

AMENDED & RESTATED STATEMENT OF WORK #1
 by and between
 EdTec Inc. and Larchmont Schools

Reference:	Master Services Agreement dated June 12, 2012, by and between EdTec Inc. ("EdTec") and Larchmont Schools ("Client").
Term:	July 1, 2012 through June 30, 2017 (the "Initial Term"). This Statement of Work shall automatically renew for consecutive additional one (1) year terms unless either party provides written notice of non-renewal to the other at least one hundred twenty (120) days prior to the expiration of the then-current term (each, a "Renewal Term"). The Initial Term and any Renewal Term(s) are referred to as the Term.
Scope of Services:	<p>The philosophy of our Back-Office Services is that we provide a fully-outsourced solution so your school can focus on its educational mission. Financially, the school benefits because it does not need to hire (or supervise) a business office manager or accountant/bookkeeper. Moreover, you receive the benefit of our extensive experience with California Charter Schools.</p> <p>1. FINANCE and ACCOUNTING</p> <p>Budgeting:</p> <ul style="list-style-type: none"> • Annual and multi-year budgets including cash flows – In the spring or when services begin, EdTec works with the school leader to create annual and multi-year budgets in time for submission to the state by July 1. EdTec strives to ensure that the annual budgets are strategic documents that capture the operations and direction of the school. • Budget revisions (as needed, on demand) – EdTec revises budgets as needed to reflect changing circumstances at the school or in the state funding. • Updated monthly budget forecasts – EdTec tracks budget to actuals and updates the budget forecast on a monthly basis (if forecasts move materially off budget, we recommend a budget revision). <p>Financial Statements:</p> <ul style="list-style-type: none"> • Monthly year-to-date financial statements – EdTec prepares YTD financials compared to budget in time for the monthly board meeting. (For schools with board meetings before the 15th of the month, EdTec will furnish the financials and presentation in time for the board meeting; otherwise EdTec electronically sends the financials and presentation as part of the board package ahead of the meeting.) • Monthly cash flow projections – EdTec monitors the school's cash position and tries to anticipate any cash shortfalls in future months so the school can adjust spending accordingly or attempt to secure cash flow loans.

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	<ul style="list-style-type: none">• Financial statement analysis (monthly) – In addition to financial statements, EdTec provides a succinct PowerPoint summary and analysis of the financial statements so Board and staff can quickly focus on the salient financial issues facing the school.• Customized financial analysis – EdTec performs reasonable financial analysis that the staff or board requests, e.g. providing a comparative analysis of the school’s budget relative to industry norms or fulfilling a request from the authorizing entity. EdTec will also provide customized reports (within reason) for grant proposals.• Support in resolving financial issues – EdTec helps the school leader find solutions to financial issues by recommending budget changes and/or identifying sources of potential funding. <p>Accounting:</p> <ul style="list-style-type: none">• Setup of school’s chart of accounts and general ledger – EdTec sets up and maintains the school’s chart of accounts, based on EdTec’s standard structure which is designed to be compliant with SACS.• Customized account codes – EdTec maintains limited customized account codes for unique features of the school program. These must be established at the beginning of the fiscal year to avoid re-coding of historic transactions.• Fund accounting – EdTec can track revenue and expenditures by fund, e.g. implementation grant funds and expenses or Title I expenditures.• Training – EdTec trains appropriate personnel on accounting procedures and practices designed to ensure accurate record keeping.• Transaction recording – EdTec records in detail all transactions in a computerized accounting system.• Journal entries and account maintenance – EdTec prepares and records journal entries and maintains the general ledger according to accepted accounting standards.• Bank reconciliation – EdTec reconciles primary bank and investment accounts to general ledger monthly or upon receipt of statements. Revolving and petty cash accounts are reconciled quarterly or as required.• Account for Capital Outlay Expenses – EdTec records capitalized assets as provided by the school. On an annual basis, EdTec records related depreciation and amortization in the general ledger and reconciles expenditures to fixed asset listing.• Generate financial reports as requested – EdTec can generate the following reports upon request: detailed account activity; bank register activity; summary of budget, expenditures by account; cash balances; payroll register (for periods when payroll is processed by EdTec); revenues; general ledger account balances. <p>Accounts Payable & Receivable:</p> <ul style="list-style-type: none">• Revenue verification – EdTec verifies that the school is receiving
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	<p>the correct amount of funds.</p> <ul style="list-style-type: none">• Revenue collection – if the funds from the state or the county/district are not correct, EdTec tracks down the appropriate officials and alerts them of the problem. EdTec will use reasonable efforts to negotiate on behalf of the school in disputes with funding agencies over improperly calculated payments.• Accounts Payable – EdTec processes all invoices and, pending approval from the school leader or surrogate, pays the bills and codes them, based on school input, in the financial software, typically on a two-week schedule with limited rush payments as needed. EdTec checks to make sure there are no double payments or double billings on multiple invoices. EdTec troubleshoots payment issues with vendors. EdTec also verifies that funds are available to pay the bill. <p>Purchasing:</p> <ul style="list-style-type: none">• Vendor selection – EdTec provides recommendations of vendors based on its experience with vendors around the state and country.• Purchasing assistance on big-ticket items – EdTec can assist the school leader in its purchase or leasing of big ticket items such as portables. <p>Government Financial Reporting:</p> <ul style="list-style-type: none">• Preliminary and final budget reports – EdTec prepares and files the preliminary budget report by July 1st based on the board adopted budget and a final budget as required.• Interim financial reports – EdTec prepares and files the two interim financial reports to the county by the December 15 and March 15 deadlines.• Audited financial reports – Subject to timely receipt of information and/or materials from the school and/or the auditor, as applicable, EdTec prepares and files the unaudited financial report by September 15 and the final audited report (from the auditor) by December 15. <p>Audit:</p> <ul style="list-style-type: none">• Audit support – EdTec prepares financial documents for the auditors and works side-by-side with the auditors to help ensure a smooth and timely audit process. For clarification, the school is responsible to pay auditor fees. The school shall also provide all non-financial records required by the audit – e.g. attendance records, employee records, teacher certifications.• Audit compliance training – EdTec helps the school leader and audit staff develop financial policies designed to meet the requirements and help protect the school from financial mismanagement.• Single Audit Act of 1984 – EdTec provides support in school compliance with accounting related audit requirements, including the Single Audit Act of 1984.
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- **Auditor group purchasing** – EdTec receives a volume discount on audits that it passes on to its clients who choose to work with this auditor.
- **IRS Form 990 Support (and the corresponding State form, if applicable)** – EdTec supports the school and auditor in preparing Form 990 tax-exempt organization annual filing. (For clarification, fees for audit and 990 are paid by school and it is the school's and auditor's sole responsibility to ensure these forms are filed).
- The school is responsible for attendance and audit of employee work.

2. PAYROLL and HUMAN RESOURCES

Payroll:

EdTec uses an external payroll processor to accomplish the following tasks. EdTec interfaces between the school and payroll processor, and performs quality checking so that the school does not need to interact with the payroll processor. The school pays payroll processing fees.

- **Payroll Processing** – EdTec calculates and processes payroll and payroll-related payments/deductions for salaried and hourly employees based on information submitted by authorized Client representatives (excluding vacation and/or sick time tracking). EdTec generates checks for signature by authorized Client representatives (or through electronic signature) or facilitates Direct Deposit at the Client's request. The fees set forth below include semi-monthly payroll processing.
- **Payroll reporting** – EdTec prepares and files all required payroll reports for submission to federal and state agencies and submits electronic payroll, payroll tax reports and payroll tax deposits to the appropriate authorities for a single EDD/tax ID number. For multiple reporting numbers, an additional fee will apply.
- **Payroll record maintenance** – EdTec keeps track of employee payroll information. Client maintains employee files (based on EdTec-provided template files).
- **W-2 and 1099 processing** – EdTec prepares and sends Forms W-2 and 1099 to employees and government, provided that this SOW remains in effect at the end of the applicable calendar year, and subject to the timely receipt of accurate and complete information and data from Client, in accordance with EdTec policies, throughout the Term and including for any portion of the applicable calendar year that preceded the provision of Services under this SOW.
- **IRS, SDI, WC support** – EdTec assists in resolving payroll tax issues before the IRS and other federal and state reporting agencies. EdTec also assists school with any State Disability, Workers Comp, or Unemployment Insurance claims by providing supporting payroll reports.
- **STRS/PERS and other retirement plan administration** – EdTec will help the school set up STRS/PERS accounts, and makes appropriate deductions and payments to the county for STRS and/or PERS based on information provided by the school. Note that in some cases it can take approximately 12 months to set up such contributions because of

district/county delays. Also, some counties charge separately for this mandated service. The school is responsible for STRS/PERS account set-up, administration and enrollments and any fees from outside parties including late fees and interest levied by STRS/PERS.

Human Resources and Benefits:

- **Employee file set up** – EdTec provides clients with template employee files and procedures to help ensure compliance with state and federal requirements regarding Live Scan procedures, TB Test information, and/or credential verification information.
- **Contracts and Handbook development support** – EdTec provides schools with non-legal, business advice on employment contracts and employee handbooks and their business implications.
- **Health benefits administration** – EdTec assists in managing the health benefits procurement process, and assists with re-quotes of insurance on an annual basis.
- **Teacher credentialing** – EdTec provides information and assistance to school leaders to help them evaluate teacher credentials and “highly qualified” requirements.

3. INSURANCE

- **Insurance procurement** – EdTec assists in managing the insurance quote process. Where appropriate, EdTec assists Client in joining the CCSA JPA insurance pool.
- **Insurance administration** – Upon request, EdTec can assist in communications between the insurance company and the school to facilitate claims processing.

4. BUSINESS CONSULTING

- **Negotiations** – EdTec supports the school director and board in negotiations related to issues such as MOUs, facilities, and SPED with districts, landlords, vendors, and others, including developing presentations and analyses to buttress the school’s position.
- **Strategic Budget Development** – EdTec can assist the school director and board with strategic financial planning and budget scenario development.
- **Financing support** – EdTec assists clients in preparing loan packages and connecting the school with non-traditional/specialized funding sources such as New Market Tax Credits, Low Income Investment Fund resources, and philanthropic funds.
- **Legal services management** – EdTec can help manage legal services to keep costs down.
- **Special Projects** – EdTec performs business-related special projects within reason, such as finding food service providers, analyzing transportation options, and modeling growth and facilities scenarios. (Note that EdTec does not assist schools with qualification as a provider of subsidized school meals.)

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5. BOARD MEETING SUPPORT

- **Board meeting binders** – EdTec prepares a three-ring binder for each board member that holds information from all board meetings, including meeting tabs for: agenda, meeting minutes, financial statements, check register, EdTec financial summary, and other handouts and analyses as required. EdTec works with the school leader and board to develop the agenda and recommends agenda items that are appropriate for the school.
- **Board mailouts (Electronic)** – EdTec collects, organizes, and collates materials for each meeting (up to two board meetings per month) and emails the information to board members in advance of the meeting. Client prints board meeting materials to have on hand for attendees.
- **Board meeting attendance** – EdTec attends monthly board meetings in person or by teleconference (at least two per three months), and presents its financial analysis presentation. EdTec can assist the board in staying in compliance with the Brown Act.
- **Board meeting minutes** - Client takes board meeting minutes and provides to EdTec for incorporation into board meeting binders. EdTec reviews and edits minutes, incorporating Client feedback, as needed.

6. FACILITIES

- **Facility needs assessment and planning** – EdTec works with clients to identify facility needs based on the school program and industry standards. EdTec helps clients think creatively about their facility needs and come up with workable solutions.
- **Prop 39** – EdTec helps the school prepare and submit compliant Prop 39 requests and helps to manage the Prop 39 process.
- **District negotiations** – EdTec will help the school negotiate deals with the district regarding facilities.
- **SB 740** – As state funding is available, EdTec prepares and submits SB 740 facilities reimbursements on the school's behalf.
- **Facility search** – On a separate fee basis, EdTec can assist real estate agents to identify possible school sites and cost out tenant improvements.
- **Facility acquisition/lease negotiation** – On a separate fee basis, EdTec can assist clients in negotiating purchase and/or lease terms and helps to develop loan packages for facilities and identify likely lenders. The school's attorney should review these.

7. COMPLIANCE and ACCOUNTABILITY

- Note that compliance and accountability are the responsibility of the school. EdTec will provide advice on some matters, but this information is not comprehensive. In addition, since rules, regulations and interpretations regularly change, schools should seek independent verification from their attorneys or other sources.
- **Employee files** – As noted above, EdTec provides schools with

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	<p>templates for employee files, forms, and procedures to help ensure compliance with employment laws. (Note: the school should have an attorney review all legal issues).</p> <ul style="list-style-type: none">• NCLB compliance support – EdTec helps schools understand the requirements of No Child Left Behind (NCLB). On an hourly basis, EdTec can provide assistance on LEA Plans and School Wide Plans.• SPED compliance – EdTec provides partial checklists and general information to help schools understand their responsibilities related to Special Education. EdTec recommends getting specialized assistance in this area to ensure complete compliance.• Funding compliance – EdTec makes compliance recommendations regarding funding requirements, such as Federal PCSGP implementation grant funding and other restricted funds. Note that NCLB Funding compliance is especially complex with many school obligations.• District and state regulation compliance – EdTec can help the school identify areas where it may not be in compliance with district or state regulations. <p>8. ATTENDANCE and STUDENT INFORMATION SYSTEMS</p> <ul style="list-style-type: none">• Internal attendance reporting – EdTec will assist with monthly attendance reports based on school-provided data as outlined in the addendum to this Statement of Work. Resolution of data discrepancies is charged at the hourly rate.• Government attendance reporting – Using school-provided data, and at the school’s request, EdTec prepares and/or performs a quality assurance check of government attendance reports, including the 20-day report, P-1, P-2, and P-Annual. (Note: Does not include SARC, CBEDS, SNOR, CALPADS or other demographic reports). EdTec will provide up to 4 hours to train Client on CALPADS procedures and report generation. CALPADS support beyond the initial 4 hours is available on an hourly billable or project billable basis.• Attendance procedures assistance – EdTec will provide up to 4 hours annually of assistance reviewing schools’ attendance accounting procedures and advising on areas for improvement, although the school is ultimately responsible for keeping accurate attendance and ADA compliance.• Quarterly ADA analysis – EdTec reviews ADA data to ensure the school is on track with projections.• Student Information System (SIS) procurement and support – EdTec will provide up to 3 hours of assistance to the school leader in evaluating the school’s need for an SIS. If the school asks EdTec to access, use or troubleshoot an SIS not supported by EdTec, hourly charges will apply for EdTec to learn and use the SIS. (Note the school is responsible for taking accurate attendance, on a system provided by the school, at the school’s expense.)• Supplemental Instruction – EdTec helps schools navigate the supplemental instruction regulations and provides all the forms and policies needed to set up a supplemental instruction program to
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	<p>collect additional funds for after-school and summer programs. Calculation of Supplemental Hourly Instruction hours and data clean-up will be billed hourly.</p> <ul style="list-style-type: none"> • School requests for EdTec assistance on items not listed in this section shall be billed hourly. <p>9. CHARTER DEVELOPMENT and GRANTS ADMINISTRATION</p> <ul style="list-style-type: none"> • Financial reports – EdTec prepares customized financial reports for grant purposes. • Fund accounting – EdTec sets up fund accounting to track direct and allocated costs to grants. • Public Charter School Grant Program (PCSGP) grant reporting – EdTec assists the school in preparing and submitting the PCSGP grant report to the CDE, and manages the review/finalization process. • Class size reduction application – EdTec prepares and submits the class size reduction application. • ConApp – EdTec prepares and files the ConApp parts 1 and 2 for eligible schools. • State Revolving Loan – EdTec prepares the application for this loan program (up to \$250,000). • Grant writing – On a separate fee basis, EdTec can do grant prospect analysis and write grants. • Charter renewal – On a separate fee basis, EdTec will prepare and advocate a charter petition for school renewal. <p>10. START-UP/SET-UP</p> <ul style="list-style-type: none"> • Startup Support – EdTec helps new schools get started on the right foot by providing forms, instructions, and support needed to launch the school (information compiled in EdTec’s Charter Operations Book (“ECO")), including: <ul style="list-style-type: none"> ○ State and Federal IDs ○ Charter number ○ CDS code ○ Advance Apportionment ○ 501(c) (3) information ○ School database template ○ Payroll information (I-9, STRS, health, Live Scan, etc.)
<p>Excluded Services:</p>	<p>Other than the services outlined above, EdTec is not responsible for any other activities, unless mutually agreed to in writing. Examples of Excluded Services include, but are not limited to, outside legal costs, computer installation and support, purchasing of small items or of curriculum materials, printing and graphic arts, grant-writing or fundraising, hiring and associated legal requirements (e.g., background checks, credential reviews) and recordkeeping, meetings with outside parties (e.g., the Board or District) beyond those meetings required to accomplish the included services, Special Ed administration, testing, assessment, compliance with NCLB, compliance with government grant requirements, audits, attendance accounting, and other outside professional services costs.</p>

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Compensation:	<ul style="list-style-type: none">• Back Office Services: EdTec will provide these services at a fixed fee per school fiscal year as follows:<ul style="list-style-type: none">○ \$122,850 for Year 1 of the Initial Term○ \$55,100 for Year 2 of the Initial Term○ \$155,434 per year for each of Year 3, Year 4 and Year 5 of the Initial TermThese fixed fees <u>include</u> all normal postage, telephone, copying, faxing, etc., <u>except</u> for bank and payroll fees that will be passed through. The annual fees are payable monthly commencing on July 1, 2012.<ul style="list-style-type: none">○ In addition to the fees provided above, there will be an incremental fee for the following, if applicable:<ul style="list-style-type: none">▪ Paid time off (PTO) tracking▪ The fixed annual fees proposed above include support for Client’s two existing charter schools. For each subsequent charter school, there is an incremental annual fee of \$8,000 per charter school.• Consulting: Should you desire additional services not in the above scope, and for any services provided prior to July 1, 2012 (other than the preparation of the budgets for submission to the state by July 1 as described above, for which there would be no additional hourly charge), we would be pleased to provide these, subject to staff availability, at a discounted fee of \$140/hour (travel time is billed at ½ of this hourly rate). Typical additional services that are not in the above scope are grant writing, charter writing and the implementation of computer systems or computerized Student Information Systems. Again, this rate includes normal phone, copying and incidental costs. Additional costs would include mileage reimbursement for travel, overnight delivery charges, and pre-approved out-of-pocket expenses.• Set-Up Charges: EdTec Inc. will absorb the expenses of setting up clients on our systems. However, if reconciliations due to incomplete or unorganized records require more than twenty hours of our staff time, we will charge for the additional reconciliation time at our discounted hourly consulting rate.• Conversion Fee: Schools already in operation prior to commencing EdTec services typically pay a \$7,500 one-time fee to convert their data and records into our systems. <u>This fee is waived.</u> However, if the conversion requires more than fifty-five hours of our staff time, we will charge for the additional time at our discounted hourly consulting rate.• Services Prior to July 1, 2012: Without additional charge and subject to staff availability, EdTec Inc. will use reasonable efforts to provide consulting services that are within the above scope of services and that otherwise would be required by Client after July 1, 2012 (e.g. Application for Revolving Loan, budget modeling and facilities questions). Routine monthly back-office services are <u>not</u> included (e.g. payroll, financial statements, attendance at Board meetings and the like).• Fee Increases: EdTec reserves the right to increase the fees payable under this Statement of Work by up to 5% upon the conclusion of the Initial Term and each Renewal Term. EdTec will provide written notice of a fee
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	<p>increase at least thirty (30) days prior to the expiration of the Initial Term or then-current Renewal Term, as applicable.</p> <ul style="list-style-type: none"> • Payment Terms: All fees payable to EdTec must be received by EdTec within thirty (30) days of the date of invoice. EdTec reserves the right to suspend the provision of Services in the event an invoice is thirty days past due.
<p>School Obligations:</p>	<p>EdTec’s services will assist with the operations of Client’s back-office operations, but do not include auditing Client’s provided information and operations for completeness and compliance. It is Client’s responsibility to adopt and adhere to reasonable policies and procedures, and to ensure the school remains in compliance with all applicable rules and regulations and maintains sound fiscal operations. In order to fulfill the scope of services described herein, EdTec relies on Client to provide timely, accurate and complete information, and to cooperate reasonably with EdTec. Furthermore, Client must immediately inform EdTec of any material change that could affect EdTec’s ability to complete its responsibilities and to assist Client in complying with all applicable laws and regulations.</p> <p>Client will comply with the attached Roles and Responsibilities document (Attachment 1).</p>
<p>Termination:</p>	<p>Either party may, upon giving thirty (30) days’ written notice identifying specifically the basis for such notice, terminate this Statement of Work for breach of a material term or condition of this Statement of Work, unless the party receiving the notice cures such breach within the thirty (30) day period. In addition, EdTec may terminate this Statement of Work immediately upon written notification and without liability, (a) if Client, in EdTec’s reasonable judgment, violates any of the “School Obligations” above, (b) if Client does not open by September 30, 2012, or (c) upon any revocation of Client’s charter. Upon any early termination under this section, Client shall pay EdTec for all services rendered by EdTec prior to the effective date of termination. In addition, if EdTec terminates this Statement of Work under this section, Client shall also pay EdTec for any demobilization or other costs resulting from such early termination.</p>

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EDTEC INC.	LARCHMONT SCHOOLS
By: _____	Signature: _____
Name: Steve Campo	Name: _____
Title: President & CEO	Title: _____
Date: _____	Date: _____
1410A 62 nd Street Emeryville, CA 94608	Address: _____
Fax: 510.663.3503	_____
	Email: _____
	Phone: _____
	Fax: _____



ATTACHMENT 1

Roles and Responsibilities

Clarity on roles and responsibilities between EdTec and Larchmont Schools ("Client") will help ensure high quality, timely business services. Table 1 below outlines the roles and responsibilities of both parties:

Table 1: Roles & Responsibilities

	EdTec	Client
Payroll	<ul style="list-style-type: none"> • Accurate, complete payroll on a monthly/semi-monthly basis (additional fees apply for semi-monthly payroll) • Published calendar of payroll deadlines • Reminders for payroll deadlines • Final payroll information sent to client for approval by at least one working day prior to client's payroll approval date • Advice on setting up STRS/PERS • Primer on health insurance terminations, COBRA, and employee vs. contractor classifications 	<ul style="list-style-type: none"> • Timecards and Changes: Submission to EdTec of timecards for new hires and other payroll changes by payroll calendar deadlines and using EdTec forms/processes • Payroll Approval: Approval (email or fax) to EdTec by payroll calendar deadlines • New Hires: Timely submission to EdTec of new hire paperwork on EdTec new hire forms • Enrolling (or working with a broker to enroll) staff in any STRS, PERS, 403b, health plans, and other insurance/retirement/contribution/deduction programs • Terminating staff from health plans, other insurance, and other applicable contribution/deduction programs.
Accounts Payable	<ul style="list-style-type: none"> • Timely and accurate check payments • Payment of invoices according to client's approval policies • Recordkeeping/processes adhering to generally accepted accounting standards for accuracy and security and approved by independent auditors • Payment systems linked to financial statements and analyses for informed managerial decision-making • Bank account reconciliations • Invoice/payment research • Advising clients on outstanding checks to ensure adequate cash availability 	<ul style="list-style-type: none"> • Submission of Payment and Deposit Information <ul style="list-style-type: none"> ○ Weekly submission to EdTec of invoices, reimbursement requests, deposits, and other expenditures using EdTec forms and processes ○ Coding all expenses and non-state funding deposits using EdTec forms and processes and codes from the most recent budget. • Banking: Monitoring and maintaining adequate bank account balances to meet expense obligations

<p>Attendance and SIS</p>	<ul style="list-style-type: none"> • Provide School Questionnaire form to Client • Provide District/Authorizer Questionnaire form to Client. • Evaluation of SIS systems (up to 3 hours annually) • Generation of complete, accurate attendance reports (based on school provided data) by the deadline • Monthly, 20-Day and P-Reports: Basic quality assurance and troubleshooting (up to 1.5 hours per report) • Class Size Reduction Report: Report preparation and submission (for up to 4 hours) for K-3 schools only • CALPADS / CSIS Reports: EdTec will provide up to 4 hours to train Client on CALPADS procedures and report generation. CALPADS support beyond the initial 4 hours is available on an hourly billable or project billable basis. • Training: Conduct Attendance Primer training before the start of the school year to educate Client staff on basic attendance processes 	<ul style="list-style-type: none"> • Accurate and complete collection of attendance data in compliance with State rules • Completion of School Questionnaire form • Completion of District/Authorizer Questionnaire form • Monthly Reports: Submission of data to EdTec at least 3 business days before the deadline • P-Reports: Submission of data to EdTec at least 5 business days before the deadline • Supplemental Hours: Submission of supplemental hour information to EdTec on EdTec supplemental hours form • Clients without student information system software will submit student data to EdTec using EdTec forms • Training: Key Client staff to attend start of year Attendance Primer training; EdTec will not be able to complete the Attendance / Data deliverables until the training is completed
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The payroll, accounts payable, and attendance deadlines / calendars referenced above shall be provided separately.

1. LATE FEES and PROCESSING CHARGES

Payroll:

- **Timecards and Payroll Changes:** A late fee of \$100 will be imposed for each business day timecards for hourly staff and payroll changes are submitted late to EdTec based on the published Payroll Calendar. The latest Timecards and Changes can be accepted is one business day prior to Payroll Approval deadlines.
- EdTec will generate and distribute manual checks, as needed and without charge, for employee terminations and payroll corrections due to EdTec error. For all other manual check requests, EdTec will charge a fee of \$35 plus overnight delivery charges (if overnight delivery is requested).

Accounts Payable:

- **Weekly Submittal:** Client must submit a weekly package conforming to EdTec forms and processes. The submittal shall contain invoices with appropriate coding, reimbursement requests, deposits, and/or other payment documents to EdTec using EdTec forms. If Client fails to submit this weekly package or fails to submit all

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necessary invoices and receipts to process payment, Client will be charged an additional processing fee of \$35.

- As a courtesy, EdTec may waive the first two occurrences (i.e. up to \$70) of the Weekly Submittal processing fee.

Attendance:

- **Evaluation of SIS systems:** EdTec fees include up to 3 hours annually in assistance with the evaluation of SIS systems.
- **Monthly, 20-Day and P-Reports:** EdTec fees include 1.5 hours of quality assurance and troubleshooting when processing and generating each report. Any EdTec work beyond this hour (including data correction and reconciliation with other periods) will be charged at the discounted data service rate.
- **Expedite Fee:** If Client misses an EdTec deadline for providing data and subsequently requests assistance in generating reports on an expedited basis, a \$100 expedite fee per occurrence may apply.
- **Class Size Reduction Report for K-3 schools:** EdTec fees include up to four hours of time for report preparation and submission.
- **CALPADS / CSIS Reports:** EdTec fees include up to four hours for training on report assistance and generation. CALPADS support beyond the initial 4 hours is available on an hourly billable or project billable basis.
- EdTec can provide additional assistance for reports at the discounted data service rate.
- If Client requires EdTec assistance for work with external deadlines (e.g. P-Reports), EdTec may set a deadline for receiving the request, data, and/or other materials from the Client to ensure timely and accurate processing. EdTec may charge an expedite fee for requests, data, and/or other materials not received from the client by the EdTec deadline.
- If Client does not have a student information software system or if Client is submitting supplemental hour information, Client will use EdTec forms when submitting information to EdTec. Failure to use EdTec forms will result in a processing fee of \$100.
- As a courtesy, EdTec may waive the first occurrence of the forms processing fee.

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