THE O'FARRELL CHARTER SCHOOL

AN AVID NATIONAL DEMONSTRATION SCHOOL

Board of Directors
Agenda
January 14, 2013

Closed Session: 5:00 p.m. – 5:30 p.m.
Public Session: 5:30 p.m. – 7:00 p.m.

I. CALL TO ORDER

II. CLOSED SESSION

1. In accordance with education Code Section 48918, the Board will meet in closed session to consider the expulsion of one student: ID 352389
2. In accordance with Government Code Section 54957.8, the Board will meet in closed session to consider anticipated litigation.

RECONVENE TO OPEN SESSION

III. ACTION ITEMS CONSIDERED IN CLOSED SESSION

IV. PLEDGE OF ALLEGIANCE

V. PUBLIC COMMENT

Anyone may address the Board for up to three minutes on any item. The public commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.

VI. APPROVAL OF AGENDA

VII. DISCUSSION ITEMS

1. Executive Director Announcements ..... **Page 4**
2. Charter Vision Board Report ..... **Page 6**
3. Appointment of Financial Liaison ..... **Page 12**

VIII. CONSENT CALENDAR/ROUTINE ITEMS OF BUSINESS

All items listed under the Consent Calendar are considered by the Board in **one action**. There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. Approval of Minutes from the December 10, 2012 Board of Directors meeting ..... **Page 13**
2. Approve recommended actions on the personnel activity list ..... **Page 16**

3. Approve check registers ..... **Page 17**

Executive Director's Recommendation: Approve Consent Calendar.

Moved by_____ Seconded by_____ Vote_____

IX. ACTION ITEMS

1. Appoint one of our Board of Directors as the Financial Liaison ..... **Page 22**

   Executive Director's Recommendation: Approve Action Item 1

   Moved by_____ Seconded by_____ Vote_____

2. Approve the A-G course graduation requirements for the high school..... **Page 23**

   Executive Director's Recommendation: Approve Action Item 3

   Moved by_____ Seconded by_____ Vote_____

X. ROUNDTABLE

XI. ADJOURNMENT

NOTICES

The next regular meeting of The O'Farrell Charter School Board of Directors will be February 11, 2013 at 5:30 p.m.

The O'Farrell Charter School does not discriminate on the basis of disability in the admission or access to, or treatment in employment in its programs or activities. Jonathan Dean, Executive Director, has been designated to receive requests for disability-related modifications or accommodations in order to enable individuals with disabilities to participate in The O'Farrell Charter School's open and public meetings. Please notify Jonathan Dean at (619) 263-3009, extension 2202 seventy-two (72) hours prior to disability accommodations being needed in order to participate in the meeting.

From time-to-time writings that are public records, which are related to open session items on an agenda for a regular meeting, may be distributed to school board members after the posting of the agenda. Whenever this occurs, such writings will be available for public inspection in the office of the Executive Director at 6130 Skyline Drive, San Diego, CA 92114

Certification of Posting

I, Jonathan Dean, Executive Director, hereby certify that I posted this agenda on Tuesday, January 8, 2013 at 3 p.m.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2013
Closed Session Item 1

RECOMMENDATION: Approve the findings and recommendations of the Executive Director pursuant to student expulsion for student ID #352389 after review in closed session.

BACKGROUND INFORMATION:

Student ID #352389**:** On December 21, 2012, the Executive Director found evidence regarding the alleged violation of California Education Code Section 48900 (k) – disruption of school activities and violation of charter school agreement.

CURRENT INFORMATION:

All parents requested a waiver of the pending expulsion hearing before a Hearing Panel. They understood that the purpose and function of the hearing would have been for fact finding and to submit a recommendation to the Board of Directors.

ADDITIONAL DATA:

The Education Code requires review in closed session in order to prevent the disclosure of confidential student record information (BP 9321).

BOARD OF DIRECTORS AGENDA ITEM
January 14, 2013: Discussion Item 1
Executive Director Announcements

Student Demographics
Student Enrollment in Zangle on January 1, 2013:

Grade	Female	Male	Total		New Students	Out of District
K	15	11	26		26	15
1	15	12	27		27	0
2	8	23	31		31	0
3	15	10	25		25	0
4	37	24	61		61	5
5	18	14	32		32	1
6	109	133	242		240	13
7	124	123	247		46	12
8	125	126	251		19	10
9	60	64	124		12	3
Total	**526**	**540**	**1066**		**519**	**59**

Ethnicity	K	1	2	3	4	5	6	7	8	9	Total
American Indian/Alaska			1		1		1		1		3
Black or African American	9	9	9	10	20	7	62	61	70	33	291
Cambodian							1		2		3
Chinese											1
Filipino	1	4	5	1	9	1	30	41	54	18	164
Guamanian									1		1
Hispanic or Latino	16	12	13	12	27	23	132	127	108	61	532
Hmong							1		1	1	3
Japanese					1			1			2
Laotian		1	2	2	3		9	5	7	1	30
Other Asian								1	3	2	6
Other Pacific Islander							1	2	1	1	5
Samoan							1		1	2	4
Vietnamese			1				1	4	1	4	11
White		1				1	3	5	2	1	13
Grand Total	**26**	**27**	**31**	**25**	**61**	**32**	**242**	**247**	**251**	**124**	**1066**

ADA
O'Farrell had one of the highest P1 attendance report in the district – 97.39%

New Applications for 2013-2014	
Kinder	1
1st	
2nd	5
3rd	2
4th	
5th	6
6th	4
7th	6
8th	4
9th	1
10th	
TOTALS	29

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2013
Discussion Item 2
Charter Vision Board Report

For the period beginning in December 1, 2012 through December 31, 2012

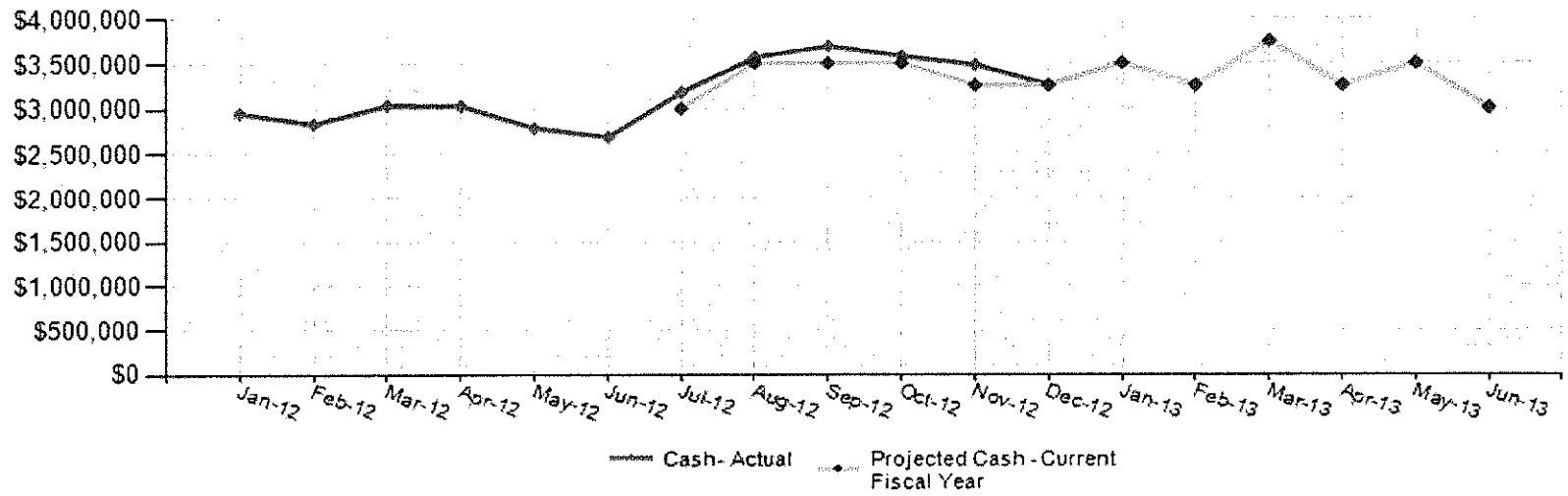
CSMC

Charter Vision®
Balance Sheet Summary

Liquidity Ratio	22.0
Assets	
Current Assets	
Cash	$3,477,994
Accounts Receivables	$26,906
Other Current Assets	($0)
Total Current Assets	*$3,504,900*
Fixed Assets	
Land	$66,710
Buildings and Improvements	$5,600
Computer Equipment	$30,173
Furniture and Fixtures	$21,982
Accumulated Depreciation	($25,639)
Total Fixed Assets	*$98,827*
Other Assets	
Total Other Assets	
Total Assets	*$3,603,727*
Liabilities And Net Assets	
Current Liabilities	
Accounts Payable	$71,414
Accrued Salaries, Payroll Taxes, Postemployment Benefits	$10,493
Deposits held on behalf of other employees	$77,546
Total Current Liabilities	*$159,453*
Long Term Liabilities	
Total Long Term Liabilities	
Total Liabilities	*$159,453*
Net Assets	
Restricted Net Assets	$211,470
Unrestricted Net Assets	$3,686,494
Profit/Loss YTD	($453,689)
Total Net Assets	*$3,444,274*
Total Liabilities And Net Assets	*$3,603,727*

CSMC

Charter Vision®
Monthly Book Balance Over Time



	Jul 11	Aug 11	Sep 11	Oct 11	Nov 11	Dec 11	Jan 12	Feb 12	Mar 12	Apr 12	May 12	Jun 12
Actual Ending Monthly Book Balance	$0	$0	$0	$2,587,778	$2,726,731	$2,736,051	$2,954,606	$2,833,964	$3,038,432	$3,030,586	$2,788,990	$2,688,440
Projected Ending Monthly Book Balance	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0

	Jul 12	Aug 12	Sep 12	Oct 12	Nov 12	Dec 12	Jan 13	Feb 13	Mar 13	Apr 13	May 13	Jun 13
Actual Ending Monthly Book Balance	$3,174,807	$3,564,490	$3,686,767	$3,575,850	$3,477,994	$0	$0	$0	$0	$0	$0	$0
Projected Ending Monthly Book Balance	$0	$0	$0	$0	$0	$3,250,000	$3,500,000	$3,250,000	$3,750,000	$3,250,000	$3,500,000	$3,000,000

CSMC

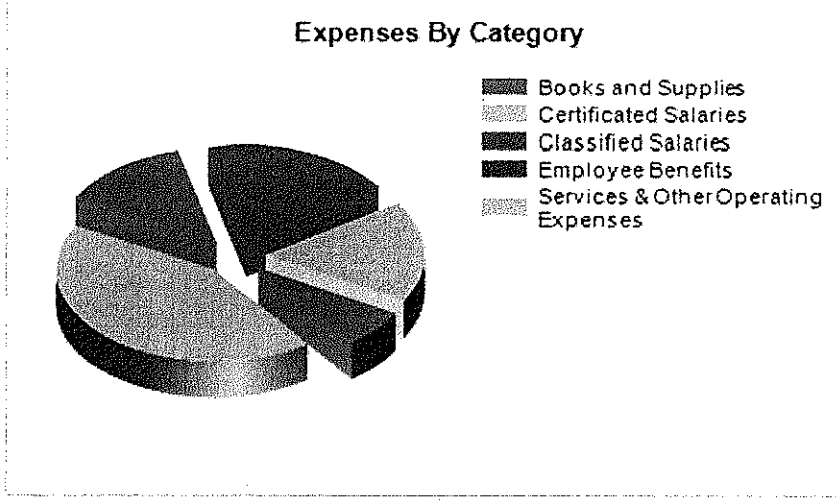
Charter Vision®

Year To Date Actual To Budget Summary

Account Description	Actual YTD	Budget YTD	Variance $	Variance %	Total Budget	Budget Remaining
Total Revenue Limit	$1,504,710	$4,908,186	($3,403,476)	-69.3%	$4,908,186	$3,403,476
Total Federal Revenues	-	$993,157	($993,157)	-100.0%	$993,157	$993,157
Total Other State Revenue	$309,388	$1,090,790	($781,402)	-71.6%	$1,090,790	$781,402
Total Local Revenue	$182,008	$198,477	($16,469)	-8.3%	$198,477	$16,469
Total Revenues	$1,996,106	$7,190,610	($5,194,504)	-72.2%	$7,190,610	$5,194,504
Total Certificated Salaries	$1,049,456	$2,995,007	$1,945,551	65.0%	$2,995,007	$1,945,551
Total Classified Salaries	$327,379	$799,180	$471,801	59.0%	$799,180	$471,801
Total Employee Benefits	$474,117	$1,156,684	$682,567	59.0%	$1,156,684	$682,567
Total Personnel Expenses	$1,850,952	$4,950,871	$3,099,919	62.6%	$4,950,871	$3,099,919
Total Books and Supplies	$161,744	$460,000	$298,256	64.8%	$460,000	$298,256
Total Services and Other Operating Expenses	$437,100	$1,646,531	$1,209,431	73.5%	$1,646,531	$1,209,431
Total Capital Outlay	-	-	-	0.0%	-	-
Total Other Outgo	-	$200,000	$200,000	100.0%	$200,000	$200,000
Total Operational Expenses	$598,843	$2,306,531	$1,707,688	74.0%	$2,306,531	$1,707,688
Total Expenses	$2,449,795	$7,257,402	$4,807,606	66.2%	$7,257,402	$4,807,606
Net Income	($453,689)	($66,792)	($386,897)	-579.3%	($66,792)	$386,897

Expenses By Category

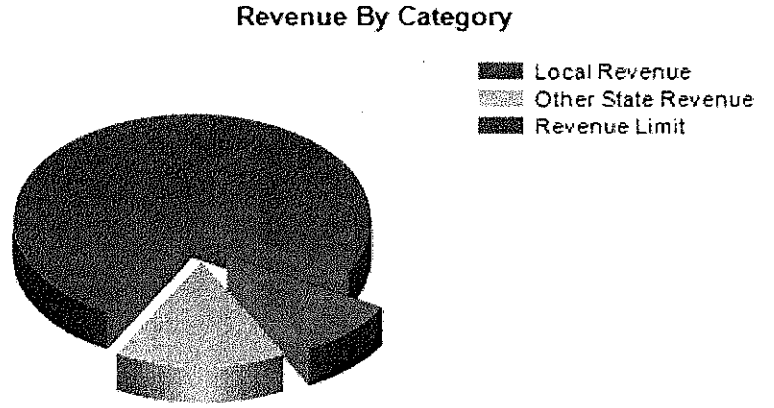
Account Category	Description	Total	Percent
100	Certificated Salaries	$1,049,455.88	42.84%
200	Classified Salaries	$327,378.77	13.36%
300	Employee Benefits	$474,117.09	19.35%
400	Books and Supplies	$161,743.69	6.60%
500	Services & Other Operating Expenses	$437,099.62	17.84%
	Total:	**$2,449,795.05**	



CSMC

Charter Vision®
Revenue By Category

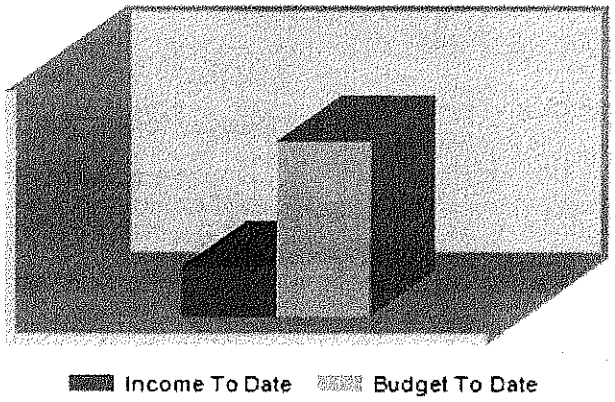
Account Group	Description	Total	Percent
800	Revenue Limit	$1,504,710.00	75.38%
840	Other State Revenue	$309,387.85	15.50%
870	Local Revenue	$182,007.81	9.12%
	Total:	**$1,996,105.66**	



Total Cash on Hand

Cash Available: $3,477,994

Revenue To Date

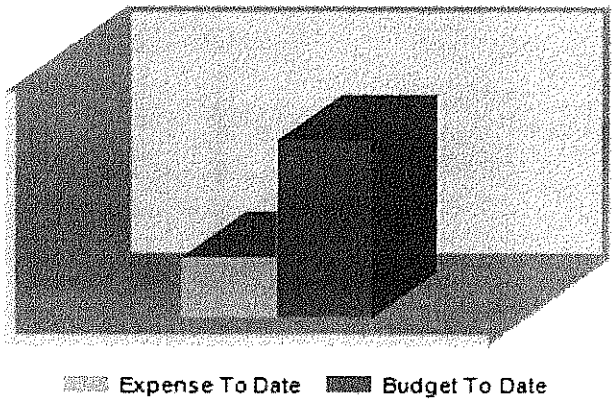


Revenue $1,996,106

Budget $7,190,610

Revenue To Budget 28%

Expense To Date



Expense $2,449,795

Budget $7,257,402

Expense To Budget 34%

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2013
Discussion Item 3

RECOMMENDATION: Appoint one of our Board of Directors as the Financial Liaison.

BACKGROUND INFORMATION:

In recent years, we have appointed a financial liaison. We have not reappointed someone since Daphne Moyd left our board.

CURRENT INFORMATION:

Currently our board is made up as follows:

Chair – Christian Scott
Vice Chair – Tim Katzman
Secretary – Delano Jones

We will make this appointment from the following board members: Linda Logan, Agnés Barrelett, Joselito De Jesus or Salvador Rivera.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2012
Consent Calendar Item 1

RECOMMENDATION: Approve the Minutes from the December 10, 2012 Board of Directors meeting.

Minutes

December 10, 2012

Members Present: Christian Scott, Linda Logan, Tim Katzman, Joselito DeJesus, Delano Jones, Agnés Barrelet

Members Absent: Salvador Rivera

Guests Present: Jonathan Dean, Eileen Logue, Candace Austin, Marlene Shannon, Corinda Mytinger, Anne Mathews, Byron Garner, My Dwyen Nguyen, Viviana Martinez, Andrea Lavatai, Aubrey King, Brian Rainey

I. Call to Order - 5:10 p.m.

II. Adjourn to Closed Session

Reconvene to Open Session - 5:39 p.m.

III. Action Items Considered In Closed Session

1. **In accordance with Education Code Section 48918, the Board will meet in closed session to consider the expulsion of one student: ID #53949**
   Approved. Delano Jones moved and Joey De Jesus seconded. Motion carried 5-0-1. Tim Katzman abstained.
2. **In accordance with Government Code Section 54957, the Board will meet in closed session to consider planning of the high school.**
   No actions taken.

IV. Pledge of Allegiance
The Pledge of Allegiance was led by Christian Scott

V. Public Comment
Anyone may address the Board for up to three minutes on any item. The Public Commentary period preceding the formal agenda shall be limited to a total of 15 minutes. Please submit a "Request to Address the Board" slip to the Board chairperson. The Board Chair will call you forward at the appropriate time.
None

VI. Presentations

1. **Ninth Grade Camp Presentation**
   Three ninth students, Viviana Martinez, Andrea Lavatai and My Dwyen Nguyen, shared their experiences from the October 18-19, 2012 ninth grade camp trip.

2. **Recognize the retirement of Marlene Shannon**
   The Board recognized Marlene's retirement by presenting her with a written Resolution and an engraved clock for her 16 years of service.

3. **Data and Assessment System – Anne Mathews**
   Anne gave such an excellent explanation of our data and assessment system that the board suggested videotaping her presentation.

VII. Approval of Agenda
Approved. Delano Jones moved and Tim Katzman seconded. Motion carried 6-0-0.

VIII. Discussion Items
1. **Executive Director Announcements** – see agenda packet attachment
2. **Charter Vision Board Report** – see agenda packet attachments
3. **Student Assessment – API & AYP** – see agenda packet attachment
4. **Student Accountability Report Card** – see agenda packet attachment
5. **School-wide Discipline Policy**
   Dr. Dean reminded the board that our school-wide discipline policy covers kindergarten through ninth grade. The board concurred.

IX. Consent Calendar/Routine Items of Business
All items listed under the Consent Calendar are considered by the Board in **one action.** There will be no discussion of these items prior to the time the Board votes on the motion, unless members of the Board, staff, or public request specific items to be discussed and/or removed from the Consent Calendar.

1. **Approval of Minutes from the October 8, 2012 Board of Directors meeting.**
2. **Approve recommended actions on the personnel activity list .**
3. **Approve check registers.**
4. **Accept the receipt of $257.67 for outdated textbooks from Follett Educational Services**
   Approved. Delano Jones moved and Tim Katzman seconded. Motion carried 6-0-0.

X. Action Items

1. **Approve the June 30, 2012 Audit Report and its Findings**
   Approved. Tim Katzman moved and Linda Logan seconded. Motion carried 6-0-0.

2. **Accept SDUSD Charter Office's Annual School Review Report**
   Approved. Joey De Jesus moved and Delano Jones seconded. Motion carried 6-0-0.

3. **Ratify contracts for nine Supplement Education Services providers in the amount not to exceed $1139.09 per pupil allotment for approximately 44 students.**
   Approved. Linda Logan moved and Agnés Barrelet seconded. Motion carried 6-0-0.

4. **Approve the Positive Certification and Budget Revisions for the First Interim Financial Report for October 31, 2012.**
   Approved. Tim Katzman moved and Linda Logan seconded. Motion carried 6-0-0.

5. **Ratify adjustments to the 2012-2013 budget .**
   Approved. Delano Jones moved and Joey De Jesus seconded. Motion carried 6-0-0.

6. **Approve the renewal term for Delano Jones to remain a member of the Board of Directors in the role as Secretary for another two years.**
   Approved. Christian Scott moved and Agnés Barrelet seconded. Motion carried 6-0-0.

7. **Approve the renewal term for Christian Scott to remain a member of the Board of Directors in the role as Chair for another two years.**
   Approved. Linda Logan moved and Tim Katzman seconded. Motion carried 6-0-0.

8. **Approve the renewal term for Timothy Katzman to remain a member of the Board of Directors in the role as Vice Chair for another two years.**
   Approved. Delano Jones moved and Linda Logan seconded. Motion carried 6-0-0.

9. **Authorize, adopt and approve changes made to the required documents that are being submitted to change our name from O'Farrell Community School: Center for Advance Academic Studies to The O'Farrell Charter Schools.**
   Approved. Agnés Barrelet moved and Tim Katzman seconded. Motion carried 6-1-0 with a Nay vote from Christian Scott.

XI. Roundtable

XII. Adjournment – 7:40 pm

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2013
Consent Calendar Item 2

RECOMMENDATION: Approve/Ratify Personnel Activity List

New Hires

Jessica Au	Special Education Assistant	January 7, 2013

O'Farrell Community Center for Advanced Academy
Check Register 12/1/2012 through 12/31/2012

Payment Date	Payment Number	Payment Type	Payee Name	Rec Status	Check Amount	Invoiced GL Amount	Account	Account Description	Transaction Description
12/5/2012	10001059	Check	Moises Buchanan	Cleared	$2,500.00	$2,500.00	5800-020-00	Professional/Consulting Services and Operating Expenditures	Fee For: Creating HS Curriculum / Sylabus, AP Program
12/5/2012	10001060	Check	Clothing International, Inc.	Cleared	$191.54	$191.54	4300-020-00	Materials and Supplies	Embroidered Cardigan, Polo
12/5/2012	10001061	Check	Multicultural America Inc.	Outstanding	$2,200.00	$2,200.00	5200-020-00	Travel and Conferences	Conference fee for Four
12/5/2012	10001062	Check	Sarah Norton	Outstanding	$15.09	$15.09	4315-020-00	Classroom Materials and Supplies	REIMB for Supplies for Science Lab
12/5/2012	10001063	Check	San Diego Unified School	Cleared	$454.24	$454.24	4300-020-00	Materials and Supplies	Forms - Uniform Violation (2500)
12/5/2012	10001064	Check	San Diego Facility Maintenance, Inc	Cleared	$3,850.00	$3,850.00	5500-020-00	Operation and Housekeeping Services	Fee to Remove Large Tree from Playground 11/18/12
12/5/2012	10001065	Check	San Diego Facility Maintenance, Inc	Cleared	$10,875.00	$10,875.00	5500-020-00	Operation and Housekeeping Services	Cleaning Service for December 2012
12/5/2012	10001066	Check	Sharp Health Plan	Cleared	$46,046.96	$46,046.96	3403-020-00	Health & Welfare Benefits	January 2013 Health Ins
12/5/2012	10001067	Check	S & S Worldwide, Inc.	Cleared	$3.87	$3.87	4315-020-90	Classroom Materials and Supplies	Wood Sticks Heavy Duty
12/5/2012	10001068	Check	Mary Skrabucha	Cleared	$68.29	$68.29	4300-020-00	Materials and Supplies	REIMB for Wrapping Paper for
12/6/2012	10001069	Check	AT&T Mobility	Cleared	$456.49	$456.49	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Deans Monthly Cell Phone 10/13 - 11/12/12
12/6/2012	10001070	Check	AT&T	Cleared	$947.00	$760.48	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Calnet2 : 6192668712 10/13/12 - 11/12/12
						$186.52	5900-020-00	Communications (Tele., Internet, Copies,Postage,Messenger)	Calnet2 6192633009 10/13/12 - 11/12/12
12/6/2012	10001071	Check	Candace Austin	Cleared	$24.41	$24.41	5200-020-00	Travel and Conferences	REIMB for Mileage
12/6/2012	10001072	Check	Follett Software Company	Cleared	$94.24	$94.24	4300-020-00	Materials and Supplies	polythermal labels for Library
12/6/2012	10001073	Check	Sergio Padilla	Cleared	$21.84	$21.84	4700-020-00	Food and Food Supplies	REIMB for G.A.S Activity
12/6/2012	10001074	Check	Student Supply	Cleared	$804.24	$804.24	4315-020-00	Classroom Materials and Supplies	Erasers, Pencils, Sharpeners, Pencil Lead
12/6/2012	10001075	Check	Wells Fargo Business Card	Cleared	$2,319.96	$175.68	4700-020-00	Food and Food Supplies	11/1 Smart & Final - Bev &
						$51.11	4700-020-00	Food and Food Supplies	11/1 Smart & Final - Water,
						$29.17	5500-020-00	Operation and Housekeeping Services	10/18 Alcathraz Locksmith - Keys for 609

O'Farrell Community Center for Advanced Academy
Check Register 12/1/2012 through 12/31/2012

						$15.00	5500-020-00	Operation and Housekeeping Services	10/29 -The Hon. Co. - Cabient Key Purchase
						$15.00	5500-020-00	Operation and Housekeeping Services	11/6 The Hon Co - Cabient Keys
						$1,692.00	5505-020-00	Student Transportation/Field Trips	10/18 -11/15 SANDAG -Bus passes reload
						$76.00	5505-020-00	Student Transportation/Field Trips	10/22 Albertson - bus passes
						$76.00	5505-020-00	Student Transportation/Field Trips	10/29 Albertson - bus passes
						$76.00	5505-020-00	Student Transportation/Field Trips	11/13 Albertson - bus passes
						$114.00	5505-020-00	Student Transportation/Field Trips	11/15 Albertson - bus passes
12/6/2012	10001076	Check	Wells Fargo Business Card	Cleared	$5,057.35	$14.00	4300-020-00	Materials and Supplies	10/22 Office Depot - Calendar
						$44.59	4300-020-00	Materials and Supplies	11/06 Target - storge baskets
						$117.26	4300-020-00	Materials and Supplies	11/10 Containerstore - bins 12
						$177.58	4300-020-00	Materials and Supplies	11/7 Target - Storge Baskets
						$257.52	4400-020-00	Noncapitalized Equipment	10/26 Lowes - Microwave
						$85.80	4400-020-00	Noncapitalized Equipment	10/26 Paypal Laptpppartw -
						$70.87	4400-020-00	Noncapitalized Equipment	10/29 Smart Sign - Stop Sign
						$114.00	4400-020-00	Noncapitalized Equipment	11/02 Everything2go.com -
						$894.00	4400-020-00	Noncapitalized Equipment	11/22 Everything2go.com - 6
						$1,773.02	4400-020-00	Noncapitalized Equipment	11/9 School Outfitters - bulletin
						$111.34	4400-020-90	Noncapitalized Equipment	10/31 Walmart.com - Stereo for
						$0.01	4400-020-90	Noncapitalized Equipment	11/10 Target - Wii Sensor Bar
						$21.52	4400-020-90	Noncapitalized Equipment	11/10 Target - Wii Sensor Bar
						$175.84	4400-020-90	Noncapitalized Equipment	11/9 Target - Wii Remotes
						$1,200.00	5815-020-00	Advertising/Recruiting	11/07 CP Richards Signs -
12/6/2012	10001077	Check	Wells Fargo Business Card	Cleared	$75.00	$75.00	5500-020-00	Operation and Housekeeping Services	10/22 USA - Gas for Custodial/landscape
12/6/2012	10001078	Check	Wells Fargo Business Card	Cleared	$914.97	$73.21	4300-020-00	Materials and Supplies	10/25 Apple Store - Cable ,
						$146.43	5200-020-00	Travel and Conferences	11/10 Hyatt Hotel - Room
						$444.22	5200-020-00	Travel and Conferences	11/10 Hyatt Hotel - Room
						$46.68	5200-020-00	Travel and Conferences	11/9 Hyatt Hotel - Food &
						$179.43	5200-020-02	Travel and Conferences	11/9 Hyatt Hotel - room coference
						$25.00	5815-020-00	Advertising/Recruiting	10/30 Craig list - employee

O'Farrell Community Center for Advanced Academy
Check Register 12/1/2012 through 12/31/2012

12/6/2012	10001079	Check	Charter School Management Corporation	Cleared	$7,727.00	$7,727.00	5800-020-00	Professional/Consulting Services and Operating Expenditures	Dec 2012 Back Office Support Services
12/13/2012	10001080	Check	Alan's Music Center, Inc	Cleared	$130.62	$130.62	5610-020-00	Equipment Repair	Music Instrument Repair
12/13/2012	10001081	Check	AT&T Mobility	Cleared	$78.87	$78.87	5900-020-90	Communications (Tele., Internet, Copies, Postage, Messenger)	Cell Phone Chrgs" 11/1 - 11/30/12, Acct #...6569
12/13/2012	10001082	Check	City Treasurer	Cleared	$2,522.63	$2,522.63	5501-020-00	Utilities	Water, Fire Service & Sewer
12/13/2012	10001083	Check	EDCO Disposal Corp	Cleared	$399.87	$399.87	5501-020-00	Utilities	Nov 2012 Trash & Recycling
12/13/2012	10001084	Check	Guardian	Cleared	$5,288.35	$5,288.35	3403-020-00	Health & Welfare Benefits	Dec 2012 Dental & Life Ins.
12/13/2012	10001085	Check	The Hartford	Cleared	$4,721.11	$4,721.11	3603-020-00	Worker Compensation Insurance	Dec Workers Comp & Service Fee Pmt
12/13/2012	10001086	Check	IBI Group	Cleared	$27,476.00	$27,476.00	9450-020	Construction in Progress	New HS Addition, Pmt for 50% of
12/13/2012	10001087	Check	Logical Choice Technologies	Cleared	$6,002.02	$1,803.00	4400-020-00	Noncapitalized Equipment	Installation of 3 Promethean
						$4,199.02	4400-020-00	Noncapitalized Equipment	Promethean Board Bundles (qty
12/13/2012	10001088	Check	Sarah Norton	Outstanding	$168.86	$168.86	5200-020-02	Travel and Conferences	REIMB - Mileage & Food for 4
12/13/2012	10001089	Check	Office Depot	Cleared	$526.22	$206.13	4300-020-00	Materials and Supplies	labels and earaser caps for office
						$320.09	4315-020-00	Classroom Materials and Supplies	2-hole punch, markers, binder clps, paper chrts, etc.
12/13/2012	10001090	Check	Philadelphia Insurance	Cleared	$3,289.92	$3,289.92	5400-020-00	Insurance	Dec Ins: Flexi Plus Five, Spec &
12/13/2012	10001091	Check	Sound Therapies, Inc.	Cleared	$5,360.00	$5,360.00	5810-020-65	Educational Consultants	Nov 2012 Speech & Lang. Serv.
12/13/2012	10001092	Check	San Joaquin County Office of	Cleared	$600.00	$600.00	5815-020-00	Advertising/Recruiting	Fee Schdl 3: Use of EDJOIN
12/13/2012	10001093	Check	40 Acres and a Mind, Inc.	Cleared	$873.00	$873.00	5810-020-01	Educational Consultants	Nov 2012 SES, E Smith-6 , H
12/13/2012	10001094	Check	Staples Advantage	Cleared	$60.71				
						$22.99	4300-020-00	Materials and Supplies	stamp, stamp pad, envelope
						$128.22	4300-020-90	Materials and Supplies	HP toner for printer
12/13/2012	10001095	Check	Sign A Rama	Cleared	$873.83	$873.83	5815-020-00	Advertising/Recruiting	Sign of School
12/13/2012	10001096	Check	TCR Services	Cleared	$864.52	$864.52	5610-020-00	Equipment Repair	Printer Cost Per Page /
12/13/2012	10001097	Check	Verizon Wireless	Cleared	$67.63	$67.63	5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)	4G Mobile Broadband Service: 10/27/12 - 11/26/12
12/26/2012	10001098	Check	American Express	Cleared	$269.64	$114.21	4300-020-00	Materials and Supplies	11/19 Things Remembered -
						$54.35	4300-020-00	Materials and Supplies	11/29 Target - certificate frame &
						$101.08	4700-020-00	Food and Food Supplies	12/10 Costco Whse - food,
12/26/2012	10001099	Check	Moises A. Buhain	Outstanding	$2,000.00	$2,000.00	5800-020-00	Professional/Consulting Services and Operating Expenditures	Fees to: Create Class Guide Lessons & A-G Requitemnts, etc.
12/26/2012	10001100	Check	CDW-Government	Outstanding	$3,885.69	$1,576.14	4400-020-00	Noncapitalized Equipment	122 - kids headphones

CSMC Charter Vision® Check Register Detail

O'Farrell Community Center for Advanced Academy
Check Register 12/1/2012 through 12/31/2012

Report run at
1/8/2013 12:00:05 PM

						$530.99	4400-020-00	Noncapitalized Equipment	2 - replacement Epson lamps
						$822.54	4400-020-00	Noncapitalized Equipment	3 - kids headphones
						$956.02	4400-020-00	Noncapitalized Equipment	74 - kids headphones
12/26/2012	10001101	Check	CA Charter School	Outstanding	$1,485.00	$1,485.00	5200-020-02	Travel and Conferences	Reg. for Conf. March '13 - 4 more
12/26/2012	10001102	Check	ETS Productions Inc.	Outstanding	$544.96	$544.96	4400-020-00	Noncapitalized Equipment	2 Microphones, 2 tripods & 4 mic.
12/26/2012	10001103	Check	The FJH Music Company, Inc.	Outstanding	$726.26	$726.26	4315-020-00	Classroom Materials and Supplies	Music Curriculum
12/26/2012	10001104	Check	Gafcon Inc	Cleared	$100.00	$100.00	5800-020-00	Professional/Consulting Services and Operating Expenditures	Prof. Services through 11/30/12
12/26/2012	10001105	Check	Gopher	Cleared	$1,119.21	$1,119.21	4315-020-00	Classroom Materials and Supplies	Athletic Equipment: B-balls, cones, soccer balls, etc.
12/26/2012	10001106	Check	Home Depot Credit Services	Cleared	$626.17	$193.82	5500-020-00	Operation and Housekeeping Services	Fertilizer, qty 6 - 50 lb bags
						$167.31	5500-020-00	Operation and Housekeeping Services	Flo Light Bulbs, qty 14
						$265.04	5500-020-00	Operation and Housekeeping Services	Week Killer, oil, line for edger, pointsettias, mortar, etc.
12/26/2012	10001107	Check	Palos Sports, Inc.	Outstanding	$352.41	$352.41	4315-020-90	Classroom Materials and Supplies	Rubber Animals for activities, tetherballs, balls, etc.
12/26/2012	10001108	Check	RICOH USA, INC.	Cleared	$1,611.12	$1,611.12	5605-020-00	Equipment Rental/Lease Expense	Lease & maintenance - 2 copiers, 12/2/12 - 1/1/13
12/26/2012	10001109	Check	San Diego Unified School	Outstanding	$43.63	$43.63	4300-020-90	Materials and Supplies	Printing fees: Primetime
12/26/2012	10001110	Check	San Diego Facility Maintenance, Inc	Cleared	$10,875.00	$10,875.00	5500-020-00	Operation and Housekeeping Services	Cleaning Services for Jan 2013
12/26/2012	10001111	Check	San Diego Gas & Electric	Cleared	$10,519.90	$10,519.90	5501-020-00	Utilities	Gas & Electric Chrgs: 11/8/12 -
12/26/2012	10001112	Check	40 Acres and a Mind, Inc.	Outstanding	$582.00	$582.00	5810-020-01	Educational Consultants	Oct 2012 SES: E Smith-4, H
12/26/2012	10001113	Check	TCR Services	Cleared	$17.19	$17.19	5610-020-00	Equipment Repair	HP Printer toner
12/26/2012	10001114	Check	Wells Fargo Business Card	Cleared	$2,502.82	$265.75	4300-020-00	Materials and Supplies	12/5 Positive Promotions -
						$90.07	4700-020-00	Food and Food Supplies	12/13 Smart N Final - food for
						$169.65	4700-020-00	Food and Food Supplies	12/3 Royal Mandarin - food for
						$9.50	4700-020-00	Food and Food Supplies	12/7 Plaza Donuts - Donuts for
						$11.85	5500-020-00	Operation and Housekeeping Services	12/4 Alcatraz Locksmith - keys for SE700 Gate
						$1,728.00	5505-020-00	Student Transportation/Field Trips	11/18 - 12/17/12: SANDAG - Bus pass renewals
						$38.00	5505-020-00	Student Transportation/Field Trips	11/26 Albertsons - Bus Pass Purchase

O'Farrell Community Center for Advanced Academy
Check Register 12/1/2012 through 12/31/2012

						$76.00	5505-020-00	Student Transportation/Field Trips	11/29 Albertsons - Bus Pass Purchases
						$76.00	5505-020-00	Student Transportation/Field Trips	12/10 Albertsons - Bus Pass Purchases
						$38.00	5505-020-00	Student Transportation/Field Trips	12/18 Albertsons - Bus Pass Purchase
12/26/2012	10001115	Check	Wells Fargo Business Card	Cleared	$717.96	$43.00	4300-020-00	Materials and Supplies	12/17 Vistaprint - business cards
						($103.31)	4300-020-00	Materials and Supplies	12/4 Container Store - refund for
						$47.16	4315-020-00	Classroom Materials and Supplies	12/4 Amazon Mktplc - ping pong balls for student relay actvy
						$70.74	4315-020-00	Classroom Materials and Supplies	12/4 Amazon Mktplc - ping pong balls for student relay actvy
						$352.41	4315-020-90	Classroom Materials and Supplies	12/13 Palos Sports - rubber animals & balls for Primetime
						$152.90	5200-020-02	Travel and Conferences	12/4 Hilton Hotels - hotel rm for
						$152.90	5200-020-02	Travel and Conferences	12/4 Hilton Hotels - hotel rm for
						$2.16	5500-020-00	Operation and Housekeeping Services	12/13 99 Cent Store - brooms for elemtary play area
12/26/2012	10001116	Check	Wells Fargo Business Card	Cleared	$62.30	$62.30	5500-020-00	Operation and Housekeeping Services	USA Gasoline - gas for custodial & landscape equipment
12/26/2012	10001117	Check	Wells Fargo Business Card	Cleared	$692.11	$44.41	4700-020-00	Food and Food Supplies	Aladdin Restaurant - Charter
						$33.19	4700-020-00	Food and Food Supplies	Casa Guadalajara - Meeting re:
						$295.28	4700-020-00	Food and Food Supplies	The Brigantine - Team Bldg, Staff
						$319.23	5900-020-00	Communications (Tele., Internet, Copies, Postage, Messenger)	Apple Store Carlsbad - Replacmt iphone 5, Chrgr & case

Total Check Amount: $182,685.02

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2013
Agenda Item 1

RECOMMENDATION: Appoint one of our Board of Directors as the Financial Liaison.

BACKGROUND INFORMATION:

In recent years, we have appointed a financial liaison. We have not reappointed someone since Daphne Moyd left our board.

CURRENT INFORMATION:

Currently our board is made up as follows:

Chair – Christian Scott
Vice Chair – Tim Katzman
Secretary – Delano Jones

We will make this appointment from the following board members: Linda Logan, Agnés Barrelett, Joselito De Jesus or Salvador Rivera.

BOARD OF DIRECTORS AGENDA ITEM
Agenda Date: January 14, 2013
Agenda Item 2

RECOMMENDATION: Approve the A-G course graduation requirements for the high school.

BACKGROUND INFORMATION:

The University of California (UC) and California State University (CSU) require entering freshmen to complete certain courses in high school. These courses are called the "a-g" courses because of the letter each subject area is assigned: "a" is for History/Social Science, "b" is for English, and so on. To receive "a-g" credit, a high school course must be certified through the UC course approval process.

CURRENT INFORMATION:

The O'Farrell Charter School contracted with a high school counselor to help establish The O'Farrell High School graduation requirements. The counselor also met with all 121 ninth grade students to develop an individual "4-year plan." Student plans were completed and a copy was placed in each student's cum file.

A-G	9th grade	10th grade	11th grade	12th grade
History	World Geography Adv. World History	World History **AP World History**	US History **AP US History**	US Govt/Econ **AP US Govt**
English	English 1-2 Adv English 1-2	English 3-4	American Lit **AP Eng Lang & Comp**	World Literature **AP Literature & Comp**
Mathematics	Algebra Geometry Adv. Int. Algebra	Geometry Adv. Int. Algebra Pre Calculus	Adv. Int. Algebra Pre Calcusus **AP Calc AB**	Pre Calc **AP Calc AB** **AP Calc BC**
Science	Adv. Physics	Chemistry	Biology **AP Biology**	Adv. Physics **AP Env. Science**
Language other than English	Spanish 1-2 Spanish 3-4	Spanish 3-4 Spanish 5-6 **AP Sp. Language**	Spanish 5-6 **AP Sp. Language** **AP Sp. Literature**	
Visual and Performing Arts	Art Theater	Photography Adv Theater Music app		
College Prep Electives	Journalism **Adv. Comp. Sci** Sr. Hi Avid Invest/Exp 1	Yearbook Journalism Avid Public Speaking STEM		Career Explorations/ Internship
Physical Education	PE/Ind Stu	PE/Ind Stu Fitness		

Requirements	O'Farrell Community Charter School (OCS)	SDUSD Graduation Requirements – Class of 2016	University of California Subject-Area Requirements
Attendance	The O'Farrell Community Charter School (OCS) students must attend eight semesters in grades 9-12.	All students in grades 9-12 must attend eight semesters for six periods daily	
Grade-Point Average	OCS students must maintain a cumulative weighted grade-point average (WGPA) of 2.0 or higher in scholarship, computed on the basis of A = 4, B = 3, C = 2, D = 1, F = 0. The WGPA for graduation is computed from courses completed in grades 9-12. Advanced Placement (AP) courses, and designated Honors courses earn credit on a weighted or five-point scale: A = 5, B = 4, C = 3, D = 1, F = 0.	Students must maintain a cumulative weighted grade-point average (WGPA) of 2.0 or higher in scholarship, computed on the basis of A = 4, B = 3, C = 2, D = 1, F = 0. The WGPA for graduation is computed from courses completed in grades 9-12	
Conduct	To participate in graduation ceremonies, OCS students must meet a minimum standard of a 2.0 average in citizenship grades during the senior year. The citizenship GPA is computed on a scale of E (excellent) = 4, G (good) = 3, S (satisfactory) = 2, N (needs improvement) = 1, U (unsatisfactory) = 0.	To participate in graduation ceremonies, students must meet a minimum standard of a 2.0 average in citizenship grades during the senior year. The citizenship GPA is computed on a scale of E (excellent) = 4, G (good) = 3, S (satisfactory) = 2, N (needs improvement) = 1, U (unsatisfactory) = 0.	

California High School Exit Examination	All students must pass the California High School Exit Examination (CAHSEE) to receive a diploma in the State of California. If either or both of the English Language Arts and Mathematics portions of the test are not passed, the student will continue to retake the parts not passed during grades 11 and 12 until both parts have been passed.	All students must pass the California High School Exit Examination (CAHSEE) to receive a diploma in the State of California. If either or both of the English Language Arts and Mathematics portions of the test are not passed, the student will continue to retake the parts not passed during grades 11 and 12 until both parts have been passed.	
Senior Exhibition	All OCS students in grade 12 are required to present a senior exhibition to a committee composed of OCS staff and a member of the community	Students must present a senior exhibition in order to receive a high school diploma. Criteria for senior exhibition varies by school site	
Community Service	Each OCS student will be required to complete a total minimum of 30 hours of community service during grades 9 -12.	N/A	
Postsecondary Education	90% OCS students in grade 12 will complete and submit an application to the postsecondary education option of their choice.	N/A	
A-G Credit requirements			
History/Social Sciences:	**6 Semester Credits (3 years)** required. Grade 9 or 10: Two credits in world history and geography or advanced alternative; grade 11: Two credits in U.S. history and geography or advanced alternative; grade 12: One credit in government and one credit in economics, or two credits in an advanced alternative.	**6 semester credits (3 years):** Grades 9 or 10: 2 credits in world history or an approved advanced alternative; Grade 11: 2 credits in U.S. history or an approved advanced alternative; Grade 12: 1 credit in government and 1 credit in economics, or 2 credits in an approved advanced alternative.	**2 years** of history/social science, including one year of world history, cultures and geography; and one year of U.S. history or one- half year of U.S. history and one- half year of civics or American government.
English	**8 Semester Credits (4 years) required**. Grade	**8 semester credits (4 years):**	**4 years** of college-

	9: Two credits; Grade 10: Two credits; Grades 11 and 12: Four credits, including 2 credits in a course that emphasizes American literature and two credits from a prescribed list of English courses or advanced alternative. English as a Second Language (ESL) 5-6 may be used to fulfill the eight-semester English requirement.	Grade 9: 2 credits; Grade 10: 2 credits; Grades 11 and 12: 4 credits, including 1 credit in a course emphasizing American literature and 3 credits from a prescribed list of English courses	preparatory English. English language development (ELD) courses, including sheltered or Specially Designed Academic Instruction in English (SDAIE) courses, may be accept- able for a maximum of 1 year, provided they are advanced college preparatory ELD courses, with strong emphasis on reading and writing.
Mathematics:	**6 Semester Credits (3 Years)** required. Two credits in Algebra 1- 2, two credits in Geometry 1-2, and two credits in Intermediate Algebra or other advanced option as approved by UC "c" subject area.	**6 semester credits (3 years):** All students must pass Algebra 1-2 or Algebra Exploration 9th 1-2 (or Interactive Math—Year 1 1-2 at approved sites), Geometry 1-2 (or Interactive Math—Year 2 1-2 at approved sites), and either Intermediate Algebra 1-2 or Unifying Algebra and Geometry 1-2 (or Interactive Math—Year 3 1-2 at approved sites). Students may substitute credits in approved advanced versions of these courses.	**3 years (4 years recommended),** of college-preparatory mathematics that include the topics cov- ered in elementary and advanced algebra and two- and three-dimensional geometry. Approved integrated math courses may be used to fulfill all or part of this requirement, as may math courses taken in Grades 7 and 8 that high schools accept as equivalent to their own math courses.
Science	**6 Semester credits (3 years)** are required: one year of life science in biology or other option in the UC "d" subject area); one year of physical science in physics or chemistry, or other laboratory science course on the UC "d" subject	**6 semester credits (3 years):** 2 credits of life science (biology or other UC-approved laboratory science course in the' d' subject area), 2 credits of physical science (physics, chemistry, or other UC- approved	**2 years (3 years recommended),** of laboratory science providing fundamental knowledge in at least 2

	area; and one additional year of science coursework in the UC "d" (laboratory science) or UC "G" (elective) subject areas.	laboratory science course in the 'd' subject area), and 2 additional credits of UC-approved science coursework in the 'd' (laboratory science) or 'g' (elective) subject areas.	of these 3 foundational subjects: biology, chemistry, and physics. Advanced laboratory science classes that have biology, chemistry, or physics as prerequisites and offer substantial additional material may be used to fulfill this requirement, as may the final 2 years of an approved 3-year integrated science program that provides rigorous coverage of at least 2 of the 3 foundational subjects.
Language other than English (World Languages)	**6 Semester Credits (3 years)** Six semesters of a World Language in which 4 semester credits (2 years) are of the same world language. Students requiring additional academic support classes to fulfill meeting I.E.P. goals may receive a waiver for one year of the World Language requirement.	**2 semester credits (1 Year)** of a world language.	**2 years** of the same language other than English (3 **years recommended)** Note: Courses taken in Grades 7 and 8 that high schools accept as equivalent to their own language other than English may be used to fulfill this requirement.
Visual and Performing Arts:	**Two semester credits (1 year)** in a single UC "F" approved Visual and Performing Arts course.	**2 semesters credits.** 1 semester of visual and/or performing arts (and 1 semester of practical arts).	**1 year:** A single yearlong approved arts course from a single VPA discipline: dance, drama/theater, mu- sic, or visual art.

Other requirements			
Electives:	Additional credits needed to reach a total of 44 credits may be earned by completing additional courses in the above areas and/or elective courses.	Additional credits needed to reach a total of 44 credits may be earned by completing additional courses in the above areas and/or elective courses.	
CTE requirement	**Two semester credits (1 year).** OCS students in grade 12 must satisfy career and technical education exploration course by participating in a Senior Internship. A course may be used when an internship is not accessible or possible.	**8 credits (4 years)** career-technical education courses or other electives	
Computer Literacy	OCS students must demonstrate proficiency in the completion of a computer education course or completion of an approved course that incorporates computer education and computer applications. A test may be used for grades 9-12 when a course is not accessible or possible.	Computer Literacy: Students must demonstrate proficiency in one of two ways: 1. Completion of a computer education course or completion of an approved course that incorporates computer education and computer applications or; A test may be used for grades 9-12 when a course is not accessible or possible.	
Physical Education:	**Four Semester credits (2 years)** required. OCS students must be enrolled in a physical education course in grade 9 and must earn four credits in grades 9-12.	**Four semester credits (2 years**) required. Students must be enrolled in a physical education course in grade 9 and must earn four credits in grades 9-12.	
High School Credits needed to graduate	**44**	**44**	

O'FARRELL COMMUNITY
CHARTER SCHOOL

Jonathan Dean, Ed.D., Executive Director

O'Farrell Community Charter School Graduation Requirements

Attendance
The O'Farrell Community Charter School (OCS) students must attend 8 semesters in grades 9-12.

Grade Point Average
OCS students must maintain a cumulative weighted grade-point average (WGPA) of 2.0 or higher in scholarship, computed on the basis of A = 4, B = 3, C = 2, D = 1, F = 0.
The WGPA for graduation is computed from courses completed in grades 9-12.
Advanced Placement (AP) courses and designated Honors courses earn credit on a weighted or five-point scale: A = 5, B = 4, C = 3, D = 1, F = 0.

Conduct
OCS students must maintain a record of responsible citizenship. To participate in graduation ceremonies, students must meet a minimum standard of a 2.0 average in citizenship grades during the senior year. The citizenship GPA is computed on a scale of E (excellent) = 4, G (good) = 3, S (satisfactory) = 2, N (needs improvement) = 1, U (unsatisfactory) = 0.

California High School Exit Examination
CAHSEE is aligned to the standards in English/Language Arts through grade 10 and Mathematics through Algebra 1-2. All students must pass the California High School Exit Examination (CAHSEE) to receive a diploma in the State of California. The examination is based on the California State Content Standards for English Language Arts and Mathematics. All the tenth-graders are required to take the exam in the spring. If either or both of the English Language Arts and Mathematics portions of the test are not passed, the student will continue to retake the parts not passed during grades 11 and 12 until both parts have been passed.

Senior Exhibition
OCS students in grade 12 are required to present a senior exhibition to a committee composed of OCS staff and a member of the community.

Community Service
Each OCS student will be required to complete a total minimum of 30 hours of community service during grades 9 -12.

Postsecondary Education
90% OCS students in grade 12 will complete and submit an application to the postsecondary education option of their choice.

Credits
Students must complete a minimum of 44 semester credits, as specified below. Students are expected to meet California standards in English, mathematics, science, history/social science, fine and practical arts, and physical education, as well as the UC/CSU "A-G" course requirements. Students who become credit deficient will be enrolled in summer school to earn missed credits.

Credit requirements by subject

History/Social Sciences: 6 Semester Credits (3 years) required. Grade 9 or 10: Two credits in world history and geography or advanced alternative; grade 11: Two credits in U.S. history and geography or advanced alternative; grade 12: One credit in government and one credit in economics, or two credits in an advanced alternative.

English: 8 Semester Credits (4 years) required. Grade 9: Two credits; Grade 10: Two credits; Grades 11 and 12: Four credits, including 2 credits in a course that emphasizes American literature and two credits from a prescribed list of English courses or advanced alternative. English as a Second Language (ESL) 5-6 may be used to fulfill the eight-semester English requirement.

Mathematics: 6 Semester Credits (3 Years) required. Two credits in Algebra 1- 2, two credits in Geometry 1-2, and two credits in Intermediate Algebra or other advanced option as approved by UC "c" subject area.

Science: 6 Semester credits (3 years) are required: one year of life science in biology or other option in the UC "D" subject area); one year of physical science in physics or chemistry, or other laboratory science course on the UC "d" subject area; and one additional year of science coursework in the UC "d" (laboratory science) or UC "G" (elective) subject areas

Language other than English (World Languages): 6 Semester Credits (3 years) Six semesters of a World Language in which 4 semester credits (2 years) are of the same world language. *Students requiring additional academic support classes to fulfill meeting I.E.P. goals may receive a waiver for one year of the World Language requirement.*

Visual and Performing Arts: Two semester credits (1 year) in a single UC "f" approved Visual and Performing Arts course.

Electives: Additional credits needed to reach a total of 44 credits may be earned by completing additional courses in the above areas and/or elective courses.

General Requirements

Physical Education: Four Semester credits (2 years) required. OCS students must be enrolled in a physical education course in grade 9 and must earn four credits in grades 9-12.

CTE requirement
Two semester credits (1 year). OCS students in grade 12 must satisfy career and technical education exploration course by participating in a Senior Internship. A course may be used when an internship is not accessible or possible.

Computer Literacy
OCS students must demonstrate proficiency in the completion of a computer education course or completion of an approved course that incorporates computer education and computer applications. A test may be used for grades 9-12 when a course is not accessible or possible.