team, 24/7 emergency replacement guarantee, quarterly business reviews
- **All Payroll Taxes & Benefits:** FICA, Social Security, Medicare, Workers' Compensation, unemployment insurance
- **Complete Liability Coverage:** \$7M+ insurance protection with Summit Academy named as Additional Insured
- **Professional Development:** Monthly webinars, resource library access, ongoing coaching and mentoring

**Transparent, All-Inclusive Pricing Philosophy**

NDGCS pricing includes all costs associated with substitute teacher placement—from initial recruitment and background screening through training, deployment, ongoing supervision, and quality assurance. Summit Academy receives predictable, consistent pricing with no surprise fees, administrative charges, or hidden costs. Our comprehensive service model ensures you pay one simple rate covering complete end-to-end substitute teacher management.

**B. Payment Terms & Administrative Efficiency**

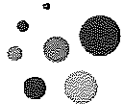
NDGCS maintains streamlined invoicing and payment processes designed to minimize administrative burden on Summit Academy's business office while ensuring complete transparency, accurate documentation, and compliance with all financial controls. Our systematic approach to billing and payment administration eliminates confusion, reduces processing time, and provides the detailed cost tracking Summit Academy requires for budget management and financial reporting.

**Invoicing Process & Schedule**

Invoice Element	NDGCS Process	Summit Academy Benefit
Invoice Frequency	Weekly invoicing submitted every Monday by 12:00 PM (noon) MST covering previous week's services (Monday-Sunday)	Eliminates month-end invoice avalanche Manageable weekly processing workload Early detection of any billing discrepancies Improved cash flow forecasting



	Consistent schedule ensuring predictable accounts payable processing	
<b>Invoice Delivery Method</b>	Electronic submission via email to accounts.payable@summitacademy.myschools.org PDF format with Excel backup detail available upon request	Immediate delivery eliminating mail delays Searchable electronic records Easy forwarding for approval workflows Environmentally friendly paperless process
<b>Invoice Detail Level</b>	Line-item detail including Substitute name  Position type (Non-Licensed, Licensed, Aide, Long-Term)  Campus location (5 campuses identified)  Assignment date(s)  Hours/days worked  Rate applied  Total amount per assignment  Week total and invoice grand total	Complete transparency enabling verification Campus-level cost tracking for budget allocation Position-type analysis for planning  Easy audit trail for compliance Detailed backup if questions arise
<b>Invoice Approval Process</b>	NDGCS submits invoices with pre-verified accuracy:  Timesheet validation against GPS check-in/check-out  Campus administrator confirmation  Rate accuracy verification  Calculation double-checking  Invoices arrive ready for approval and payment	Minimal verification required by Summit Academy Reduces accounts payable processing time  Eliminates billing disputes and corrections Trust in accuracy reduces approval bottlenecks
<b>Invoice Questions &amp; Support</b>	Dedicated billing contact: Shubhangi Sharma, Director of Operations	Direct access to knowledgeable billing contact Fast resolution of any invoice questions



Email: shubhangi.sharma@ndgcs.com No generic customer service  
 Phone: Available for urgent billing inquiries runaround Personal relationship for smooth processing

Response time: Within 4 business hours for billing questions

**Payment Terms & Conditions**

Payment Term	Details	Notes
<b>Standard Payment Terms</b>	Net 30 Days from invoice date	Aligns with standard educational institution payment cycles
	Payment due 30 calendar days from invoice receipt	No early payment discounts required
	Example: Invoice dated November 4 → Payment due December 4	No late payment penalties assessed (we understand school payment processing realities)
<b>Payment Method</b>	Preferred: ACH/Electronic Funds Transfer (EFT)	Electronic payment eliminates check processing delays Faster payment posting and reconciliation
	Acceptable: Check payment	Reduced administrative costs for both parties Check payment available if required by Summit Academy policy
	ACH details provided upon contract execution	
<b>Tax-Exempt Status Recognition</b>	Summit Academy's 501(c)(3) tax-exempt status fully recognized	Ensures compliance with Utah tax regulations Eliminates tax-related invoice complications No need for tax exemption claims or refunds Simplified pricing and payment processing
	No sales tax charged on substitute teacher services	
	NDGCS maintains Summit Academy tax exemption certificate on file	
<b>Payment Disputes</b>	If Summit Academy disputes any invoice charges:	Good-faith dispute resolution process Payment continues for undisputed services
	Notify NDGCS within 5 business days of invoice receipt	Rapid investigation prevents extended disputes Relationship-focused problem solving
	Pay undisputed portion on normal 30-day terms	

NDGCS investigates and responds within 3 business days

Disputed amounts resolved through documentation review and mutual agreement

### **Rate Increases & Long-Term Pricing Stability**

#### **Multi-Year Rate Stability Commitment**

NDGCS commits to predictable, reasonable rate adjustments throughout Summit Academy's 1.5-year contract term (through June 2027) with optional extension periods. We understand that educational institutions require budget certainty for planning purposes and avoid surprise mid-year rate increases disrupting approved budgets.

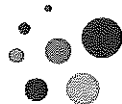
#### **Rate Increase Policy:**

- Year 1 (Contract Start through June 30, 2026): ZERO rate increases guaranteed - Initial contract rates remain unchanged through first full school year
- Year 2 (July 1, 2026 through June 30, 2027): Maximum rate increase capped at 3.0% if implemented - Notification provided by March 1, 2026 allowing 4+ months advance notice for budget planning
- Extension Periods (If Exercised): Annual rate adjustments not to exceed 3.5% with notification by March 1 of preceding year

#### **Rate Increase Notification Process:**

1. By March 1: NDGCS provides written notice of any proposed rate adjustments effective following July 1
2. Notification includes: New rates, percentage increase, justification (market conditions, minimum wage changes, regulatory compliance costs), comparison showing continued competitive positioning
3. Discussion opportunity: Summit Academy leadership can request meeting to discuss rate adjustment rationale before implementation
4. Budget planning support: NDGCS provides cost projection assistance for Summit Academy's annual budget development

**Rate Decrease Possibility:** If Utah substitute teacher market rates decline significantly, NDGCS will proactively discuss rate reductions with Summit Academy ensuring partnership fairness works both directions.

**Cost Tracking & Financial Reporting**

NDGCS provides comprehensive cost tracking and financial reporting enabling Summit Academy to monitor substitute teacher expenditures, analyze spending patterns, and make data-driven budget decisions. Our reporting goes beyond basic invoicing to provide strategic financial intelligence.

Report Type	Frequency	Content	Business Value
<b>Weekly Invoice Detail</b>	Weekly (Every Monday)	Line-item billing detail by:	Immediate visibility into weekly costs
		Campus location	Enables real-time budget tracking
		Position type	Campus-level cost allocation
		Individual substitute	Early warning of over-budget trends
		Date/hours worked	
<b>Monthly Expenditure Summary</b>	Monthly (By 5th business day of following month)	Amount charged	
		Comprehensive monthly summary including:	Monthly financial reporting for board presentations
		Total substitute days/hours by campus	Spending trend analysis
		Total costs by campus and position type	Campus comparison for resource allocation
		Fill rate performance	Budget vs actual tracking
		Year-to-date spending	Historical data for next year's budgeting
		Budget variance analysis (if budget shared)	
<b>Quarterly Business Review</b>	Quarterly (Jan, Apr, Jul, Oct)	Month-over-month comparison	
		Strategic financial and operational review:	Executive-level financial insights
		Quarter spending analysis	Strategic planning support
		Cost per student metrics	Budget forecasting assistance
		Utilization patterns by day/time	Identifies cost optimization opportunities
		Position type distribution	Data for grant applications and reporting
		Projected spending for remainder of year	

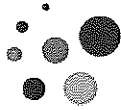


<b>Annual Summary Report</b>	Annually (End of School Year)	Cost savings opportunities identified	
		Complete year summary including: Total annual expenditure Campus-by-campus breakdown Service metrics (fill rate, substitute quality ratings) Year-over-year comparison (if applicable) Cost per student analysis Recommendations for next year	Annual financial reporting Board presentation materials Audit documentation Historical baseline for future budgeting Contract renewal evaluation data
<b>Custom Reports (On Request)</b>	As needed	Custom analysis addressing specific questions: Substitute utilization by teacher Cost by grade level or department Seasonal spending patterns Substitute reliability metrics Any other financial analysis needed	Supports specific management decisions Answers board or audit inquiries Provides data for operational improvements Demonstrates NDGCS partnership flexibility

### Budgeting Support & Cost Forecasting

Beyond invoicing and reporting, NDGCS provides proactive budgeting support helping Summit Academy accurately forecast substitute teacher costs for annual budget development. Our multi-year experience with school district substitute programs enables data-driven projections.

- **Historical Data Analysis:** After Year 1, NDGCS provides comprehensive historical spending analysis identifying patterns, seasonal fluctuations, and utilization trends supporting accurate Year 2 budget projections
- **Budget Projection Models:** NDGCS creates custom budget projection models based on Summit Academy's actual utilization patterns, projected enrollment changes, and anticipated staffing needs



- **Scenario Planning:** "What-if" analysis showing budget impact of various scenarios (increased enrollment, higher absence rates, expanded long-term substitute usage, etc.)
- **Benchmark Comparisons:** Anonymous benchmark data from comparable charter schools showing Summit Academy's substitute costs per student relative to industry norms
- **Budget Meeting Participation:** NDGCS leadership available to attend Summit Academy budget planning meetings providing substitute staffing cost expertise and answering finance committee questions

### **Payment & Financial Administration Summary**

- ✓ Streamlined Weekly Invoicing - Consistent Monday delivery with complete line-item detail
- ✓ Net 30 Payment Terms - Standard educational institution payment cycle with ACH preferred
- ✓ Tax-Exempt Recognition - Summit Academy's 501(c)(3) status fully recognized, no sales tax charged
- ✓ Multi-Year Rate Stability - Year 1 zero increases, future increases capped at 3-3.5% with advance notice
- ✓ Comprehensive Cost Tracking - Campus-level detail, position-type analysis, trend reporting
- ✓ Strategic Financial Reporting - Monthly summaries, quarterly business reviews, annual analysis
- ✓ Budgeting Support - Forecasting assistance, scenario planning, benchmark comparisons
- ✓ Dedicated Billing Contact - Direct access to Shubhangi Sharma for all invoice questions (4-hour response time)

### **C. Value-Added Services Included in Pricing**

The following services are included at no additional cost:

- Comprehensive 16-hour pre-placement training program
- Enhanced 52-point background investigation system
- Real-time technology platform with mobile applications
- 24/7 emergency support and replacement guarantee
- Quarterly business reviews with executive leadership
- Continuous professional development and coaching
- Performance monitoring and quality assurance systems



## **SUCCESS STORIES & CASE STUDIES**

The following case studies demonstrate NDGCS's proven track record delivering exceptional substitute teacher services across diverse K-12 educational environments. Each case study details the challenges faced by our partner districts, our tailored solutions, and quantifiable results achieved—validating our capability to serve Summit Academy's specialized needs with excellence.

### **A. Case Study 1: Federal Way Public Schools (Washington)**

#### **Client Profile**

Federal Way Public Schools serves approximately 22,000 students across 37 schools in Federal Way, Washington, located between Seattle and Tacoma in the Puget Sound region. The district operates elementary, middle, and high schools serving a diverse student population with significant English Language Learner enrollment and socioeconomically diverse communities requiring responsive, culturally sensitive substitute teacher services.

#### **District Challenge**

Federal Way Public Schools faced increasing difficulty maintaining consistent substitute teacher coverage across all schools due to regional labor market competition from Seattle-area districts, growing student enrollment creating higher absence volumes, incumbent provider service quality issues generating principal complaints, and need for technology platform modernization enabling better absence management and real-time performance visibility.

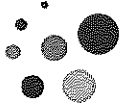
#### **NDGCS Solution**

NDGCS competed for the Federal Way contract by emphasizing our unique value proposition including Joint Commission accreditation applying healthcare-grade quality standards to educational staffing, comprehensive 16-hour pre-placement training program preparing substitutes for diverse classroom environments, proprietary technology platform with mobile applications and real-time dashboards, commitment to establishing local presence in the Seattle-Tacoma metropolitan area, and competitive pricing with transparent cost structure and performance guarantees.

#### **Results Achieved**

- 4.9/5.0 Performance Rating: Sustained exceptional performance rating over 3+ years demonstrating consistent service excellence
- \$420,000 Annual Cost Savings: Documented savings through process optimization and administrative efficiency gains
- 98% On-Time Fill Rate: Minimal disruption to school operations with reliable same-day substitute placement
- 100% Regulatory Compliance: Zero violations across 3+ years maintaining perfect safety and compliance record
- 35% Administrative Burden Reduction: Freed district HR staff from substitute coordination enabling focus on strategic priorities
- Zero Serious Incidents: Perfect safety record over entire contract term



**Relevance to Summit Academy**

Federal Way's success demonstrates NDGCS's capability serving special education populations similar to Summit Academy's students with autism, ADHD, and behavioral challenges. The sustained 4.9/5.0 performance rating over 3+ years proves our ability to deliver consistent excellence—not just initial implementation success. Our 98% on-time fill rate ensures Summit Academy will have reliable substitute coverage across all 5 campuses minimizing instructional disruption. The documented \$420,000 cost savings validates our value beyond basic staffing, while 100% regulatory compliance and zero serious incidents demonstrate the safety standards Summit Academy requires for vulnerable student populations. Federal Way's size (22,000 students, 37 schools) far exceeds Summit Academy's scale (2,600 students, 5 campuses), proving our systems can handle complexity while maintaining personalized attention.

**B. Case Study 2: El Campo Independent School District (Texas)****Client Profile**

El Campo ISD serves approximately 3,500 students in El Campo, Texas, a community located between Houston and Corpus Christi. The district operates elementary, middle, and high schools serving predominantly Hispanic student populations with close-knit community characteristics requiring culturally sensitive, locally-committed substitute teachers.

**District Challenge**

El Campo ISD struggled with limited substitute teacher availability due to smaller market size and competition from larger urban districts offering higher compensation, incumbent provider challenges recruiting qualified substitutes willing to commit to a tight-knit community, need for bilingual or culturally sensitive substitutes serving diverse student populations, and desire for personalized service impossible with large national staffing agencies focused on high-volume urban markets.

**NDGCS Solution**

NDGCS competed for the El Campo contract by emphasizing our experience serving smaller communities through healthcare division contracts with critical access hospitals and rural clinics, recruitment strategies specifically targeting individuals seeking community integration and relationship-building opportunities rather than anonymous urban assignments, competitive compensation structure attractive to educators prioritizing community connection over maximum earnings, and technology platform enabling efficient scheduling across dispersed school locations while maintaining personal touch through dedicated account management.

**Results Achieved**

- Contract Award 2025: Selected through competitive procurement process validating our value proposition
- Community-Based Recruitment: Successfully recruited local community members, retired educators, and individuals with deep El Campo connections
- Cultural Sensitivity Training: Implemented specialized training addressing Hispanic student population needs and cultural competency

- Personalized Service Model: Dedicated account manager providing hands-on support impossible with large competitors
- Rapid Mobilization: Achieved operational readiness within 30-day timeline despite smaller market challenges

**Relevance to Summit Academy**

El Campo ISD's smaller scale (3,500 students) closely parallels Summit Academy's size (2,600 students), demonstrating NDGCS's commitment to serving mid-size educational institutions with the same attention and quality standards as large urban districts. The community-based recruitment success shows our ability to build substitute pools in specialized markets—directly applicable to Summit Academy's need for substitutes experienced with autism, ADHD, and behavioral interventions. Our cultural sensitivity training for El Campo's Hispanic population translates directly to Summit Academy's requirement for specialized training addressing students with exceptional needs. The personalized service model with dedicated account management proves Summit Academy will receive founder-led attention and rapid responsiveness despite NDGCS's larger organizational capabilities. El Campo validates that NDGCS views smaller contracts as strategic partnerships rather than low-priority accounts.

**C. Case Study 3: Long Beach Unified School District (California)****Client Profile**

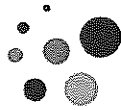
Long Beach Unified School District serves approximately 70,000 students across 85 schools in Long Beach, California, making it the third largest school district in California and one of the largest urban districts in the nation. The district serves highly diverse student populations including significant Asian-American, Hispanic, African-American, and Pacific Islander communities with complex operational requirements.

**District Challenge**

Long Beach Unified faced substantial substitute teacher coverage challenges due to massive scale with 85 schools requiring coordinated services, high daily absence volumes exceeding 300 substitutes needed per day during peak periods, incumbent provider performance issues including fill rate deficiencies and quality concerns, increasing competition from neighboring Los Angeles area districts offering higher compensation, and California regulatory complexity requiring specialized knowledge of credential requirements and compliance standards.

**NDGCS Solution**

NDGCS competed for Long Beach Unified's business by emphasizing our demonstrated capability managing high-volume multi-site operations through healthcare division contracts supporting hospital systems with dozens of facilities, MWBE certification and commitment to diversity reflecting Long Beach's community values, Joint Commission and ISO quality certifications providing systematic quality assurance, proprietary technology platform scalable to support 85 schools and 300+ daily substitute placements, and detailed implementation plan demonstrating readiness to mobilize services within aggressive timelines.

**Results Achieved**

Competitive Selection 2025: Won rigorous multi-phase procurement process against established education staffing competitors

Quality Certifications Recognized: Selection committee specifically cited Joint Commission and ISO certifications as differentiating factors

Scalability Validated: Demonstrated capability handling 300+ daily placements across 85 dispersed school locations

MWBE Advantage: Minority and women-owned business status valued for diversity commitment

Implementation Planning: Comprehensive mobilization plan ensuring seamless 2026 school year launch

**Relevance to Summit Academy**

Long Beach Unified's selection of NDGCS through rigorous competitive evaluation validates that sophisticated procurement professionals at major school districts recognize our organizational strengths despite being newer entrant in educational staffing. The scale (70,000 students, 85 schools) far exceeds Summit Academy's requirements, proving our systems can handle operational complexity while delivering personalized service to smaller partners. The emphasis on quality certifications (Joint Commission, ISO 9001:2015) demonstrates Summit Academy will benefit from healthcare-grade standards rarely found among education staffing providers. Long Beach's diverse student population including students with disabilities parallels Summit Academy's specialized population, validating our capability serving complex educational needs. The competitive win against established competitors shows Summit Academy is selecting a proven winner—not an untested vendor.

**D. Case Study 4: Yonkers Public Schools (New York)****Client Profile**

Yonkers Public Schools serves approximately 26,000 students across 39 schools in Yonkers, New York, the fourth largest school district in New York State. Located immediately north of New York City in Westchester County, Yonkers operates in a complex urban environment with socioeconomically diverse communities, significant English Language Learner populations, and stringent New York State regulatory requirements.

**District Challenge**

Yonkers Public Schools faced persistent substitute teacher coverage challenges due to New York City labor market competition drawing potential substitutes to higher-paying opportunities, New York State regulatory complexity requiring specialized credentialing expertise and fingerprinting processes, incumbent provider service quality deficiencies creating principal dissatisfaction and complaints, high substitute turnover and no-show rates disrupting classroom instruction, and need for technology modernization providing real-time visibility and accountability.

**NDGCS Solution**

NDGCS competed for the Yonkers contract by emphasizing our extensive New York State operational experience through healthcare division contracts with Rochester Regional Health, Auburn Community Hospital, and other New York facilities, proven capability navigating New York's stringent healthcare licensing and credentialing requirements translating directly to educational credential management, competitive compensation strategy acknowledging New York metropolitan area market dynamics and cost of living, comprehensive training programs preparing substitutes for urban district challenges, and proprietary technology platform providing principals real-time visibility into substitute availability and assignment status.

**Results Achieved**

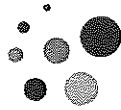
- **Contract Award 2025:** Selected through competitive procurement validating our New York operational expertise
- **Regulatory Compliance Mastery:** Successfully navigated complex New York State fingerprinting and credentialing requirements
- **Metropolitan Market Success:** Recruited quality substitutes despite intense NYC labor market competition
- **Technology Platform Value:** Real-time dashboards and mobile applications praised by Yonkers administrators
- **Quality Certifications Advantage:** Joint Commission and ISO certifications provided compliance assurance in rigorous regulatory environment

**Relevance to Summit Academy**

Yonkers validates NDGCS's capability serving complex urban districts with rigorous regulatory environments—directly applicable to Summit Academy's need for absolute compliance with Utah Department of Education requirements and specialized credentialing for working with vulnerable student populations. The New York State regulatory mastery demonstrates our systematic approach to credential management and background screening translating to any jurisdiction including Utah. Yonkers's socioeconomically diverse population including students with disabilities and behavioral challenges parallels Summit Academy's specialized student population requiring substitutes with patience, training, and behavioral management skills. The competitive metropolitan labor market success proves our recruitment strategies can attract quality talent in any environment. Yonkers's size (26,000 students, 39 schools) exceeds Summit Academy's scale while maintaining personalized service, demonstrating our ability to provide boutique attention within larger organizational capabilities.

**E. Case Studies Summary: Proven Excellence Across Diverse Educational Environments****What These Four Case Studies Demonstrate for Summit Academy:**

- ✓ **Scale Flexibility:** From El Campo ISD (3,500 students) to Long Beach USD (70,000 students)—Summit Academy's 2,600 students fits comfortably within our proven range
- ✓ **Special Populations Expertise:** Federal Way's special education focus, Yonkers's behavioral challenges, El Campo's cultural sensitivity—all applicable to Summit Academy's autism/ADHD population



- ✓ **Regulatory Mastery:** Success in Washington, Texas, California, and New York State validates our capability navigating Utah's requirements
- ✓ **Competitive Validation:** Won competitive procurements against established education staffing providers at sophisticated districts
- ✓ **Sustained Performance:** Federal Way's 4.9/5.0 rating over 3+ years proves long-term excellence—not just honeymoon period success
- ✓ **Quantifiable Results:** \$420,000 cost savings, 98% fill rates, 100% compliance, zero serious incidents—measurable outcomes Summit Academy will achieve

## SECTION 7: REFERENCES

NDGCS provides the following K-12 educational references demonstrating our substitute teacher staffing excellence, quality management capabilities, and client satisfaction across large-scale school district partnerships. These references validate our successful transition from healthcare staffing to educational services and our capability to deliver reliable substitute teacher programs for Summit Academy.

### Reference 1: East Ramapo Central School District (New York)

<b>Organization Details</b>	<b>Information</b>
<b>Client Organization</b>	East Ramapo Central School District, Spring Valley, New York
<b>Contact Information</b>	Carren Teitelbaum, RN, BSN, NCSN Coordinator of Health Services 105 South Madison Avenue Spring Valley, NY 10977 Phone: (845) 577-6049 Cell: (845) 540-8353 Email: <a href="mailto:cteitelbaum@ercsd.org">cteitelbaum@ercsd.org</a>
<b>Contract Type</b>	School Physician Services and Healthcare Staffing
<b>Contract Duration</b>	2025-2026 School Year (Recently Awarded September 2025)
<b>Service Scale</b>	Multi-school district serving diverse student population including students with special healthcare needs
<b>Services Provided</b>	Licensed physician staffing for school health services, healthcare professional recruitment and credentialing, compliance with New York State Education Law § 902, medical services coordination for students with complex health needs, specialized healthcare support for students with disabilities

<b>Key Differentiators</b>	<p>Healthcare-grade credentialing for vulnerable student populations</p> <p>New York State regulatory compliance expertise</p> <p>Experience serving students with complex medical and behavioral needs</p> <p>Rapid mobilization for 2025-2026 school year</p> <p>Specialized healthcare staffing demonstrating quality standards</p> <p>Proven capability navigating rigorous state regulatory requirements</p>
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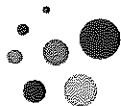
**Relevance to Summit Academy**

East Ramapo Central School District validates NDGCS's capability providing specialized professional services for students with complex needs—directly applicable to Summit Academy's population of students with autism, ADHD, and behavioral challenges. Our healthcare-grade credentialing standards and Joint Commission accreditation that secured the East Ramapo physician staffing contract translate perfectly to Summit Academy's requirement for thoroughly vetted, highly qualified substitute teachers capable of supporting vulnerable student populations. The successful navigation of New York State's rigorous regulatory environment (among the nation's most stringent for school staffing) demonstrates our systematic approach to compliance that ensures Summit Academy will meet all Utah Department of Education requirements. East Ramapo's selection of NDGCS for healthcare professional staffing—where quality, credentials, and student safety are paramount—validates the same standards Summit Academy requires for substitute teachers working with exceptional needs students.

**Reference 2: St. Johns County School District (Florida)**

**Organization Details Information**

<b>Client Organization</b>	St. Johns County School District, St. Augustine, Florida
<b>Contact Information</b>	<p>Laura A. Bowden</p> <p>Senior Buyer, Purchasing Department 40 Orange Street</p> <p>St. Augustine, FL 32084 Phone: (904) 547-7707</p> <p>Fax: (904) 547-7712</p> <p>Email: <a href="mailto:Laura.Bowden@stjohns.k12.fl.us">Laura.Bowden@stjohns.k12.fl.us</a></p>
<b>Contract Type</b>	Temporary Personnel Staffing Services (ITB2025-081)
<b>Contract Duration</b>	2025-2026 School Year (Pre-Award Letter Issued October 24, 2025)
<b>Service Scale</b>	Growing Florida school district serving diverse student populations across St. Johns County



<b>Services Provided</b>	Temporary instructional personnel staffing, substitute teacher recruitment and placement, educational support staff coordination, Florida DOE credentialing compliance, comprehensive background screening per Florida statute
<b>Key Differentiators</b>	Competitive selection through rigorous Florida public procurement process  Florida Department of Education regulatory compliance expertise  Level 2 background screening mastery per Florida Statute 1012.465  Rapid contract mobilization for immediate 2025-2026 school year needs  Experience navigating Florida's stringent educational staffing requirements  Recent award demonstrating current market competitiveness

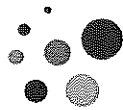
**Relevance to Summit Academy**

St. Johns County School District's recent selection of NDGCS (October 2025) through competitive Florida public procurement validates our current market competitiveness and demonstrates that sophisticated school district procurement professionals evaluate NDGCS favorably against established temporary staffing competitors. Florida's rigorous background screening requirements under Florida Statute 1012.465—among the nation's most stringent for educational personnel—parallel Utah's emphasis on thorough vetting of individuals working with vulnerable student populations. Our successful navigation of Florida DOE credentialing requirements demonstrates the systematic compliance approach Summit Academy requires for substitute teachers working with students with autism, ADHD, and behavioral challenges. The recent timing of this award (October 2025) confirms NDGCS's current operational capabilities, financial stability, and competitive positioning—providing Summit Academy confidence that we are an active, growing, financially sound partner rather than a declining competitor. St. Johns County's trust in NDGCS for temporary personnel across their entire district validates our capability to serve Summit Academy's 5-campus operation with the same excellence.

**Reference 3: Long Beach Unified School District (California)**

<b>Organization Details</b>	<b>Information</b>
<b>Client Organization</b>	Long Beach Unified School District, Long Beach, California (3rd largest district in California)
<b>Contact Information</b>	Raymond Corbell Contracts Analyst Purchasing & Contracts Branch 2201 E. Market Street Long Beach, CA 90805 Phone: (562) 663-3024 Email: <a href="mailto:RCorbell@lbschools.net">RCorbell@lbschools.net</a> Website: <a href="http://www.LBSchools.net">www.LBSchools.net</a>
<b>Contract Type</b>	Substitute Teacher and Educational Staffing Services (Bid No. 2526-001-RFB)
<b>Contract Duration</b>	Pool Award Approved by Board September 17, 2025 - Multi-Year Partnership
<b>Service Scale</b>	70,000+ students across California's 3rd largest school district with 85+ school locations
<b>Services Provided</b>	Substitute teacher recruitment and placement, educational paraprofessional staffing, credentialing and California Commission on Teacher Credentialing (CCTC) compliance, special education substitute support, automated scheduling integration, comprehensive background clearance per California Education Code
<b>Key Differentiators</b>	Competitive pool award selection through rigorous California public procurement  California's 3rd largest district validates enterprise-scale operational capability  Board approval September 2025 confirming current contract status  Experience serving diverse student population including special needs students  Technology platform scalable from 70,000+ students to smaller charter operations  California regulatory compliance expertise (among nation's most complex)  Multi-site coordination across 85+ dispersed school locations



**Relevance to Summit Academy**

Long Beach Unified's massive scale (70,000+ students, 85+ schools) far exceeds Summit Academy's 2,600 students across 5 campuses, demonstrating NDGCS's capability managing complex multi-site educational operations while proving our systems can easily scale down to provide personalized, attentive service to smaller charter school partners. Long Beach's Board approval of NDGCS in September 2025—just two months ago—validates our current operational capabilities, financial stability, and competitive market position, providing Summit Academy confidence that we are an active, growing, well-regarded partner in the K-12 space. California's rigorous substitute teacher credentialing requirements through the California Commission on Teacher Credentialing and comprehensive background clearance standards parallel Utah's emphasis on thorough vetting, demonstrating our systematic compliance approach. Long Beach's diverse student population including significant special education enrollment validates our capability serving Summit Academy's specialized population of students with autism, ADHD, and behavioral challenges. The technology platform managing 85+ schools and thousands of daily substitute placements will provide Summit Academy with enterprise-grade capabilities scaled appropriately for your 5-campus operation. Long Beach's recent selection of NDGCS through competitive procurement against established California education staffing providers confirms that sophisticated procurement professionals recognize our organizational strengths and competitive value proposition.

**Reference Verification & Additional Information**

Summit Academy may contact these references directly to verify NDGCS's performance, reliability, and partnership quality. Additional K-12 case studies and partnerships including El Campo Independent School District (Texas), Federal Way Public Schools (Washington), Yonkers Public Schools (New York), Missouri Statewide Substitute Services (500+ districts), and other educational engagements detailed in our Success Stories & Case Studies section demonstrate consistent themes: NDGCS delivers superior quality, maintains responsive communication, provides transparent reporting, and builds long-term partnerships focused on client success.

**Reference Verification Topics for Summit Academy:**

- Substitute teacher fill rate performance and reliability
- Quality of substitute teachers provided (credentials, classroom management, professionalism)
- Background screening thoroughness and compliance excellence
- Responsive communication and urgent issue resolution
- Technology platform effectiveness (scheduling, tracking, reporting)
- Administrative burden reduction and process efficiency
- Cost savings and value delivery beyond basic staffing
- Partnership satisfaction and contract renewal decisions



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## **PROPOSAL CERTIFICATION AND SIGNATURE**

The undersigned certifies that this proposal is submitted in good faith and represents accurate information regarding ND Global Consulting Services Inc.'s capabilities, experience, and commitment to serving Summit Academy with excellence.

By signing below, I certify that I am legally authorized to bind ND Global Consulting Services Inc. to the terms and conditions outlined in this proposal and the resulting contract if awarded.

NDGCS commits to providing qualified substitute services meeting all Summit Academy requirements across your five campuses in Draper and Bluffdale, serving 2,600 students with the professionalism, reliability, and quality excellence your educational mission deserves.

*Naveen Kumar Poththuri*

Naveen Kumar Poththuri

Founder & Vice President

ND Global Consulting Services, Inc.

Date: November 6, 2025

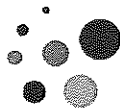
Title: Founder & Vice President

Company: ND Global Consulting Services Inc.

Address: Corporate Headquarters: 3721 South Stonebridge Drive #1101, McKinney, TX 75070

Phone: (646) 468-9127

Email: [naveen@ndgcs.com](mailto:naveen@ndgcs.com)



ND GLOBAL

REQUEST FOR PROPOSALS (RFP)

Title: Substitute Services

## NDGCS JCC Certificate



October 29, 2024

Naveen Poththuri  
CEO  
ND GLOBAL CONSULTING SERVICES INC  
3721 S Stonebridge Drive , #1101  
McKinney, TX 75070

Joint Commission ID #: 712397  
Program: Health Care Staffing Services Certification  
Certification Activity: 60-day Evidence of Standards  
Compliance  
Certification Activity Completed Date : 10/25/2024

Dear Mr. Poththuri:

The Joint Commission is pleased to grant your organization a Passed Certification decision for all services reviewed under the applicable manual(s) noted below:

**Comprehensive Certification Manual for Health Care Staffing Services Certification**

This certification cycle is effective beginning October 12, 2024 and is customarily valid for up to 24 months. Please note, The Joint Commission reserves the right to shorten the duration of the cycle.

Should you wish to promote your certification decision, please view the information listed under the 'Publicity Kit' link located on your secure extranet site, The Joint Commission Connect.

The Joint Commission will update your certification decision on the Find Accredited Organizations page of our website.

Congratulations on your achievement.

Sincerely,

Ken Grubbs, DNP, MBA, RN  
Executive Vice President and Chief Nursing Officer  
Division of Accreditation and Certification Operations

## NDGCS ISO 9001:2015 Certificate

# Certificate of Registration



This is to certify that the Quality Management System of

**ND Global Consulting Services Inc.**

3721 South Stonebridge Drive #1101, McKinney, TX 75070, USA

is in accordance with the requirements of the following standard

**ISO 9001:2015**  
(Quality Management System)

### SCOPE

Providing Regulatory Services, Commissioning, Qualification, Validation and Temperature mapping Services, Quality Compliance Services, Product Development- CDMO (Contract Development and Manufacturing Operations for APIs and Formulations), Software SDLC Validation Services, Training, and Staffing Services to Medical Devices, Pharmaceutical and Biotechnology Companies.

Certificate Number : 031123010128

(IAF Code: 34,35,37)

Initial Registration Date : 03-Nov-2023

1<sup>st</sup> Surveillance Date : 03-Oct-2024

2<sup>nd</sup> Surveillance Date : 03-Oct-2025

Certificate Expiry Date : 02-Nov-2026


**To verify certificate, visit at :**

[www.arscert.com](http://www.arscert.com)

<https://uafaccreditation.org>

<https://www.lafcertsearch.org/>

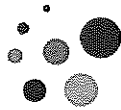
Issued by ARS Assessment Private Limited

  
Managing Director



UAF Address : 400, North Center Dr, STE 202, Norfolk, VA 23502, United States of America :

This certificate remains the property of ARS and must be returned to ARS on Cancellation or Suspension of the certificate. Validity of the certificate is subject to successful completion of surveillance audits. Further details regarding the scope of this certificate and the applicability of standard may be obtained by consulting the Organisation on [info@arscert.com](mailto:info@arscert.com)



**ND GLOBAL**

**REQUEST FOR PROPOSALS (RFP)**

**Title: Substitute Services**

**ND Global Consulting Services Inc. Diversity Certificates  
NDGCS Minority-And Women-Owned Business Enterprise  
(MWBE) Certified By New York State**



**NEW YORK STATE  
MINORITY AND WOMEN-OWNED BUSINESS ENTERPRISE ("MWBE")  
CERTIFICATION**

Empire State Development's Division of Minority and Women's Business Development grants a

**Minority Business Enterprise (MBE)**

pursuant to New York State Executive Law, Article 15-A to:

**ND Global Consulting Services Inc.**


Certification Awarded on: November 7, 2024  
Expiration Date: November 7, 2029  
File ID: 72911



Division of Minority  
and Women's  
Business Development

a Division of Empire State Development

**NDGCS National Women's Business Enterprise Certificate**



**WBENC**  
WOMEN'S BUSINESS ENTERPRISE  
 NATIONAL COUNCIL  
AN AMERICAN SOCIETY OF WOMEN

hereby grants

**National Women's Business Enterprise Certification**

to


**ND Global Consulting Services Inc**


who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: February 18, 2025  
 Expiration Date: February 18, 2026  
 WBENC National Certification Number: WBE2500496














WBENC National WBE Certification was processed and validated by Women's Business Enterprise National Council, a WBENC Regional Partner Organization

  
 Authorized by: Bee Cantelero, President & CEO  
 Women's Business Enterprise



WBENC's  
 BUSINESS  
 CERTIFICATION  
 SERVICE

NWBC 2024/25  
 CERTIFICATION: 10/1/2024, 5011000, BUSINESS CERTIFICATION: 10/1/2024, 5011000, 5011000, 5011000

## Proof of Insurance



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
11/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. IF SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Barrow Group 110 E. Grogan Street Lawrenceville GA 30046		<b>CONTACT NAME:</b> Naveen Bobbitt <b>PHONE:</b> (800) 674-4766 <b>FAX:</b> (800) 674-4766 <b>E-MAIL ADDRESS:</b> nbobbitt@barrowgroup.com																	
<b>INSURED</b> ND Global Consulting Services, Inc. 3721 South Stonebridge Drive #1101 McKinney TX 75070		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER A:</th> <th>NAIC #</th> </tr> <tr> <td>Philadelphia Indemnity Insurance Co</td> <td>18058</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>ONE Insurance Corporation</td> <td>39217</td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A:	NAIC #	Philadelphia Indemnity Insurance Co	18058	INSURER B:		ONE Insurance Corporation	39217	INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:																			
INSURER E:																			
INSURER F:																			

**COVERAGES** **CERTIFICATE NUMBER:** 2025 CCI **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

WORK LTR	TYPE OF INSURANCE	ASLT/DBEN INSD WVR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PER <input type="checkbox"/> LOC OTHER:		PHPK2685469-001	05/27/2025	05/10/2028	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 OTHER:
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		PHPK2685469-001	05/10/2025	05/10/2028	COMBINED SINGLE LIMIT (Ea occurrence) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ OTHER:
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DEF: RETENTION \$		PNU0914998-001	05/27/2025	05/10/2028	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 OTHER:
D	<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY EMPLOYEE OR PARTNER/EXECUTIVE OFFICER MEMBER EXCLUDED? (Mandatory to NH) If yes, describe in detail DESCRIPTION OF OPERATIONS below	Y/N Y	202802428	04/19/2025	04/19/2028	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER EL EACH ACCIDENT \$ 1,000,000 EL DISEASE - SA EMPLOYEE \$ 1,000,000 EL DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liability		PHPK2685469-001	05/27/2025	05/10/2028	\$2,000,000 Ea Occ \$5,000,000 Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Employee Benefits Liability \$1,000,000/\$1,000,000  
 Crime \$1,000,000

Cyber Liability PHSD1875977-001 09/30/2025 - 09/29/2026 \$1,000,000

<b>CERTIFICATE HOLDER</b> Charter School 1225 E 13200 S Draper UT 84020		<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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ACORD 25 (2016/03)

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SPENCER J. CON  
*Governor*

DEIDRE M. HENDERSON  
*Lieutenant Governor*

**UTAH DEPARTMENT OF COMMERCE**  
**Division of Corporations and Commercial Code**

MARGARET W. BUSSE  
*Executive Director*

ADAM WATSON  
*Division Director*

11/06/2025

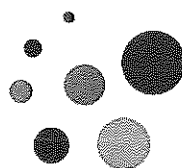
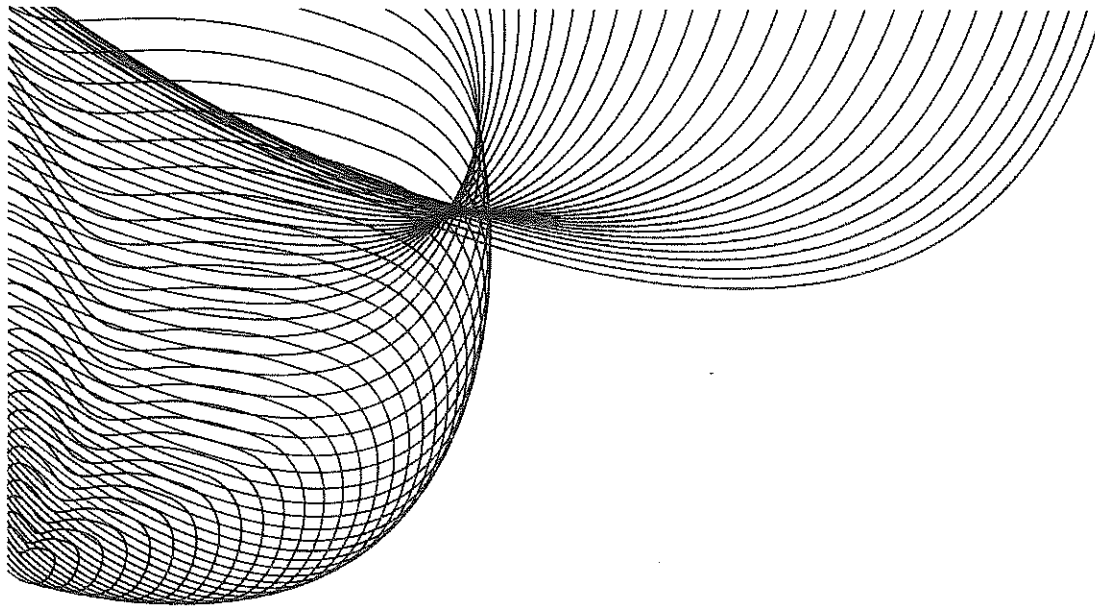
<b>Filing Type</b>	Foreign Business Corporation - Application for Authority to Transact Business		
<b>Filing/Effective Date</b>	11/6/2025 9:13:03 AM effective, 11/6/2025 9:13:03 AM		
<b>Entity Name</b>	ND Global Consulting Services Inc		
<b>Entity Number</b>	14628174-0143	<b>Entity Status</b>	Active Current

The Foreign Business Corporation Application for Authority to Transact Business for ND Global Consulting Services Inc was/were filed with the Utah Division of Corporations and Commercial Code on 11/06/2025, effective 11/06/2025.

**Reference Information:**

Work Order Item #	Tracking/Filing #	Submitter Name	Submitter Number
W202511061138720 - 745500	251107643813B	Shubhangi Sharma	316937





**ND GLOBAL**

ND Global Consulting Services, Inc.

# **Thank you**

Your Trusted And Renowned Partner

## **Contact Us**



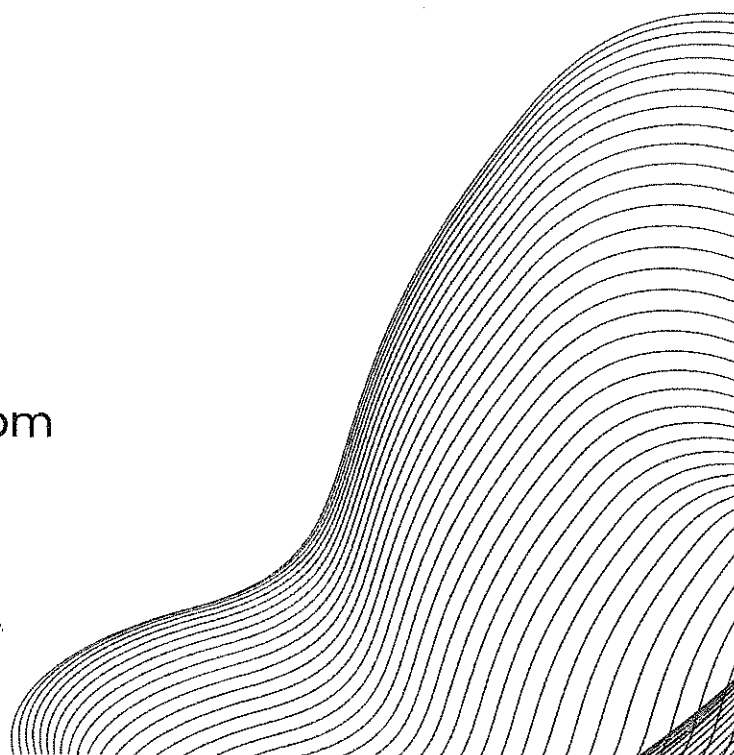
+1 646-921-6217

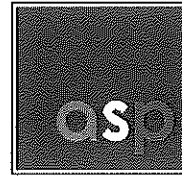


Naveen@ndgcs.com



[www.ndgcs.com](http://www.ndgcs.com)





American  
Staffing  
Professionals.

## Letter of Introduction

Dear Review Committee,

It is my pleasure to re-introduce our company, American Staffing Professionals. We provide substitute staffing services for schools nationwide. We have the capability to deliver these services and hope to continue serving your students, educators and schools with qualified substitutes to ensure the quality of education you provide in Summit Academy Schools is upheld.

With years of experience and highly qualified personnel, American Staffing Professionals has a proven track record for providing effective solutions for schools. Many of you know our team and our familiarity with Summit Academy.

Contact team: Crystal (801) 885-6466, Lourdes (801) 330-0021 & Jeff (801) 920-9674 and we are right here in Utah County (2335 S. State St. Provo, UT 84606). We have been in business for more than 9 years and serve schools nationwide.

We understand the culture at Summit Academy and have successfully built this company from the standpoint of student success, rather than corporate success. Accomplished students are a result of supportive teachers, schools and communities. Our company knows that when the students succeed, the organization thrives. We are motivated and advantageously prepared to provide the best substitute teacher services for Summit Academy Schools.

Best Regards,

Dr. Jeff Walker  
Founder/CEO  
American Staffing Professionals

11/06/2025

Date

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4  
4  
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4

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Page 12 Appendices  
(Additional Info, Certificate of Insurance, Acceptance of Proposal)

**Price / Compensation / Fee**

American Staffing Professionals Substitute Service **fee is a 30% mark-up of substitute pay.**

Summit Academy Substitute Teacher Pay Rate is currently \$17.00/hr (non-licensed) and \$19.50/hr (licensed/experienced). We will maintain these prices until directed otherwise from you. Note: Pay can be hourly or daily, but we recommend hourly.

Example fee: Substitute works 7 hours:  $\$17.00 \times 7 = \$119/\text{day}$ . + 30% mark-up =  $\$154.70/\text{day}$  = Total Client Expense.  
No other fees or charges apply.

## Proposal Content

### **A. Services for Summit Academy**

Summit Academy relies on substitute teachers to ensure educational continuity for their students. American Staffing Professionals is pleased to reintroduce your team to our services. We pride ourselves in providing qualified and reliable substitute teachers.

A few of the service necessities we offer in our substitute program are:

1. A Reliable and Dependable Workforce
2. High Fulfillment Rates
3. Competitive Pricing
4. Online Substitute Management Tool
5. Corporate Support (Customer Service)
6. Safe and Qualified Substitute Teachers

#### Reliable and Dependable Workforce

We have the best substitute teachers in Utah and we have a lot of them dedicated exclusively to Summit Academy. Our team of substitutes understands the importance of supporting schools and their goal of educating students. That is why Summit Academy can rely on our people to take assignments and be dependable workers who teach the curriculum as intended. They are great workers who communicate with our team regularly.

The substitutes assigned to Summit Academy are usually experienced educators who have retired, or ambitious students going into education, or local parents with a vested interest in the local community.

American Staffing Professional Substitute Teacher Expectations: Our substitute teachers are the backbone of our service and an integral part of educating your students. There is a high standard that will be maintained. Your expectations will be met, or exceeded, by every substitute that comes to your schools. American Staffing Professional Substitutes:

1. Shall adhere to the curriculum and lesson plans assigned by the regular teacher and follow procedures and achieve lesson goals as outlined.
2. Shall assign and explain homework as needed and oversee students outside of the classroom including in the hallways and cafeteria.
3. Shall always comply with all school regulations and policies and take attendance and document daily notes.
4. Shall ensure classroom and work is kept clean and orderly and oversee the normal classroom rhythms and activities.

5. Shall compile a report for the teacher for when he/she returns.
6. Shall have a high school diploma or equivalent qualification. A Bachelor's degree in Teaching is preferred but not required.
7. Must be detail oriented and able to follow written and verbal instructions.
8. Must have excellent communication and interpersonal skills.
9. Shall be able to perform all industry standard functions pertaining to Substitute Teacher work.
10. Shall become familiar with classroom management

### Fulfillment Rates

We currently have more than 30 qualified substitute teachers taking assignments in Summit Academy Schools, with another 9 newly recruited substitutes pending approval as of 11/6/2025.

Fulfillment rates are second only to student success. Without educators in front of kiddos, actively teaching them, the educational system suffers. That is why we strive for high fulfillment rates. Over the last 4 years, our company-wide fulfillment rate is over 91%. We're confident that fulfillment rates for Summit Academy will exceed 95%. Our team will call, text and email substitutes prior to assignments to confirm attendance. We will also proactively reach out to available substitutes and fill vacant jobs. Every school year and even each month requires new people and fresh substitutes. We anticipate these potential "shortages" and continually recruit before it becomes an issue.

### Competitive Pricing

American Staffing Professionals has provided Summit Academy with the best price ever offered to our clients. Please see Pricing on page 1 of the proposal. We understand the fiscal responsibility of public organizations and believe that long-term partnerships are more beneficial than short-term promotions or offerings.

### Online Substitute Management Tool

American Staffing Professionals has a robust and user friendly online substitute management system. We will continue to use ReadySub with Summit Academy. This easy, yet effective tool is currently in use by many of your team members. There will be no 'learning curve' or extensive training involved with requesting substitutes. You are ready to go from day-one.

The software tool allows principals, secretaries and teachers to request substitutes for assignments. Assignments can be requested and accepted in minutes, and they do not require phone calls or emails. When a teacher requires a substitute, they request a sub through ReadySub and dual notifications are

sent to all available substitutes for that assignment. Once a substitute accepts the assignment, the secretary/teacher will receive a detailed message that their request has been fulfilled. Requests are posted as either first-come-first-serve, or preference based. Secretaries can request a specific sub or allow the program to select the first one available. Details of an assignment such as campus location, teacher name and grade level are automatically populated. Our account managers will consistently monitor all current and upcoming assignments. The services go beyond managing numbers online. Our team will proactively call, text and email substitutes when there are any open classroom assignments. In the event a substitute does not show for an assignment, secretaries can call or text our team to inform them of the absence. The team will quickly identify what assignments are not fulfilled and contact all available substitutes to fill those vacancies.

#### Corporate Support (Customer Service)

Our team is available 24/7 and is ready to respond to Summit Academy personnel at any time. Any subject matter outside of assignments, such as financial questions, HR needs or operational functions can be addressed directly through our account managers via phone or email. We have found that long wait-times on hold or waiting for a chat assistant online can be frustrating and limited in their responses. That is why we encourage direct communication with one of our managers assigned to Summit Academy. There are no additional costs/fees to access online tools or our support team.

Our customer service and Human Resource department are vital to program success. Communication is critical. Your people have the best support team in the industry. Summit Academy staff has direct cell phone numbers and emails for our team members. No need to worry about long calling trees or online AI bots. Administrators and secretaries can count on our team to manage the programs. Ms. Crystal is your direct point of contact. Her and her team will keep things operating smoothly.

Information is critical as well. Summit Academy will have access to records and reports which will enable you to run more efficiently. As a genuine partner in education, we believe in sharing data, not charging for it.

Also, our Human Resource department ensures there are qualified and reliable substitutes taking assignments. However, if there are issues or complications, we are here to take immediate corrective action. We document and retain incident reports or corrective actions. We also work with your staff to avoid future issues.

### Safe and Qualified Substitute Teachers

One of American Staffing Professionals key reasons for success is our extensive screening process. Our recruiting and screening process is as follows:

1. We initiate a widespread outreach campaign that focuses on finding qualified, educated and experienced substitutes.
2. Our recruiting team thoroughly screens each applicant's resume.
3. Experienced team members interview each candidate one-on-one either in person or virtually over video conference.
4. Our social media specialist researches and evaluates the candidate's online media presence to identify any potential issues that aren't in harmony with Summit Academy's culture.
5. We run extensive background checks that include: Nationwide NetPlus (National Criminal), Federal Court Record Search, State-Wide Criminal Records Search, County Criminal Record Search, Motor Vehicle Report, County Civil Record Search, Federal Bankruptcy, Verifications (Education, Employment, Personal Reference & Professional Licenses)
6. We request and verify records such as teacher/substitute licenses and other certifications.
7. Finally, every substitute teacher must complete mandatory trainings and agree to the terms and conditions of work, which include code of conduct, dress code, emergency response, etc.

Our recruiters can also arrange screenings or reviews of candidates with school personnel. We are happy to have approved school employees participate in or evaluate our hiring process.

Our substitutes come into work fully vetted. They are required to sign performance contracts before taking their first assignment. These include agreeing to a standard of classroom management, a code of conduct, sexual harassment training and other applicable work ethics that apply to being a safe and effective teacher in a classroom. We have partnered with SubCertify to certify our substitute teachers. Not only will your students be safe, but they will also be taught by knowledgeable educators.

## **B. Prior History with Business**

American Staffing Professionals exists to provide educational organizations with the best staffing service in the industry. We have successfully placed thousands of substitutes in countless assignments across the United States in hundreds of schools. Our competitive fees, rigorous recruitment strategies and dedicated team allows us to offer schools a substitute program that is second to none. The company has thrived this decade based on the idea that a surplus of qualified substitute teachers allows schools to focus on the education of students.

Our proudest work has been right here in our home state of Utah with Summit Academy. Our partnership with your schools has been beneficial for both parties. We have focused our service on the quality of educator we place in each assignment. This has been working very well and is evident by the number of substitutes Summit Academy hires full time from American Staffing Professionals. We are glad that good people are working where they need to be. We reaffirm our commitment to Summit Academy and will continue this high standard of service.

Revenue and growth have been positive since 2021. Growing clientele and industry performance have solidified our reputation as a reliable service provider. American Staffing Professionals is an established business and is very capable to support Summit Academy programs long term. We are also in good standing with our financial institutions who are ready to support us during growth stages.



### C. References

1. Philadelphia Arts & Sciences – Maribelle Sanchez – 215-537-2520 – [msanchez@stringtheoryschools.org](mailto:msanchez@stringtheoryschools.org) – 1197 Haworth St. Philadelphia, PA
2. Legacy Early College – Dwight Ho-Sang – 864-248-0646 – [dhosang@legacyearlycollege.org](mailto:dhosang@legacyearlycollege.org) – 900 Woodside Ave. Greenville, SC 29611
3. Memphis Street Academy – Ronda Richman – 215-291-4709 – [rrichman@ap-schools.org](mailto:rrichman@ap-schools.org) – 2950 Memphis St. Philadelphia, PA 19134
4. Summit Academy

#### **D. Proposed Plan for Services and Timeline**

Our proposed plan includes onboarding school campuses, administrators, secretaries and teachers to our online management system. We then provide training for all users and connect them to our support team. Next, our recruiting team initiates a recruiting campaign for substitute teachers and gets them set up to take assignments. Finally, we would set up financial reports, hour approval sheets and invoice details. This process takes around 14-21 days. Luckily, these tools, programs, substitutes and reports are already in place and working effectively.

As part of our plan for services and a timeline, here are the key considerations...keeping in mind many of these are already in place:

1. Implementation Timeline
2. Training
3. Payroll & Billing
4. Record Keeping

##### Implementation Timeline

Implementation of services will be immediate. There will be no downtime, no transition costs and no gap in services. The substitute teachers you know, and with whom students are familiar, will be the ones taking assignments. The logistics behind the scenes, such as billing, approvals, etc., will continue without disruption. Most importantly, the students' educational experience will be uninterrupted.

##### Training

Campus personnel will be trained on our substitute management tool as well as being introduced to your direct support team. The substitute management tool, ReadySub, is highly intuitive and very user friendly. It takes a secretary or teacher an average of 30 seconds to post an assignment. There are options for each assignment such as start/stop times, classroom location, grade level, etc. Many of these are pre-populated. Step-by-step instructions are provided to users for job postings. The learning curve is minimal and users commonly find it only take 2-3 posts before they are experts.

During the onboarding phase, our substitutes complete a series of compliance and policy trainings. We include base education, behavioral standards and general workplace expectations. There is an emphasis on classroom behavior and how to tactfully deal with difficult students/situations. We can also include material specific to Summit Academy. This training is accomplished and acknowledged digitally and retained for the length of the contract.

Prior to the recruitment stage of a program, we will determine which position-specific topics are required by Summit Academy. We then include those topics as part of our campaigns and annual renewal reviews. Our team then builds variables into our substitute request tool as a criterion for specific assignments. For example, if there is a moderate to severe unit at the high school, we will recruit, hire and system tag a substitute as a preferred substitute for those assignments. They will have received additional training as to proper approach and methods to teach in position-specific assignments. We will work closely with the schools to ensure that any such training complies with the standards set by Summit Academy.

#### Payroll & Billing

The appointed American Staffing Professionals account manager will submit the substitute assignment hours to each campus's administration for verification at the end of each pay period. We run payroll twice per month via direct deposit. We invoice twice per month in correspondence with payroll to ensure accuracy. Schools are provided with invoice details for review prior to payroll and will have the opportunity to make corrections. Once campuses approve hours and rates, American Staffing Professionals will issue payroll. 2-3 days later, our accounting department will send invoices to Summit Academy for payment processing. NOTE: Fees/costs are based solely on substitute teacher pay. There are no other fees or charges. In short, if substitutes don't work, there is no invoice. Because there are different rates for substitutes based on their experience, education and/or credentials, our system records these rates and pays the workers according to their qualifications. These rates are included in reports and approvals.

#### Record Keeping

Detailed records of assignment locations, dates, times and absences will be kept in ReadySub. American Staffing Professionals sends hour reports to secretaries for approval prior to payroll, and only upon approval is payroll initiated. We also regularly archive data for offline access. Our support team will download and organize data in an easy to interpret report which will be shared with the District on a regular basis. We will collaborate with you HR and business offices to identify which reports will be most effective and efficient.

NOTE: At no time, or in any way, will American Staffing Professionals request, collect, download or save any private student/family information; nor will we request, collect, download or save any organizational information that would violate school privacy policies.

## **E. Qualifications**

### Location & Service

American Staffing Professionals is right here in Utah. Our headquarters are in Utah County and our best teams have been, and will continue to be, assigned to Summit Academy. The response times are minutes rather than hours or “next-day”. We believe in being an extension of your school staff, and as such, perform at a higher level than a simple service provider.

### Experience

American Staffing Professionals has been successfully providing services to Summit Academy Schools for the last few years. The program has a proven track record of high fulfillment rates, extremely qualified substitute teachers and aides, and a reliable workforce that supports Summit Academy's goals of student education. Our services and expertise have allowed the schools we work with the opportunity to maintain focus on education, rather than employee logistics, payroll issues or HR duties.

We also serve numerous schools across the nation, including here in Utah, Colorado, Florida, South Carolina, Pennsylvania, Alabama, Texas and more. Our team members are involved with National Substitute Teachers Alliance and the National Education Association. We also collaborate with some of our competitors since some of our schools are dual-contracted with other providers.

### Student Centered Organization

American Staffing Professionals has been serving educational communities for many years, with thousands of substitute teachers, in hundreds of schools nationwide. Our founders and team members have worked in education for many years prior to coming to American Staffing Professionals. We know education and we understand the importance of classroom effectiveness. The substitute services we provide will reinforce your culture, your curriculum and your goals of student success.

### Quality Substitute Teachers

American Staffing Professionals ensures success through our extensive screening process which secures qualified, educated and experience substitutes. Our comprehensive vetting includes resume reviews, one-on-one interviews, extensive background checks and education and/or certification verifications. Their online presence is evaluated by our team to ensure alignment with Summit Academy's standards. Finally, all substitute teachers must complete mandatory training on classroom management, professional code of conduct and

emergency response, ensuring only knowledgeable educators are in the classroom.

Response to General Acknowledgements:

American Staffing Professionals agrees to the following requirements:

1. Provide qualified temporary staffing for Summit Academy Schools. This includes short-term and long-term substitute teachers (both licenses/certified and non-licensed/certified) and substitute teacher aids.
2. Pre-screening service for all employees and workers to be placed in Summit Academy Schools, meeting the organizational requirements.
3. Offer, at no additional charge, a reporting system with the capability of tracking, timekeeping and detailed custom reports.
4. Manage and operate a mandatory training/orientation program that outlines the duties, responsibilities and roles for substitute teachers.
5. Extensive criminal history background checks at a National, State and County level will be mandatory. American Staffing Professionals pays for these reports.
6. Temporary staff provided will be considered workers of the Contractor.

## **Appendices**

### Additional company information for review

#### 1. Indemnification clause

##### Indemnification and Limitation of Liability

To the extent permitted by law, American Staffing Professionals (STAFFING FIRM) will defend, indemnify, and hold Summit Academy (CLIENT) and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by STAFFING FIRM's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 1; or the negligence, gross negligence, or willful misconduct of STAFFING FIRM or STAFFING FIRM's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

To the extent permitted by law, CLIENT will defend, indemnify, and hold STAFFING FIRM and its parent, subsidiaries, directors, officers, agents, representatives, and employees harmless from all claims, losses, and liabilities (including reasonable attorneys' fees) to the extent caused by CLIENT's breach of this Agreement; its failure to discharge its duties and responsibilities set forth in paragraph 2; or the negligence, gross negligence, or willful misconduct of CLIENT or CLIENT's officers, employees, or authorized agents in the discharge of those duties and responsibilities.

Neither party shall be liable for or be required to indemnify the other party for any incidental, consequential, exemplary, special, punitive, or lost profit damages that arise in connection with this Agreement, regardless of the form of action (whether in contract, tort, negligence, strict liability, or otherwise) and regardless of how characterized, even if such party has been advised of the possibility of such damages.

As a condition precedent to indemnification, the party seeking indemnification will inform the other party within 30 business days after it receives notice of any claim, loss, liability, or demand for which it seeks indemnification from the other party; and the party seeking indemnification will cooperate in the investigation and defense of any such matter.

2. American Staffing Professionals complies with all federal, state and local laws, rules, ordinances, policies, regulations, licensing and permitting requirements.
3. Current Workers' Compensation Insurance Coverage: (1) insurance is currently maintained by the Contractor, (2) amounts and scope required by statute or other governing law are met, and (3) the following: (i) bodily injury by accident \$100,000 each accident; (ii) bodily injury by disease \$500,000 policy limit; or bodily injury by disease \$100,000 each employee.

4. Commercial General Liability Insurance: (1) the insurance currently maintained by the Contractor (2) \$2,000,000 each occurrence; and such insurance and includes the following coverage; (i) completed operations coverage, (ii) contractual liability coverage, (iii) personal injury coverage, (iv) an endorsement naming Summit Academy, as an additional insured, and (v) an endorsement providing that such insurance as is afforded under Contractor's policy is primary insurance in respect to the additional insureds. \*\*\*Note\*\*\* Summit Academy is currently covered and listed as an additionally insured and will continue coverage uninterrupted if awarded the contract.  
(SEE ATTACHED CERTIFICATE OF LIABILITY INSURANCE)
5. Professional Insurance is the same amount as the Commercial General Liability Insurance as stated.
6. American Staffing Professionals does not endorse limiting or excluding required coverage.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Maple Mountain Insurance Services, LLC Oscar W. Mink 15 N. 1600 W. Mapleton UT 84664	<b>CONTACT</b> NAME: Mindy M. Mink-Crawford PHONE (A/C, No, Ext): (801) 396-3900 FAX (A/C, No): (801) 489-1357 E-MAIL: mindy@maplemountaininsurance.com ADDRESS: mindy@maplemountaininsurance.com														
<b>INSURED</b> American Staffing Professionals 9372 S. 6000 W. Payson UT 84651-5718	<table><tr><td><b>INSURER(S) AFFORDING COVERAGE</b></td><td><b>NAIC #</b></td></tr><tr><td>INSURER A: Nationwide General Insurance Company</td><td>23760</td></tr><tr><td>INSURER B:</td><td></td></tr><tr><td>INSURER C:</td><td></td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>	INSURER A: Nationwide General Insurance Company	23760	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER D:															
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INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY	Y		ACP CG01 3230448945	08/11/2025	08/11/2026	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 5,000
							PERSONAL & ADV INJURY \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
	<b>AUTOMOBILE LIABILITY</b>						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> SCHEDULED AUTOS						\$
	<input type="checkbox"/> NON-OWNED AUTOS ONLY						\$
	<b>UMBRELLA LIAB</b>						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB						AGGREGATE \$
	<input type="checkbox"/> OCCUR						\$
	<input type="checkbox"/> CLAIMS-MADE						\$
	<input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

**CERTIFICATE HOLDER****CANCELLATION**

Summit Academy 1225 East 13200 South Draper, Utah 84020	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE Oscar W. Mink
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that may have an impact upon the outcome of this contract or potential future of the Summit Academy Inc project resulting from this effort. The prospective bidder, its agents, employees, directors and/or assigns shall also list current clients who may have a financial interest in the outcome of this contract of Summit Academy Inc projects that will follow. In particular, the prospective bidder its agents, employees, directors an /or assigns shall disclose any financial interest or relationship with any company that might submit a bid on the Summit Academy Inc projects.

E. Non-discrimination

1. The selected bidder(s) shall comply, and shall require its agents, employees, directors and/or assigns to comply, with all applicable federal, state, and local laws ordinances, rules, and regulations regarding nondiscrimination in employment because of race, creed, color, ancestry, national origin, religion, sex, marital status, age, medical conditions, pregnancy, disability, or any other prohibited bases

## 9. Acceptance of Proposal

Bid will be awarded to the highest scoring firm based on the evaluation criteria above, as determined under the sole discretion of the Evaluation Committee, Summit Academy Board, and administration.

The award period is for 1.5 years, with optional renewals for a total of 3.5 years.

Summit Academy reserves the right to cancel the solicitation.

### *Disclosure*

All documents submitted shall become the property of Summit Academy, Inc. Proposal information is proprietary and as such shall be treated as confidential.

Information pertaining to Summit Academy, Inc obtained by the Proposer as a result of participation in this project is confidential and must not be disclosed without written authorization from Summit Academy, Inc.

  
\_\_\_\_\_  
Signature of Authorized Representative

Jeff Walker  
\_\_\_\_\_  
Printed Name Above

"Best and final offers may be allowed, as provided in Section 63G-6a-707.5, from responsible offerors who submit responsive proposals that meet minimum qualifications, evaluation criteria, or applicable score thresholds identified in the request for proposals."



## PROPOSAL RESPONSE

### Company Overview

OFFICES?

- C. A. Community Services, Inc., Washington, TX, Lora Gernand, 832-294-4918, lora@campusadventures.org
- DBA Campus Adventures Staffing Solutions, LLC

### Experience

About C.A. Community Services, Inc.

C.A. Community Services, Inc. is proud to operate as an "S" Corporation and a registered 501(c)(3) non-profit organization. For our temporary staffing services, we operate under the DBA Campus Adventures Staffing Solutions, LLC, providing a range of support roles including, but not limited to:

- Substitute Teachers ✓
- Custodians ✓
- Substitute LVNs (Licensed Vocational Nurses) ✓
- Tutorial Services ✓

Pura?

Since our founding in January 2019, C.A. Community Services has been committed to delivering high-quality educational support services. We began with out-of-school time care, substitute teaching, and academic tutoring.

In 2021, we expanded our services to meet the urgent and growing demand for substitute teachers during the COVID-19 pandemic. Our dedication to excellence and reliable service has helped us build a strong and trusted reputation across the districts we serve.

3  
2  
2  
3

## References for C. A. Community Services DBA Campus Adventures Staffing

### Solutions:

David Schlenker- VP of Talent Compass Rose. /

David.Schlenker@compassroseschools.org;

Thurman Dantzler- District HR Manager /

tdantzler@harmonytx.org;

Sam Kofer- Jubilee District HR Manager, /

sam.cofer@jubileeacademic.org

### Service Approach

C.A. Community Services: Your Partner in Substitute Staffing Excellence

At C.A. Community Services, we understand how critical dependable and qualified substitute staff are to the success of your district. That's why we are committed to providing top-tier professionals who are ready to step in and support your educational needs.

With monthly training sessions and our robust certification program, we consistently achieve an average fill rate above 95%

*Exceptional Customer Service – Always Within Reach*

What sets us apart is our dedication to customer service. We are always just a call, text, or email away.

Each district is assigned a dedicated Coordinator who serves as a liaison between your school and our substitute team. Our recruiters and hires staff who are committed specifically to your district, ensuring the best possible fit for your teaching needs.

*Flexible & Responsive Staffing Support*

You can choose to:

- Allow approved teachers to input their own openings, or

(Current Practice)

- Designate a point of contact at the campus or district level to manage input.

If a scheduled substitute does not arrive on campus, your Coordinator will immediately work to fill the vacancy as quickly as possible. Your designated campus coordinator is available to district approved teachers and campus point of contacts from 5:30am until 7pm.

*Cannot Practice*

#### *Ongoing Training & District-Specific Support*

All substitute staff are required to attend monthly, mandatory training sessions. If your district has specific training needs, just provide the materials to your Coordinator. They will upload the content along with customized test questions for your substitutes.

#### *Recruiting Services Available*

- ✦ Need to fill permanent roles? We also offer recruiting services for full-time positions at a minimal fee.)

#### **Recruiting process:**

#### **Our Recruitment & Staffing Process**

At C.A. Community Services, Inc. (DBA Campus Adventures Staffing Solutions, LLC), we are committed to finding and placing top-tier substitute staff who align with the specific needs and standards of each district we serve.

#### *Strategic Recruitment*

We actively recruit through platforms like Indeed and LinkedIn, utilizing both job postings and resume databases. Our prescreening process includes a combination of targeted questions and scenario-based prompts. Responses are evaluated on a 1–5 scale by a second recruiter, ensuring objectivity before advancing candidates to the next stage.

Final interviews are conducted via face-to-face Zoom calls, with an additional series of scenario-based questions. The final decision to extend an offer is made by the Substitute Coordinator assigned to your district—someone who fully understands your specific expectations and staffing needs.

Offer letters are conditional upon a clear background check. Once cleared, the candidate begins onboarding and mandatory training prior to receiving their login information for the system platform. ✓

#### *SmartFind & Absence Management*

We utilize SmartFind, a substitute placement system that streamlines the entire staffing process:

- Campus points of contact input absences directly into the system.
- Openings are instantly shared with eligible substitutes.
- Once accepted, a confirmation email is sent to the campus.
- If a substitute cancels, SmartFind automatically reposts the job to ensure the vacancy is promptly filled.

Each campus receives a sign-in binder to track substitute attendance, which is used for cross-referencing and billing accuracy.

#### *Continuous Recruiting & High Standards*

To ensure your district has a consistent, high-quality substitute pool, we maintain year-round, full-time recruiters. Our proactive recruitment ensures that we're always ready to meet your staffing needs—even on short notice.

We also offer performance-based incentives for substitutes, based on:

- Job acceptance rate
- Punctuality
- Low cancellation rate
- Overall professionalism

This approach reinforces accountability and fosters a culture of excellence.

#### *Data Security & Confidentiality*

All substitute information is securely stored within SmartFind. Access is limited to our recruiting team and your assigned Substitute Coordinator. Should a campus need specific information, access is granted upon request and with the substitute's consent, as outlined in their contract.

#### *Flexibility & Partnership*

If your district uses a different substitute management system, we are fully prepared to purchase and implement it at our own expense to ensure a smooth and seamless transition. Our priority is always to adapt to your processes, not the other way around.

Because of our commitment to quality and service, we onboard only one large district per school year. This ensures that our full attention and resources are dedicated to a flawless launch and sustained fill rate above 95%.

We encourage you to reach out to our most recently onboarded partner, Compass Rose, for a firsthand account of their experience with us. Their contact is listed in our reference section.

### Pricing Structure

All-inclusive hourly and daily rate for each position listed below. No additional fees will be charged. Charges only apply for services rendered.

Substitute Type District Cost

Substitute Teacher \$200.00/Daily ~~\$125~~ - 200

Instructional Paraprofessional \$170.00/Daily ~~\$140~~

SPED Paraprofessional \$210.00/Daily

Custodian \$233.00/Hour <sup>Daily</sup>

NLV \$45.00/Hour

- Custodians and Food Service staff are billed as teacher aides for pricing purposes
- 8% Increase for Renewal Terms (  $\frac{1.5}{.}$  )

### RECRUITMENT SERVICES

Conditions for Hiring Employees: C. A. Community Services, Inc. charges a recruitment fee for the following positions once an official offer has been made.

Paraprofessionals- \$2500.00

Certified Teacher- \$3000.00

Non- certified/degreed teacher-\$2000.00

Custodian- \$1500.00

Food Service- \$1500.00

This fee is billed at the end of the month in which the offer is made.

Thank you!

Lora Gernand

Chief Development Officer

[Campusadventures.org](http://Campusadventures.org)

832-294-4918



# LANCESOFT

**LanceSoft Inc.**  
**Proposal Submitted For**



**RFP No - #RA26-53**  
**RFP title - Substitute Services**

**Submitted By:**

**LanceSoft, Inc.**  
2121 Cooperative Way, Suite 130  
Herndon, VA 20171  
**Phone:** 703-674-4500  
**Fax:** 703-935-0339

**Submitted To:**

**Summit Academy**  
1225 E 13200 S, Draper,  
UT 84020.

**POC: Prashant Arni**  
**Phone:** 703-674-4565  
**Email:** [marketing@lancesoft.com](mailto:marketing@lancesoft.com)

**CAGE Code:** 4AUM9  
**DUNS:** 154610971  
**TIN:** 54-1974095  
**Business Size:** Minority Owned  
Business Enterprise (MBE)

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LanceSoft Inc.



(703) 674-4500



[www.lancesoft.com](http://www.lancesoft.com)



2121 Cooperative Way, Suite  
130 Herndon, VA 20171





## 1. LETTER OF INTRODUCTION



2121 Cooperative way | Suite 130 | Herndon | VA 20171 | 703-674-4500 Phone | 703-935-0339 Fax

7-Nov-25

**To Bradley Wilkinson**  
Business Administrator,  
1225 E 13200 S, Draper, UT 84020.

**Subject:** Response to Summit Academy - Substitute Services - RFP #RA 26-53

LanceSoft Inc. is pleased to submit its proposal through our response to Summit Academy (Hereafter referred to as 'Academy') - Substitute Services - RFP #RA26-53.

Our offer, in response to the above solicitation, is 100 percent compliant with all requirements and in many cases, we exceed the requirements to provide the Academy with a high-value solution to the requirement.

LanceSoft states acceptance of all solicitation terms, conditions, and provisions. This offer shall remain valid for a period of 180 days. We hereby acknowledge that we have read Q&A and understood the RFP issued in response to this solicitation from Academy.

Established in 2000, LanceSoft is a privately-owned S corporation, headquartered at 2121 Cooperative Way, Suite 130, Herndon, VA, and the federal tax identification number is 54- 1974095. LanceSoft has 25+ years of experience in providing Substitute Staffing Services and Solutions to a diverse base of clients across various domains and geographies. LanceSoft is keen to engage with Academy and enter a long-term strategic Staffing partnership.

LanceSoft is fully equipped to meet Academy's staffing requirements with specialized recruiting teams and an ever-growing network of pre-vetted, highly skilled candidates. Our proven staffing methodology, sourcing strategies, and experience in substitute staffing services enable us to deliver tailored, high-quality solutions that align with the Academy's needs.

LanceSoft will demonstrate to Academy through this proposal, the staffing approach, governance, and process optimization that it can bring to help create a resilient and scalable service delivery for Academy.

I, the undersigned, Prashant Arni, Sr. VP-Delivery and Operations of LanceSoft. I am authorized to sign the enclosed offer and will be the designated representative for purposes of this RFP and an authorized negotiator for a contract resulting from this offer. You may reach me at 703-674-4565 phone, 703-935-0339 fax, or via e-mail at [marketing@lancesoft.com](mailto:marketing@lancesoft.com).

Respectfully

**Prashant Arni,**

Sr. VP-Delivery and Operations, LanceSoft, Inc.



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### **3. PROPOSAL CONTENT**

#### **3.1 Full details of the offeror's proposal Including: Licensed Teachers, Non-licensed Teachers, Teachers' aides, Long term teachers substitute, Staff Training Plan**

LanceSoft proposes a comprehensive and flexible staffing and support model designed to meet the instructional and operational needs of the Academy through the provision of Licensed Teachers, Non-Licensed Teachers, Teacher's Aides, Long-Term Substitute Teachers, and a robust Staff Training Plan. Our approach ensures continuity in classroom learning, compliance with state education standards, and access to a qualified and reliable workforce. With over two decades of workforce experience and a nationwide presence in education, healthcare, and government sectors, LanceSoft is fully equipped to deliver high-quality, reliable staffing support to ensure uninterrupted classroom instruction and student engagement.

##### **Understanding of Scope**

LanceSoft understands that Summit Academy, Inc. requires a dependable and experienced partner to provide qualified Licensed Teachers, Non-Licensed Teachers, Teachers' Aides, and Long-Term Substitute Teachers across multiple campuses. The primary goal of this engagement is to ensure that all classrooms remain fully staffed, instruction continues without interruption, and students receive a consistent, high-quality educational experience, regardless of teacher absences.

Our team recognizes that Summit Academy expects substitutes who are not only credentialed and capable but also aligned with the school's mission, culture, and academic standards. To meet this need, LanceSoft will deliver professionals who are thoroughly vetted, background-checked, and trained before placement. Each substitute will be equipped to follow established lesson plans, manage classrooms effectively, maintain student engagement, and adhere to Summit Academy's policies and procedures.

We also understand that administrative efficiency and responsiveness are critical. Through our proprietary CPX software platform, LanceSoft will manage candidate onboarding, credential tracking, scheduling, timekeeping, and reporting with full transparency. This ensures that Summit Academy administrators have real-time visibility into assignments and performance metrics, reducing administrative burden and enabling proactive planning.

##### **Licensed Teachers**

LanceSoft maintains an extensive network of state-certified and licensed educators across core and specialized subject areas, including elementary, secondary, special education, and Science, Technology, Engineering, and Mathematics disciplines. We maintain a pool of over 1,000 pre-vetted licensed teachers, ready for immediate placement, ensuring schools have access to qualified professionals at all times.

All licensed teachers undergo a multi-tier vetting process, including:

- License verification through the State Department of Education database
- Reference and employment history checks
- Criminal background checks and fingerprint clearance
- Verification of degree and transcript authenticity

Each licensed teacher is matched to assignments based on certification alignment, classroom experience, and subject matter expertise.



### **Non-Licensed Teachers**

We maintain a pool of over 400 pre-vetted non-licensed teachers, for roles where a teaching license is not required (e.g., paraprofessional instruction, intervention support, or enrichment programs), LanceSoft provides qualified non-licensed teaching staff who demonstrate:

- Bachelor's degree or higher in relevant subjects
- Classroom support or tutoring experience
- Training in child engagement and instructional assistance techniques

These individuals work under the supervision of licensed teachers or school administrators to ensure instructional consistency and compliance with Academy standards.

### **Teacher's Aides / Paraeducators**

LanceSoft maintains a pool of over 500 pre-vetted teacher aides, trained and experienced in supporting instructional staff. LanceSoft provides Teacher's Aides and Paraeducators who support classroom instruction, individual student assistance, and administrative tasks. Our aides are trained in:

- Student engagement and classroom management
- Supporting students with special needs
- Assisting in lesson preparation and assessment tracking
- Maintaining classroom safety and discipline

All aides undergo pre-employment screening, background verification, and onboarding through our CPX platform to ensure readiness and reliability.

### **Long-Term Substitute Teachers**

We provide qualified long-term substitute teachers from a pool of over 300 pre-vetted candidates, who can seamlessly assume classroom responsibilities for extended periods. To maintain continuity of instruction during extended teacher absences, LanceSoft deploys Long-Term Substitute Teachers who meet or exceed Academy and state substitute standards.

Our substitutes:

- Hold valid substitute permits or teaching licenses
- Receive orientation on Academy curriculum and policies
- Are capable of lesson planning, grading, and parent communication for the duration of assignment
- Receive access to Summit Academy's teaching materials and curriculum guides to minimize classroom disruption.
- Are trained to transition smoothly into ongoing classes with minimal disruption

Long-term substitutes can serve full semesters or academic years depending on client needs, ensuring stability for students and consistency in learning outcomes.



### 3.2 Staff Training Plan

In addition, LanceSoft provides client-specific training upon request to ensure alignment with Summit Academy's expectations, standards, and work culture. Before joining a project with a client each LanceSoft employee undergoes an initial orientation training that provides information on LanceSoft's profile, Company Policies, Benefit Plans, Technologies used within LanceSoft, Training on Web based timesheet application, nature of the assignment, responsibilities, reporting processes and escalation process. LanceSoft also arranges for specific training for our professionals, as requested by our clients. In addition, LanceSoft provides client-specific training upon request to ensure alignment with Summit Academy's expectations, standards, and work culture. Minimum induction for all the employees at LanceSoft includes, but is not limited to the following:

- ✓ Walk through of the client work environment, policies and protocols.
- ✓ Discuss joining details such as Work Address/Location, Driving Directions & Map, Reporting Manager Name, Date/Time of Reporting, Dress Codes, Contractor Badge/FOB/Security Desk formalities, Cafeteria/Lunchroom Access Details, Client Holiday Schedule etc.
- ✓ Discuss expectations of the position along with the detailed roles and responsibilities.
- ✓ Discuss and provide a complete knowledge transfer on the ongoing tasks if required.
- ✓ Include a review of the client history, a discussion of the client services, and a tour of the products.
- ✓ Discuss the significance of their position in relation to the current goals of the client.
- ✓ Discuss performance standards and work rules for the specific project.
- ✓ Provide other orientation and walkthrough required for the position.
- ✓ Discuss and sign off on client's security and IP protection policies.

#### Ongoing Training and Development

After the joining also LanceSoft has a well-defined training program to improve various levels of competency and capability requirements of the employees through a continuous effort and planning done by the management. This further helps in the growth of employees, both professionally and personally. Employees are enrolled into training schedules as per their career and growth requirements. We offer the following training programs at LanceSoft to ensure staff development:

**1. Induction Program:** All newly recruited employees, which include both fresh and experienced professionals, are taken through an Induction Program. This program is designed to orient employees to the company policies and regulations and understand the customer work culture, methodologies and processes. The Induction Training Program for fresh employees and experienced professionals orient them to the customer work culture, methodologies, and processes

**2. Project-Specific Training:** Based on the Project Pipeline, the training requirements of the projects planned for an upcoming period of one month are being identified. Training courses based on specific software, technology, products and industry domain needs are being scheduled and offered on a just-in-time mode.

**3. Continuous Education Program:** This program is designed to give the employees a learning experience in various other areas apart from their technical work area training. It consolidates the learning from the Induction Program and the project specific knowledge gained. The Program includes Mentoring, Leadership, Time Management, Performance Improvement, Counseling, and Risk Management, Problem Solving capabilities, Proposal Writing and Software estimations. All these courses would help the staff in taking up the kind of roles they are being assigned.



**4. Knowledge Sharing Programs and Sessions:** To cater to the current market requirements and technology trends, employees are encouraged to initiate and participate in conferences and seminars. Our employees have over 200 person-years of knowledge training experience that are based on different programs and technologies. Employees with expertise in their technology areas are encouraged to prepare and present papers and conduct tutorials. Trained employees are further encouraged to train.

LanceSoft will leverage our training subsidiary named UPTECH, to customize and curate a training program to develop and upskill talent with the necessary knowledge and understanding that aligns with the real-world enterprise business needs, for Academy talent needs, to help address the opportunity/skill gap that exists in the market and to also support hard to fill/ niche talent skills. At UPTECH, we work in collaboration with young, diverse talented adults and corporate businesses to help narrow the opportunity gap by:

**UP Skill** – We build customized and curated training curriculums in collaboration with business enterprises to ensure these young adults are trained and skilled on technology that is aligned to enterprise business requirements and goals

**UP Knowledge & Experience** – We train our employees in a simulated business environment. Through immersive learning and a cutting-edge curriculum adapted in real time by industry professionals, we deliver training in person to prepare employees with the knowledge and professional experience that will simply integrate into a company's current technology teams.

We leverage a unique combination of technical knowledge, educational expertise, and an understanding of methodologies to provide a dynamic, self-paced learning environment that offers professionals the training they need. Courses include a mixture of static conceptual content, interactive “knowledge builders” to reinforce topics, embedded quiz questions to verify comprehension, and hands-on exercises.

**Program Evaluation and Continuous Improvement:** To maintain the effectiveness of our training programs, LanceSoft continuously monitors and evaluates their impact. We gather feedback from both academic staff and clients, using this information to refine and improve training content. This ongoing assessment ensures that our programs are aligned with the latest educational best practices and meet the evolving needs of both students and academic staff.

LanceSoft's comprehensive training program for academic staff ensures that educators are well-equipped to manage classrooms, engage students, and contribute to a safe and dynamic educational environment. Our commitment to ongoing training and development enables staff to enhance their skills and knowledge, supporting both personal growth and academic excellence. This approach ultimately leads to a positive educational experience for both staff and students, contributing to the overall success of our educational initiatives.

#### **Timeliness and Efficiency in Service Delivery**

LanceSoft has a proven track record of responding to staffing requests quickly and effectively. We recognize that schools, including Academy, face unpredictable staffing challenges, and our agency is dedicated to ensuring that all positions are filled without delay. Our commitment to efficiency includes:

- ✓ **24/7 Availability:** Our team is available around the clock to address emergency or last-minute staffing needs. Whether for substitute teachers, custodians, paraprofessionals, or clerical staff, LanceSoft is ready to provide immediate solutions to keep operations running smoothly.
- ✓ **CPX Tool for Efficient Staffing:** LanceSoft utilizes CPX, our advanced staffing platform, which is designed to streamline the entire staffing process. CPX allows us to quickly source, track, and assign qualified candidates, ensuring rapid response times to staffing requests. The platform's real-time data and predictive analytics enable us to anticipate staffing needs and fill positions faster, minimizing any gaps in service. CPX also allows for easy communication between our team and the Academy, ensuring a seamless process from request to placement.

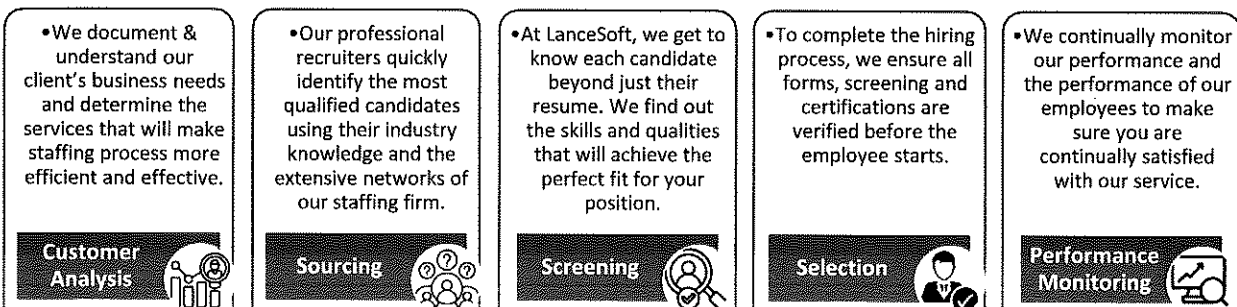


- ✓ **Dedicated Account Manager:** LanceSoft assigns a dedicated account manager to work directly with Academy. This point of contact ensures quick communication and fast turnaround for all staffing requirements. The account manager will oversee the entire process, from candidate selection to placement, ensuring that Academy's needs are met in a timely and efficient manner.
- ✓ **Streamlined Onboarding Process:** With the support of CPX, we can onboard candidates quickly and effectively. Our thorough screening and compliance processes are integrated into the platform, ensuring that all substitutes are ready for deployment without delays. CPX allows us to maintain detailed records of each candidate's qualifications, certifications, and compliance, ensuring that all necessary documentation is up-to-date and readily accessible.

### 3.3 Staffing Approach to Support Academy's Needs

Making the match is what we do and LanceSoft aims for a superior match each time we place technology talent on assignment. We will work closely with Academy to gain an in-depth understanding of your staffing and partnership requirements. Rather than simply collect a "laundry list" of requirements and skills, LanceSoft asks questions that allow us to build a functional job profile, including key success milestones and attributes that allow us to match not only skills and experience, but also subtle elements such as fit with managerial style, corporate culture, etc. With this knowledge, we have developed a thorough candidate profile that forms the basis of our recruitment strategy.

Our engagement process is focused on our clients and their business needs. This consultative approach, known as our Match Fit Program, details from start to finish how our staffing firm selects the perfect candidate for the client's organization. The Match Fit Program includes five phases, which are customized to service your account most effectively.



#### Sourcing Methods

LanceSoft implements a multi-faceted approach to recruitment, using innovative tools and strategies to attract and identify top candidates efficiently. The following best practices for smart sourcing help us to find the best talent for the job while decreasing the sourcing costs and time to hire.

**1. Job Board Processes:** We utilize a wide array of job boards to supplement our custom recruitment channels. Our recruiters regularly engage with platforms such as Dice, LinkedIn, Monster, CareerBuilder and Twitter to reach a diverse candidate pool. Unlike firms that rely primarily on subscription-based databases, we supplement these platforms with our proprietary methods, ensuring broader visibility and access to high-quality candidates.

**2. Talent Pool:** We have transitioned to a proactive recruitment model, building an extensive database of over 25 million qualified profiles. Of these, 20k are pre-screened candidates who meet the specific requirements of Academy and are authorized to work in USA. This talent pool includes individuals who have either worked with us before or were previously qualified by us, allowing for faster and more efficient placements. Additionally, we have specialized recruitment teams with in-depth knowledge of client industries, ensuring we can effectively source for hard-to-find skill sets.



**3. Social Networks:** Understanding the growing influence of social media in the hiring process, LanceSoft has developed a comprehensive social media strategy. Platforms like Facebook, LinkedIn, Twitter, and Google+ are integral to our candidate outreach efforts. We actively use these platforms to post job openings, share company culture, and engage with passive candidates. For example, we use Facebook's job search application to allow candidates to browse open positions, set alerts, and share opportunities within their networks. Our partnerships with CareerBuilder provide access to their Talent Network, where passive candidates receive alerts when positions match their profiles, keeping us connected with high-quality talent not actively seeking new opportunities.

**4. Local Recruiting Mediums:** LanceSoft engages in localized recruitment efforts to connect with candidates within specific regions. We collaborate with local colleges, universities, and technical schools to identify emerging talent. Additionally, we partner with community and professional organizations, attend networking events, and participate in job fairs and trade shows. These partnerships allow us to tap into diverse talent pools and build strong relationships with local communities.

**5. Patent Technology - CPX (Talent Community Building):** A key differentiator for LanceSoft is our home grown CPX technology. CPX enables our recruitment team to identify passive candidates and create dedicated talent communities. This technology automates the identification and engagement of candidates across social networks, building a database of high-potential talent. We maintain these communities with dedicated specialists who ensure ongoing communication and engagement, keeping top talent informed and ready for new opportunities. This innovative approach allows us to stay ahead of competitors by fostering relationships with passive candidates who may not be actively looking but are open to future opportunities.

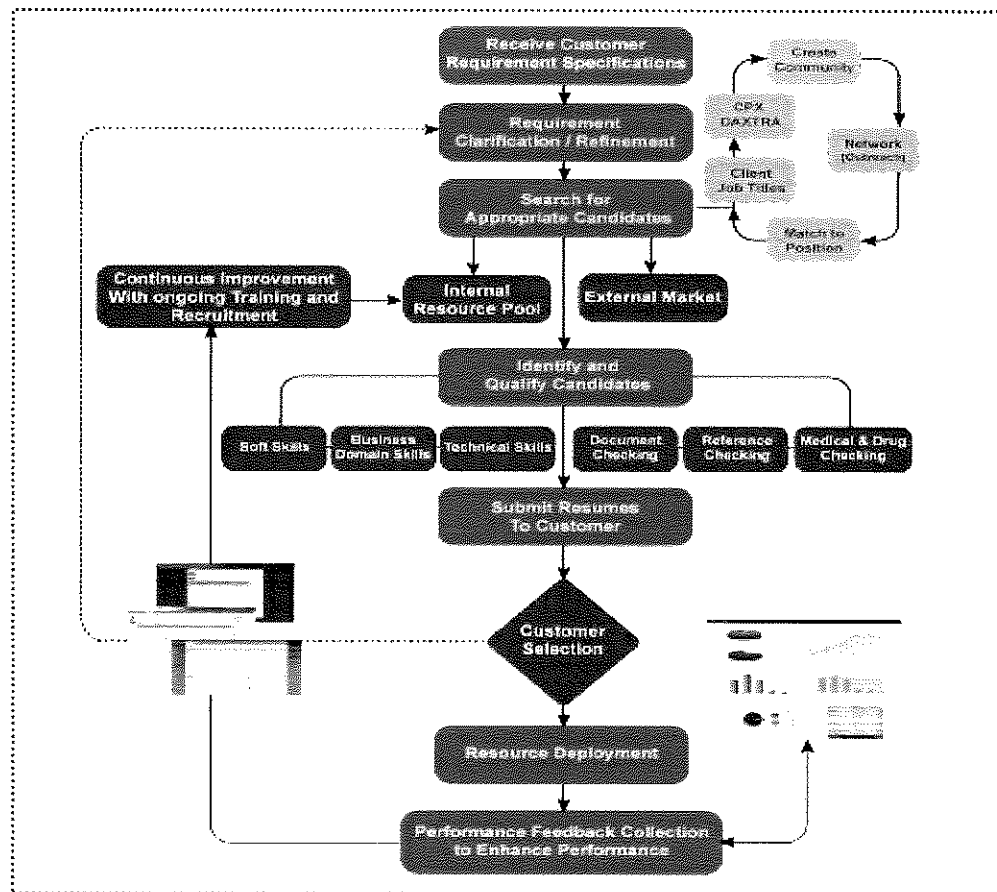
**6. Crowd Sourcing:** LanceSoft leverages a unique crowd-sourcing initiative to access hidden talent. Our crowd consists of over 2,200 professionals, including freelance recruiters and domain-specific subject matter experts. These individuals are strategically curated and engaged to provide fast access to specialized talent across various industries. Our crowd-sourcing efforts ensure that we can source candidates quickly and efficiently, tapping into a vast network of professionals who can deliver high-quality results in a short time frame. This method, along with our internal database and external job boards, ensures we have a diverse and comprehensive candidate pool.

#### **Candidate Screening Process**

We will employ a comprehensive Academy - specific recruitment strategy that examines the state of the local market(s), allowing us to understand its dynamics, including demographics, labor conditions, unemployment rate, and statistical workforce projections.

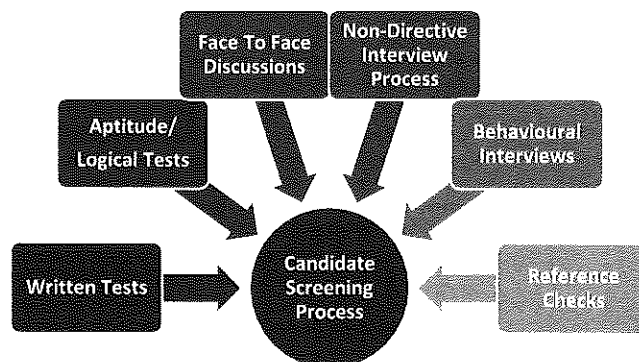
Based upon labor market conditions and the types of skills Academy requires, we identify the highest-yield target groups from which to recruit and determine an appropriate strategy to attract talent from those areas. This includes selecting appropriate sources for talent, isolating the most effective tactics to penetrate these sources, and creating an overall market approach.





### *LanceSoft's Recruiting Strategy*

LanceSoft is dedicated towards providing quality candidates to its clients in line with their requirements. We pay close attention to the quality of candidates we select to meet the high standards we set for our customers. LanceSoft is known for its robust recruitment process that attracts the very best talent and offers an unconditional guarantee on all the work they provide to our customers.



### **Step-1: Candidate Vetting and Technical Testing Process:**

LanceSoft has developed a standard screening process that is followed for all its clients. However, if required, LanceSoft in the past has customized its screening process depending upon the specific requirements of the client. LanceSoft provides a customized screening process including a two-level



quality review process (Two-step resume qualification) for all shortlisted candidates at both Lead Recruiter and National Account Manager-level to provide the best-fit candidates to our clients.

We follow a well-structured interview process as per Industry Best Practices, where the short-listed candidates are screened at an initial level followed by a detailed assessment of his/her skills by our technical team via a telephonic interview. After clearing these two levels, a final selection round is arranged between the candidate and the National Account Manager.

Some of the methods that the recruiters use for evaluating the technical and logical ability of the candidates are as follows:



**Written Tests:** All candidates are required to take a written test to demonstrate their grasp on the basic knowledge required for a specified role. The test covers the fundamentals. LanceSoft also uses the same set of questions and methodology for all the candidates to be interviewed for a given position, which gives LanceSoft and the client a common objective performance baseline.



**Aptitude/Logical Tests:** LanceSoft has designed a series of logical and aptitude tests in order to gauge the individual personality traits. These tests enable LanceSoft to assess the aptitude and skills of the short-listed candidates. LanceSoft conducts standardized tests in terms of their reliability and validity in order to provide correct results.

#### Technical/Soft Skills Test:

##### eSkill

LanceSoft is using eSkill, a platform designed to help to find the best potential candidates using skills-based screening and interviewing tools. We will source the quality candidates within a short span of time based on the Academy requirements.

#### Step-2: Conducting Interviews

Following are different types of interviews we conduct to shortlist a suitable candidate:



**Face-To-Face Discussions:** LanceSoft conducts a thorough screening process to evaluate the technical and logical know-how of the candidates comprising of a face-to-face/web/video conferencing interview depending on client requirements. All applicants are assessed for competence and personal attributes including inter-personnel skills and communication skills. Our recruiters stringently test the domain knowledge and experience of clients in order to shortlist best candidate for clients.



**Non-Directive Interview Process:** At times, we also follow a non-directive interview process - generally, a less formal process to assess the candidate's skills and personality attributes.



**Behavioural Interviews:** We conduct behavioural and situational based interviews as well, to evaluate candidates on their past behaviour and experience and the candidate's judgment ability and knowledge that may be required for the job. In some cases, we also conduct group discussions to compare the soft skills of the short-listed candidates to make the best selection.

#### Step-3: Background Checks

The client-dedicated onboarding team runs a sequence of procedures that help the candidates in fulfilling the formalities and paperwork at the client end. As a prerequisite prior to an offer made by LanceSoft for employment, LanceSoft's onboarding team conduct various checks that include but are not limited to:



- ✓ Complete background verification
- ✓ Previous employment checks
- ✓ Education verification
- ✓ Credit Reports
- ✓ Driver's Report/DMV Checks
- ✓ Social Security Trace/Validation
- ✓ Reference checks - LanceSoft recruiters thoroughly check with at least 2-3 references of the candidates being short-listed to verify their credibility.
- ✓ Drug Screening to test the candidates for the use of illicit/illegal drugs LanceSoft offers a 5 and 10 panel drug screening with additional panels available upon request to our customers.
- ✓ Work Permit Checks : To verify the active work permit status of the candidates to ensure they are legally authorized to work in USA.
- ✓ Work eligibility verification – Use E-Verify to ensure each candidate is eligible to work.
- ✓ Criminal background checks.

**Implementation Strategy**

LanceSoft has clearly defined the tasks to work closely with the Academy and dedicate an Account Management Team (AMT) to provide undivided attention and care to Academy relationship. LanceSoft follows the below mentioned implementation plan for all its client engagement:

**Step-1:** On contract sign-off, LanceSoft will immediately assign a dedicated Account Management Team (AMT) to identify the anticipated volume of requirements and to be able to respond to 100% of the entire Academy Recruitment requirements.

**Step-2:** Within one (1) week of contract sign-off, LanceSoft will initiate a kick-off and a team introduction session between the client's program/hiring managers and point of contacts along with LanceSoft delivery team members. Program goals and initiatives will be discussed in detail to help better understand the Academy Recruitment services program and needs. LanceSoft's AMT will try to understand various elements, key drivers and success factors for this relationship. Some of the key Academy elements that would be studied include:

- |   |   |
|---|---|
| ✓ H.R. policy regarding temporary labor.  | ✓ Points of contact for various issues.   |
| ✓ Travel policy for temporary labor.  | ✓ Escalation structure.   |
| ✓ Region-wise Rate structure that has been agreed & signed off during the contract. | ✓ Addresses Contact names and Phone numbers of regional offices and respective relevant managers. |
| ✓ Concentration of requirements and type of requirements.                           | ✓ List of client Holidays.  |
| ✓ Typical hard to find skills for the client.                                       | ✓ Service level agreements to be followed.  |



- ✓ Typical Time taken for manager feedback.
- ✓ Internal Benchmarks for hiring of temporary labor.
- ✓ Accounting & Billing contacts
- ✓ Accounting & Billing policies.
- ✓ Rules (Do's and Don'ts) for all aspects - H.R., Finance, Sales, Admin etc.
- ✓ Response time for acknowledgement, Response time for resumes and time to fill parameters decided mutually.
- ✓ Email ids, usernames, passwords and Website addresses for process requirements.
- ✓ Escalation procedure and contacts for various issues including H.R., Legal, Administrative, Accounting & Finance and Marketing.
- ✓ General culture & work environment.
- ✓ Dress code.

**Step-3:** A document called the "Client Delivery Process Framework" is prepared which captures all details pertaining to the client.

**Step-4:** The client dedicated National Account Manager will also initiate the mapping of all the client's on-boarding requirements. This will create the entire backbone of the client specific process in compliance with their needs. At a minimum, the onboarding requirements will include:

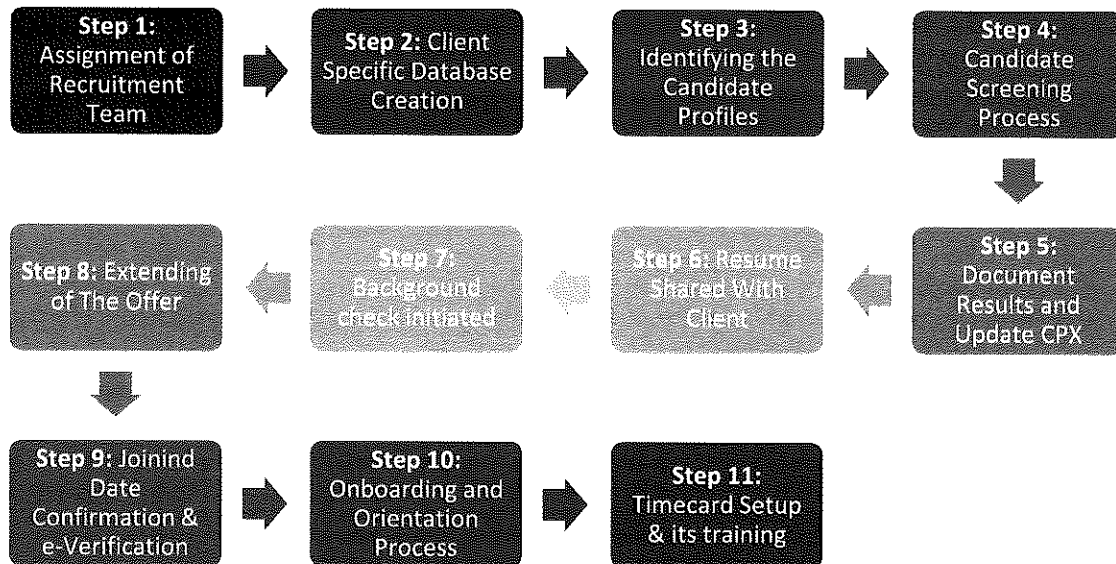
- ✓ The Academy related specific policies.
- ✓ Relevant contractual terms & conditions.
- ✓ Rules & Regulations - site specific & client specific.
- ✓ General culture & work environment.
- ✓ Dress code.
- ✓ The Academy employee - LanceSoft consultant issues.
- ✓ Escalation procedures.
- ✓ Work site familiarity (at most times a site visit on the day of start of the project is arranged).

**Step-5:** LanceSoft firmly believes in the importance of training and orientation to its employees. Training activities at LanceSoft constitute a major human resources development effort and forms an integral part of the employee's career development plan. LanceSoft's training program encompass technology skills, soft skills, presentation & communication skills, line of business / domain skills and specific client-related orientation regarding client specific policies, culture, terms & conditions, rules & regulations and work site familiarity.

#### **Recruitment Process**

Once we receive the contract and requisition from Academy, LanceSoft will immediately start the process and will submit the candidates to Academy within 1-2 Business days.

After the contract-sign off and assignment of a dedicated Account Manager, we will follow the below steps to meet the timeline for the recruitment process.



**Step-1:** LanceSoft identifies the recruiting team and defines responsibilities for each member for the contract. Our Account Manager drafts a report about understanding the client. This report gives input to Recruitment Manager about the nature of work at client site. It also details out Academy's future needs and explains about the location parameters.

**Step-2:** Based on the input received from the Account Manager, the recruiting team starts the proactive approach to identify the resources internally and externally to build database for the client.

**Step-3:** The work is initiated as soon as we get the staffing requirement from Academy. The staffing requirement is immediately entered into our centralized recruiting portal, i.e., CPX. The Account Manager understands the requirements of Academy based upon the staffing requirement received from them. This includes an understanding of the project requirements, SOW, environment, qualification, experience, mandatory and desirable skill set requirement. The Accounts Manager drafts a requisition about the requirement and submits the requirement in CPX along with sending it to the Recruitment Manager. The Recruitment Manager assigns this requirement to the dedicated recruitment team for the Academy. From there, recruitment team source the candidate using one of following methods but not limited to: proprietary database, job boards and traditional advertising, Crowd Sourcing, Evergreen Harvesting, Effective networking, Employee Referral, Headhunting, Patent Recruitment Technology, Social-media Recruiting (LinkedIn, Twitter, Facebook, etc.), Community Curators, Community Discussions, web-based recruitment portal, community outreach etc.

**Step-4:** After finding the 4-5 creative candidates per requirement, they undergo a rigorous screening process that includes:

- A thorough assessment of prior work history and education (through Aversafe & Sterling- Back check verification process).
- Assess the candidate's skills and personality attributes. (Written Tests, Aptitude/Logical Tests, Face-To-Face Discussions, Non-Directive Interview Process).
- A blended interview including both traditional and behavioral event questions. (Behavioral Interviews).
- Technical skills assessments which cover hundreds of different skill types, with appropriate assessments selected by the recruitment manager based upon the skill requirements uncovered during the requirements meeting.
- A minimum of three professional references.



- Conduct Basic Background Checks.

**Step-5:** After candidates' complete evaluation, Our Recruitment team will prepare the feedback form to summarize the results of the interview and will update CPX with qualified Consultants.

**Step-6:** Our Account Manager will submit the resumes with a skill summary of the selected consultants and references to Academy and will discuss the interview schedule with hiring manager for pre-qualified consultants. Our Account Management Team will set up face-to-face or telephone interview depending upon the Academy's requirements

**Step-7:** Our Employee Care Manager will conduct appropriate background screening, based on the client requirements (Education verification, Credit Reports, Driver's Report/DMV Checks, Social Security Trace/Validation, Reference checks, Drug Screening, Work Permit Checks, Work eligibility verification & Criminal background checks) for the selected candidates.

**Step-8:** Our HR Department will complete all due diligence before extending an offer to successful consultants and extend the offer. Share candidate's decision or initial response with hiring managers and submit security forms to Academy.

**Step-9:** Our Account Manager will inform the joining date of the candidate to Academy and Conducts e-Verification. Candidate Joins on a specified date.

**Step-10:** Once a candidate has been interviewed and selected by Academy, the candidate begins the onboarding and orientation process. LanceSoft offers a number of manual and automated solutions to assist with on-boarding that can be customized to each of your engagements. Onboarding procedures for all temporaries assigned to the locations will be coordinated by the dedicated single point of contact. The following is an overview of a typical orientation process which will be customized to meet your needs:

- Academy summary information
- Overview of Academy's workplace policies
- Assignment of work schedule
- Software training if applicable (submitting timecards, etc.)
- Security/badge access procedure review/assignment (if applicable)
- Establish regular series of check-in calls
- A review of wages and benefits
- Contract flow downs
- Completion/sign-off all required documents
- We also help the candidates walk through the client work environment and assist them in completion of the hiring formalities.

**Step-11:** LanceSoft's On-boarding team will train our resources on electronic timecards operations from entry to submission in the client system for the client manager's approval. These timecards are routed to the concerned managers for approval. The timecard may require only the respective manager's approval or may be routed to the manager and the project manager for approval. Upon approval, these items are annexed in a consolidated invoice and submitted to Academy for payment. Additionally, our team trains the Temporary workers on the process for submission of expense reimburse reports for approval. The report encloses the date, the merchant, the reason for the request, an account number (if required), a PO number (if required) and the amount. All approved expenses are included in the consolidated invoice. We also train our resources on the process of updating timecards daily or at the end of the week and the process of saving them. Our resources will be trained on timecard resubmission procedure if an error is found while submission.



### Project Management

Our goal is to ensure that the staffing needs of Academy are met efficiently and effectively, while delivering a high level of client satisfaction. We will utilize a structured approach to manage staffing operations, backed by an experienced and dedicated team to ensure the smooth implementation of services.

We follow well defined and documented team management approach for handling such contracts to ensure that contract requirements are supported. We will assign the client a dedicated Account Management team to ensure the right delivery of services and needs are fulfilled with huge Client satisfaction. Our Account Manager & Account Executives will work very closely with the Client and LanceSoft on-site staff.

Our Local Offices will have client focused delivery team comprises of a local Account Manager (AM), a regional Recruiting Manager, his team of Recruiters, Operations, Compliance, HR support and a Human Asset Management Group (HAMG). This client-dedicated team also has direct access to various other delivery support teams viz., Quality, Marketing Support, social media, IT Infrastructure, Data analytics, Legal & Contracts, Timesheet Administration and Accounting & Finance. All of them work under the direction of the local account manager to ensure that a customer is serviced in the most optimized way possible. This model will allow us to focus solely on the client's needs while providing local resources and account management and ensuring smooth functioning of the program at all times. The aim of this setup is to provide undivided attention and care to every LanceSoft relationship.

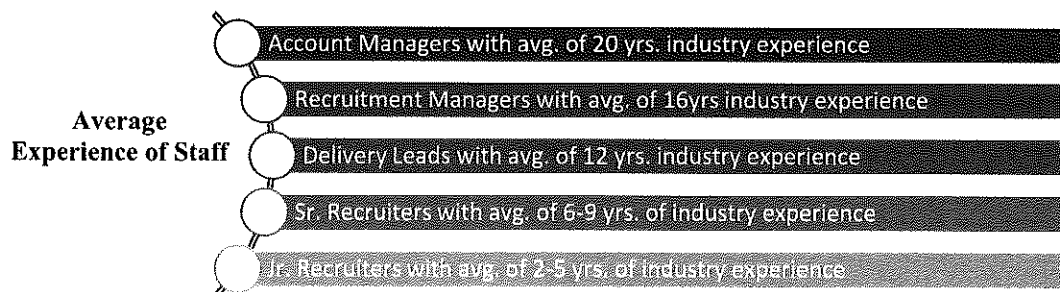
### Proposed Management Team

LanceSoft has a dedicated **Human Asset Management Group (HAMG)** that acts as an interface between the onsite employees and LanceSoft management and has a proven track record of resolving employees' queries/issues in less than 24 hours. This commitment to employees results in greater employee satisfaction.

The following table identifies all the resources assigned to these services and their dedication to Academy.

S.NO	Name	Title	Client	Experience
1	Prashant Arni	VP-Strategic Relations	Client	25+ years of Account, Contract & Project Management
2	Khanh To	Recruitment Director		18+ years of recruitment and management
3	Ruchi Jain	Employee Care Manager		15+ years of employee care management
4.	Monica Skoogman	Account Executive		12+ years of experience in account management

**Our Team Experience:** We currently have a **550+ member recruiting staff** consisting of professionals with very strong industry/domain knowledge. The average industry experience of our recruiting staff is:





LanceSoft will assign a dedicated Account Manager, Prashant Arni, to oversee Academy's staffing services. He will monitor performance, manage risks, handle client inquiries, and maintain the relationship for each staff augmentation position. Prashant will also identify and address potential performance issues, taking preventive actions to ensure high-quality service, staying on schedule and within budget. In the event of any performance concerns, LanceSoft will respond immediately.

Below are the resumes of our key personnel, outlining their experience, qualifications, roles, and responsibilities, highlighting their contributions and expertise within the organization.

**1. Prashant Arni - Dedicated Account Manager:**

LanceSoft proposes Prashant Arni as the Key Account Manager, who will be dedicated to overseeing the entire engagement of the Academy. Prashant Arni has 25+ years of demonstrated experience in the educational industry. Prashant brings extensive experience that encompasses Account Management and Client Relationships for staffing program executions for many clients like Baltimore County Public Schools, Ramsey County, Los Angeles Unified School District, Loudoun County Public Schools, New Jersey Schools Insurance Group, Nottoway County Public Schools, and many more. He has extensive experience in developing relationships with all levels of management, clients, and user groups. He possesses expertise in direct liaison with clients to ensure the fulfillment of contract requirements. Under the flagship of LanceSoft, Prashant Arni has been actively handling large accounts that have large volumes of staffing needs across diverse skillsets and locations with varying lengths of assignments.

**Experience:**

**1. LanceSoft Inc**

Sr. VP, Delivery and Operations June 06 to Present

**2. Infinite**

Sr. Account Manager May 01 to May 06

**3. Cambridge Systems Inc.**

Prime Account Manager Aug '99- to April 01

**4. VLS Systems Inc**

Resource Manager Mar '99 – Aug '99

**5. New Hampshire College**

Graduate Assistant in the Dean's office at The New Hampshire College, Manchester Mar '98 to Dec'98

**6. Reed Elsevier Inc.**

Management Trainee/Client Servicing April '97 to Feb '98

**Roles & Responsibilities:**

- Key person for managing the contract with Academy and interacting with Academy Project Manager.
- Ensures tracking and meeting Academy's requirements.
- Quarterly meetings with Academy to monitor LanceSoft's contract performance.
- Weekly meetings with Back Office Staffing Operation & Employee Care Team to provide updates on LanceSoft's performance and upcoming activities.
- Effective Resource Management by aligning processes and technology to ensure accurate and error-free service delivery to Academy.
- Regular coordination with the Academy's Hiring Managers to gather feedback, staffing requirements, and address any concerns.
- Collaborates closely with Delivery Managers to identify and select suitable candidates for the Academy's needs.





- Works with the Onboarding Team to ensure smooth onboarding of new hires for the Academy.
- Coordinates with new hires during client orientation and walk-through programs.
- Coordinates with LanceSoft's Finance and HR teams for timely invoicing, receipts, and compliance with onboarding contractual requirements.
- Collaborates with the Legal and Contracts Management Team to ensure 100% compliance with contracts.
- Ensures timely submission of Monthly Compliance Reports and sends weekly dashboard reports to Executive Management.

**Skills:**

- Excellent leadership Skills.
- Ability to bring out the best in underperforming teams.
- Excellent personality and interpersonal skills.
- Strong written and verbal communications and presentation skills.
- The ability to establish relationships and generate business opportunities.
- A demonstrated ability to maintain and grow client relationships and sell solutions.
- Familiarity with technology and industry trends in e-Business and Web solutions.
- Excellent organizational skills.
- Self-motivated with a strong desire to succeed.
- The ability to keep up in a very fast paced environment.
- Enjoys working in diverse teams.

**Training:**

- Training in Strategic Account Management.
- Key Account Management Training.

**Qualification/Specialization:**

- Master of Science, International Business, New Hampshire College, USA, Dec 1998.
- Master of Business Administration, Marketing, Institute for Technology and Management, India, March 1997.

**Certifications:**

- Certified Project Management Professional (PMP)
- PMI Scheduling Professional

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**2. Khanh To- Recruitment Director**

Khanh is a highly skilled Recruitment Director with over 18 years of excellent experience in recruiting management and specializations include employee selection and recruitment. He has been extensively working with educational staffing for various clients which includes but not limited to like Baltimore County Public Schools, Ramsey County, Los Angeles Unified School District, Loudoun County Public Schools, New Jersey Schools Insurance Group, Nottoway County Public Schools, and many more. He has proficiently worked in staffing business, with successfully achieving targets and handling many clients.



He possesses expertise in recruitment process and resource management, sourcing strategies, recruitment process improvement and upgradation and compliance management. He is extensively experienced in handling various similar clients and many more. He will be the key person for managing the staffing need of Academy requisitions to ensure and track the staffing requirements. He is excellent in arranging and managing interview schedules between the clients and consultants.

**Experience:**

**1.LanceSoft**

Recruitment Manager Jun 2013- Till Date

**2.Novalink Solutions LLC**

Senior Recruiter Feb 2012- May 2013

**3.Covendis**

Recruiter June 2007- Jan 2012

**Role/Responsibilities:**

- Key person for managing staffing of the Academy requisitions.
- Ensuring and tracking the staffing requirement of the Academy.
- Setting up milestone of each activity to complete the Academy submittals within 1-2 business days.
- Training and skill enhancement to existing and new recruiters on The Academy's IT Staffing requirements.
- Arranging and managing interview schedule between Academy and consultant.
- Preparing job description for posting on the job sites & sending to LanceSoft Contractors.
- Managing the complete recruitment cycle.
- Monitors the labor legislation and implements required changes to keep the process compliant.

**Training:**

- Training in Recruiting Innovation
- Talent Acquisition & Hiring Training

**Qualifications//Specializations:**

- Bachelor of Business Administration from Georgia State University
- Computer & Information Sciences from Georgia State University

**Certifications:**

- Certified Professional in Learning and Performance (CPLP)
- Professional in Human Resources (PHR)

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**3.Ruchi Jain-Employee Care Manager**

Ruchi Jain is an accomplished, result-driven Employee care manager with over 15 years of experience focused on staffing. She has expertise in resource management, account management, staffing support and, she has working experience in Internet recruitment sites like Dice, Monster, Hot jobs, and CareerBuilder for diverse clients which includes but not limited to like Baltimore County Public Schools, Ramsey County, Los Angeles Unified School District, Loudoun County Public Schools, New Jersey



Schools Insurance Group, Nottoway County Public Schools, and many more. She is fully conversant with the Candidate Management process and expert level of knowledge of CRM, invoicing, timesheet-tracking and payment to consultants, rate negotiations, contract writing and negotiations. She is an excellent communicator with demonstrated success-building relationships with clients and consultants.

**Responsibilities:**

- Responsible for LanceSoft employee care, a unique role which resulted in long retention of our consultants.
- Manage consultants at The Academy sites.
- Key person to keep consultants motivated and up to date.
- Take care of consultant's requests/ issues and resolve all the requests.
- Works closely with Contract Administrator and Account Executive to follow the progress of project.
- Ensure consultants are up to date with the latest work techniques and get those required trainings.
- Create training requests for the staff.
- Prepares employees for assignments by establishing and conducting orientation and training programs.
- Conducting and analysing exit interviews; and recommending changes.

**Qualifications/Specializations:**

- Bachelor of Science, Human Resource Management/personnel Administration, General, Belhaven University.

Master of Science, Human Resource Management/personnel Administration, General, Devry University.

**Certifications:**

- SHRM Certified Professional (SHRM-CP)
- Senior Professional in Human Resources (SPHR)

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**4.Monica Skoogman- Account Executive**

Monica is an innovative Account Executive with over 12 years of enriched experience in strategic planning, Client Relationships & Account Management. She has extensive experience developing relationships with all levels of management, clients including like Baltimore County Public Schools, Ramsey County, Los Angeles Unified School District, Loudoun County Public Schools, New Jersey Schools Insurance Group, Nottoway County Public Schools, and many more. She has experience handling similar requisitions in client support, service, and management of resources, to meet client performance objectives.

**Responsibilities:**

- Working with recruitment manager to ensure the quality of candidates' Selection process.
- Coordinating consultant interviews with LanceSoft.
- Attend the Monthly meetings with LanceSoft Management.
- Resolving difficult situations with LanceSoft Staff working on LanceSoft projects.
- From time to time, meeting with onsite consultants.
- Assist Account manager in all project-related activities.



- To ensure your business needs are met at all levels, she will advise on service enhancements and be responsible for maintaining service continuity and ensuring service commitments.
- Identifies and helps resolve schedule, budget, and project communication challenges.

**Qualifications/Specialization:**

- Associate of Arts (AA), General Studies-Normandale Community College.

**Certifications:**

- Project Management Certifications (PMP) Certified Key Account Executive

### 3.4 Firm(s) size and qualifications

**Experience and Qualifications of the Firm**

Established in 2000, LanceSoft is a privately-owned S corporation, headquartered at Herndon, VA along with more than 24 support offices throughout USA. We have developed strong partnerships with leading Academic organizations and have established deep relationships with Academic professionals across the USA. LanceSoft has 25+ years of experience in providing qualified and experienced Academic Staffing and Recruiting facilities to a diverse base of clients across various domains and geographies.

LanceSoft offers Academic USA Contingent workforce services and Staffing solutions

tailored to meet the diverse needs of small, medium and large-sized enterprises across diverse industries such as educational schools and enterprises, Healthcare, Information Technology, Finance, Banking, Engineering, Pharma, Automotive, Utility, Semi-Conductor, Telecom, Retail and many more.

LanceSoft has extensive experience supporting large-scale clients, including public school districts, charter schools, and state agencies, with high-volume daily staffing needs. We have a proven track record of placing suitable substitutes efficiently, reliably, and in full compliance with client and regulatory requirements.

**Our Company Size and Diversity status :** With an annual revenue of \$388 million, LanceSoft, Inc., is a privately held S Corporation, holds the MBE certification issued by NMSDC, State of Tennessee, NYC Small Business Services and Minority-Women Business Enterprise certification issued by Virginia Dept. of Small Business & Supplier Diversity (SWAM). We are MBE, WBE certified by NCTRCA. LanceSoft is a certified corporate plus member by

Legal Company Name	<b>LanceSoft Inc.</b>
Ownership Structure	<b>S corporation</b>
Headquarter Address	<b>2121 Cooperative Way, Suite 130 Herndon, VA 20171 Phone: 703-674-4500 Fax: 703-935-0339</b>
Year of Incorporation	<b>2000</b>
Employees & Contractors	<b>3,600+ Contractors across USA 4600+ Contractors across the Globe 1200+ internal employees</b>
Annual Revenue 2024	<b>\$388 Million</b>
POC Contact Details	<b>POC: Prashant Arni Phone: 703-674-4565 Email: marketing@lancesoft.com</b>
Website Address	<b>www.lancesoft.com</b>





**NMSDC -MBE.** We have also invested in building our very own consciously bias diverse hiring platform called **TADAH!** (Together Achieve Diversity & Harmony) to promote, place & educate DEI candidates and corporations.



**Number of Employees:** LanceSoft has a global strength of 1,250+ internal employees and 4,200+ contractors. In the U.S. alone, we have 750+ dedicated employees and a robust nationwide delivery capability.

**Financial Viability:** LanceSoft is a financially stable and rapidly growing company across the USA. LanceSoft currently has a **credit line of \$60 Million** and has the required financial capacity to provide the services. We assure the client that we have the necessary financial capacity and working capital to perform the contract without assistance from any outside source.

**USA and Global Footprint:** Headquartered in Herndon, VA, we have a network of twenty-four (24) branch offices across the US and currently service across 50 states of the USA. Below are the locations of our branch offices.

<b>Sugar Land (TX)</b>	<b>Bloomington (MN)</b>	<b>Atlanta (GA)</b>	<b>Beaverton (OR)</b>	<b>Chicago (IL)</b>
<b>Irving (TX)</b>	<b>Denver (CO)</b>	<b>Fremont (CA)</b>	<b>Salt Lake City (UT)</b>	<b>Birmingham (AL)</b>
<b>Clarkston (MI)</b>	<b>Washington (DC)</b>	<b>Boston (MA)</b>	<b>Richmond (VA)</b>	<b>Charlotte (NC)</b>
<b>Cincinnati (OH)</b>	<b>Orlando (FL)</b>	<b>New York (NY)</b>	<b>Seattle (WA)</b>	<b>Columbia (SC)</b>
<b>Lexington (KY)</b>	<b>San Diego (CA)</b>	<b>Philadelphia (PA)</b>		

In addition to this, LanceSoft can also quickly set up an additional office at any preferred location to be able to manage their large volume of requirements for that location.

We also have an international footprint as follows:

- Four (4) country offices in Canada,
- Five (5) in India and
- One(1) each in UK, Ireland, Belgium, Netherlands, Norway, Poland, Romania, Germany, France, Greece, Bangladesh, China, Vietnam, Thailand, Indonesia, China, Malaysia, Turkey, Australia, Costa Rica, Czech Republic, Malaysia, Nepal, Philippines, Saudi Arabia, Singapore, Sri Lanka, Turkey, United Arab Emirates, Bulgaria, Brunei and Ethiopia.

#### **Our Affiliations, Accreditations and Awards**

LanceSoft is a proven industry leader in workforce solutions, recognized for excellence in delivering highly skilled talent across executive staffing services, healthcare, IT, engineering, and professional services. Our commitment to quality, innovation, and client satisfaction has earned us multiple industry accolades.

LanceSoft is an ISO 9001:2015 certified company fulfilling the requirements for a quality management system (QMS).

LanceSoft has been assessed and found to confirm the requirements of ISO 14001:2015 & ISO/IEC 27001:2013.

LanceSoft is currently an active **"Preferred-Supplier"** for over 200 mid to large staffing programs across the globe. Our list of Awards and Accolades that LanceSoft received recently from our clients include:





**BBB ACCREDITATION:**  
**LanceSoft has been accredited by the Better Business Bureau (BBB). BBB accreditation is a renowned certification in the industry, and this will showcase LanceSoft standing behind BBB values as well as our own.**

➤ 2025, 2024, 2022- Randstad Preferred Supplier	➤ 2025,2023, 2022, 2020 SIA Largest US Staffing companies
➤ US Pinnacle Premier Supplier for 2024,2025	➤ Magnit Global Supplier Excellence Award 2024
➤ 2024, 2023, 2022, 2021, 2020, 2019 - Clearly Rated (Inavero's) Best of Staffing- Client Satisfaction & Talent Satisfaction (Diamond Award-Continuous 5 years)	➤ 2020,2019,2018,2017 SIA Fastest growing staffing firms
➤ 2023- Kelly PSN Partner	➤ 2020 Fast 100 Asian American Business Award
➤ 2023-SIA Largest US Healthcare Staffing companies	➤ 2018,2017- Premier Partner by Tapfin
➤ 2023-SIA Largest US Legal Staffing companies	➤ Proven Performer by ZeroChaos -2017
➤ 2023-SIA's Global Power 150 Women in Staffing	➤ Supplier Excellence award by Kelly OCG- 2017
➤ 2023- Magnit Global Supply Excellent Award	➤ "Service Excellence Award" from Johnson & Johnson (J&J).
➤ 2020,2019,2018 Workforce Logiq Proven Performer	➤ Deloitte Fast 50 Finalist
➤ eTalent Expedia-Premier Partner Achievement-Jet Stream & First Class-2022	➤ E&Y Entrepreneur of the year Finalist
➤ SIA Largest Travel Nurse Staffing firms in the US for the year 2022	➤ Featured in Silicon Valley magazine for our talent management solution
➤ SIA Largest Healthcare Staffing Firms in the US for the year 2022	➤ Inc 500 Fastest growing firms
➤ Kelly OCG - preferred supplier for the year 2020 and 2021	➤ Smart 100 Award
➤ Workforcelogic - preferred supplier for the year 2020 and 2021	➤ USPAACC Fastest growing firms
➤ Tapfin Supplier Distinction-2020	➤ Better Business Bureau (BBB) Accreditation: LanceSoft has been accredited by the Better Business Bureau



	(BBB) Rating (A+)
➤ Nclusion Supplier – Guidant Global – 2019, 2020.	



Kelly



**Proven Track Record:** LanceSoft has successfully partnered with numerous school districts and educational institutions to provide highly qualified licensed teachers, non-licensed teachers, teacher aides, and long-term substitute staff, ensuring continuity of instruction and support for both students and faculty. Our services have included full candidate sourcing, rigorous screening, credential verification, and placement management, tailored to meet each school's specific academic and operational needs. Some of the schools and districts we have supported included below, where we have consistently delivered pre-vetted, job-ready professionals to meet both short-term and long-term staffing requirements.

**Our Public school and school district clients:** Atlanta Public School, Baltimore County Public Schools, Chicago Public Schools, Detroit Public Schools Community District, Douglas County School District RE-1, Federal Way Public Schools, Fulton County Schools, Los Angeles Unified School District, Loudoun County Public Schools, New Jersey Schools Insurance Group, Nottoway County Public Schools, Okaloosa County School District, Pasco County Schools, Seattle School District No. 1, The Maryland School for the Deaf (MSD), The Virginia Beach City Public Schools.

- Successfully partnered with 15+ Public schools and School districts ensuring consistent compliance with district-specific statutes and practices.
- Maintained 100% audit compliance in every state where we've been reviewed by Departments of Education or Labor.
- We currently support over 100 active, qualified substitute teachers ready to serve K-12 districts, Public schools, charter schools, and academic institutions.

LanceSoft is more than a staffing provider. We are a trusted compliance partner that proactively aligns with school district operations to deliver legally sound, policy-aligned staffing solutions tailored to educational environments.



**3.5 Licensed to do business in the State of Utah, Utah State Contract # (If available)**

LanceSoft is fully licensed to conduct business in the State of Utah. We also hold contracts with State of Utah, State of Utah Division of Purchasing and University of Utah. Complete details like Utah State Contract #, will be provided upon contract award.

May 11, 2025

**CERTIFICATE OF EXISTENCE**

**Registration Number:** 13498075-0143  
**Business Name:** LANCESOFT, INC

May 11, 2025

**CERTIFICATE OF EXISTENCE**

**Registration Number:** 13498075-0143  
**Business Name:** LANCESOFT, INC  
**Principal Office Address:** 2121 COOPERATIVE WAY, SUITE 130, HERNDON, VA 20171  
**Registered Date:** 07/14/2023  
**Entity Type:** FOREIGN BUSINESS CORPORATION  
**Current Status:** ACTIVE - CURRENT

The Division of Corporations and Commercial Code of the State of Utah, custodian of the records of business registrations, certifies that the business entity on this certificate is authorized to transact business and was duly registered under the laws of the State of Utah. The Division also certifies that this entity has paid all fees and penalties owed to this state; its most recent annual report has been filed by the Division unless the status above is delinquent; and, that Articles of Dissolution have not been filed.



*Adam Watson*

Adam Watson  
Director  
Division of Corporations and Commercial Code

Certificate Number: 202505110022794

Enter the certificate number at <https://businessregistration.utah.gov/> to verify this certification.

This is not a legal document. It is a certificate of existence only. It does not constitute a guarantee of the accuracy of the information contained herein. The information is provided for informational purposes only. The information is not to be used for legal purposes. The information is not to be used for legal purposes. The information is not to be used for legal purposes.





### **3.6 Capable of providing qualified staff, who possess the appropriate license and certifications to provide proposed services.**

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LanceSoft is fully capable of providing qualified and licensed educational professionals who meet all Utah State Board of Education (USBE) standards. All candidates undergo comprehensive screening, including license and credential verification, background checks, and reference validation through our CPX Platform.

As described in Section 3.3, LanceSoft follows a rigorous, multi-layered screening methodology designed to ensure that every candidate we present meets the highest standards of quality, integrity, and capability. Our process combines advanced tools and human expertise to evaluate candidates across multiple dimensions including technical proficiency, behavioural aptitude, communication skills, and cultural fit. Each applicant undergoes comprehensive assessments such as written and logical tests, skill-based evaluations through platforms like eSkill, and in-depth technical interviews. We further verify credentials through meticulous background checks, reference verifications, and work eligibility reviews. This disciplined and data-driven approach ensures that only the most qualified, reliable, and job-ready professionals are shortlisted for Academy consideration.

All candidates are thoroughly screened, verified, and credentialed through our proprietary CPX Platform, which ensures compliance with Utah State Board of Education (USBE) standards. Our process includes:

- Verification of teaching licenses and certifications directly through the appropriate state education databases.
- Comprehensive background and criminal history checks, including Utah-specific clearances.
- Reference and employment history verification for all educators and support staff.
- Credential tracking and renewal alerts managed digitally through CPX for ongoing compliance.

Our dedicated Management team ensures every teacher, aide, or substitute is appropriately certified, compliant, and ready to deliver high-quality instruction in alignment with Summit Academy's academic standards.



### 3.7 Have sufficient insurance and/or bonding coverage

LanceSoft confirms that we maintain all required insurance and bonding coverage as outlined in the RFP. Our active policies meet or exceed all state and contractual requirements for Commercial General Liability, Professional Liability, Workers' Compensation, and Employer's Liability. Summit Academy, Inc. is named as an additional insured on all applicable policies.

ACORD		CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YYYY) 11/4/2025		
<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.</b>						
<b>IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).</b>						
<b>PRODUCER</b> Marsh & McLennan Agency LLC 20 North Martingale Road Schaumburg IL 60173			<b>CONTACT</b> NAME: Laura Karr PHONE (A/C, No, Ext): (847) 247-3042 FAX (A/C, No): (847) 440-9126 E-MAIL ADDRESS: Laura.Karr@MarshMMA.com			
<b>INSURED</b> LanceSoft, Inc. 2121 Cooperative Way, Suite 130 Herndon VA 20171			<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: CONTINENTAL CASUALTY COMPANY NAIC # 20443 INSURER B: PHILADELPHIA INDEMNITY INSURAN 18058 INSURER C: ZURICH AMERICAN INSURANCE COMP 18535 INSURER D: Tokio Marine Specialty Insuran 23850 INSURER E: Midvale Indemnity Company 27138 INSURER F:			
<b>COVERAGES</b> <b>CERTIFICATE NUMBER: 1597686443</b> <b>REVISION NUMBER:</b>						
<b>THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.</b>						
<b>INSR</b> <b>LTR</b>	<b>TYPE OF INSURANCE</b>	<b>ADD'L INSR</b> <b>INSR D WVD</b>	<b>POLICY NUMBER</b>	<b>POLICY EFF</b> <b>(MM/DD/YYYY)</b>	<b>POLICY EXP</b> <b>(MM/DD/YYYY)</b>	<b>LIMITS</b>
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		PHPK2573591004	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
D	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ALLY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		PPK2574633002	7/1/2025	7/1/2026	COMBINED SINGLE LIMIT (Ea accident) \$ 5,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		PHUB871363004	7/1/2025	7/1/2026	EACH OCCURRENCE \$ 10,000,000 AGGREGATE \$ 10,000,000
C	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <b>N/A</b>	WC277362304	7/1/2025	7/1/2026	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Crime - Third Party		2087274915	7/1/2025	7/1/2026	Occur: 5,000,000 Ded: 50,000
B	Professional Liability (E&O)		PHPK2573591004	7/1/2025	7/1/2026	Occur: 1,000,000 Ded: 50,000
E	EPLI		BCP04699602	7/1/2025	7/1/2026	Occur: 1,000,000 Ded: 50,000
<b>DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)</b> Proof of Insurance.  Excess Commercial Umbrella - Policy#100042883206 - Effective: 7/1/2025 Expiration: 7/1/2026 - Occurrence: 5,000,000 General Aggregate: 5,000,000 - Insurer affording coverage: Liberty Insurance Underwriters, Inc. The Excess Umbrella sits over the General Liability and Employers Liability.  Excess Employment Practices Liability - Policy#S0008EL00025602- Effective: 7/1/2025 Expiration: 7/1/2026 - (\$2M Occurrence/Aggregate Limit; \$0 Deductible)- Insurer Affording Coverage: Accelerant Specialty Insurance Co. The Excess Employment Practices Liability sits over the Employment Practices Liability Policy. See Attached...						
<b>CERTIFICATE HOLDER</b>			<b>CANCELLATION</b>			
Summit Academy Inc. 1225 East 13200 South Draper UT 84020			SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.			
			AUTHORIZED REPRESENTATIVE <i>Line Taljale</i>			
© 1988-2015 ACORD CORPORATION. All rights reserved.						
ACORD 25 (2016/03) The ACORD name and logo are registered marks of ACORD						



AGENCY CUSTOMER ID: LANCING-01

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Marsh & McLennan Agency LLC		NAMED INSURED LanceSoft, Inc. 2121 Cooperative Way, Suite 130 Herndon VA 20171
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Insured owns no Autos.

Excess Hired &amp; Non-Owned Automobile - Policy#RTSXS00149- Effective: 7/1/2025 Expiration: 7/1/2026 - \$1M Limit- Insurer Affording Coverage; Underwriters at Lloyds of London. Excess Auto policy extends coverage to the Hired &amp; Non-Owned Auto policy.

Cyber and Tech E&amp;O (Network Security &amp; Privacy) - Crum &amp; Forster Specialty Insurance Company - 7/1/2025-7/1/2026 - TCM109210 - Per Claim/Agg. \$5,000,000

Re: All work performed by the Named Insured on behalf of the Certificate Holder.

Certificate holder is an additional insured for General Liability where required by written contract or agreement subject to the provisions and limitations of the policy(ies).

Coverage applies to General Liability on a primary basis where required by written contract or agreement per policy terms and conditions.

Umbrella Follows form over Professional Liability.

ACORD 101 (2008/01)

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### **3.8 Location of office(s)**

LanceSoft, Inc. is headquartered in Herndon, Virginia, with a nationwide presence supported by 24 branch offices across the United States. This extensive network allows us to deliver rapid response and localized support to all our education and government clients.

For this engagement, LanceSoft will operate through our Utah regional office located at:

LanceSoft, Inc.  
3025 Crescent Dr.  
Salt Lake City, Utah 84106

This local office will serve as the primary coordination point for Summit Academy, enabling real-time communication, candidate deployment, and on-site support as needed.

### **3.9 Current workload and ability to complete work on the project within the time required**

LanceSoft currently supports a wide range of clients across the education, public sector, and healthcare domains, delivering both short-term and long-term staffing solutions. Our existing portfolio includes contracts with school districts, charter schools, higher education institutions, and state agencies throughout the United States. Despite our large operational footprint, we maintain ample capacity and resources to seamlessly take on new assignments without compromising service quality or response time.

Our Education Staffing Division operates with dedicated account managers, recruiters, and compliance specialists who focus exclusively on educational staffing requirements. The division currently manages substitute and instructional support staffing for multiple K-12 systems, with an average fill rate of 97% and proven ability to scale during peak demand periods such as flu season or extended staff absences.

To ensure capacity readiness, LanceSoft utilizes our proprietary CPX Workforce Management Platform, which provides real-time visibility into candidate availability, onboarding progress, and timekeeping data. This technology-driven approach allows us to proactively manage staffing levels, ensuring that Summit Academy's requests are prioritized and filled with the required timeframes.

We have a robust network of pre-screened, licensed, and non-licensed educators based in Utah and neighboring states, supported by our local office at 3025 Crescent Dr., Salt Lake City, Utah 84106. This regional presence enables same-day response for urgent classroom coverage and provides flexibility to support multiple Summit Academy campuses concurrently.

LanceSoft's recruiting operations run 24 hours a day, 7 days a week, with dedicated sourcing teams in multiple time zones to ensure uninterrupted coverage. Our national scale combined with local responsiveness positions us to deliver immediate results while maintaining high-quality standards.

In summary, LanceSoft has the capacity, infrastructure, and expertise to complete all work under this contract within the time required. Our proactive resource planning, local Utah presence, and proven substitute staffing experience guarantee that Summit Academy will receive consistent, reliable, and timely staffing support throughout the academic year.



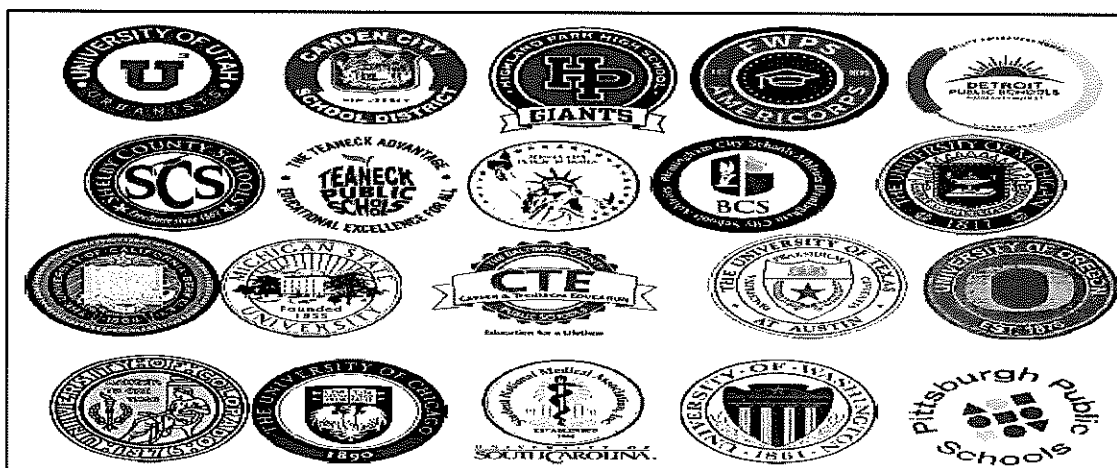
### 3.10 Expertise and experience relative to this project (including recent similar projects of similar type designed and completed).

LanceSoft has established itself as one of the most sophisticated firms in the Educational Industry. LanceSoft have more than 25+ years of experience in providing premier consultants with expertise in the Educational Industry.

LanceSoft has the requisite experience, marketplace knowledge, and clear understanding of Academy's to provide Staff Services.

Our Public clients include State Of South Carolina, State of NC, State of Ohio, State of Arizona, State of VA, State of MA, State of California, State of Texas, State of NY, State of Oregon, State of MI, City of Phoenix, City of Anaheim, City of Tacoma, City of Redmond, City of Virginia Beach, City of saskatoon, City of Wentzville, Jackson County, Garfield County Board of County Commissioners, El Paso County, Baltimore County Public Schools, Ramsey County, Baltimore County Public Schools and many more.

Our Public School Clients: Baltimore County Public Schools, Camden City School District, Highland Park Schools, Pittsburgh Public Schools, Detroit Public Schools, Federal Way Public Schools, Shelby County Public Schools, Birmingham City Schools, Jersey City Public Schools, Teaneck Public Schools etc.



Our University Clients include University of California, University of Colorado, University of Michigan, University of Chicago, Michigan State University, Medical University of South Carolina, University of Texas, University of Washington, University of Oregon etc.

Below are some of our educational industry experiences for past year which were similar in size and/or scope to this RFP with various Substitute staffing services provided/being provided by LanceSoft including but not limited to the following:

Name of the Client	Period of Performing the Services	Services Rendered	Detailed Description of the Work Performed
Camden City School District	12+ years	Contingent Staffing Services	We have provided Contingent Staffing Services to Camden City School District for positions including, but not limited to Substitute Teacher Coordinator, Casual Teacher, Special Education Teachers, Academic Tutors, School Counselors, ESL



			Teachers, Paraeducators, School Psychologists, Social Workers, Reading Specialists, Math Interventionists, Instructional Coaches and Many more.
<b>Michigan State University</b>	12+ years	Temporary Staffing Services	We have provided candidates to Michigan State University Renewal for positions including, but not limited to Test Coordinators, School Psychologists, ESL Teachers, Paraeducators, Academic Tutors, Registered Nurses (School Health Services), Math Interventionists, Occupational Therapists, Attendance Officers, Special Education Teachers, Speech-Language Pathologists (SLPs), Educational Assistants, Technology Support Specialists, Curriculum Developers and many more.
<b>Detroit Public Schools Community District</b>	6+ years	Substitute Staffing Services	We have provided staffing support services to Detroit Public Schools Community District for positions including, but not limited to Temporary School Counselor, Substitute Teacher, Temporary Teacher, Interim Teacher, Substitute Instructional Assistant, Temporary Teaching Assistant, Substitute Teacher Aide, Substitute Classroom Monitor, Emergency Teacher, Substitute Educator, Educational Support Specialist (Temporary), Substitute Teacher Coordinator, Casual Teacher, Substitute Computer Science Teacher and many more.
<b>Baltimore County Public Schools</b>	5+ Years	Temporary Staffing Services	We have provided temporary staffing services to Baltimore County Public Schools for positions including, but not limited to Foreign Language Teacher, Behavioral Interventionists, Social Workers, Test Coordinators, Paraeducators, Reading Specialists, Special Education Teachers, Attendance Officers, School Psychologists, Substitute Guidance Counselor, Substitute Behavioral Specialist, Temporary Administrative Assistant, Custodian, Security Personnel and many more.



### 3.11 Package of Trainings and requirements for contractors staff, performed on their own time.

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Please refer to Section 3.2 for detailed Training plan.

### 3.12 Clearly identify which aspects are included in the proposal.

---

This proposal includes a complete, end-to-end solution for providing qualified and compliant substitute staffing services to Summit Academy, Inc. The following aspects are fully included in the scope of our proposal:

- **Provision of Qualified Staff:** Licensed Teachers, Non-Licensed Teachers, Teachers' Aides/Paraeducators, and Long-Term Substitute Teachers.
- **Recruitment, Screening, and Selection:** Comprehensive candidate sourcing, credential verification, background checks, and reference validation at no additional cost.
- **Training and Orientation:** Pre-assignment orientation and ongoing professional development through UPTech.
- **Compliance Management:** Verification of licenses and background checks in compliance with Utah State Board of Education (USB) and Summit Academy requirements.
- **Onboarding and Reporting:** Managed through LanceSoft's CPX Platform for timekeeping, assignment tracking, and compliance documentation.
- **Insurance and Liability Coverage:** All required coverage, naming Summit Academy, Inc. as an additional insured.
- **Dedicated Account Management:** Local coordination from our Salt Lake City, Utah office, supported by 24/7 recruiting and customer support.
- **Invoicing and Administrative Support:** Transparent billing, bi-weekly or monthly invoicing, and Net 30 payment terms.

All associated costs for recruitment, background verification, training, technology access, and administrative support are included in the proposed billing rates. There are no hidden fees or additional charges outside of pre-approved travel or extraordinary client-requested expenses.

### 3.13 Listing of subcontractors; or an idea of who may be supporting the project in what capacity.

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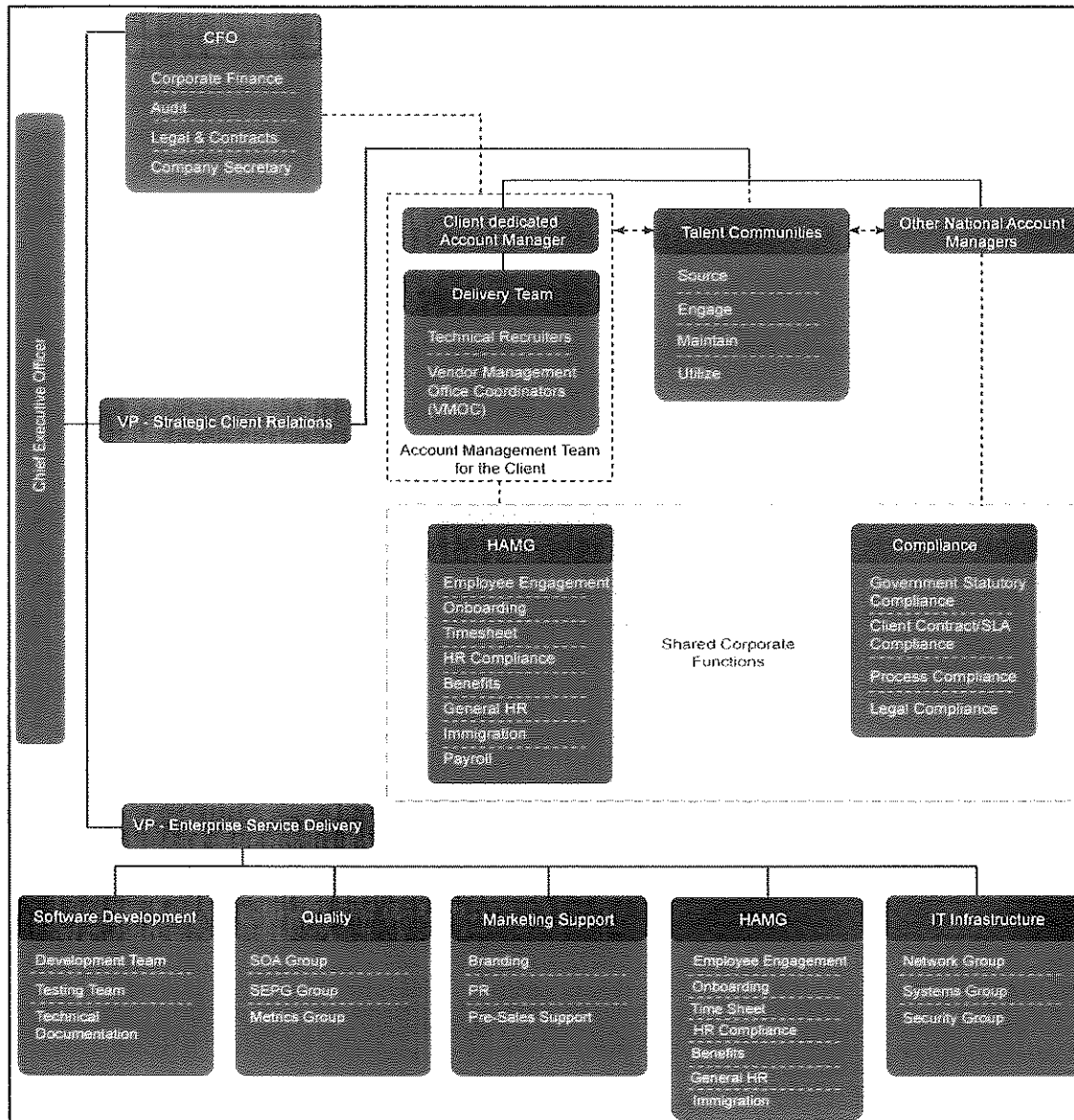
LanceSoft, Inc. will act as the prime contractor and does not anticipate using subcontractors for this engagement. All recruitment, onboarding, credential verification, and payroll functions will be managed internally through our dedicated teams and proprietary CPX Platform.

If any specialized support is ever required (e.g., background verification or training collaboration), LanceSoft will ensure all subcontractors meet the same compliance, licensing, and quality standards and will obtain prior written approval from Summit Academy before engagement.



### 3.14 Organization chart of company staffing model.

#### Our Organization Structure



#### Our Account Management Team for Co-ordination and Communication

**Account Manager (AM):** With an average of 25+ years of staffing experience, the AM will serve as the Primary Point of Contact (PPOC) for managing day-to-day activities of the engagement across all locations of customer. He/she will serve as the liaison between LanceSoft and Academy and will be responsible for successful service delivery and client satisfaction. The AM will also be responsible for the business and operational strategies of the AMT to effectively meet the specific needs of Academy and its members.

**Delivery Manager:** With an average of 17 years of industry experience in Academic staffing, the Delivery Manager will be responsible for overseeing the day-to-day activities of the team of recruiters. He/she will also be responsible for assigning the requirements to the recruiters and ensuring that Academy and LanceSoft's staffing delivery SLAs are met and always exceeded.





**Recruiting Lead/Recruiters:** Under the supervision of the Recruiting Lead, depending on the Program Volume, geographical coverage, Skill Requirements and Complexity of requirements, LanceSoft will allocate anywhere between 2 to 20 recruiters that will be familiar with and have extensive experience working on similar account conditions and environment. The team assigned to Academy will comprise of a mix of senior and junior recruiters who have an average of 3-8 years of combined technical and business experience and have the specific domain knowledge to cater Academy requirements.

**Legal and Contracts Management:** This team will be predominantly responsible for ensuring compliance with all Academy specific legal and other contract documents ensuring that all paperwork at the organizational level is complete prior to joining at client location.

**On-Boarding Team:** This team will be responsible for all onboarding activities including drug and background check, I-9 verification, Non-Disclosure Agreements, Client Orientation and Walk-through Programs for the new hires etc. They will ensure adherence to all Academy SLAs and that all the relevant paperwork is completed prior to the employee's start date.

**Employee Engagement Team:** They will work closely with the Academy Hiring Managers and Candidates during the term of assignment to monitor the consultant's performance and any other issues that may arise. They will communicate regularly with the Candidates deployed at Academy locations to gather and resolve their feedback/satisfaction/dissatisfaction/issues.

### 3.15 Three references

#### Reference 1

<b>Name of the Client</b>	<b>ECQR Inc</b>
<b>Name of the Person</b>	Ryan Cabo
<b>Contact telephone number</b>	510-256-0357
<b>E-mail address</b>	<a href="mailto:contracts@ecqrinc.com">contracts@ecqrinc.com</a>
<b>Address</b>	6540 Lusk Blvd, San Diego, CA-92121
<b>Period</b>	2021- Active
<b>Services Rendered</b>	Substitute staffing services - LanceSoft provided comprehensive substitute staffing services including the placement of licensed and non-licensed teachers, pre-vetted teacher aides, long-term substitutes, instructional coaches, special education assistants, and support staff.

#### Reference 2

<b>Name of the Client</b>	<b>Vastek</b>
<b>Name of the Person</b>	Vikash Mishra
<b>Contact telephone number</b>	858-568-3461
<b>E-mail address</b>	<a href="mailto:vikash.mishra@vastekgroup.com">vikash.mishra@vastekgroup.com</a>
<b>Address</b>	1230 Columbia Street, STE 1180, San Diego, CA-92101
<b>Period</b>	2020- Active
<b>Services Rendered</b>	Substitute Staffing services - LanceSoft provided comprehensive substitute staffing services including the placement of special education assistants, long-term substitutes, instructional coaches, licensed and non-licensed teachers, teacher aides, curriculum specialists, intervention specialists, and other support staff.

**Reference 3**

<b>Name of the Client</b>	<b>BCVS Group</b>
<b>Name of the Person</b>	Sam Sharma
<b>Contact telephone number</b>	201-942-4701
<b>E-mail address</b>	contract@bcvsgroup.com
<b>Address</b>	1875 Camino Mojave, Chula Vista, CA 91914
<b>Period</b>	2023- Active
<b>Services Rendered</b>	Contingent Student Support Staffing services - LanceSoft provided contingent Student Support Staffing services to support students across a variety of academic and behavioral needs. Our services include the placement of special education assistants, intervention specialists, instructional coaches, counselors, licensed and non-licensed teachers, teacher aides, and other student support staff.

**Note- LanceSoft provide these services as a Tier 2 Vendor**

### 3.16 Details of Fill Rates

LanceSoft is committed to ensuring a documented daily fill rate of no less than 95% for all staffing requests made by the Academy. We are proud to report that our current fill rate stands at **98%**, demonstrating our proven ability to consistently meet and exceed staffing expectations. To achieve this, we leverage our home-grown software CPX program, which ensures continuous monitoring, reporting, and optimization of our staffing processes.

To meet and exceed this requirement, LanceSoft will implement the following measures:

- **Dedicated Recruitment Teams:** Our recruitment teams proactively build and maintain a pipeline of qualified professionals, enabling us to quickly respond to daily staffing needs.
- **Real-Time CPX Tracking System:** Our CPX platform tracks staffing requests, candidate placements, and daily fill rates in real time. This system allows for immediate visibility into staffing performance and supports the generation of daily fill rate reports, which will be provided to the Academy for transparency and accountability.
- **Performance Monitoring and Optimization:** CPX ensures that our Account Manager continuously monitors daily staffing performance. If the fill rate dips below the 95% target, corrective actions such as reaching out to additional candidates or deploying contingency staffing pools are immediately implemented.
- **Contingency Staffing Pools:** We maintain a reserve pool of pre-screened, credentialed candidates available for same-day or emergency placements.
- **Industry-Specific Recruitment Teams:** Our specialized recruitment teams, equipped with in-depth knowledge of client industries, leverage CPX to ensure that even hard-to-find skill sets are sourced efficiently. These teams are dedicated to sourcing the best talent in a timely manner, ensuring the district's needs are met with precision.
- **Historical Performance:** Across similar K-12 contracts, LanceSoft has consistently achieved a 95%–98% daily fill rate in similar contracts, demonstrating our ability to meet and exceed fill rate targets while maintaining high-quality standards.

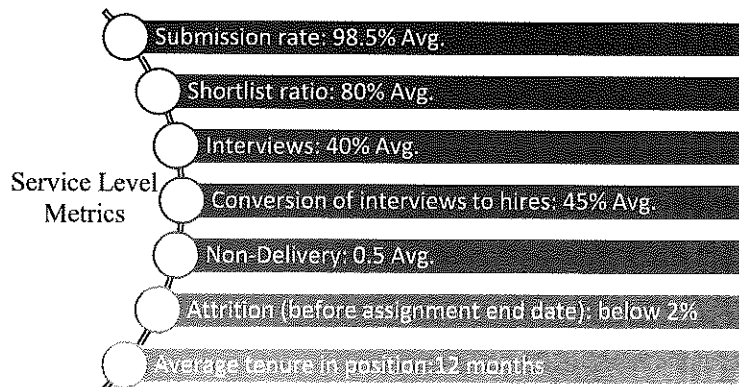


We are confident in our ability to maintain this standard and will provide the Academy with regular documented reports to verify compliance.

**Key Success Metric:** LanceSoft's success rate is 98% for filling similar orders with less than 2% of obstacles being faced in shortlisting quality professionals to fulfil client's stringent requirement for Academic professionals.

#### **Our Ability and Success Rate**

LanceSoft's business strategy has been to work closely with our clients and become a cost-effective and one of the top performing vendors. We have consistently met this goal with all our major clients and are positive that we have submitted a compelling proposal and will be afforded an opportunity to emulate this success with the Academy.



Success at LanceSoft is a very well-articulated and metric-based function. We monitor various quality metrics on a continual basis that include requirement coverage ratio, shortlist ratio, Interview ratio, Shortlist ratio, Interview ratio, Start ratio, No-starts/dropouts/back-outs ratio, Tenure completion ratio, Attrition ratio, Customer satisfaction as well as Onboarding/Off-board compliance issues and contractor's issue resolution metrics.

#### **3.17 Proposal must be signed by an officer of the contractor who is legally authorized agent to enter into contract.**

Yes, this proposal has been signed by Prashant Arni, Sr. VP-Delivery and Operations an authorized officer of LanceSoft, Inc. in the Letter of Introduction.



#### 4. COMPENSATION

Indicate the proposal pricing as requested, including optional services not listed in the RFP, if applicable.

All costs related to materials, labor, administrative support, and technology are included in the proposed billing structure below. No additional fees will apply unless pre-approved by Summit Academy.

Position/Role	Bill rate
Substitute Teachers non-licensed	\$189/Daily
Substitute Teachers licensed	\$216/Daily
Substitute Teachers Aid	\$27/Hourly
Teachers (Long Term)	\$256.50/Daily

##### Additional Costs and Inclusions

- Background Checks / Credential Verification: Included in rates.
- Training and Orientation: Included in rates.
- Technology / Reporting (CPX): Included in rates.
- Travel and Out-of-Pocket Expenses: Local travel included. Extended travel (if required) billed at actual cost, with prior written approval.
- Permits or Licensing: Not applicable to service scope.
- Insurance: All required policies maintained, naming Summit Academy, Inc. as an additional insured.



## 5. APPENDICES

Attach other information as required by the RFP such as references, resumes, and other relevant or useful information.

LanceSoft, Inc. has included one sample resume for each position category Licensed Teacher, Non-Licensed Teacher, Teacher's Aide, and Long-Term Substitute Teacher.

### Licensed Teacher



Authorized to work in the US for any employer

#### Work Experience

##### **Substitute Teacher**

Tooele County School District-Tooele, UT  
August 2023 to Present

Responsible for the well-being and safety of the students, taking attendance, maintaining a functioning classroom, utilizing classroom management skills, leaving a clean classroom, and teaching the provided curriculum.

##### **Licensed Insurance Producer- State Farm**

Everise-Remote  
January 2024 to August 2024

- Developed and maintained strong relationships with existing clients, providing exceptional customer service and addressing their insurance needs
- Analyzed client's current insurance coverage to identify gaps and recommend appropriate policies to ensure comprehensive protection
- Prepared quotes for various types of insurance coverage including auto, home, life, health, and commercial policies
- Educated clients on policy features, exclusions, deductibles, and premiums to help them make informed decisions about their insurance needs

##### **Licensed Insurance Producer**

USAA-Remote  
July 2020 to August 2023

Assist customers with policy inquiries, coverage changes, and claims; process payments; provide exceptional service; maintain accurate records; and stay updated on industry trends and regulations.

##### **Senior Account Manager**

Discover Financial Services-West Valley City, UT  
April 2018 to July 2020

Respond to borrower inquiries via phone, email, or chat; provide guidance for those facing financial difficulties; assist with loan consolidation; handle loan servicing tasks; ensure compliance with student loan regulations; and maintain accurate records of interactions.

#### Skills

- Microsoft Office (10+ years)
- Communication Skills



Certifications and Licenses

**Property and Casualty License**

NPN: 200 [REDACTED]



## Non-Licensed Teacher

[REDACTED]  
Clearfield, UT 84015  
[REDACTED]  
[REDACTED]

### Work Experience

#### Teacher

Busy Bee's Playhouse-Roy, UT  
November 2021 to Present

I work as a Preschool Teacher

- I have worked in all ages ranging from 6 weeks to 12 years old. Throughout my work day I provide care and support to each age group.
- I currently run my own classroom with 3-5 year olds. I worked as 2-3 year old teacher from November of 2021 to January of 2025. I managed a classroom with up to 9 children at a time. I wanted to further my education in teaching by moving to a preschool aged classroom. In my current classroom I teach up to 12 children at a time.
- I create monthly and daily lesson plans individualized to each child. I also complete skill and behavioral assessments every 8 weeks for each child. I track each child's development throughout their time in my care and help to create the best learning environment possible.
- I manage an updated daily schedule for each child and communicate with their parents throughout the day. I update our current activities and send multiple pictures throughout each day.
- I ensure each child has a clean and safe environment by thoroughly cleaning my classroom each day. I keep the upmost sanitation practices.
- I build relationships with each child and parent to help connect their home and school life. I strive to make each child feel safe and welcome.
- I aim to work efficiently and respectfully with my coworkers and make sure I provide the best possible environment.

### Education

#### High school diploma

Bonneville High School-Washington Terrace, UT  
November 2019 to May 2022

#### Technical school in Cosmetology

Ogden-Weber Applied Technology College-Ogden, UT  
August 2020 to April 2022

### Skills

- English
- Preschool experience
- Experience with children
- Experience working with students
- Early childhood education



- Lesson planning
- Teaching
- Toddler care
- Childcare
- Classroom management
- Classroom experience

#### Certifications and Licenses

**Driver's License**

**CPR Certification**

**First Aid Certification**





**Teacher's Aide**

[Redacted]

Phone: [Redacted]  
Home: -  
Email: m [Redacted]

**RESUME**

Resume Headline: StructuredProfile-cbf7c6ca-0f74-4d7b-b6a5-bda0a7de9fc2

Resume Value: nm3r6rcjiqcnftg

**OBJECTIVE:** Gain the experience with auto owners insurance and utilize.

**EXPERIENCE:** 1/2025 - 9/2025 Delta-T Group, Inc.  
**Substitute Teacher Aid and education pert**

1/2023 - 9/2025 Fidelity benefits PSP  
general motors

**Benefits**

Permanently permanent laid off from general motors u a wgm  
don't have a certificate for the UAW at the hr human resource

**EDUCATION:** 9/1982 - 6/2001 Detroit Public School  
Community district  
K12 and pk add  
Mumford high school

**High School or equivalent**  
thank you

Davenport University

**Bachelor's Degree**  
Bachelor include Christian education college and University also.

**SKILLS:**

Skill Name	Skill Level
SOFTWARE:MICROSOFT	Unspecified
Certification CPR first aid	Unspecified
project management	
Language French and Spanish	Unspecified

Additional Info



Work Status: US - I am authorized to work in this country for any employer.

Active Security  
Clearance: None

Target Locations:	<b>Selected Locations:</b>	US-MI-Detroit US-MI-Grand Rapids
	<b>Relocate:</b>	No
	<b>Willingness to travel:</b>	No Travel Required



## Long-Term Substitute Teacher

**T [REDACTED] E**

1341 West Ocean Ct, Taylorsville, Utah 84123 [REDACTED]@mail.com

### PROFILE

10+ years of experience working in customer service where my people skills, computer skills and communication provide positive outcomes to business and its customers. Fluent in Samoan.

### EXPERIENCE

#### **SUBSTITUTE TEACHER, GRANITE SCHOOL DISTRICT, SALT LAKE CITY - 2022-PRESENT**

Classroom management- keeping student under control in a safe environment

Lesson Planning: Following teachers lesson plan and providing effective instructions

Problem Solving- Being flexible thinker and creative and a creative problem solver

#### **LEASING SPECIALIST, PROGRESSIVE LEASING, DRAPER, UTAH - 2019-2021**

-Took payment for customers for Lease to own agreements

-Scheduled payment arrangements and lease amendments/ payment

Accommodations

-Guided customers on returns and issued refunds

During the height of the covid pandemic I utilized compassion and empathy because most customers were facing crisis of job loss so I gave them extensions of the lease to own agreements and waived fees in accordance to guidelines of the company.

#### **SCHEDULING REPRESENTATIVE UNITED HEALTH GROUP, SANDY, UTAH - 2016-2018**

Schedule Non-emergency Transportation for Medicaid Eligible members, Performed outbound calls to Transportation Providers for Mississippi UHC, Provided ETA for members waiting on drivers

#### **INSURANCE AGENT, GENERAL DYNAMICS, SANDY, UTAH - 2012-2015**

Completed applications over the phone for Obamacare affordable healthcare act, explained insurance for Medicare, Medicaid, benefits and tax credits



#### EDUCATION

##### SALT LAKE COMMUNITY COLLEGE – ASSOCIATE OF SCIENCE, GENERAL STUDIES, 2011

GPA: 3.77

Study Abroad Leader, Taste of Louisiana 40 hours of experiential Learning also earned college credit. Expanded my intercultural competence, Participated in community centered learning.

##### BACHELOR IN SCIENCE, SCHOOL HEALTH TEACHING, MINOR IN PSYCHOLOGY

Utah Valley University, Orem, Utah

Anticipated graduation date: May 2025

- GPA 3.55
- UV, MENTORING PROGRAM

#### SKILLS