



**CHARTER SCHOOL APPLICATION**

**For the 2010-2011 School Year**

**K4-8<sup>th</sup> Grade School**

**Book 1**

**Section I: School Operations**

**7798 North 60<sup>th</sup> Street  
Milwaukee, WI 53223**

|           |  |
|-----------|--|
| <b>1</b>  | Person Seeking to Establish a Charter School |
| <b>2</b>  | Governance                                   |
| <b>3</b>  | Operational and Fiscal Management of School  |
| <b>4</b>  | Budget                                       |
| <b>5</b>  | Facility                                     |
| <b>6</b>  | Insurance                                    |
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CITY OF MILWAUKEE  
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**King's Academy School  
Summary Sheet**

**Name of Applicant:** King's Academy School

**Address of Applicant:** 7798 North 60<sup>th</sup> Street  
Milwaukee, WI 53223

**Phone Number of Applicant:** 414-371-9100

**Name of Contact Person:** Mrs. Laurel Nobles

**Presently:** King's Academy Christian School (in existence for 10 years)

**Proposed Grade Levels:** K-4 through 8<sup>th</sup>.

**Proposed Number of Students:** 200

**Name & Title of Person Authorized to Bind Corporation:** Joseph Moore, Board  
Chair



## **SECTION I: School Operations**

### **Persons Seeking to Establish a Charter School**

Joseph Moore, the Chairman of the Board of Directors of King's Academy School, is seeking to establish a Charter School. King's Academy School is located at 7798 North 60<sup>th</sup> Street, Milwaukee, WI 53223.

For information about our board chair, board members, and finance manager see **Attachment A**.



# EMS-2008: Charlotte R Flowers

Status: Manager Released 24-Feb-2009

## Education

| University/College                   | Degree    | Major                                   | Grad Yr. | Location    |
|--------------------------------------|-----------|---|----------|-------------|
| Central Baptist Theological Seminary | Masters   | Theology                                | 2010     | USA         |
| Alverno College, Milwaukee, WI       | Bachelors | Business Administration, Communications | 1987     | USA         |
| Lakeland College, Sheboygan, WI      | Masters   | Religious Studies                       |          | USA         |
| Pre-University/High School           |           |   |          | Location    |
| Hyde Park High School                |           |   |          | Chicago, IL |

## Corporate Training, Languages

| Core Leadership Training | Leadership Programs | Languages      |
|--------------------------|---------------------|----------------|
| not applicable           | not applicable      | not applicable |

### Six Sigma Certification

Green Belt

## Other Training

### GE Training

Quantity Center Access(2008) Risk Management(2008)

CS Service Order Transactions and Exchange(2008) Spint and Letter(2008)

### Other Training

MIC LAUREL QUALITY PLAN(2008) QUALITY SYSTEMS OVERRIDE(2008)

CLINICAL SYSTEMS DEFECT AWARENESS TRAINI(2008) CRISIS MANAGEMENT AND SECURITY(2008)

TRAINI(2008)

## Other Qualifications

Education Coordinator; School Board for Kings Academy Christian School

Certified as Grief Support Facilitator

Certified: Adult and Youth instructor for Wi Gen Bapt Education Dept.

Director of Christian Education at Christ the King Church

## EMS-2008: Charlotte R Flowers

### Employment History

| From                             | To                              | Position Title                          | Function            | Job Family                |
|----------------------------------|---------------------------------|---|---------------------|---------------------------|
| Business                         | Manager                         | Location                                | GE Band             |                           |
| 09/2004                          |                                 | Project Leader - MIC CRC                | Services            | Fulfillment<br>Operations |
| Healthcare - Clinical<br>Systems | Henderson, Rahman O             |   | Wauwatosa WI US     | PB                        |
| 04/2002                          | 10/2003                         | OTR Specialist                          | Unknown             |                           |
| GEMS                             | Rebecca Terrian-Vanpool         |   | Mem Falls. WI Tower | LPB                       |
| 09/2001                          | 03/2002                         | Cardiology Team Leader                  | Manufacturing       |                           |
| GEMS IT                          | Darby Clegg                     |   | Tower Avenue        | LPB                       |
| 01/2000                          | 12/2000                         | Facilitator; Cardiology                 | Manufacturing       |                           |
| GEMS IT                          | D Clegg                         |   | Mil WI              | LPB                       |
| 02/1998                          | 01/2000                         | Software Distribution<br>Specialist/OCP | Marketing           |                           |
| GEMS                             | P Passman                       |   | New Berlin, WI      | LPB                       |
| 02/1997                          | 02/1998                         | Software Distribution<br>Specialist/OCP | Marketing           |                           |
| GEMS                             | John McDermott/Marty<br>Gibbons |   | New Berlin, WI      | LPB                       |
| 02/1992                          | 02/1997                         | Specialist, Order Administration        | Marketing           |                           |
| GEMS                             | John McDermott                  |   | New Berlin WI       | PB                        |
| 02/1989                          | 02/1992                         | Specialist/ Order Administration        | Marketing           |                           |
| GEMS                             | D Pliska                        |   | Pewaukee, WI        | PB                        |
| 02/1980                          | 02/1989                         | Order Service Coordinator               | Marketing           |                           |
| GEMS                             | C Yingling/G Kokta              |   | New Berli WI        | BELOW EXEC                |
| 02/1978                          | 02/1980                         | Purchasing Expediter                    | Sourcing            |                           |
| GEMS                             | RJazowski/ C Yingling           |   | New Berlin, WI      | BELOW EXEC                |
| 02/1974                          | 02/1978                         | Order Editor                            | Marketing           |                           |
| GEMS                             | K Boissy/G Schroeder            |   | New Berlin, WI      | BELOW EXEC                |
| 02/1971                          | 02/1974                         | File clerk                              | Manufacturing       |                           |
| GEMS                             | Art Blasco                      |   | Chicago, IL         | BELOW EXEC                |



**Accomplishments**

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Weekly I pulled and analyzed Solar, DASH and Corometrics PRODERP backlog , to help CRC Reps identify and take corrective actions on:

- orders on hold
- unscheduled order
- invoice only orders
- aged RMAs
- wrong warehouse entered for item
- product holds
- order in entered status.."Book" or "Cancel"

Lead trainer for new MIC CRC personnel on PRODERP.

I took over Canada order management and learned the following ordering system to support Canada ordering requirements:

- SOM
- EOM
- GLPROD

I helped facilitated in revenue for Canada \$5.98m during 2008.

Maintained strong working relationship with Tower manufacturing.

Keep pace with small high volume service orders for Canada.

Maintained pace with small but demanding ordering team in Canada.

Worked with manufacturing department, supplier and Maquet Dynamed receiving team to develop a process to make sure PODS for quarter end where received so business could recognize revenue.

I am the go to person to help resolve issues in PRODERP

Booked over 75 order in PRODERP

Booked over 131 EOM orders

Booked over 200 service orders in SOM

Processed over 80 Out of box failures in SOM and Proderp

**Strengths**

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Strong Analytical Qualities:

Dedicated, Motivated, Energetic, Drive, Self-Starter,

Displays a high degree of honesty, loyalty and integrity

Expertise in Proderp Oracle systems and Products; Solars, DASHES and Corometrics.

**Theresa O'Bee**  
6121 West Calumet Road  
Milwaukee, Wisconsin  
414-355-0033

**Objective** Retired elementary school principal seeking a responsible position where extensive experience in the Milwaukee Public Schools may be utilized.

**Summary of Qualifications** Professional Integrity and Initiative. Excellent oral and written communication skills. Over twenty years of practical experience are the basis for outstanding performances in these key areas:

|                                  |  |
|----------------------------------|--|
| Educational Development          | Personnel Supervision                  |
| Administrative Methods           | Interviewing & Hiring                  |
| Course Schedules                 | Field work, Student/Teacher Placements |
| Teacher Assignments              | Teacher Evaluation                     |
| In-services                      | Member of North Central                |
| Curriculum Program & Development | Accreditation (1990's)                 |

**Experience**

**8/1997 - 8/2007**     **Principal**  
*Clemens School - Milwaukee Public Schools (MPS)*

**1986 - 1987**     **Assistant Principal - MPS**

**1980 - 1986**     **Title I Reading Supervisor - MPS**  
**Teacher - MATC Evening School**  
*Reading and Study skills*

**1962 - 1986**     **Reading Resource Teacher - Story School - MPS**  
**Reading Resource Teacher - Lee School - MPS**  
**Title I Reading Teacher - Lee School - MPS**  
**Classroom Teacher - Lee School - MPS**

**Education**

**1987**     **Certification - Administration and Supervision - UWM**

**1974**     **Masters - Curriculum and Instruction - UWM**

**1960**     **Bachelor of Science - Lemoyne College, Memphis, TN**

**Additional Course Work**

|             |   |
|-------------|---|
| 1982 - 1984 | Reading Courses<br>Cardinal Stritch Univ. |
| 1996 - 1997 | Lee Canter                                |
| 2007        | McPherson College                         |

**Professional Highlights** Only MPS Paideia School  
Principal responsibilities encompass all phases of education and administration.

**Interests** Reading - Writing - Music - Dancing

# Michael Harper

## Objective

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Opportunity to use my experiences in helping young people to become productive citizens of our community.

## Experience

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2004-Present MT. Castle Corporation Milwaukee MI.

### Director of Operations

- Assumed overall responsibility of the operations of Mt. Castle Transitional Living Program that provides transitional programs for youth that are release from the juvenile correctional facilities.
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2001-2004 Opportunities Center of Greater Milwaukee Milwaukee, WI

### Site Coordinator for Malcolm X Academy Community Learning Center

- Responsible for carrying out the overall program plan for the community Learning Center. This encompassed the coordination, overseeing of all tutorial and recreational programming for the after school program. I was responsible for all program assessments, compiling reports for the lead agency (OIC), Milwaukee Public Schools Recreation Department and the Action Learning Team of the Community.
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2001-Present Bradley Center Milwaukee, WI.

### Security

- Provide security for all Milwaukee Bucks games, as well as Marquette University basketball games, and Admirals hockey games.
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1983-2002 Trans Center for Youth, Inc. Milwaukee, WI

### Executive Director

- Assumed overall responsibility for staff management, physical plants, and financial accountability and treatment programs for three transitional programs for youth coming from the juvenile correctional institutions as well as the Milwaukee County Wraparound Program.
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## Education

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1971-1974 University of Wisconsin Whitewater Whitewater WI.

### Bachelor of Science Degree, Social Welfare

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## Michael Harper

### References

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References are available on request.

## **Marvin Bell**

8020 S. Wayland Drive  
Oak Creek, WI 53154  
Phone (414) 764-3126 or 414-405-3217

**OBJECTIVE:** Provide mentorship for start-up companies and employees.

### **QUALIFICATIONS**

Thirty plus years of management and manufacturing experience in the automobile industry. Served as Department Head for Production Control and Logistics Implemented and cost reduction workshops in-house and at suppliers.

### **EDUCATION**

1967-1971 BA in Industrial Technology, Prairie View A&M University  
1984-1986 Manufacturing Engineering, General Motors Institute

### **EMPLOYMENT**

1972-1974 *Quality Engineer and Quality Supervisor, Buick Motor Div of GM*  
Supervise proper assembly of vehicles according to Federal Motor Vehicles Safety standards..

1978-1989 *General Supervisor, AC Spark Plug Div*  
In the same manner as above, describe your next (or current) job.

1991-2002 *Served as Manager in Logistic, Operation. Lead, guided and directed the production and material flow activity of the plant's manufacturing efforts.*

2000 *Retired, involved in Management Consulting*

|                     |                      |
|---------------------|----------------------|
| Name                | Marvin Bell          |
| Title               | Manager, retired     |
| Place of Occupation | Freelance consulting |
| Years on Board      | 2 years              |
| Area of Expertise   | Management           |

**CHARTER SCHOOL APPLICATION INFORMATION**

**Name:** Joseph R. Moore, III

**Title:** Instructor  
Human Services Associate Degree Program

**Place of Occupation:** Milwaukee Area Technical College

**Length of Service on Board:** 8 Years

**Area of Expertise:** Human Services

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Joseph R. Moore, III  
8440 North 64<sup>th</sup> St.  
Brown Deer, WI 53223  
414-365-3623 (Home)  
414-297-6209 (Office)

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### CARREER OBJECTIVE

To acquire a challenging position with a progressive organization that will allow me to utilize my supervisory, customer relations, correctional and educational experience

### EDUCATION

University of Wisconsin - Milwaukee – Master of Science Degree, Summa Cum Laude

Major: Cultural Foundations of Education

Emphasis: Cultural Diversity/ Multicultural Education

University of Detroit-Bachelor of Arts Degree, Magna Cum Laude

Major: Education/Social Studies/ History

Emphasis: Social Studies

Relevant Courses: Accounting Practices, Fundamentals of Economics, Public Speaking, Fundamentals of Counseling, Communications, Educational Psychology, Business Writing, Poverty of Racism, History, Psychology, Sociology, Multicultural Education, and Diversity

University of Wisconsin - Milwaukee – Post Baccalaureate

Major: Emotional Disturbance, 24 credit hours complete

### EMPLOYMENT

8/98 – Present Milwaukee Area Technical College - Instructor  
1/95 – 8/98 Wisconsin Correctional Services, Joshua Glover Center – Assistant Director  
Wisconsin Correctional Services, The Bridge – Clinical Supervisor  
Wisconsin Correctional Services, Joshua Glover Center – Employment Counselor  
9/89 – 1/95 Milwaukee Public Schools – Teacher, Educationally Disabled

### EXPERIENCE

- Instructor in Human Service Associate Degree Program
- Supervisor of student internship
- Viet Nam Veteran
- Supervision of twelve to fifteen staff members
- Liaison to Department of Corrections, District Attorneys and Community
- Conduct weekly staff meetings ensuring quality client services and relations with personnel
- Organize and conduct workshops for staff and clients
- Develop training programs for staff, student interns and volunteers
- Conduct Pre Screening interviews on referrals of clients, vendors and personnel
- Search, screen and hire all employees, student interns clients
- Facilitate conflict resolutions for staff, clients and community
- Teach, evaluate and counsel students, keeping them informed of their progress
- Implement program planning and development
- Worked closely with MPS Administration in gang diversion programs
- Meet regularly with post secondary educational representatives for referral purposes

### ACTIVITIES AND AWARDS

- Four year athletic scholarship in basketball to The University of Detroit
- Mentor and Motivational Speaker
- Milwaukee Safety Academy Recognition and Appreciation
- Guest speaker at UWM for Project Upward Board
- Distinguished Service award from Wisconsin Correctional Service



# **Mrs. Evelyn Jones**

**2442 W. Hope Ave  
Milwaukee, WI  
414-445-8708**

## **Education:**

- ❖ **Graduate of Oxford Training School- Oxford Mississippi (Salutatorian)**
- ❖ **Graduate of Coahoma Jr. College Clarksdale, Ms. AS Degree**
- ❖ **BS. In Education, UW-Milwaukee With High Honors**

## **Professional Experiences:**

- ❖ **Teacher in the Milwaukee Public School System for 31 years (1968-1999)**
- ❖ **Acting Vice Principal at E.L. Philipp School**
- ❖ **Nominated "Teacher Of the Year" 1987**
- ❖ **Principal and Member of School Board of King's Academy Christian School for 7 years**
- ❖ **Consultant for King' Academy 06-07 school year**

## **Community Activities and Experiences**

- ❖ **Dean of Education for the International Association of Minister's Wives and Ministers Widows Central Region (2003-2007)**
- ❖ **Vice President of the Interdenominational Alliance of Minister's Wives and Widows of Wisconsin (2004-present)**
- ❖ **Choir Member, Praise Dance Instructor, Dean of Education, Sunday School teacher and new members instructor of Greater Bethlehem Baptist Church**

Admitted From: **-AS-SPECIAL**  
**COAHOMA JUNIOR COLLEGE**  
**CLARKSDALE, MISSISSIPPI**

Student Name: **JONES EVELYN CASEY CAMPBELL**

Resident: Yes  No

Classification: **ED917A ED9A1B ELED-24**

Admission Number: **426-90-0916-2**

Matriculation Number: **9-20-38**

Department Number: **1-17-72**

Course Title: **MILWAUKEE 426-80-0916-2**

Year: **I**

EDS: **-9**

| Department | Number  | Course Title                                     | Gr. | Pl. | Department | Number  | Course Title   | Gr. | Pl. | Department | Number  | Course Title                                     | Gr. | Pl. | Department | Number | Course Title | Gr. | Pl. |  |
|------------|---------|--|-----|-----|------------|---------|--|-----|-----|------------|---------|--|-----|-----|------------|--------|--------------|-----|-----|--|
|            | 1971-72 | MILWAUKEE INSTIT-PROF YEAR I                     | 15  | K   | 2          | 1972-73 | MILWAUKEE STU TCHG-READING PRE-EDUC FIELD WDRK PROBS IN EDUC | 279 | PF  | 3          | 1972-73 | MILWAUKEE BLEWH INTERACTN-US INDEPENDENT READING | 238 |     |            |        |              |     |     |  |
|            | 401     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 600     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 29-72:  | Granted 69 1/3 Credits:                          |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | English Composition                              | 6   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Comparative Literature                           | 6   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Psychology                                       | 8   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Physical Science                                 | 6   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Mathematics                                      | 4   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | History  | 6   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Communication                                    | 2   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Cultural Geography                               | 2   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Classical Studies                                | 4   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Music  | 5   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Physical Education                               | 8   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            |         | Education  | 9   |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 1971-72 | MILWAUKEE ALTERNATIVES IN ED INDEPENDENT READING | 6   | A   |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 500     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 299     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 600     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 1972-73 | MILWAUKEE TCHNG OF RDNG INSTIT-PROF YEAR II      | 3   | A   |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 343     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 402     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |
|            | 600     |  |     |     |            |         |  |     |     |            |         |  |     |     |            |        |              |     |     |  |

THE UNIVERSITY OF WISCONSIN - Milwaukee  
OFFICIAL TRANSCRIPT

GRADING SYSTEM

## **Anita M. Peterson, MBA**

9630 West Greenwood Terrace, Milwaukee, Wisconsin 53224

Home: (414) 760-0543 Cell: (414) 517-7345

[anita.peterson@ctkbc.org](mailto:anita.peterson@ctkbc.org)

**Objective** To secure a challenging position, in the field of business, finance, mathematics, or other related subjects, in an organization that will benefit from my experience, motivation, and dedication.

### **Professional Background**

2001 – Present

**Controller** – Christ the King Baptist Church and its Subsidiaries.  
Milwaukee, WI.

- Oversee all financial activity related to church, school, and subsidiaries.
- Supervise financial staff for church, school, and subsidiaries.
- Manage and oversee financial process for two major construction projects currently underway for church, school and subsidiaries.
- Generate periodic internal financial statements and reports for church, school and each subsidiary.
- Continually review and analyze all income and expense related activity.
- Prepare annual budget for church, school, and other subsidiaries.
- Prepare all reports necessary for external audit for church, school, and subsidiaries.
- Perform periodic internal audits.
- Assist in the financial planning of all church events.
- Administer and oversee all health related benefits for church, school and subsidiaries.
- Maintain, update, and generate payroll activity for church, school and subsidiaries.
- Calculate and remit monthly federal and state tax withholdings.
- Prepare accurately and on a timely basis all governmental reporting for the church, school and subsidiaries.
- Maintain financial contribution database for church membership.
- Oversee monthly bank account reconciliation for church, school, and subsidiaries.
- Annually present financial condition of church, school, and subsidiaries to congregation.
- Serve as financial advisor to Senior Pastor.
- Other Miscellaneous duties.

- Assist in preparation of projections for all subsidiaries.
- Continuous contact with State Insurance Departments related to renewal and maintenance of state licenses.
- Perform in supervisory capacity in the absence of Vice President
- Other miscellaneous duties.

1985-1990

**Accountant** – Mortgage Guaranty Insurance Corporation.  
Milwaukee, WI.

- Prepare and analyze monthly, quarterly and annual statutory financial statements for an insurance subsidiary.
- Continuous contact with servicers related to premium collection and other pertinent issues.
- Analyze all general ledger accounts for an insurance subsidiary.
- Other miscellaneous duties.

### **Education**

2004 **MBA** – University of Wisconsin –Milwaukee,  
Milwaukee, WI. GPA 3.700, Graduated

2000 **B.A., Business – Finance** – University of Wisconsin – Milwaukee,  
Milwaukee, WI. GPA: 3.400, Major GPA 3.900. Graduated – Cum Laude.

### **Other Information**

- Active member of Christ the King Baptist Church
- Active Member of Alpha Kappa Alpha Sorority, Inc.
- Member of Black Alliance for Educational Options (BAEO)
- Milwaukee Chapter – Black Alliance for Educational Options (MCBAEO) – Board Member
- CEO Leadership Academy – Board Member
- King’s Academy Christian School – Board Member
- Christ the King Baptist Church – Board Member

### **References**

- Upon request



# University of Wisconsin - Milwaukee

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM  
ON THE NOMINATION OF THE FACULTY OF

THE GRADUATE SCHOOL

HAS CONFERRED UPON

*Nita Marie Peterson*

THE DEGREE OF

*Master of Business Administration*

TOGETHER WITH ALL THE HONORS, RIGHTS, AND PRIVILEGES BELONGING TO THAT DEGREE.  
IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED, GIVEN AT MILWAUKEE IN THE STATE OF WISCONSIN,  
THIS NINETEENTH DAY OF DECEMBER, TWO THOUSAND FOUR.

*Robert Munnich*  
PRESIDENT OF THE BOARD OF REGENTS

*Kevin S. Cuddy*  
PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM

*Clare E. Ly*  
CHANCELLOR, UNIVERSITY OF WISCONSIN-MILWAUKEE



# University of Wisconsin - Milwaukee

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM  
ON THE NOMINATION OF THE FACULTY OF

SHELDON B. LUBAR SCHOOL OF BUSINESS

HAS CONFERRED UPON

*Anita Marie Peterson*

THE DEGREE OF

*Bachelor of Business Administration*

TOGETHER WITH ALL THE HONORS, RIGHTS, AND PRIVILEGES BELONGING TO THAT DEGREE.  
IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED, GIVEN AT MILWAUKEE IN THE STATE OF WISCONSIN,  
THIS SEVENTEENTH DAY OF DECEMBER, TWO THOUSAND,

*Quint G. Walker*  
PRESIDENT OF THE BOARD OF REGENTS

*Kevin C. Leahy*  
PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM

*Col. E. Schatz*  
CHANCELLOR, UNIVERSITY OF WISCONSIN-MILWAUKEE

REPLACEMENT FOR DIPLOMA ISSUED DECEMBER 17, 2000

# JUDY A. AMOS

6049 W. Calumet Road  
Milwaukee, Wisconsin 53223  
Home: (414) 586 -0406  
Cell: (414) 915 - 8744

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**Nursing / Social Work (10+) professional with over twenty years of diverse, challenging, successful experience combined with powerful presentation skills and a disciplined approach to planning, organizing, executing, and directing nursing care practices and activities of medical treatment facilities in both civilian and military environments. Experiences range from Staff Nurse to Nurse Manager to Hospital Supervisor to Nursing Instructor to Nurse Recruiter to Consultant.**

## SUMMARY

- Staff Supervision / Development
- Budget Development / Cost Containment
- Clinical / Theory Nursing Instruction
- Nursing Management / Administration
- Planning / Scheduling/ Training
- Nuclear Biological & Chemical Trauma Casualty / Emergency Management
- Triage / Emergency Nursing services
- Recruiter / Career Counseling
- Risk Management / Quality Assurance / Infection Control / Utilization Review
- Excel/Windows NT / Power Point
- Completed over 20 military courses
- Combined Armed Service School
- Contract Negotiations
- Case Management
- Alcohol and Drug Abuse Prevention
- Equal Opportunity

## PROFESSIONAL EXPERIENCE

- New Image Health Care, Milwaukee, Wisconsin** 2002- Current  
**Health Care Services Consultant, Nurse Educator and Administrator**
- Beverly Health Care Inc., Milwaukee, Wisconsin** 2001-2002  
**Supervisor/Charge Nurse/ Team Leader**
- Northwest General Hospital Inc., Milwaukee, Wisconsin** January-June 2000  
**Patient Services Consultant / Director of Nursing**
- United States Army (USA)** 1980-2001  
**Head Nurse – Army Officer with rank of Major (21 +years in the USAR & USA)**  
Planned and coordinated movement of military personnel and equipment; supervised staff; directed patient care and flow in and through the Triage unit/Emergency Room/Pre-Op, Case Management. Planned, coordinated, conducted and evaluated training for hospital staff. Planned, coordinated and conducted Common Task and Skills Qualification Training and Testing. Coordinated and maintained Quality Assurance System. Equal Opportunity Officer. Managed unit Alcohol and Drug Abuse Prevention Program to include counseling, Case Management, educational briefings and urinalysis screening. Career Counseling and Managed Civilian Education Program. Liaison to other Reserve Units for Physical exams. Liaison between active duty staff and Reservist. Liaison to Milwaukee County Emergency Department (Chemical, Nuclear, and Biological Warfare) Milwaukee Area Technical College and other educational institutions throughout the United States (US. Negotiated contracts between US Army and educational institutions, American Red Cross and area hospitals in the US.
- JTPA School of Practical Nursing, Detroit Board of Education, Detroit, Michigan** 1994-1995  
**Nursing Instructor**  
Instructed, evaluated and counseled Practical Nursing students in theory and clinical nursing practices. Developed curriculum and test instruments; served as liaison to hospital training site.
- Michigan Hospital and Medical Center, Detroit, Michigan** 1992-1995  
**Nurse Manager/Hospital Supervisor, 1993 - 1995**  
Managed a 20-bed obstetrical unit on a 24-hour/7-day basis including long/short term planning, interviewing, hiring and new employee orientation. Developed policies and procedures for Mother/Baby Program. Provided case management and supervised delivery of patient care including management and supervision of licensed and non-licensed personnel. Developed and managed annual operating budget for unit. Conducted utilization review and maintained quality assurance system. Provided staff counseling, in service education and evaluation; Served on Clinical Practices, Infection Control, Safety, and Staff Education committees. Supervisor for entire hospital.

**JUDY A. AMOS** (continued)

6049 W. Calumet Road  
Milwaukee, Wisconsin 53223  
Home: (414) 586-0406  
Cell: (414) 915 - 8744

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***Nursing Education Instructor, 1994-1995***

Taught prenatal classes to expectant mothers and their support persons. Instructed hospital staff on use of fetal, mother/baby monitoring and other equipment.

**Grace Hospital and Medical Center, Detroit, Michigan**

1992-1995

***Charge Nurse/Staff Nurse***

Provided leadership and supervision to other RNs, LPNs and nurse technicians. Provided surgical/medical management of mothers and their babies in collaborative effort with medical team. Supported parents and provided discharge teaching.

**Olsten Health Care Services, Southfield, Michigan**

1989-1992

***Charge Nurse/Staff Nurse***

Served as temporary Charge/Staff Nurse in various hospitals and industrial plants in the Metro Detroit area performing nursing care and/or duties on specialty and general medical/surgical units. Participated in case management teams.

**Veterans Administration Hospital and Medical Center**

1977-1987

***Charge Nurse/Staff Nurse***

Supervised staff and direct patient care on medical/surgical and adult psychiatric units. Assisted with crisis intervention for patients suffering from conduct disorders, acute or chronic psychiatric distress and substance abuse. Performed case management in conjunction with other health care professionals.

**OTHER EXPERIENCE**

**Metro Detroit Nursing Services (temporary agency)**

*Charge Nurse/Staff Nurse, 1976-1985*

**Greyhound Bus Lines**

*Driver, 1977-1978*

**Madonna Nursing Care Center**

*Charge Nurse/Staff Nurse, 1976-1978*

**Henry Ford Hospital and Medical Center**

*Senior LPN, 1975-1977*

**EDUCATION**

Master Of Divinity – Northern Baptist Theological Seminary

Master of Social Work - University of Michigan

Associate of Science, Nursing - University of the State of New York

Alcohol and Drug Abuse Counseling

Emergency Medical Technician

**CERTIFICATIONS/LICENSURE**

Registered Nurse, State of Wisconsin





## Licenses for LAUREL LYNNE NOBLES

File number: 692465

Most recent application (with payment) received on: April 24, 2006

| License Term                                   | License Information  |
|--|--|
| July 1, 2006 through June 30, 2011             | License Type: 20 Initial Educator<br>Position/Level: 72 MIDDLE CHILDHOOD to EARLY ADOLESCENCE (age 6-13)<br>Subject: 777 REGULAR EDUCATION |
| Information as of Mon May 14 13:18:19 CDT 2007 |  |

Applicants: How long will it take to get your license?

Wisconsin's Open Records Law and the Educator Licensing Database

Direct questions about the license search to Educator Licensing

# LAUREL L. NOBLES

11042 W. Villa Avenue \* Milwaukee, WI 53224 \* (414) 355-7153

Email aka4evr@wi.rr.com

## HIGHLIGHT OF QUALIFICATIONS

Strong written and verbal communication skills

Proficient in Microsoft Office (Word, Excel, Power Point, Publisher)

Possess exemplary customer service and management skills

## EDUCATION

*University of Wisconsin-Milwaukee*

Licensure in Administrative Leadership

To be granted December 2007

*National Louis University, Milwaukee, WI*

MAT Degree, June 2005

License MCEA; Grades 1-6

*University of Wisconsin-Whitewater*

MS Degree, December 1993

Major: Business Education-Post Secondary

*University of Wisconsin-Whitewater*

BS Degree, December 1990

Major: Economics

Minor: Business Management

## PROFESSIONAL PREPARATION

### **Principalship Practicum**

King's Academy Christian School

Evelyn Jones – Supervisor / Advisor

**Spring 2007**

Milwaukee, WI

### **Student Teaching / Internship (Grade 3)**

King's Academy Christian School

Evelyn Jones - Cooperating Teacher / Principal

**Fall 2004**

Milwaukee, WI

### **Practicum 2 (Grade 2)**

William Bruce Elementary School

Rachel Wagoner - Cooperating Teacher

**Fall 2003**

Milwaukee, WI

### **Special Education Practicum (Various Grades)**

\*Henry David Thoreau Elementary School

Karolyn Winston & Kim Stoke - Coop Teachers

\*William Bruce Elementary School

P. Stevens, K. Mendoza, M. Temple, D. Kulinski - Coop Teachers

**Spring 2003**

Milwaukee, WI

Milwaukee, WI

### **Practicum 1 (Grade 6)**

Henry David Thoreau Elementary School

Beth Schefelker - Cooperating Teacher

**Fall 2002**

Milwaukee, WI

## INSTRUCTIONAL EXPERIENCE

Aug 2001-Present **KING'S ACADEMY CHRISTIAN SCHOOL**, Milwaukee, WI  
Administrator/Principal (2006-Present): Duties include but not limited to keeping the Board and the Pastor of the church abreast of such things as: finances, student enrollment, personnel and curriculum. Other essential assignments entail recommending policies for the further development of the school, recruiting and retaining top quality faculty and staff members, and administering the policies established by the School Board. Additional obligations consist of developing and working within the annual budget, maintaining proper relationships with the State Department of Education, other government agencies and Christian Schools International (CSI).

Assistant Principal (2005-2006): Duties included meeting regularly with the principal and assisting in overseeing the work of the administrative staff. Provided customer service to all parents with concerns or issues related to students. Other assignments consisted of learning the requirements and procedures for accreditation as well as being cognizant of the legal requirements upon private schools by local, county, state and federal agencies.

Educator (2001-2005): Duties included providing each student with a quality Christian centered curriculum based on pupil learning and special needs. Identifying children's individual and collective learning needs, while providing a stimulating learning environment in which each child could experience growth, and develop to his or her maximum potential. Other responsibilities included informing parents of classroom and behavioral expectations, the homework policy, biblical rules and grading procedures.

Sept 2001-Aug 2006 **BRYANT AND STRATTON COLLEGE**, Milwaukee, WI  
Adjunct Instructor: Instructor for Career Management Course where students were presented with an outline to formalize a career management plan through a variety of activities including class discussion, preparing job search documents, job shadowing, peer critiques, practice interviews, and individual presentations. Other activities included securing an internship site, and an essay describing their mission statement. Assessment tools such as rubrics were in place for each outcome to guarantee success in the course.

Jan 2000-Sept 2001 **ITT TECHNICAL INSTITUTE**, Greenfield, WI  
Instructor-General Education: Duties included preparing lesson plans and lecturing to students at the post-secondary level. Other duties included counseling students on an individual basis to ensure meeting the course requirements needed to succeed. Courses taught include: Economics, Oral Communication, Written Communication and Sociology.

## PROFESSIONAL EXPERIENCE

May 1998-Dec 1999 **FISERV INC.**, Brookfield, WI  
Customer Service Representative – Mortgage Support

Jan 1996-March 1998 **NORTH MILWAUKEE STATE BANK**, Milwaukee, WI  
Mortgage Lender

Sept 1994-Oct 1995 **FIRSTAR BANK**, Milwaukee, WI  
Intern - Management

Laurel L. Nobles Cont.

Jan 1994 – Sept 1994 J.C. PENNY DISTRIBUTION CENTER, Milwaukee, WI  
Production Manager – A-Line

**COMMUNITY ACTIVITIES AND INTERESTS**

*Member of:* Association for Supervision and Curriculum Development (ASCD), Association of Wisconsin School Administrators (AWSA); King's Academy Christian School Board; Alpha Kappa Alpha Sorority, Inc. (Vice President); Christ The King Baptist Church Marriage Ministry

*Interests:* Arts & Crafts, Music, and Reading.

*Participant in the following seminars:* Management and Effective Teaching of Children with Emotional & Behavioral Problems, Accelerated Math, Customer Service, Team Leadership, Negativity In The Workplace, Business Writing, Project Management and Stress Management for Women. *AIB courses include* Writing It Right and Personnel and The Law

**References Available Upon Request**



UNIVERSITY OF



WISCONSIN



SYSTEM

This is to certify that

**LAUREL LYNNE TAYLOR**

has satisfactorily completed two years of study at  
**UNIVERSITY OF WISCONSIN - WHITEWATER**  
in recognition of which the Associate Degree  
is hereby granted.

Dated December 22, 1989

*Kenneth A. Shaw*

PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM



*James R. Connor*

CHANCELLOR OF THE UNIVERSITY

**U**NIVERSITY OF **W**ISCONSIN  
WHITEWATER

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM,  
ON THE NOMINATION OF THE FACULTY, HAS CONFERRED UPON

**LAUREL LYNNE TAYLOR**

THE DEGREE OF  
BACHELOR OF SCIENCE

TOGETHER WITH ALL HONORS, RIGHTS, AND PRIVILEGES BELONGING TO  
THAT DEGREE. IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED.

GIVEN AT WHITEWATER IN THE STATE OF WISCONSIN, THIS TWENTY-FIRST DAY OF DECEMBER  
NINETEEN HUNDRED NINETY.



*Thomas Ripon*  
President of the Board

*Kenneth A. Shaw*  
President, University of Wisconsin System

*James P. Connor*  
Chancellor, University of Wisconsin-Whitewater

**U**NIVERSITY OF **W**ISCONSIN  
WHITEWATER

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM,  
ON THE NOMINATION OF THE FACULTY, HAS CONFERRED UPON

**LAUREL LYNNE TAYLOR**

THE DEGREE OF  
MASTER OF SCIENCE

TOGETHER WITH ALL HONORS, RIGHTS, AND PRIVILEGES BELONGING TO  
THAT DEGREE. IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED.  
GIVEN AT WHITEWATER IN THE STATE OF WISCONSIN, THIS TWENTY-THIRD DAY OF DECEMBER  
NINETEEN HUNDRED NINETY-THREE.



*Ne. H. Stahl*  
President of the Board  
*Katherine Lyall*  
President, University of Wisconsin System

*L. Taylor Greenhill*  
Chancellor, University of Wisconsin - Whitewater

# National - Louis University



The Trustees and the University by virtue of the authority vested in them and on the recommendation of the faculty of the

National College of Education

have conferred upon

Laurel Lynne Nobles

the degree of

Master of Arts in Teaching

GIVEN at Chicago, Illinois, this 31st day of August, 2005.

Chairman of the Board of Trustees

President of the University

Registrar

Dean



## ***Mondell Mayfield***

6521 West Port Avenue  
Milwaukee, Wisconsin 53223

**OBJECTIVE:** A consultant position in Staff Development and Education Administration with a progressive school district offering opportunities for professional development and advancement.

**SUMMARY:** More than 30 years of experience in education at various levels; recently retired Principal.

- Skilled in curriculum design, program and staff development
- Familiar with the social and financial problems faced by inner-city school systems
- Wisconsin Certified in Elementary Education (Grade 1-8)
- Certification in Administrative Leadership

### **EXPERIENCE:**

**2008-Present**

**UNIVERSITY OF WISCONSIN-MILWAUKEE**

*Ad Hoc Instructor-Urban Linking Course-Block III*

**2007-Present**

**ESSENTIAL Educational & Professional Consulting Services**

*Consultant--Educational Plan-Staff Development*

*Administrative Support- Curriculum Alignment & Curriculum Development*

**2007-Present**

**UNIVERSITY OF WISCONSIN-MILWAUKEE**

*Curriculum & Instruction – Student Teacher Supervisor*

*Office of Field Experience – Acting Program Manager-September-December 2007*

**2004-2007**

**RIVER TAIL ELEMENTARY K-8**

*Principal*

**2006-2007**

**UNIVERSITY OF WISCONSIN – MILWAUKEE**

*Ad Hoc Instructor-Middle School Course*

*Curriculum for Pre & Early Adolescents*

**1998-2004**

**ANDREW S. DOUGLAS COMMUNITY ACADEMY**

*Principal*

**1992-1998**

**ANDREW S DOUGLAS COMMUNITY ACADEMY**

*Assistant Principal*

**1991-1992**

**EDISON MIDDLE SCHOOL - Milwaukee, Wisconsin**

*Learning Coordinator*

**1985-1991**

**EDISON MIDDLE SCHOOL - Milwaukee, Wisconsin**

*Teacher*

- Planned, developed, and taught Science Curriculum for grades 6-8
- Provided Instruction in Reading
- Assisted with direction of Annual Spring Musical
- Wrote and Directed Black History Program

1990-2007

**UNIVERSITY OF WISCONSIN – MILWAUKEE**

*Ad Hoc Instructor-Middle School Course*

*Curriculum for Pre & Early Adolescents- 1990-1992 & Fall 2006, Spring 2007*

*Ad Hoc Instructor*

*Analysis of Instruction – Graduate Course- Fall 2004*

*Urban Education – Graduate Course – Fall 2004*

*Qualitative Research and Field Studies –Graduate Course – Spring 2005*

*Instruction Theory and Design – Graduate Course – Spring 2005*

*Ad Hoc Instructor*

*Fundamental of Instruction*

*Ad Hoc Instructor*

*Classroom Management*

*Ad Hoc Instructor*

*English Teacher – American College Testing Preparation*

- Diagnosed students' strengths and weakness
- Reviewed skills needed for the English Test
- Administered exercises to improve skills

1981-1985

**HOME INTERIORS AND GIFTS - Jackson, MS**

*Sales Manager*

- Planned and coordinated regular motivational sales meetings and training seminars

1981-1970

**NICHOLS MIDDLE SCHOOL-Canton, MS**

*Teacher*

- Planned, developed and taught Science curriculum for grades 4-6 – Open Concept Education

**EDUCATION:**

**UNIVERSITY OF WISCONSIN – MILWAUKEE**

- Master Degree – Curriculum & Instruction – 1991

**UNIVERSITY OF WISCONSIN – MADISON**

- Graduate coursework, 1990-1991

**JACKSON STATE UNIVERSITY (Jackson, MS)**

- Graduate Coursework

**TOUGALOO COLLAGE (Tougaloo, MS)**

- Bachelor of Science, Elementary Education. 1970  
Various Workshops and Seminars

**REFERENCES:** Available upon request

## Other Information

### Staff Development Presenter

- Carter School of Excellence – October 2008 – March 2009
  - Facilitated Development of the Educational Plan with the Learning Team and Staff
  - Professional Development Topics
    - Learning Walks
    - Bloom's Taxonomy
    - Organizing Your Classroom
    - Effective Communication with Parents
    - Maintaining Appropriate Student Behavior
    - Managing Problem Behavior

### Staff Development Presenter

- La Causa K5-8 Grade School – September 2007 – June 2008
  - Facilitated Development of the Educational Plan with Learning Team and Staff

### Staff Development Presenter – Collaborative Planning Time – Diversified Schools

### Milwaukee Public Schools' Functional Plans – Facilitator/Consultant – October 2008 – November 2009

- Facilitated Development of the District's Functional Plans
  - Student Management Functional Plan
  - Parental Relationships Functional Plan
  - Safety Functional Plan

### Milwaukee Public Schools' Conferences and Principal Institutes

- Help to facilitate the planning of district conferences and Institutes
  - Principal Institute 2009 Program Co-Chair
  - Principal Institute 2008 Program Co-Chair
  - Principal Institute 2007 Program Co-Chair
  - Principal Institute 2006 Program Co-Chair
  - Principal Institute 2005 Program Co-Chair
  - Title I Parent Conference 2008 – Planning Coordinator

***Marilynn McVicker***  
W165 N5440 Creekwood Crossing  
Menomonee Falls, WI 53051  
262-790-5243  
Marilynn.McVicker@ctkbc.org

## **OBJECTIVE**

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To: successfully perform, creating positive change in the area of (Christian) Education, Youth Ministry, Leadership and Counseling.

## **EMPLOYMENT**

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**2007-Present Christ the King Baptist Church (CTKBC) and King's  
Academy Christian School (KACS) Milwaukee, WI**  
*Director of Youth Services*

- **General Description**
  - Provide leadership and development in the area of youth services.
  - Oversee and manage the Youth Leader of CTKBC Youth Ministry and the Principal of KACS.
- **Leadership**
  - Assist in motivating youth to develop leadership abilities and educational goals.
  - Assist in encouraging youth to participate in the daily workings of the church.
  - Assist in acknowledging youth achievements and talents.
  - Assist in creating the youth program within the present structures of the church and school, maintaining the Pastor's vision.
  - Verify maintenance of Youth Ministry and school budgets.
  - Attend worship services, leadership workshops, special services and any meetings required by CTKBC staff or needed by the KACS staff.
- **Programming Communications**
  - Attend school board meetings
  - Communicate regularly with School Administrator and Youth Director regarding daily operations and essential information that will impact the youth.
  - Receive monthly updates from the Administrator and Youth Director.
  - Give monthly written reports to the Pastor, unless otherwise specified.
  - Offer education and youth ministry information that will enhance the quality of service provided.

**1997-2007 Christ the King Baptist Church Milwaukee, WI**  
*Youth Ministry Director*

- Responsible for developing a comprehensive Christian educational, recreational program for youth ages birth to 18 years.
- Develop and maintain an effective assimilation process for new members.
- Develop and oversee new ministries that will disciple and nurture youth relative to their needs and issues of their urban environment.
- Develop Youth Ministry budget and oversee any fundraising events connected with the youth budget.
- Oversee the planning for youth activities both instructional and recreational.
- Work with Christian Education Coordinator in developing curriculum specifically for youth.

**1999-2007 King's Academy Christian School Milwaukee, WI**  
*Administrator*

- Oversee the school spiritually, educationally and administratively.
- Keep the School Board and Pastor abreast of finance, enrollment, personnel, student, parent and curriculum matters.
- Recommend policies for further development of the school.
- Recruit and retain top quality faculty and staff members.
- Administer the policies established by the School Board.
- Develop and work within the annual budget.
- Maintain proper relationships with the State Department of Education, other government agencies and Christian Schools International.

**1996-1997 65<sup>th</sup> Street School Milwaukee, WI**  
*Educator*

- Keep the Principal abreast of things such as: needed resources, student needs, curriculum concerns and effectiveness as well as parent communication.
- Administer the policies established by the School Board.
- Support the mission and vision of the school
- Teach using various creative methods appropriate for individual learning styles.
- Successfully teach 25-30 children from various economic, cultural or racial backgrounds with.
- Use effective classroom management skills.
- Effectively interact and work with other staff members, parents and challenging children.
- Perform in a professional manner.

**1991-1995**                      **Lloyd Street School**                      **Milwaukee, WI**  
*Educator*

- Keep the Principal abreast of things such as: needed resources, student needs, curriculum concerns and effectiveness, as well as parent communication.
- Administer the policies established by the School Board.
- Support the mission and vision of the school.
- Teach using various creative methods appropriate for individual learning styles.
- Successfully teach children from various economic, cultural or racial backgrounds with.
- Use effective classroom management skills.
- Effectively interact and work with other staff members, parents and challenging children.
- Perform in a professional manner.

## **EDUCATION**

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**1991**                      **Cardinal Stritch College**                      **Milwaukee, WI**  
Bachelor of Arts Degree – *Elementary Education*

**1996**                      **Cardinal Stritch College**                      **Milwaukee, WI**  
Master of Education Degree - *Family and Youth Ministry*

**2003-2007**                      **Urban Alternative**                      **Dallas, Texas**  
*Unit certificates: Christian Education, Leadership and Counseling*

## **COMMUNITY LEADERSHIP ACTIVITIES**

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### **Memberships – Current and Past**

- Metropolitan Milwaukee Alliance of Black School Educators (MMABSE)
- Milwaukee Teacher's Education Association
- Interdenominational Alliance of Ministers' Wives and Widows of Wisconsin (IAMWWW)
- Christ the King Baptist Church
- Black Alliance for educational Options (BAEO)
- Association for Supervision and Curriculum Development (ASCD)
- Diamond Life Member of Delta Sigma Theta Sorority

**Computer Skills:** Word, Access, PowerPoint, Outlook, Excel

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# JUDY D. HIGHSHAW

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8442 N. Servite Dr., #101  
Milwaukee, WI 53223  
(414) 586-9576 Home  
(414) 581-5218 Cell

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## PROFESSIONAL EXPERIENCE

### **Northwestern Mutual Life - Clerical**

**February, 1969 – February, 2002**

- Transcribe letters and forms from cassette tapes daily

### **Northwestern Mutual Life – Word Processing -Team Leader**

- Oversee Unit of 8 people
- Separate and maintain work log supply
- Proofread all correspondence processed
- Assigned Special Projects

### **Northwestern Mutual Life–Information Publishing - Administrative Assistant/Assistant to Manager**

- Secondary Ratings
- Schedule Vacations
- Monthly Reports
- Attendance Records
- Assign Special Projects
- Proofread all outgoing documents

### **Northwestern Mutual Life Retired – February, 2002**

### **Christ The King Baptist Church – Financial Assistant – 1992 – Present**

- CTK Board of Directors Secretary – Record all minutes
- Count funds collected on Sunday
- Input Sunday's offering envelopes into system
- Pay Bills on a weekly basis
- Process payroll on a weekly basis
- File invoices

### **King's Academy Christian School – Financial Assistant – 2005 – Present**

- KACS – Board of Directors Secretary – Record all minutes
- KACS – Administrative Board Secretary – Record all minutes
- Pay bills on a weekly basis
- Process Payroll on a weekly basis

## Mr. Lonnie J. Anderson

*"Where there is no vision, the people perish..."*

*Proverbs 29:18*

### Leadership Skills

In order to successfully develop leaders, teachers, educational assistants, parents and community advocates; educational programs; and provide successful opportunities for some of our most challenged at-risk students, I have acquired several important characteristics. These characteristics have also helped shape me as an innovative, inspiring, and dedicated leader to all stakeholders. The characteristics are as follows:

|                         |                     |                          |
|-------------------------|---------------------|--------------------------|
| Analyzing               | Budgeting           | Coaching individuals     |
| Problem solving         | Community Relations | towards better behaviors |
| Strategic Planning      | Developing leaders  | and attitudes            |
| Negotiating             | Curriculum Planning |                          |
| Organizational Planning |                     |                          |

### Success in High Challenged School Environments

My tenure as an administrator in MPS can be categorized in two ways. First, as a young administrator, I was frequently called upon to assist in many emergency situations where innovative leadership strategies were needed to bring order quickly. I have bridged racial divides in schools like Bell Middle school and supported schools like Lincoln undergoing major leadership transitions.

Second, in most recent years, I have been assigned to severely struggling schools. The schools I have worked at have been classified by high staff turnover, numerous disciplinary challenges, low attendance, low grade point averages, poor proficiency performance on state assessments, and overall low school morale. The school demographics have been predominantly African American students with low socioeconomic status from areas with some of the highest crime rates in Milwaukee. In addition to community crime, many students come from single-parented homes, kinship family care, or foster care. Given these circumstances, many of the schools had extremely high mobility rates. Extreme and innovative measures were needed to improve student performance. Even with what some may consider a difficult task, I have always approached my job with the mindset to make a difference by any means necessary. I have employed many of the following strategies:

- Recruiting energetic staff members who are either prepared or willing to be developed to address high-needs school environments
- Instituting on-going collaboration time for teachers



- Creating unique plans to address discipline challenges (i.e. Exodus Academy)
- Even before major district standard alignment, working with my teaching staff at Edison to produce all-school, cross-discipline, and grade level curriculum alignment
- Developing coherent teacher teams and quality leadership teams
- Generating long-term systemic changes within structures to sustain needed long-term change
- Seeking external financial and in-kind resources to supplement the school program
- Fostering several community partnerships:
  - GEAR UP
  - Northcott Neighborhood
  - Social Development Commission
  - Opportunities Industrialization Center-Greater Milwaukee
  - Milwaukee Journal Sentinel
  - Marty Stein
  - Bader Foundation
  - Legacy Bank
  - Firststar Northwest Neighborhood Association
  - Silver Spring Neighborhood Center
  - Christ The King Church
  - New Hope Church
  - Neighborhood Watches
  - Community Learning Center Pilot with Agape Community Center

### **Developing Family & Community Oriented Environments**

As an administrator, I have continuously created conducive school environments for my staffs, students and families. Everyone from the engineering to the teaching staff is made to see his or her role in developing and maintaining a family-like atmosphere with a key focus on serving our children. To foster this type of environment, I have always incorporated the following within my leadership practices:

- Valuing parent contributions
- Creating clear policies, while offering upfront and honest explanations to families
- Sharing curriculum plans with parents and student
- Providing academic and behavioral incentives and opportunities for students
- Sharing resources with families that address the “whole child” and “whole family”

## Leadership Development of Others

As a leader, I have always sought to identify and develop new leadership talent within MPS. On many occasions, I have had the opportunity to promote young, energetic, aspiring leaders. Many times, I have identified characteristics within leaders that they may have not seen within themselves. It has always been my philosophy to expose leaders to valuable professional development opportunities. Many times, this exposure and development has led these leaders to more extensive assignments with more responsibility. I have not only done this with my own staff, but have invited other MPS and Community leaders to development activities. In what follows, I cite specific examples of leaders who I believe I have assisted in their leadership development.

- Tonya Adair – As a meek and humble person, few would have noticed the inherent leadership potential in Tonya. As an outstanding teacher leader at Edison, I immediately put Tonya to work in several capacities. When I assumed the principalship at MXA, Tonya was assigned to be the new Learning Coordinator. Where she worked collaboratively to bring order to an extremely chaotic academic structure. Currently she serves as an AP at the High School of the Arts.
- Eric Gallien – I first met Eric when he was a Teaching Assistant. I encouraged him to pursue his bachelor's degree and teaching certification. During his summer student teacher experience with the Compton Fellowship Program, Eric worked at Edison. After being assigned to MXA, I recruited Eric to complete his internship year at MXA. I recognized Eric's hard-working nature and his extraordinary ability to work with others. I immediately sought ways to utilize Eric in many leadership capacities at MXA. Now, he is principal of Morse Middle School, one of MPS's finest schools.
- Deborah Ortiz – Deborah is currently leading Lincoln Middle School of the Arts. She was not one who was identified by the district as a potential administrator. However, her potential was developed at Edison M.S. while under my leadership at Edison Middle School.
- Latish Reed – Prior to receiving her Ph.D. in educational leadership and policy analysis from the University of Wisconsin-Madison in May 2007, Reed was a middle school teacher and an assistant principal in the Milwaukee Public Schools. She worked a year at Edison as a teacher, and then moved on as an AP at MXA. While at Edison, I sent Latish out to grant-writing workshops and gave her other leadership experiences as a teacher. During her four-year tenure as an AP at MXA, Latish secured more than \$700,000 in grant funding and authored a number of critical policy documents. She has since told me that those opportunities were the catalyst for her pursuing her doctorate. Currently, Dr. Reed is an assistant professor of Educational Leadership at The University of North Carolina-Chapel Hill.
- Dimitric Roseboro – Currently a principal at Armstrong High School in the Richmond Public School District. Mr. Roseboro, in his current position as Principal, has been able to bring many of the innovative practices used at MXA to RPSD.
- Floyd Williams – Currently a MPS principal, Floyd has worked closely with district leadership in successfully transitioning struggling schools. As an AP at MXA, I worked collaboratively with

my entire administrative team to carefully make crucial changes within MXA's school environment, academic performance and community partnerships.

In addition to central office administrators, several of my colleagues within the district have called upon me to engage in critical problem-solving. I have maintained prominent leadership roles within organizations like MMABSE, ASCD, and Pastors Supporting Public Education. I have shared my educational leadership expertise with these organizations in the following areas:

- Research projects
- Rigorous Curriculum
- Respect for all students
- On-going Informative Assessments
- Critical Thinking Skills Development using Bloom's Taxonomy in planning.
- Experience of Real World Situations
- Proficiency in all subject areas
- Problem -Solving Skills
- High Levels of student engagement through the use of instructional strategies proven to promote active student engagement
- Community Service Projects that meet MPS Learning Targets & State Standards
- Empower students to become self-sufficient, lifelong learners

### **Educational Programs Implemented**

My mission is to accomplish the M.P.S. goal of excellence by providing a rigorous and culturally specific curriculum to enhance students' skills to excel in reading, math, language arts, science and humanities. My goal is for students to obtain successful careers and to serve as leaders in the world community. This goal can be reached by offering both traditional and non-traditional programs to meet the needs of unique student populations.

- **Language Arts** – Students read, discuss, and write about world literature. Students compare and contrast characters, settings, themes and other characteristics of many genres. Vocabulary, grammar, and usage will be emphasized. The projects will employ a step-by-step writing process to organize ideas, write sentences, create paragraphs and produce essays and research papers.
- **Science** – Lead students to develop the scientific skills and attitudes necessary for demonstration and understanding of scientific concepts. The main purpose is to provide challenging and relevant curriculum to meet the needs of students. The curriculum must mirror the national, state and district learning targets and must center on the learning styles and modalities. Assists teachers in creating lesson plans that are project-based, inquiry in nature, and makes connections to the society, and the world communities. Students examine problems in their own community and use technology and research to design a solution.
- **Mathematics** – Teach students about the role that their cultures have played in development in the world of mathematics. Teachers must involve students in real world math experiences by having them plan and implement projects. Projects must involve several types of computations

and presentation of data and solutions in various forms that involve graphing calculators and computers. The elective classes must support the core math class by demonstrating math applications as it relates to the world of business and trades. The curriculum must mirror the national, state and district learning targets.

- **Social Studies** – Students must receive social studies in a variety of areas: geography, history, civics, economics, humanities, and behavioral science. An educational approach should be designed to increase self-esteem and develop a positive sense of purpose and responsibility in our students. Using a curriculum that places a heavy emphasis on community awareness, students will develop skills and abilities necessary to become catalysts for social change.

Currently, students and teachers are working together to create course syllabi that reflect skills and concepts that are identified through a close analysis of data.

### **Development of Additional Educational Programs**

In what follows, I describe some of the uniquely innovative measures I have incorporated into school programs that serve some of the most at-risk students in MPS:

1. **Night School** - Night school is used to help students who have had problems in the district as well as in the community to continue receiving instruction in math, science, language arts, and history. The program design is transitional. Students are able to attend day classes when attendance, grades, and Attitudes have improved.
2. **Saturday Academy** - Saturday Academy is designed to assist students to recover credits in Math, Science, History, English, and Health.
3. **Night School /GED OPTION PROGRAM** - The GEDO2 program is geared to 16 year old ninth graders who have a desire to complete high school. Students are tested and must be on ninth grade level to be admitted to the program. Each student receives an Educational Plan that allows them to work at their own pace.

### **Other Programs Developed and Implemented**

- Curriculum Alignment
- CABS
- Structured Curriculum
- Consistent Assessments of Teaching & Learning (i.e. Walk Through)
- Service Learning
- Block Schedule
- Tutorial Support

## **Embedded Professional Programs Implemented**

As principal at Milwaukee African American Immersion High school, I have consistently promoted the instructional staff members at Milwaukee African Immersion High School to engage in daily profession development. All teachers are provided within ongoing support in content delivered at the appropriate grade levels as well as instructional delivery. Professional development is provided through multiple sources including district level personnel, representatives from institutes of higher learning including the University of Wisconsin at Milwaukee and school level support staff including the literacy coach and math instructional leader. Teachers also share best practices in the high school classroom, sharing their expertise and providing support to their colleagues.

### **Academic supports developed**

1. Providing for collaborative teacher work- teachers build relationships by staying together in the same community and having common planning time to discuss student instructional issues. In addition, regular, focused professional development is built into the schedule and tools and processes are provided to help focus teachers on improving engagement, alignment and rigor.
2. Providing flexibility in the use of time for whole school reflection and dialogue around teaching and learning – time is built into the schedule for teachers in each community to plan together and structures are provided for teachers to share, support and learn from one another.
3. Creating flexibility in the use of class time – Block Scheduling is used as an alternative to the traditional scheduling model, to provide more instructional time in all core subject areas.
4. Creating increased accountability – the same group of teachers, works with the same group of students and become accountable for the success of that group of students.

**KING'S ACADEMY BOARD MEMBER**  
**INFORMATION**

**Your Name:** Bennie Sinclair

**Your Title:** Food Service Worker

**Place of Occupation:** Sodexo (Marquette University)

**Length of Service:** 20 years

**Area of Expertise:** Food Service

*Bennie S. Sinclair*  
6904 North 40<sup>th</sup> Place  
Milwaukee, Wisconsin 53209  
414-247-1095  
[bensincl@aol.com](mailto:bensincl@aol.com)

---

## EXPERIENCE

- 09/1989 - present **SODEXHO (Marquette University)** – Milwaukee, WI  
Food Service Worker (Team Lead)  
Duties:  
Prepare and cook food to be packaged and sent to the various on-site campuses, label and price products before orders are filled and packages are shipped, and help to make sure that orders are complete and properly packaged.
- 08/1987 - 06/1989 **MILWAUKEE PUBLIC SCHOOLS** - Milwaukee, WI  
Food Service Worker  
Duties:  
Cooked, prepared, and served food.
- 08/1984 – 01/1987 **KINDERCARE CHILDCARE CENTER** – Milwaukee, WI  
Child Care Provider  
Duties:  
Provided care for infants/toddlers. This included feeding them, changing diapers, tested and strengthened motor skills and cognitive development, and played games.

## EDUCATION

- 11/2007 – 11/2007 **WISCONSIN DEPARTMENT OF HEALTH AND FAMILY SERVICES** – Milwaukee, WI  
Completed: November 2007/Center Director
- 01/1988 – 01/1988 **4-C'S CHILD CARE TRAINING PROGRAM** - Milwaukee, WI  
Completed: January 1988/Infant and Toddler Care
- 08/1987 – 09/1987 **KINDER-CARE LEARNING CENTER, INCORPORATED** - Milwaukee, WI  
Completed: September 1987/Early Childhood
- 05/1987 – 08/1987 **KINDER-CARE LEARNING CENTER, INCORPORATED** - Milwaukee, WI  
Completed: August 1987/Primary Childcare Course
- 10/1987 – 11/1987 **KINDER-CARE LEARNING CENTER, INCORPORATED** - Milwaukee, WI  
Completed November 1987/Secondary Childcare Course
- 05/1961 – 05/1964 **HOOPER CITY HIGH SCHOOL** – Sayreton, AL  
Graduated: May 1964







September 10, 2009

City of Milwaukee Common Council  
Charter School Application  
City Clerk's Office  
City Hall, Room 205  
200 E. Wells Street  
Milwaukee, Wisconsin 53202

To Whom It May Concern:

We are acting as counsel for the entity now known as the King's Academy Christian School, Inc. ("King's Academy") whose principal office is located at 7798 N. 60<sup>th</sup> Street, Milwaukee, Wisconsin, 53223.

Pursuant to its application to be submitted on or about Friday, September 11, 2009, King's Academy intends to change its status from that of a corporation organized and operated for religious, educational and charitable purposes to that of a corporation organized and operated solely for educational and charitable purposes *as a nonsectarian charter school* duly organized and incorporated under the laws of the State of Wisconsin.

On behalf of our client, we are issuing this letter for the purpose of advising that King's Academy is currently in the process of preparing and submitting all appropriate forms and notice of changes as required by the Wisconsin Secretary of State, including amendment and revision of the Articles of Incorporation and Bylaws of the organization, as well as complying with all notice procedures as outlined by the Internal Revenue Service, to enable a change in its status to reflect that the corporation will no longer operate as a religious educational institution, but solely as a nonsectarian charter school. These changes are intended to take effect upon approval of the Charter School Application.

**GONZALEZ, SAGGIO AND HARLAN, L.L.C**  
Attorneys at Law

[www.gshchicagoilc.com](http://www.gshchicagoilc.com)

Chicago  
35 East Wacker Drive  
Suite 500  
Chicago, IL 60601  
Tel (312) 236-0475  
Fax (312) 236-1750

|              |                 |
|--------------|-----------------|
| Cincinnati   | Milwaukee       |
| Cleveland    | New York        |
| Indianapolis | Phoenix         |
| Las Vegas    | Washington D.C. |
| Los Angeles  | West Des Moines |

If you should have any questions or comments regarding the content of this letter,  
please do not hesitate to contact me.

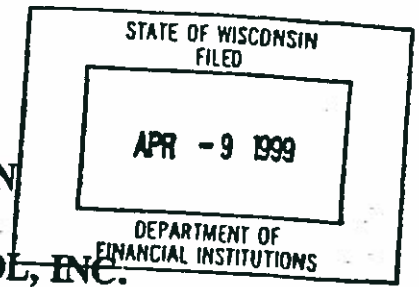
Very truly yours,

A handwritten signature in black ink, appearing to read 'BJR', with a horizontal line extending to the right.

Brenda J. Robinson, Esq.



ARTICLES OF INCORPORATION  
OF  
KING'S ACADEMY CHRISTIAN SCHOOL, INC.



The undersigned, acting as incorporator of a nonstock corporation under the Wisconsin Nonstock Corporation Law, Chapter 181 of the Wisconsin Statutes (the "WNCL"), hereby adopts the following Articles of Incorporation for such corporation:

ARTICLE I

Name

The name of the corporation is "King's Academy Christian School, Inc."

ARTICLE II

Purposes

The corporation is organized and shall be operated for religious, educational and charitable purposes within the meaning of I.R.C. Section 501(c)(3) of the Internal Revenue Code.

Without limiting the generality of the foregoing, the purpose of this corporation shall be to prepare children to fulfill God's will for their lives by educating them in the ways of God. It shall provide an academically competitive educational program that ensures constant spiritual, personal, and intellectual growth. In carrying out the purposes of the corporation, no distinction shall be made among the recipients of any amounts disbursed on account of race, color, gender, creed, age, veteran status, national or ethnic origin.

In these Articles, the term "I.R.C." means the Internal Revenue Code and references to provisions thereof are to such provisions as from time to time amended and to corresponding provisions of any future United States Internal Revenue Law.

RECEIVED - DEPT OF  
FINANCIAL INSTITUTIONS  
STATE OF WISCONSIN

99 APR 7 8 8 : 00

## ARTICLE III

### Activities and Restrictions

Section 1. No dividends, liquidating dividends, or distributions shall be declared or paid by the corporation to any private individual or officer or director of the corporation.

Section 2. No substantial part of the activities of the corporation shall consist in carrying on propaganda or otherwise attempting to influence legislation, unless by appropriate election a greater part is permitted without jeopardizing the corporation's exemption under I.R.C. Section 501(c)(3). The corporation shall neither participate in, nor intervene in, any political campaign on behalf of (or in opposition to) any candidate for public office, including the publishing or distribution of any statements.

Section 3. No part of the net earnings or net income of the corporation shall inure to the benefit of any private individual or officer or director of the corporation; provided, however, that such a person may receive reasonable compensation for personal services rendered, or reimbursement for reasonable expenses incurred, which are necessary to carrying out the exempt purposes of the corporation.

Section 4. Notwithstanding any other provision of these Articles of Incorporation, the corporation shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under I.R.C. Section 501(c)(3) or by a corporation contributions to which are deductible under I.R.C. Section 170(c)(2).

## ARTICLE IV

### Members

The corporation shall have one or more classes of members whose respective

qualifications, rights, and method of acceptance shall be as specified in the Bylaws.

## ARTICLE V

### Directors

Section 1. The affairs of the corporation shall be managed by its Board of Directors, which shall consist of such number of persons as shall be fixed by the Bylaws from time to time, but shall not be less than the number of directors required by the WNCL, which at the time of execution of these Articles is three (3). The terms of office, qualifications and method of election of the directors shall be as specified in the Bylaws.

Section 2. The number of directors constituting the initial Board of Directors shall be eleven (11). The names and addresses of the initial directors are:

| <u>Name</u>           | <u>Address</u>                                       |
|-----------------------|--|
| Carolyn Allen         | 6012 North 37th Street<br>Milwaukee, WI 53209        |
| Lonnie Anderson       | 9715 W. Juniper Ct.<br>Milwaukee, WI 53224           |
| Melinda Gladney       | 6313 West Hampton<br>Milwaukee, WI 53218             |
| Charlotte Harris-Benn | 1532 West Congress Street<br>Milwaukee, WI 53209     |
| Barbara Heidelberg    | 7553 N. 86th Street, Apt. 202<br>Milwaukee, WI 53224 |
| Julietta Henry        | 6993 West Glenbrook Rd.<br>Milwaukee, WI 53223       |
| Evelyn Jones          | 2442 W. Hope Ave.<br>Milwaukee WI 53209              |

Pamela Lue-Hing

7332 North 99th Street  
Milwaukee, WI 53224

Marilynn McVicker

10355 W. Goodrich Ave.  
Milwaukee, WI 53224

Earl Smith

N102 W14692 Providence Ct.  
Germantown, WI 53022

Janice Tucker

9621 W. Kaul Ave.  
Milwaukee, WI 53225

## ARTICLE VI

### Director Consent Actions

Any action required or permitted to be taken at a board meeting may be taken by written action signed by two-thirds (2/3) of the directors then in office. Such action shall have the same force and effect as a vote of the board of directors taken at a meeting. All directors shall receive notice of any action so taken, and the written action is effective on the date specified in the written consent or on the tenth day after the date on which written notice is given, whichever is later.

## ARTICLE VII

### Amendment

These Articles of Incorporation may be amended by the members of the corporation by such vote as may at the time be required by the WNCL, provided that no amendment shall substantially change the original purposes of the corporation.

## ARTICLE VIII

### Dissolution

In the event of the dissolution of the corporation, the Board of Directors shall, after paying

or making provision for the payment of all of the liabilities of the corporation, distribute all of the assets of the corporation exclusively to Christ The King Baptist Church if it is then described in I.R.C. Sections 170(c)(2), 501(c)(3), 2055(a)(2) and 2522(a)(2), or if it is not so described or if it is no longer in existence to one or more organizations then described in I.R.C. Sections 170(c)(2), 501(c)(3), 2055(a)(2) and 2522(a)(2) having purposes substantially similar to those of this corporation (except that no private foundation as defined by I.R.C. Section 509(a) shall be a recipient) or to one or more units or agencies of federal, state or local government to be used exclusively for public purposes, as the Board of Directors shall determine. Any of such assets not so distributed shall be distributed to one or more of such organizations as determined by the Circuit Court of the county in which the principal office of the corporation is then located.

#### ARTICLE IX

##### Principal Office: Registered Agent and Registered Office

The mailing address and county of the principal office of the corporation is 7750 North 60th Street, Milwaukee (Milwaukee County) WI 53223. The street address of the initial Registered Office of the corporation is 10355 West Goodrich Ave., Milwaukee, WI 53224, and the registered agent at such address is Marilyn McVicker.

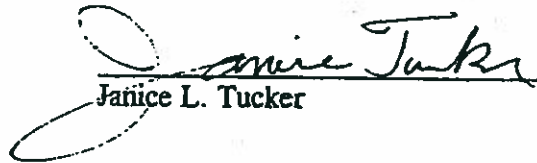


ARTICLE X

Incorporator


The name and address of the incorporator is Janice L. Tucker, 411 East Wisconsin Ave.,  
Milwaukee, WI 53202.

Executed this 31<sup>st</sup> day of March, 1999.

  
\_\_\_\_\_  
Janice L. Tucker

STATE OF WISCONSIN    )  
  ) SS  
COUNTY OF MILWAUKEE )

Personally came before me this 31<sup>st</sup> day of March, 1999, the above-named  
Janice L. Tucker, to be known to be the person who executed the foregoing instrument and  
acknowledged the same.

  
\_\_\_\_\_  
Notary Public, State of Wisconsin  
My Commission: permanent

This document was drafted by:  
Janice L. Tucker  
Quarles & Brady LLP  
411 East Wisconsin Avenue  
Milwaukee, Wisconsin 53202-4497

RETURN  
TO DRAFTER





**BYLAWS**  
**OF**  
**KING'S ACADEMY CHRISTIAN SCHOOL, INC.**

**ARTICLE I**

Offices

Section 1. Principal Office. The corporation may have such offices, either within or without the State of Wisconsin, as may be designated from time to time by resolution of the Board of Directors.

Section 2. Registered Office and Registered Agent. The corporation shall maintain a registered office and registered agent in the State of Wisconsin. The registered office may, but need not be, the same as any of its places of business. The identity and address of the registered agent may be changed from time to time by notifying the Wisconsin Department of Financial Institutions pursuant to the provisions of the Wisconsin Nonstock Corporation Law (the "WNCL").

**ARTICLE II**

Membership

Section 1. Classes of Members. The corporation shall have two (2) classes of non-voting members, designated as follows:

Parent Members

Student Members

(a) Parent Members. All parents and guardians of children attending the King's Academy Christian School, who are in agreement with the Purpose and Philosophy, are eligible for membership in the parental branch of the school. Parent members shall not be entitled to vote.

(i) Parental membership includes the privilege of participating in the organization's activities on behalf of the school.

(ii) Parental membership requires active involvement of the parent(s) or guardian(s). The parent(s) are encouraged to participate in the activities of the school.

(iii) Parental membership requires tuition payment to be current.

(b) Student Members. Student membership is available to individuals enrolled in King's Academy Christian School who are committed to the Purpose and Philosophy of the King's Academy Christian School. Student members shall not be entitled to vote.

Section 2. Termination of Membership. (a) The failure of a member to meet the qualifications required for membership shall result in the member being automatically dropped from membership.

(b) In addition, any member may be expelled from membership, for good cause shown, by the vote of a majority of the directors then in office.

(c) In addition, the membership of an individual shall terminate upon the death of the member.

Section 3. Transfer of Membership. A member may not transfer a membership or any right arising from a membership.

Section 4. Privileges Of Membership.

(a) No Voting Rights. Membership in the corporation shall be non-voting.

(b) Other Privileges. Other membership privileges include participation in various activities, programs and publications of the corporation as may be designated from time to time by the Board of Directors.

Section 5. Membership Year. Annual memberships shall extend for the school year from September through May in each year.

Section 6. Annual Meeting. The annual meeting of members shall be held in the month of August of each year, at such time and place as the Board of Directors may determine. At each annual meeting of members, a report on the activities and financial condition of the corporation shall be presented.

Section 7. Special Meetings. Special meetings of the members may be held at any time and place for any purpose or purposes,

unless otherwise prescribed by the WNCL, on call of the President or Secretary.

Section 8. Notice and Waiver of Notice.

(a) Notice. Notice of any meeting shall be given by oral or written notice delivered to each member in one of the methods described in Article IV hereof not less than ten (10) days nor more than sixty (60) days before the date of the meeting, by or at the direction of the President, the Secretary or other officer or persons calling the meeting to each member of record entitled to vote at such meeting. However, if notice is mailed by other than first class or registered mail, notice must be mailed not less than thirty (30) days before the meeting date. The purpose of and the business to be transacted at any special meeting of the members shall be specified in the notice or waiver of notice of such meeting.

(b) Waiver of Notice. Whenever any notice whatever is required to be given under the provisions of the WNCL or under the provisions of the Articles of Incorporation or Bylaws of the corporation, a waiver thereof in writing, signed at any time by the person or persons entitled to such notice, shall be deemed equivalent to the giving of such notice. The attendance of a member at a meeting shall constitute a waiver of notice of such meeting, except where a member attends the meeting for the express

purpose of objecting to the transaction of any business because the meeting is not lawfully called or convened.

### ARTICLE III

#### Board of Directors

Section 1. General Powers. The business and affairs of the corporation shall be managed by its Board of Directors.

Section 2. Number and Qualifications. The Board of Directors shall consist of not less than seven members-at-large who shall be appointed by the Executive Director. The Board of Directors shall be Christians who understand and support the philosophy, mission, goals and objectives of King's Academy Christian School.

Section 3. Tenure. The term of each Director shall be for three years. A Director may be removed from office by an affirmative vote of a majority of Directors or by the Executive Director. A Director who is absent from four consecutive, regular meetings of the Board shall automatically be removed from office; provided, however, that he or she can remain in office upon the affirmative vote of a majority of Directors.

Section 4. Resignation. A director may resign at any time by filing a written resignation with the Chair of the Board, President or the Secretary of the corporation. Failure of a director to attend four (4) consecutive meetings of the Board of Directors or



one-half of the meetings in a calendar year shall be deemed to be a resignation by the director.

Section 5. Vacancies. Any vacancy from members of the Board of Directors shall be filled by the vote of the Directors or by the Executive Director.

Section 6. Voting. Each Director shall have one vote at meetings. Directors may not vote by proxy.

Section 7. Place of Meetings. The Board of Directors shall hold its meetings at such place as set forth in the call or Notice of such meeting.

Section 8. Annual Meeting. The annual meeting of the Board of Directors shall be held on the day and at the place designated by the Directors. Not less than thirty days' written notice shall be given to each Director.

Section 9. Regular Meetings. Regular meetings of the Board shall be held at such time and place as the Board may provide.

Section 10. Special Meetings. Special meetings of the Board may be called by the Chairperson or shall be called on the written request of two Directors. Not less than five days' written or oral notice of the time, place and purpose of the meeting shall be given to each Director.

Section 11. Quorum. A majority of the Directors shall constitute a quorum.

Section 12. Manner of Acting. The act of the majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by the Articles of Incorporation or by these Bylaws.

Section 13. Waiver of Notice. Any Director may waive any notice required to be given by the WNCL or under these Bylaws.

Section 14. Committees. The Board of Directors by resolution may designate one or more committees, each committee to include three or more directors appointed by the Board. Each committee shall have such authority and may exercise such powers to the extent provided in said resolution as initially adopted, and as thereafter supplemented or amended by further resolution adopted by a like vote. Each such committee shall fix its own rules governing what is required to conduct its activities and shall make such reports to the Board of Directors of its activities as the Board of Directors may request.

#### ARTICLE IV

##### Officers

Section 1. Number. The officers of the Corporation shall be a Chairperson, one or more Vice-Chairpersons (the number thereof to be determined by the Board of Directors), a Secretary, a Treasurer and an Executive Director who shall be the Principal of the school,

each of whom shall be elected by the Board of Directors. Such other officers and assistant officers as may be deemed necessary may be elected or appointed by the Board of Directors. Any two or more offices may be held by the same person, except the offices of Chairperson, Executive Director and Secretary.

Section 2. Election and Term of Office. The Chairperson and Vice-Chairperson shall be chosen from the members of the Board of Directors, but the remaining officers need not be Directors. The term of each officer shall be for one year and until his or her successor has been elected. Any officer may be removed from office by the affirmative vote of a majority of the Board of Directors whenever in its judgment the best interests of the corporation will be served thereby.

Section 3. Vacancies. A vacancy in any office shall be filled by the Board of Directors for the unexpired portion of the term.

Section 4. Chairperson. The Chairperson shall, when present, preside at all meetings of the Board of Directors and shall be an ex-officio member of all committees.

Section 5. Executive Director. The Executive Director, who shall be the Principal of King's Academy Christian School, shall be the principal executive officer of the Corporation and, subject to the control of the Board of Directors, shall, in general, supervise

and control all of the business and affairs of the Corporation and shall have such other duties as may be prescribed by the Board of Directors from time to time.

Section 6. Vice-Chairperson. In the absence of the Chairperson or in the event of his or her death, inability or refusal to act, the Vice-Chairperson shall perform the duties of the Chairperson and, when so acting, shall have all of the powers of and be subject to all restrictions upon the Chairperson. The Vice-Chairperson shall also perform such other duties as from time to time may be assigned to him or her by the Chairperson or by the Board of Directors.

Section 7. The Secretary. The Secretary shall keep minutes of the Board of Directors meetings, and when required, countersign all written instruments executed by the Executive Director, and shall keep and preserve all documents and records of the corporation relating to its business except those usually pertaining to the office of the Treasurer. The Secretary shall also perform such duties as from time to time may be assigned to the Secretary by the Chairperson or by the Board of Directors.

Section 8. The Treasurer. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine. The Treasurer

shall: a) be responsible for all funds and securities of the corporation, and for moneys due and payable to the corporation from any source whatsoever including the deposit of such moneys in the name of the corporation in such banks, trust companies or other depositories as shall be selected in accordance with the provisions of these Bylaws; and b) in general, perform all of the duties incident to the office of the Treasurer and such other duties as may from time to time be assigned to him or her by the Chairperson or by the Board of Directors.

Section 9. Salaries. The salaries, if any, of the officers and the Executive Director shall be fixed from time to time by the Board of Directors, and no officer or the Executive Director shall be prevented from receiving such salary by reason of the fact that he or she is also a Director of the Corporation.

#### ARTICLE V

##### Execution of Documents; Indemnification; Amendments

Section 1. Execution of Documents. All documents and instruments, including, but not limited to, checks, notes, leases, deeds, and contracts shall be signed in the name of the corporation by such officer or officers as the Board of Directors may designate.

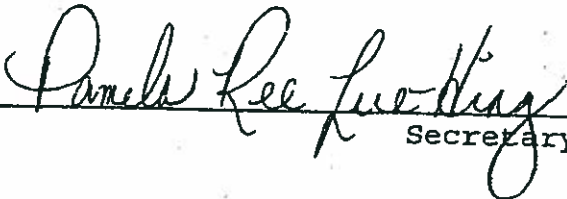
Section 2. Indemnification of Directors and Officers.

Directors and officers shall be indemnified for liability arising by reason of the fact that he or she is or was a Director or officer of the Corporation to the extent permitted by law.

Section 3. Amendments. These By-laws may be amended by the affirmative vote of at least two-thirds of the members of the Board of Directors, but they may never be suspended.

\* \* \* \* \*

Certified a true and correct copy of the Bylaws adopted on the 15 day of APRIL, 1999, by the Board of Directors of King's Academy Christian School, Inc.

  
Secretary



INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: MAR 23 2000

KINGS ACADEMY CHRISTIAN SCHOOL INC  
7750 N 60TH ST  
MILWAUKEE, WI 53223-4153

Employer Identification Number:  
39-1960876

DLN:  
17053309016049

Contact Person:  
RUTHANN WATTS

ID# 75104

Contact Telephone Number:  
(877) 829-5500

Accounting Period Ending:  
June 30

Form 990 Required:  
Yes

Addendum Applies:  
No

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in sections 509(a)(1) and 170(b)(1)(A)(ii).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. In the case of an amendment to your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, you should inform us of all changes in your name or address.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, if you are involved in an excess benefit transaction, that transaction might be subject to the excise taxes of section 4958. Additionally, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please contact your key district office.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for federal estate and gift tax purposes if they meet the applicable provisions of Code sections 2055, 2106, and 2522.



KINGS ACADEMY CHRISTIAN SCHOOL INC

necessarily qualify as deductible contributions, depending on the circumstances. See Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, which sets forth guidelines regarding the deductibility, as charitable contributions, of payments made by taxpayers for admission to or other participation in fundraising activities for charity.

In the heading of this letter we have indicated whether you must file Form 990, Return of Organization Exempt From Income Tax. If Yes is indicated, you are required to file Form 990 only if your gross receipts each year are normally more than \$25,000. However, if you receive a Form 990 package in the mail, please file the return even if you do not exceed the gross receipts test. If you are not required to file, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete, so be sure your return is complete before you file it.

The law requires you to make your annual return available for public inspection without charge for three years after the due date of the return. You are also required to make available for public inspection a copy of your exemption application, any supporting documents and this exemption letter to any individual who requests such documents in person or in writing. You can charge only a reasonable fee for reproduction and actual postage costs for the copied materials. The law does not require you to provide copies of public inspection documents that are made widely available, such as by posting them on the Internet (World Wide Web). You may be liable for a penalty of \$20 a day for each day you do not make these documents available for public inspection (up to a maximum of \$10,000 in the case of an annual return).

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

KINGS ACADEMY CHRISTIAN SCHOOL INC

Revenue Procedure 75-50, published in Cumulative Bulletin 1975-2 on page 587, sets forth guidelines and recordkeeping requirements for determining whether private schools have racially nondiscriminatory policies as to students. You must comply with this revenue procedure to maintain your tax-exempt status.

This determination is based on evidence that your funds are dedicated to the purposes listed in section 501(c)(3) of the Code. To assure your continued exemption, you should keep records to show that funds are expended only for those purposes. If you distribute funds to other organizations, your records should show whether they are exempt under section 501(c)(3). In cases where the recipient organization is not exempt under section 501(c)(3), there should be evidence that the funds will remain dedicated to the required purposes and that they will be used for those purposes by the recipient.

If we have indicated in the heading of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

We have sent a copy of this letter to your representative as indicated in your power of attorney.

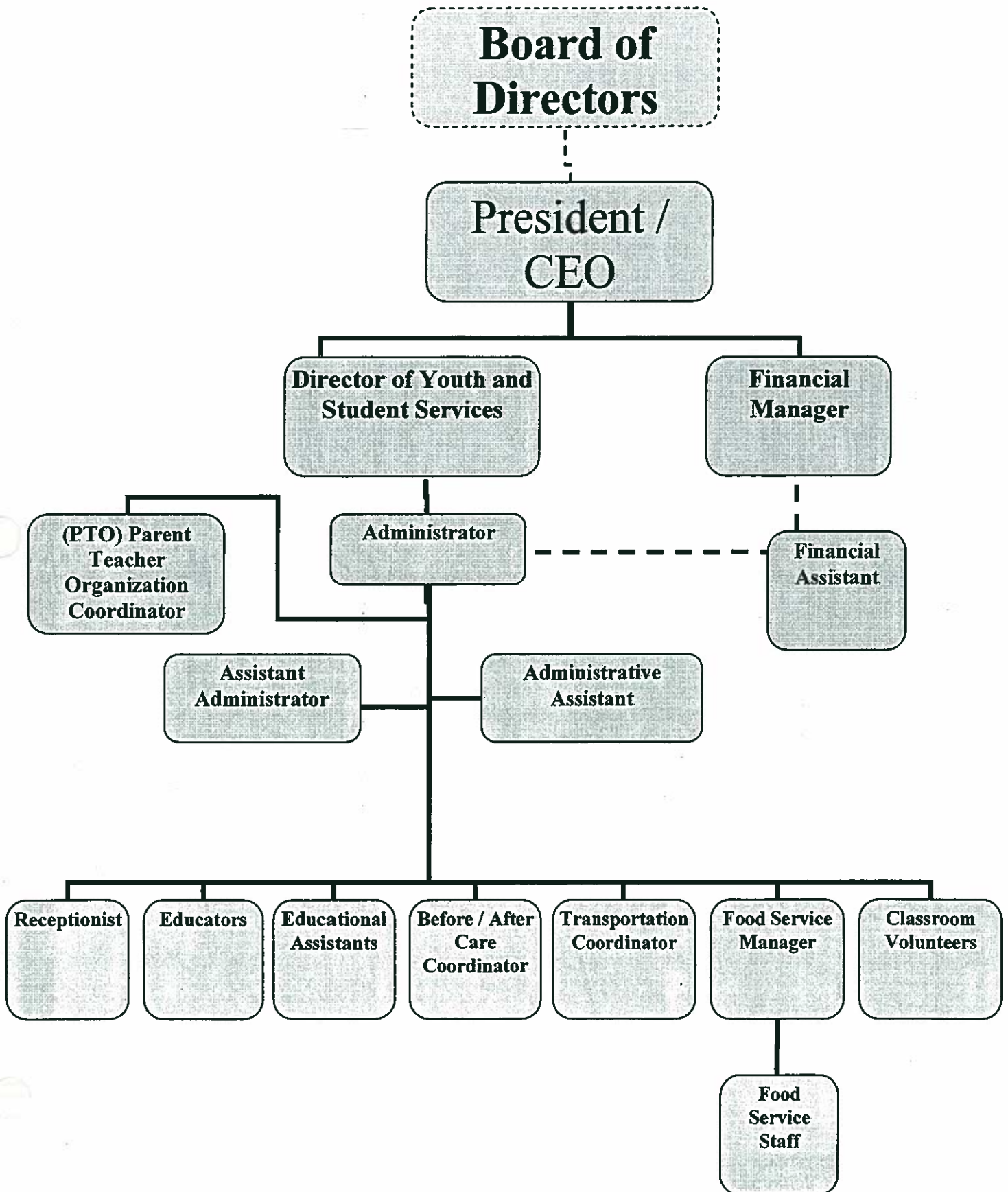
If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,

*Steven T. Miller*  
Steven T. Miller  
Director, Exempt Organizations



# Organizational Chart





August 21, 2009

Milwaukee Police Department – 4<sup>th</sup> District  
Attn: Police Captain  
749 W. State Street  
Milwaukee, WI 53233

Dear Captain:

Enclosed you will find the pages that reflect the changes we have made in our Crisis and Contingency plan for the 2009-2010 school year.

If you have any questions concerning the plan, please feel free to contact me.

Sincerely,

*Laurel L. Nobles*

Laurel L. Nobles  
Administrator

Enclosure

**Kings Academy**  
**Crisis**  
**And**  
**Contingency Plan**  
**2009 - 2010 School Year**

CODE RED

Location of Problem

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## **Introduction**

The King's Academy Crisis and Contingency Plan is a formula for staff, employees and other personnel to respond to in case of school emergencies, (e.g. death of student or staff member, fire, explosion, act of terrorism, vehicular accidents, bomb threat, loss of power or weather). All staff members are expected to be aware of these procedures and adhere to them in crisis situations.

## **SCHOOL SAFETY**

### **SCHOOL EMERGENCY PROCEDURES**

School security is the responsibility of all employees. After the start of the school day, all exterior doors including the main entrance will be locked. Staff and students are not to open locked doors for visitors. Visitors must buzz the office after 9:00am to enter the building.

Direct any visitors you encounter who do not have a visitor's badge to the office. Alert the office immediately of any unauthorized persons in the building.

If a school security situation arises, ask for help by calling the office. Say, "**CODE RED**" and give the location of the situation. When the office staff hears this key word, they will announce "**CODE RED**", over the Public Announcement System (P.A.). When you hear this:

1. Keep all students in class and away from the doors and windows.
2. Lock your classroom door.
3. Other personnel without assigned classes are to check the hallways and lavatories.
4. Take children in the hallways and lavatories to the nearest classroom.
5. Alert the office to the location of an intruder.
6. Maintain these actions until the "all clear" signal is announced over the P.A.

**\*Note:** In the event of a power outage, use any other means of communication necessary, such as a cellular telephone or walkie-talkie, to announce "**CODE RED**".

If you hear "**CODE RED PLAYGROUND**", for example, that is a signal that there is an emergency situation on the playground requiring any available staff members.

The signal of "**CODE RED**" indicates that students should immediately walk from the playground into the school and report directly to their classrooms.

If a staff member suffers an assault or threat of an assault by student, parent or another adult, the incident is to be reported to the office immediately. The staff members will complete a "**Report of Assault Suffered by School Personnel**" form and the police will be contacted if requested.

## **CRISIS RESPONSE PROCEDURES**

Our school has developed procedures for responding to a variety of potential school crises (e.g., death and traumatic events). These procedures are explained in our “**Crisis Response Procedures**”. All staff members are expected to be aware of these procedures and adhere to them in crisis situations.

## **MEDIA CONTACTS**

Media coverage of planned school events is encouraged. “**Media Event Announcement**” forms are available in the office, which are used to issue a news release.

Due to the unusual nature of crisis situations and the importance of communicating up-to-date and accurate information, all media inquiries during a crisis are to be directed to the principal or designee who will be the official school spokesperson. Media personnel will remain out of the building until designated person is available and ready to give factual information and/or answer questions. After the crisis is over, the administrator or his/her designee(s) will handle/control media access.

## **FIRE DRILL PROCEDURES**

During a fire drill every person, child and adult, without exception, is to exit the building. We will have at least ten fire drills throughout the school year. Two fire drills will be conducted during the first two weeks of school. The Milwaukee Fire Department will observe two fire drills – one per semester.

Before students arrive in September, check the emergency evacuation charts in your classroom to determine available exits. Discuss and practice fire drill procedures with your students.

When the fire drill signal sounds:

1. Exit the building in a single, orderly line through the exit designated.
2. Take your class roster with you.
3. Close your windows and door.
4. Do not lock your classroom door.
5. Do not inform students in advance of a scheduled fire drill.
6. Do not allow students to get their coats prior to the fire drill.
7. Do not allow students to talk during the fire drill.
8. When you arrive at the designated outside location, use your class roster to determine that all students are present.
9. Reenter the building in a single, orderly line when the “**all clear**” signal is given.

## **TORNADO ALERT PROCEDURES**

Tornado alerts are conducted in the spring. However, please review tornado alert procedures at the beginning of the school year with students in the event that an emergency should arise at other times during the school year. Shelter signs are posted in each classroom, which indicate the shelter area for the room.

When the tornado alert siren sounds:

1. Proceed to your designated shelter area in a single, orderly line.
2. Take your class roster with you.
3. Assume the duck and cover position.
4. Do not allow students to talk during the tornado alert.
5. When you arrive at the designated shelter location, use your class roster to determine that all students are present.
6. Return to your classroom in a single, orderly line when the “**all clear**” signal is given.

## **EMERGENCY EARLY DISMISSAL PROCEDURES**

The decision to dismiss students early due to an emergency situation is made by the administrator with input from the principal. If students are dismissed early, parents will be informed using Emergency Contact Cards, when weather hinders student departure, shelter and food will be provided. Students will be housed in the cafeteria, gym or conference room.

Our “**Crisis Response Procedures**,” include information regarding temporary movement to an alternative location if we need to evacuate our building.

## **HAZARDOUS CHEMICALS AND EQUIPMENT**

Staff members are expected to follow safety precautions and standard procedures in the handling and storage of all potentially hazardous chemicals and equipment. The safety of students and other staff members is to be the primary concern at all times.

All staff will wear plastic gloves when blood or other bodily fluids are present.

All chemicals and equipment that produce a potential hazard are placed in special containers to be discarded by the engineer.

## **DEATH OR LIFE THREATENING CRISIS**

Staff members are encouraged to maintain a caring but orderly atmosphere. Continue a business as usual attitude, so as not to bring about a potential for hysteria.

## **BOMB THREAT OR OTHER LIFE THREATENING SITUATIONS IN THE BUILDING**

- Report suspicious packages or objects to school administrator and/or principal
- All staff and students will be directed by the signal 3 Whistles – Code Red Evacuate.
- Staff and students will exit the building using the North Doors. Non-teacher Personnel will check to see if the building is cleared. The staff and students are to travel west to 60th Street North to Thoreau School. Enter the building using the main entrance. Proceed to the gym. Remain there until an all-clear signal is given via the P.A. System at Thoreau School. The same route used to go to Thoreau will be used to return the students back to King's Academy Christian School.
- Security Personnel will verify that the building is safe and secure to re-enter.

## **GUN THREAT**

Contact Police (911). Lock doors. Keep students away from windows and doors. Locate a safe sheltered area for the students (e.g. under tables and/or desks) near walls away from suspected intruder. Maintain a quiet and calm atmosphere.

## Crisis Response Procedures

The principal and the Crisis Response Team (CRT) will meet in one of several predetermined school corridors (depending on the location of the crisis) to assess the impact of the event in order to predict the amount and the intensity of help needed. The secretary will bring all pertinent information about the students and staff (in the form of a folder) to the meeting location. A predetermined "building sweeper" will then evaluate the corridors of the building to make a general assessment of any safety issues/concerns. In the event that the building becomes uninhabitable, the principal and the CRT will meet at a predetermined location outside of the building.

- A. Non-life threatening situations will be handled in house and in accordance with instructions on the emergency contact card. First-aid will be administered (e.g. washing and applying band-aides to broken skin, cold compresses to nose bleeds, etc.). Parents will be notified and an incident report will be recorded in the safety log.

**\*Note: All staff will wear plastic gloves when blood or other bodily fluids are present. \***

B. Crisis, emergency, sudden death

- Crisis team will be mobilized (List 1)
- Call 911 for the Milwaukee Police Department (use only for violent or life threatening situations.)
- Ministerial support teams will be summoned to the counseling rooms for spiritual and physical support including the health nurse.
- A designated person will contact the parents. Designees will manage parent access to the building and take them to the cafeteria, gym or conference room. Support persons will advise and or comfort parents.
- The secretary will notify parents or guardians to pick up students using the emergency contact cards on file.
- The secretary will also supervise and handle all incoming calls and phone access.
- A designated person will prepare a written statement to be read to the students by the teacher or administrator.

C. Teachers are encouraged to maintain a caring, but orderly atmosphere. Continue a "business as usual" attitude, so as not to bring about a potential for hysteria.

- Take students to counseling rooms.
- Comfort students so as to avoid trauma or anxiety (e.g. video games, movies, etc.).
- Unite parent(s) or guardian(s) with children.

D. Staff will get assistance for themselves to help deal with their own feelings of grief, trauma or anxiety.

- Pastor or ministerial support team, which includes health nurses, will help staff cope with their feelings.

- E. Crisis Team will meet at the end of the day to do the following:
1. Receive a message from the Principal/Administrator.
  2. Discuss and review the effectiveness of the response procedures and make suggestions or deletions to better facilitate the plan.
  3. Designate people to perform follow-up interventions that may include: (a) a parent contact person to check on the people involved in the incident, (b) make decisions as to how the team can be of further support and (c) discuss plans for the return of students the next day if possible.

## **EVACUATION PLAN/EXTREME CRISIS SITUATION**

All staff and students will be directed by the signal of **3 bells and Code-Red Evacuate sound**. Staff and students will exit the building using the North Doors. Non-teacher Personnel will check to see if the building is cleared.

The staff and students are to travel west to 60th Street, North to Thoreau School. The students will enter Thoreau using the main entrance, and then proceed to the gym until an "all clear signal" is given, via the P.A. System at Thoreau, to return to King's Academy Christian School or other locations if necessary.

\*In the event that the students/staff have to stay over night, (at King's Academy Christian School) the chief and his staff will provide pre-packaged food (peanut butter and jelly or other fare for those allergic to peanut butter) and bottled water.

## **CRISIS PLAN CHECKLIST FOR SCHOOL ADMINISTRATORS**

- 1. Verify information (death, crisis, emergency).
- 2. Call the police (911) and alert school safety personnel to secure building.  
(If crisis event involves violence or life-threatening circumstances)
- 3. Call crisis response team members and schedule meeting. (Resource List 1)
- 4. Notify all school staff of crisis or emergency situation. (Resource List 2)
- 5. Meet with the school crisis response team to:
  - assess impact of event on students/staff/community;
  - determine need for additional help and support from response team, Supportive Services crisis response team, etc.;
  - plan how students will be informed of event and prepare a written statement to be read by teachers or by crisis response team members in individual classrooms.
- 6. Implement the following procedures, if appropriate:
  - set-up and organize the Crisis Control Center;
  - designate a parent/family waiting area away from main office;
  - designate information control person to manage all information, questions, media requests, and rumor control;
  - review media policy (do not permit media into the school building during the crisis);
  - set up emergency health center;
  - designate counseling rooms and assign crisis response team members to those rooms;
  - designate waiting room(s) for students;
  - assign school staff for security duties and to escort students;
  - assign crisis response team members to assist with classroom discussions, if needed;
  - establish procedures for sending students home, if needed.
- 7. Notify teachers of procedures to follow to get assistance for students including:
  - reading written announcement to students;
  - making a list of students for counseling and sending list to control center;
  - sending students to and from counseling rooms;
  - facilitating classroom discussions;
  - accessing support or counseling for him or herself.
- 8. Hold staff meeting at close of day or after event to:
  - thank school staff for their efforts;
  - determine follow-up plan of action;
  - review facts of crisis and role of the faculty in responding to this crisis;
  - allow staff an opportunity to share their experiences and suggestions;
  - distribute any pertinent information: e.g., hospital reports, funeral arrangements.
- 9. Meet with crisis response team at end of the day to:
  - debrief regarding response plan effectiveness;
  - decide need for continued involvement of response team, Supporting Services Crisis response team, School Safety personnel;
  - designate personnel to provide follow-up intervention;
  - decide need for continued substitutes for crisis response team members and teachers;
  - contact parents of seriously distraught students.

## CRISIS PLAN VERIFICATION FORM

|  |                               |
|--|-------------------------------|
| School: <b>KING'S ACADEMY CHRISTIAN SCHOOL</b> | School Year: <b>2009-2010</b> |
|--|-------------------------------|

1. List the school's table of leadership:
- |        |  |                          |
|--------|--|--------------------------|
| First  |  | <u>John McVicker</u>     |
| Second |  | <u>Marilynn McVicker</u> |
| Third  |  | <u>Laurel Nobles</u>     |
| Fourth |  | <u>Rev. Eric Brown</u>   |
| Fifth  |  | <u>Sylvia Summers</u>    |
| Sixth  |  | <u>Claudia Steward</u>   |

2. List the school's crisis response team members:

|                          |                            |
|--------------------------|----------------------------|
| <b>John McVicker</b>     | Pastor                     |
| <b>Marilynn McVicker</b> | Director of Youth Services |
| <b>Laurel Nobles</b>     | Administrator              |
| <b>Rev. Eric Brown</b>   | Assistant Administrator    |
| <b>Ahmie-Woma Farkas</b> | QLC Building Director      |
| <b>La'Kisha King</b>     | Administrative Assistant   |
| <b>Claudia Steward</b>   | Teacher                    |
| <b>Sylvia Summers</b>    | Teacher                    |

3. List the following information from the school crisis plan:

Counseling Rooms: Library  
 Crisis Control Center: Conference Room Parent Room: Cafeteria Waiting Room: Cafeteria

4. List the following information from the school's evacuation plan:

Evacuation site: Henry David Thoreau School 7878 N. 60<sup>th</sup> Phone: 262-236-1806

\_\_\_\_\_  
 Thoreau Principal Signature

5. List the following information from the school's emergency closing procedures:

- Location(s) for student's overnight stay: Cafeteria
- Emergency contact information has been updated:  Y  N

6. Verification:

- A school crisis plan has been completed for the 2009-2010 school year.
- Staff in-service for this year's school crisis plan was conducted on \_\_\_\_\_.

|                              |             |
|------------------------------|-------------|
| Principal's Signature: _____ | Date: _____ |
|------------------------------|-------------|



**MAJOR ROLE RESPONSIBILITIES in a CRISIS or CONTINGENCY**

Note: General responsibilities are listed for each major school role. Record the names of the persons who are assigned these responsibilities in the school. Add or subtract responsibilities, which are appropriate for each individual school.

**PRINCIPAL**

1. Evaluate seriousness of the problem.

Laurel Nobles / Rev. Eric Brown  
Primary Person Responsible

Ahmie-Woma Farkas  
Backup Person Responsible

2. Make decision for building level response (e.g. contact crisis response team members).

Laurel Nobles / Rev. Eric Brown  
Primary Person Responsible

Ahmie-Woma Farkas  
Backup Person Responsible

3. Carry out crisis response plan.

Laurel Nobles / Rev. Eric Brown  
Primary Person Responsible

Ahmie-Woma Farkas  
Backup Person Responsible

4. Make decision regarding need for additional resources or personnel.

Laurel Nobles  
Primary Person Responsible

Rev. Eric Brown  
Backup Person Responsible

5. Oversee and coordinate personnel supervision (including additional personnel).

Laurel Nobles  
Primary Person Responsible

Rev. Eric Brown  
Backup Person Responsible

6. Handle ALL MEDIA CONTACTS or designate an information control person.

Laurel Nobles  
Primary Person Responsible

Sena Williams / Pastor  
Backup Person Responsible

7. Other: Organize and supervise students staying overnight in case of a severe weather emergency.

Laurel Nobles / Rev. Eric Brown  
Primary Person Responsible

Sena Williams  
Backup Person Responsible

8. Other:

La'Kisha King  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

**ASSISTANT PRINCIPAL [ if assigned ]**

- 1. Assist principal in implementing crisis plan.

Rev. Eric Brown  
Primary Person Responsible

Claudia Steward  
Backup Person Responsible

- 2. Assume supervision of student control.

La'Kisha King  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

- 3. Assist principal with supervision of personnel.

Rev. Eric Brown  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

- 4. Other: \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible

\_\_\_\_\_  
Backup Person Responsible

**Head Secretary**

- 1. Coordinate duties of office staff.

La'Kisha King  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

- 2. Call for substitute teachers or additional personnel as directed by an administrator.

La'Kisha King  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

- 3. Supervise removal of student monitors from main office area during crisis.

Tanya Evers  
Primary Person Responsible

Karen Rogers  
Backup Person Responsible

- 4. Supervise handling and referral of in-coming calls. Limit access to telephones in the building.

La'Kisha King  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

- 5. Control bells and PA system as directed by administrator(s).

La'Kisha King  
Primary Person Responsible

Shannon McCoy  
Backup Person Responsible

- 6. Other: Tanya Evers \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible

\_\_\_\_\_  
Backup Person Responsible

**OTHER OFFICE STAFF**

1. Handle/refer all incoming calls.

La’Kisha King  
Primary Person Responsible

Shannon McCoy /Sena Williams  
Backup Person Responsible

2. Other duties as assigned.

- Student/Staff Counter

La’Kisha King  
Primary Person Responsible

Shannon McCoy /Tanya Evers  
Backup Person Responsible

- Student Transportation

La’Kisha King  
Primary Person Responsible

Sylvia Summers  
Backup Person Responsible

- \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible

\_\_\_\_\_  
Backup Person Responsible

**CRISIS RESPONSE TEAM**

1. If called, meet immediately with principal.
2. Review school crisis response plan.
3. Assist principal and school staff in implementing crisis response plan.
4. Provide crisis counseling for students and staff.
5. Provide follow-up support services for students and staff after immediate crisis or emergency is over.

Laurel Nobles  
Primary Person Responsible For Contacting Crisis Team

Rev. Eric Brown/Sena Williams  
Backup Person Responsible For Contacting Crisis Team

**TEACHERS and SUPPORT STAFF**

1. Remain in or move to assigned area.
2. Conduct immediate student supervision.

**Robert Baumier**

Primary Person Responsible For Contacting Staff Members

**Burdean Black**

Backup Person Responsible For Contacting Crisis Members

3. Perform special teacher assignments:

**Jacqueline Glover**

Primary Person Responsible

**Jacqueline Dixon**

Backup Person Responsible

- Duties as assigned by the principal

**Claudia Steward**

Primary Person Responsible

**Kimberly Jones**

Backup Person Responsible

- Liaison to students

**Connie Evers**

Primary Person Responsible

**Claudia Steward**

Backup Person Responsible

**TEACHER AIDES AND SECURITY AIDES**

1. Assist teachers and/or administrator(s) in supervising hallways, entrances, etc.

**Wanetta Hazelwood**

Primary Person Responsible

**Emily Peterson**

Backup Person Responsible

2. Escort students to and from counseling rooms, if needed.

**Debra Moore**

Primary Person Responsible

**Wanetta Hazelwood**

Backup Person Responsible

3. Perform communication duties as needed.

**Diane Shoates**

Primary Person Responsible

**Emily Peterson**

Backup Person Responsible

4. Perform special security assignments:

**Emily Peterson**

Primary Person Responsible

**Diane Shoates**

Backup Person Responsible

- Provide Counseling and/or grief support

**Rev. Eric Brown**

Primary Person Responsible

Backup Person Responsible

- Student/Staff health and well-being

Nursing Staff

Primary Person Responsible

La'Kisha King

Backup Person Responsible

- \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible

\_\_\_\_\_  
Backup Person Responsible

**Building /Maintenance Staff**

1. Check building for damage and report such information to principal.

Don Freeman  
Primary Person Responsible

Tasha Hendrix  
Backup Person Responsible

2. Make emergency repairs as practical.

Don Freeman  
Primary Person Responsible

Tasha Hendrix  
Backup Person Responsible

3. Notify the Department of Insurance and Risk Management about building damage.

Anita Peterson  
Primary Person Responsible

Sharon Jewell  
Backup Person Responsible

4. Other: Have supply of blankets on hand for overnight emergencies.

Sylvia Summers  
Primary Person Responsible

Stephanie Jackson  
Backup Person Responsible

5. Other: \_\_\_\_\_

\_\_\_\_\_  
Primary Person Responsible

\_\_\_\_\_  
Backup Person Responsible

**CAFETERIA STAFF**

1. Monitor food service and cafeteria areas.
2. Continue food program responsibilities unless otherwise directed by principal.
3. Report problems to the principal.
4. Other: Consult with school administrator so that a plan is available for obtaining food and feeding students during an overnight stay due to a severe weather emergency.
5. Other: \_\_\_\_\_

Curtis Mallory  
Primary Person Responsible

Mary Harris/Theresa Bridges  
Backup Person Responsible

**SCHOOL NURSE / HEALTH DESIGNEE (WHEN AVAILABLE)**

1. Administer first aid as needed.
2. Advise principal of extent and degree of injuries serviced.
3. Complete documentation of first-aid given to students or staff.
4. Administer prescription medication.

Franchesca Vash or Nursing Staff  
School Nurse or Primary Person Responsible for Health Services

All Staff  
Back-up Person Responsible for Health Services

**STUDENTS**

1. Report rumors to their teacher.
2. Report incidents to their teacher.
3. Follow direction of supervising adults.

**Agil Malone**  
Primary Person Responsible for Student Management

**Armani Smith**  
Back-up Person Responsible for Student Management

**ADDITIONAL STAFF, PARENTS OR VISITORS COMING TO BUILDING**

1. Report to school office.
2. Follow administrative directives.
3. Assist where requested.

**Shannon McCoy**  
Primary Person Responsible for Visitors

**Claudia Steward/Sylvia Summers**  
Back-up Person Responsible for Visitors







# State of Wisconsin

DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## Credential CHARITABLE ORGANIZATION

No. 6796 - 800

Expires: 07/31/2010

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 80TH ST  
MILWAUKEE WI 53223

The person whose name appears on this document has complied with the provisions of the Wisconsin Statutes and holds the credential specified above.

CH. 440.11, WIS. STATS., REQUIRES YOU TO NOTIFY THE DEPARTMENT OF A NAME OR ADDRESS CHANGE WITHIN 30 DAYS. PLEASE SUBMIT TO P.O. BOX 8935, MADISON, WI 53708-8935 OR VIA THE WEB AT <http://drl.wi.gov>

THIS IS YOUR POCKET IDENTIFICATION CARD **148255**

Fold Here

#40 (Rev. 04/05)



**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## CHARITABLE ORGANIZATION

No. 6796 - 800

Expires: 07/31/2010

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 80TH ST  
MILWAUKEE WI 53223

The named person has complied with Wisconsin Statutes and holds the credential specified above.

Signature:



# State of Wisconsin

DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## Credential CHARITABLE ORGANIZATION

No. 6796 - 800

Expires: 07/31/2009

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 60TH ST  
MILWAUKEE WI 53223

The person whose name appears on this document has complied with the provisions of the Wisconsin Statutes and holds the credential specified above.



# State of Wisconsin

DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## Credential CHARITABLE ORGANIZATION

No. 6796 - 800

Expires: 07/31/2008

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 60TH ST  
MILWAUKEE WI 53223

The person whose name appears on this document has complied with the provisions of the Wisconsin Statutes and holds the credential specified above.

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THIS IS YOUR POCKET IDENTIFICATION CARD

85686

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#40 (Rev. 04/05)



State of Wisconsin  
DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## CHARITABLE ORGANIZATION

No. 6796 - 800

Expires: 07/31/2008

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 60TH ST  
MILWAUKEE WI 53223

The named person has complied with Wisconsin Statutes and holds the credential specified above.

Signature:



# State of Wisconsin

DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## Credential CHARITABLE ORGANIZATION

No: 6796 - 800

Expires: 07/31/2007

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 60TH ST  
MILWAUKEE WI 53223

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# State of Wisconsin

DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

## CHARITABLE ORGANIZATION

No: 6796 - 800

Expires: 07/31/2007

KING'S ACADEMY CHRISTIAN SCHOOL INC  
7798 N 60TH ST  
MILWAUKEE WI 53223

The named person has complied with Wisconsin Statutes and holds the credential specified above.

Signature:



**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
COMMITTED TO EQUAL OPPORTUNITY IN EMPLOYMENT AND LICENSING

Credential  
**CHARITABLE ORGANIZATION**

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Expires: 07/31/2004

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CHARITABLE ORGANIZATION

No: 6796 - 800

Expires: 07/31/2003

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MILWAUKEE WI 53223

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**Attachments listed below are located in Book Number 4, Section IV**

**Parent Handbook (Attachment S)**

**Personnel Manual (Attachment E)**

**Staff/Operations Manual (Attachment E)**





**Kings Academy School**  
**Accounting Policies and Procedures**

**7798 North 60<sup>th</sup> Street  
Milwaukee, WI 53223**

# **Accounting Policies and Procedures**

## **Introduction**

This Accounting Policies and Procedures Manual was created to establish procedures and guidelines for the financial management of King's Academy School. These guidelines will clearly define processes and assign responsibility to accounting functions within this organization. These procedures, if followed properly by the staff and management, will assure that funds, which are intended for the specific use in this program, will be administered and used solely for that purpose.

## **Internal Controls**

Internal Controls are a required part of any organization's operating system. They should be designed to protect the organization as well as the employees. Internal Controls affect every aspect of the operations of the organization, including but not limited to, the assets, liabilities, revenues and expenses. A sound system of internal controls provides the assurance that business decisions being made are based on reliable financial information.

The internal control system is designed to:

- Protect its resources against waste, fraud and inefficiency.
- Ensure accuracy and reliability in accounting and operating data.
- Encourage compliance with established policies.

Internal Controls fall into two categories: administrative controls and accounting controls. Administrative controls are measures that increase operational efficiency and compliance with policies in all parts of the organization. Accounting controls are measures which increase the reliability of the financial statements and the supporting accounting documents. This manual addresses the accounting controls of King's Academy School.

## **Accounting Controls**

Accounting controls maintain a plan under which employees' duties are arranged and records and procedures are designed to make it possible to create valid accounting control over assets, liabilities, revenues and expenses.

The accounting control process consists of:

- Division of responsibility among different employees for related functions.
- Clear establishment of each employee's responsibilities and duties.
- Separation of the responsibility for operation, acquisition, and custody of assets.

The division of duties within an organization should be designed so that no person handles a transaction completely from beginning to end. When duties are divided, the work of one employee serves to verify that of another and any errors can be detected promptly. Rotation of duties and responsibilities will strengthen internal control. Although it may be proper to assume that all employees are honest, it is still essential to provide proper accounting data and information with a minimum of human error and by removing sources that could potentially lead to employee abuse.

Sufficient internal control includes management's involvement in the accounting process through measures such as:

Management level staff review and approve bank reconciliations and monthly financial reports.

Management level staff verification of invoices prior to payment.

Serial numbers on checks to track documents.

The creation of documentary evidence to verify an expense before it is paid.

## **Accounting Department Overview**

### **A. Receipts**

Adequate control over receipt of cash must be maintained to ensure accurate recording and safeguarding of funds. The accounting procedures described in this manual provides for the proper receipt of, and accounting for, all funds received.

The process for deposits is outlined on **Attachment A** of this document.

### **B. Disbursements**

Disbursements are to be made to satisfy obligations incurred by the school for the purpose of operating its programs. Disbursements are made by check. Checks are processed only after proper authorization has been received from management.

- **Check Authorization**

All incoming invoices are approved by the administrator and sent to the finance office for payment.

The invoice is reviewed by the financial manager. Any questions or concerns are addressed with the administrator, and, once resolved, the request is given to finance office for processing.

Checks requested by the school are sent to the administrator for approval with all required backup documentation. Upon approval by the

administrator, the request is forwarded to the financial manager for review. Any questions or concerns are addressed with the administrator, and, once resolved, the request is given to the finance office for processing.

Checks are processed using the accounts payable system, Automated Church Systems (ACS) software.

Detailed steps to processing checks using this system is outlined in **Attachment B**.

- **Handling of Checks**

All checks will be pre-numbered and used in sequence.

Checks will be made payable to specified payees and never to cash.

Blank checks will be kept in the secured safe in the finance office.

Signature on checks are limited to the financial manager and the finance office.

Two signatures are required on all checks.

In no event will checks be prepared unless these procedures are followed.

### **C. Bank Reconciliation**

Bank accounts represent an organization's most liquid assets. Transactions in the bank account must be reviewed for accuracy.

King's Academy requires that each cash account which has a balance be reconciled to the general ledger accounting system or the books of the school monthly. The reconciliation shall be performed by one of the three financial assistants. Final review and approval will be made by the financial manager.

The objectives of the bank reconciliation are:

1. To ensure that all transactions in the bank statement are also reflected in the general ledger accounts.
2. To investigate any differences in amounts or any transactions that are not included in the general ledger before making any changes.
3. To reconcile to zero the bank statement to the general ledger balance.
4. To review uncleared transactions in the bank reconciliation report. Checks that have not cleared within six months from issue date should be investigated.

### **D. Dishonored checks**

King's Academy's policy on dishonored checks is as follows:

The person who wrote the check must be contacted in writing once notice is received. The written notice will include all fees associated with the dishonored check. Financial manager will determine when this debt is considered uncollectible.

#### **E. Purchasing**

All purchase requests must be sent by administrator to the financial manager for approval. The financial manager, with the assistance of the administrator will determine:

- If funds are available in the budget for the expenditure
- If the expenditure is allowable under the grant (if applicable)
- If the expenditure is necessary for the program

All packing slips, receipts or paperwork will be signed by the administrative office staff and dated by the person. These documents will be forwarded to the finance office.

The finance office will compare the documents with invoices received for accuracy.

Once the invoices are approved they will be processed through the check system.

#### **F. Payroll**

The board hires the Administrator

The administrator recommends for approval the hiring of all other employees. The administrative team reviews all hiring documentation for each prospective employee and makes the final determination of hiring the individual.

The financial manager will be responsible for ensuring that new employees complete the following:

- W-4 form (Federal exemption)
- State withholding exemption
- Form I-9

These documents are necessary to set up the employee in the payroll system. They are also necessary to have in the employee's file. They should be collected no later than the first day of employment.

The financial manager will also be responsible for providing to all new employees the following:

- Insurance information

The administrator will be responsible for providing to all new employees the following:

#### Staff Handbook

The financial manager is responsible for keeping all personnel records in a confidential manner so that they are inaccessible to other employees or the public. These records are to remain inaccessible even after employment ceases.

Payroll is paid on a weekly basis. Checks are available for pickup in the administrative office of the school on Tuesday mornings after 9:00 a.m. Electronic deposits are prepared timely to ensure funds are accessible in the employee's bank account on Tuesday morning as well.

Please note that each bank has a different process system for making funds available to its customers, therefore, King's Academy can not guarantee that all processes by the bank are done to ensure funds are available to the employees on each payday.

Payroll advances are at the discretion of the financial manager and will be dealt with on a case by case basis.

Payroll is processed using the Payroll module of the Automated Church System (ACS) software.

Detailed steps to processing payroll using this system are outlined in **Attachment C** of this document.

#### Payroll Taxes

The financial manager will be responsible for processing all payroll tax reports monthly, quarterly and yearly, as well as employee W-2 forms, independent contractor's 1099 forms as well as any other federal and state filings as they come due.

#### **G. Budgeting**

Budgeting is an integral part of any organization because it essentially translates the organizational goals and objectives into financial terms. A budget should be designed and prepared to direct the most efficient and practical use of the organization's financial resources. The main budget of the organization presents the revenues and expenses for the operation of the fiscal year.

Budgets are set annually. The administrator begins the budgeting process in Mid-May of each year, by discussing with her staff the future needs of the school. This discussion is



then related via written request to the financial manager for consideration. The financial manager uses past activities coupled with future year's goals and objectives to prepare the budget for the fiscal year. Once complete the first draft of the budget is presented to the administrative team for detailed discussion and review, recommended changes are discussed and made based on a majority decision of the administrative team. Once all changes have been made to the draft, a final review by the administrative team is conducted before the budget is presented to the board for final approval.

The financial manager presents the budget to the board for final approval. Any changes recommended by the board require majority approval before changes can be made.

Once final approval has been voted on by the board, the chairman of the board signs the budget and the budget is adopted and can be implemented by the school.

## **H. Audit**

An audit is an assessment of the organization's financial condition by an independent organization to render an opinion on the integrity of the organization's finances.

The board approves the outside agency to conduct the audit. These audits are conducted on an annual basis.

The financial manager, at each board meeting, will prepare and present an actual to budget report highlighting and explaining any material variances.

The financial manager will use this report in the monthly meetings with the administrator. These meetings are conducted to monitor the budget and to keep the administrator informed on all financial activity being generated by the school.

## **I. Insurance**

King's Academy is committed to the establishment and maintenance of a safe work environment for all employees and for the compliance with all applicable government safety and health regulations. Insurance, risk avoidance, risk reduction are ways that King's Academy can avoid unnecessary costs. In general, all insurance requirements must be secured and renewed as needed. The steps outlined below will ensure that all insurance requirements are met.

The insurance policies will be carefully reviewed by the administrative team and financial manager.

At least the minimum required coverage will be maintained for property and liability insurance and for directors and officers liability and other required coverage such as worker's compensation.

The financial manager will be responsible for keeping records of all losses and will provide this information to the board on an annual basis.

Information pertaining to new or expanded programs will be provided to the insurance company immediately so that a reassessment of our insurance can be done to ensure that we maintain adequate coverage at all times.

#### **J. General Ledger and Chart of Accounts**

King's Academy uses the Automated Church Systems software (ACS) for all of its financial activity. This software has modules for Accounts Receivable, Accounts Payable and Payroll. It utilizes a double entry accounting systems where it can generate and fulfill all accounting reports and requirements.

The general ledger is defined as a group of accounts that supports the information shown in the major financial statements. The general ledger is the foundation for the accumulation of data and reports.

The chart of accounts is the basis for the general ledger and therefore the basis for the accounting system. General ledger accounts are used to keep track of transactions and how these transactions affect each asset, liability, revenue, expense and net asset account. The chart of accounts is ultimately controlled by the financial manager. The financial manager's responsibility includes handling the account maintenance such as the addition and deletion of accounts. The financial manager ensures that the chart of accounts meets the organization financial needs. The chart of accounts should be maintained to a minimum to facilitate generating concise financial reports easy to read and understand.

#### **K. Other**

Changes to this document will be made regularly as deemed necessary to ensure the most up to date accounting polices and procedures are presented.

## Deposits

- I. Preparing a deposit
- a. After collecting on monies from the week financial assistant must then prepare a deposit by doing the following:
    - i. Deposit Detail Form
      1. With the sort form the financial assistant will break each component of the deposit.
        - a. List each check and the amount individually.
          - i. Add all check and write down the total
        - b. Break down currency in \$1s, \$2s, \$5s, \$10s, \$20s, \$50, and \$100s
          - i. Add all currency and write down the total
        - c. Break down any coins in \$0.01, \$0.05, \$0.10, \$0.25, \$0.50, and \$1.00
          - i. Add all coins and write down the total
    - ii. Sort Form
      1. With this form the financial assistant will categorize the funds received into the following categories:
        - a. A = Aftercare
        - b. L = Lunch
        - c. B = Transportation
        - d. T = Tuition
        - e. O = Miscellaneous
        - f. F = Field Trips
        - g. FR = Fund Raiser (Fundraising of PTO should not be included in King's Academy general deposits.)
    - iii. Deposit Form
      1. With this form the financial assistant gives the details behind any monies received.
        - a. When using the Other (O) code the financial assistant must explain where those monies have come from or what they pertain to.
    - iv. Bank Deposit Slip
      1. When filling out the deposit slip the following information must be filled in:
        - a. Date
        - b. Name of company
          - i. King's Academy
        - c. Address
          - i. 7798 North 60<sup>th</sup> Street; 53223
        - d. Account
          - i. North Milwaukee State Bank = 1065629
          - ii. M & I Bank = 3972617
        - e. Currency as shown on the Sort Form
        - f. Coins as shown on the Sort Form
        - g. Checks as shown on the Sort Form

- h. Total of Deposit
  - i. Endorse all check and money orders by stamp. (Make sure that the deposit slip matches the deposit stamp.)
    - i. Each bank account has its own depositing stamp which reads as followed:
      - 1. Pay To The Order Of; M & I Bank; For Deposit Only; King's Academy; 3972617
      - 2. Pay To The Order Of; North Milwaukee State Bank; For Deposit Only; King's Academy; 1065629
  - v. Make a copy of the bank deposit slip.
  - vi. Make a copy of all checks and money orders.
  - vii. Bind the deposit in the following order
    - 1. Copy of bank deposit slip
    - 2. Deposit Form
    - 3. Sort Form
    - 4. Deposit Detail Form
    - 5. Copies of checks and money orders
    - 6. Any additional information that accompanied any checks.
- II. Making the deposit
- a. All deposits must be taken to the bank in a closed envelope or deposit bag.
  - b. All deposits made before 4:00pm will post to the account on the same business day.
  - c. All deposits made after 4:00pm will post to the account on the next business day.
- III. Posting the Deposit in ACS Financial Suites
- a. All tuition payment are posted in Accounts Receivable using the following steps:
    - i. Click "Enter/Post Payments"
    - ii. Click "Add/Edit Payments"
    - iii. Click "Add"
    - iv. Click on drop down arrow in the customer field to locate customer
    - v. Choose a customer
    - vi. Make sure that the Post Month/Year matches the deposit month/year
    - vii. Reference Number is the check number or money order number
    - viii. Payment Amount is the amount that the customer paid
    - ix. Payment date is the date that the deposit is made
    - x. Description is what the payment was made for
    - xi. Revenue Center is what area is this payment being applied.
    - xii. Click "OK"
  - b. All additional funds are posted to the general ledger using the following steps:
    - i. Click "Enter/Post Transactions"
    - ii. Click "Add/Edit Transactions"
    - iii. Click "Add"
    - iv. Transaction Source is the Deposit (DEP)
    - v. Checking Account
      - 1. North Milwaukee State Bank
      - 2. M & I Bank

- vi. Month & Year should match the month and year of deposit
- vii. Reference Number – Click Next
- viii. Date should match date of deposit
- ix. Credits – Click Split
  - 1. Search for each area that the deposit applies
- x. Click “OK”

**Deposit Form**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

**Deposit:** \_\_\_\_\_

Total Amount of Currency: \$ \_\_\_\_\_

Total Amount of Coins: \$ \_\_\_\_\_

Total Amount of Checks: \$ \_\_\_\_\_

| <u>Deposit Code</u> | <u>Check #</u> | <u>Amount</u> | <u>From</u> | <u>Reason</u> | <u>Child/ren</u> |
|---------------------|----------------|---------------|-------------|---------------|------------------|
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**A:\$** \_\_\_\_\_ ; **L:\$** \_\_\_\_\_ ; **B:\$** \_\_\_\_\_ ; **T:\$** \_\_\_\_\_ ; **O:\$** \_\_\_\_\_ ; **F:\$** \_\_\_\_\_ ; **FR:\$** \_\_\_\_\_

**Total Deposit: \$** \_\_\_\_\_

Verifying Signature: \_\_\_\_\_

Verifying Signature: \_\_\_\_\_

A = After Care, F = Field Trip, L = Lunch, T = Tuition, B = Transportation, FR = Fund Raiser (Not Associated w/ PTO), and O = Other (Explanation is needed)

**Sort Form**

**Date:** \_\_\_\_\_

| <u>Amount</u> | <u>A</u> | <u>B</u> | <u>L</u> | <u>T</u> | <u>O</u> | <u>F</u> | <u>FR</u> | <u>Totals</u> |
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Note: Please be sure to place any cash received in the correct categories.

King's Academy  
7798 North 60th Street  
Milwaukee, WI 53223  
Phone: (414) 371-9100

## Deposit Detail Form

**Date:** \_\_\_\_\_

| <b>Check #</b>      | <b>Amount</b> | <b>Cash</b>   | <b>Amount</b> | <b>Coins</b>  | <b>Amount</b> |
|---------------------|---------------|---------------|---------------|---------------|---------------|
|                     | \$ -          | \$ 100.00     | \$ -          | \$ 1.00       | \$ -          |
|                     | \$ -          | \$ 50.00      | \$ -          | \$ 0.50       | \$ -          |
|                     | \$ -          | \$ 20.00      | \$ -          | \$ 0.25       | \$ -          |
|                     | \$ -          | \$ 10.00      | \$ -          | \$ 0.10       | \$ -          |
|                     | \$ -          | \$ 5.00       | \$ -          | \$ 0.05       | \$ -          |
|                     | \$ -          | \$ 2.00       | \$ -          | \$ 0.01       | \$ -          |
|                     | \$ -          | \$ 1.00       | \$ -          |               |               |
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|                     | \$ -          |               |               |               |               |
| <b>Total:</b>       | \$ -          | <b>Total:</b> | \$ -          | <b>Total:</b> | \$ -          |
| <b>Grand Total:</b> |               | <b>\$ -</b>   |               |               |               |



### Accounts Payable

- I. Paying invoices, check request, and check reimbursements
  - a. Receiving invoices, check requests, and check reimbursements
    - i. All invoices, check request, and check reimbursements are given to the Financial Manager to be authorized
    - ii. The Financial Manager then place all invoices, check request, and check reimbursements in the King's Academy bend for processing.
    - iii. Then all items removed, review, and sort by due date by accounts payable.
      1. Items that are due immediately are set-up for processing and all other items are place back in the bend for the following week.
      2. Bills are processed every Wednesday.
  - b. Processing items using ACS Financial Suites
    - i. Click "Accounts Payable Tab"
    - ii. Click "Enter/Post Invoices"
    - iii. Click "Add/Edit Invoices"
    - iv. Click "Add"
    - v. Click on the drop down arrow in the Vendor Code field to get a list of all current vendors, choose vendor, and click "Ok"
      1. If a vendor is not list you would click "Add"
      2. In the Vendor Code field type in a letter and/or number combination the that will stand for that vendor
      3. Type Name of Vendor
      4. Click on the drop down arrow in the "Vender Type" field and choose one of the current options
      5. Enter the Social Security Number
      6. Enter the Federal Tax ID Number
      7. Under the Address Tab
        - a. Enter the Address
        - b. Enter Zip Code
        - c. Enter City/State
        - d. Enter Country
      8. Under the Phone Tab
        - a. Enter Business Number
        - b. Enter Extension (if necessary)
        - c. Enter Fax Number
        - d. Enter Extension (if necessary)
        - e. Enter e-mail address
      9. Under the Account Tab
        - a. Enter the General Ledger Checking Account
        - b. Enter the General Ledger Expense Account

- c. Enter the Vendor Account Number
- d. Put a check in the "Use Vendor Account number as memo?"
- 10. Under the Notes Tab
  - a. Enter any additional information
- 11. Under the Contact Tab
  - a. Click "Add Contact" to enter the vendor's contact person information
- 12. Under the Payment Type Tab
  - a. Choose how the payment will be made from the following:
    - i. Check
    - ii. Online
    - iii. ACH
  - vi. Invoice Number – Click "Next"
  - vii. Enter Due Date
  - viii. Enter Invoice Amount
  - ix. Enter Discount Date (if necessary)
  - x. Enter Discount Amount (if necessary)
  - xi. Enter Invoice Date
  - xii. Enter Partial Amount (if necessary)
  - xiii. Enter any additional information in the "Memo" field
- c. Printing Checks
  - i. Verify that the checks listed in the system matches the checks that are being pulled from the safe for printing.
  - ii. Print and sign checks
  - iii. Detach the lower portion of the check and staple to the invoice, check request, or check reimbursement
  - iv. Place remaining portion of the check in the appropriate envelopes for which the checks have been cut.
  - v. Items are then stamped "PAID" and set aside for filing
- d. Filing Check
  - i. Take all items that have been stamped "PAID" and file in the appropriate vendor folders.
    - 1. If there is no vendor folder account payable then creates one for that vendor
- e. Mailing or Delivering Payments
  - i. Items are then separated by mail or delivery
    - 1. Mailed items are then stamped on Monday and sent to the post office
    - 2. Delivered items are given to the Financial Assistant to be handed out.

## Check Request

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date Check Needed: \_\_\_\_\_

Amount of Check: \$ \_\_\_\_\_

### Check Made Payable to:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, & Zip: \_\_\_\_\_

Reason Check is Needed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Check mailed by office  Yes  No

**\*NOTE: Check request should be returned at least 7 days before check is needed. All receipts should be returned at least 3 day after your purchase to Tanya Evers in the Finance Office.**

#### Finance Office Use Only

Administrator's Initials of Approval: \_\_\_\_\_

Principal's Initials of Approval: \_\_\_\_\_

Financial Analyst Initials: \_\_\_\_\_

Account #: \_\_\_\_\_

Date Approved: \_\_\_\_\_

# Request For Reimbursement

King's Academy

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Grade: \_\_\_\_\_

Amount to be Reimbursed: \$ \_\_\_\_\_

Please state reason for reimbursement (why wasn't a check issued for this transaction?)

\_\_\_\_\_

\_\_\_\_\_

Reason for purchase: (function, activity) \_\_\_\_\_

\_\_\_\_\_

Date of purchase: \_\_\_\_\_ Date of function: \_\_\_\_\_

Signature: \_\_\_\_\_

Picked up by: \_\_\_\_\_ Mail Check: \_\_\_\_\_ Yes \_\_\_\_\_ No

List the name or organization the check should be made payable to:

Name or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Attn: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: \_\_\_\_\_

Additional Comments: \_\_\_\_\_

\_\_\_\_\_

***Please do not write below this line, Finance office use only***

***Administrator's Initials of Approval:*** \_\_\_\_\_

***Financial Analyst Initials:*** \_\_\_\_\_

***Date Approved:*** \_\_\_\_\_

***Check #:*** \_\_\_\_\_

***Receipt Received:*** \_\_\_\_\_ Yes \_\_\_\_\_ No

**Payroll**

- I. Receiving payroll
  - a. The Financial Assistant e-mails payroll the Accounts Payable no later than 3:00pm on Friday.
- II. Processing Payroll/ACS Financial/KACS Suite
  - a. Click Payroll
  - b. Enter/Post Payroll
  - c. Enter Time Sheets
  - d. Recall Direct Deposit/Hard Copy
  - e. Batch
  - f. Close Batch
  - g. Process Payroll Journal
  - h. Place checks in Printer
  - i. Print Payroll Checks
  - j. Post Payroll Checks
- III. Processing Hard Checks
  - a. Checks are cut on Friday after e-mail has been received by the Financial Assistant
  - b. Verify that the checks listed in the system matches the checks that are being pulled from the safe for printing.
  - c. Print and sign checks
  - d. Detach the lower portion of the check and place in the employees file
  - e. Place remaining portion of the check in a windowed security envelope
  - f. Place check in safe until Monday night
- IV. Processing Electronic Checks
  - a. Print electronic check and give them to the Financial Manager for final approval and direct deposit processing
- V. Delivering Hard and Electronic Check
  - a. All checks are delivered to the Financial Assistant on Monday nights.
  - b. Checks are then given the employees on payday, which is Tuesdays.

**Dale:**

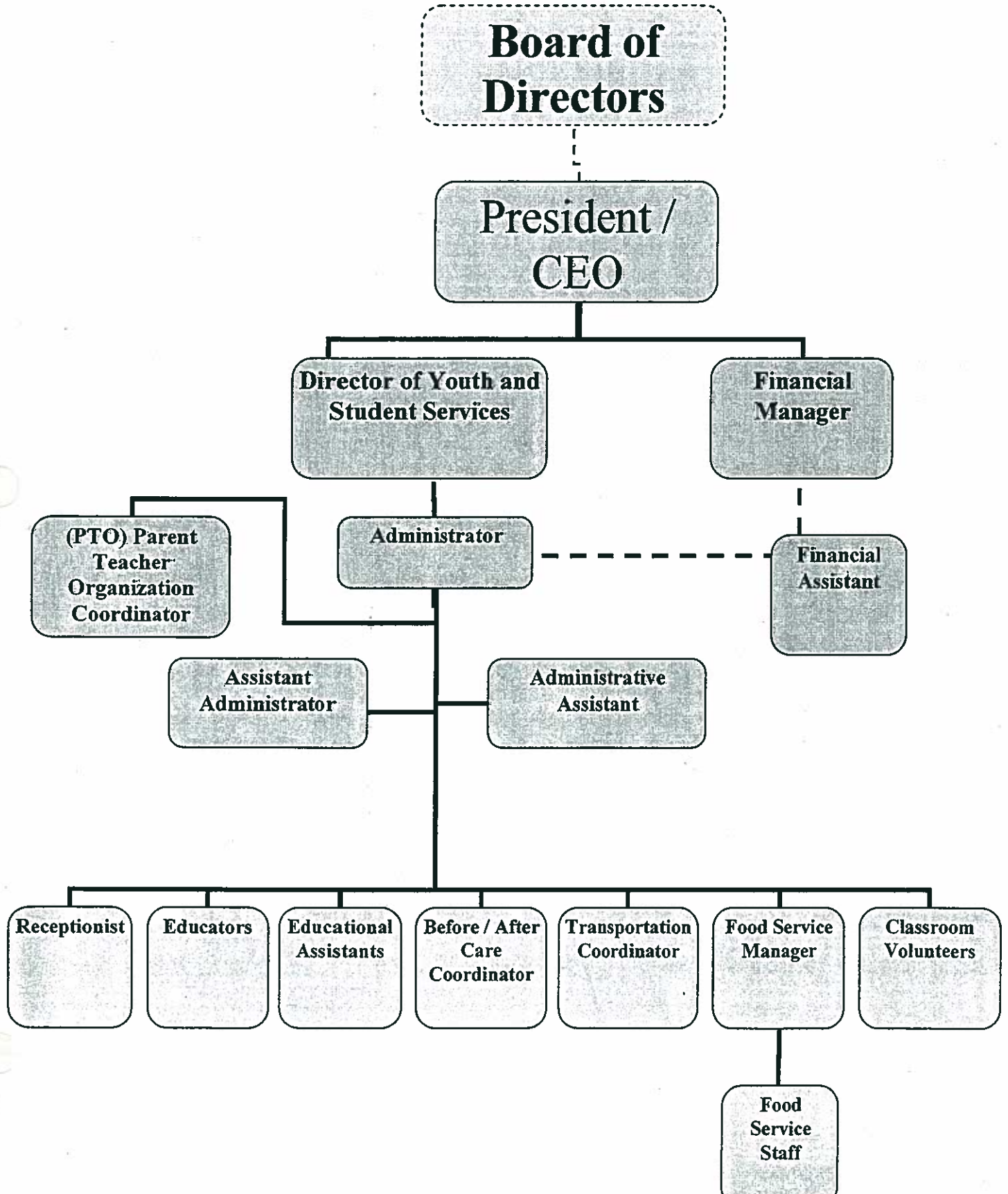
**King's Academy**

**Weekly Pa oll Timesheet**

| <u>Last Name</u> | <u>First Name</u> | <u>M</u>      | <u>T</u> | <u>W</u> | <u>R</u> | <u>F</u> | <u>Corrections</u> | <u>Lunch</u> | <u>Regular Hours</u> | <u>Total hours Minus Lunch</u> | <u>Comments</u> |  |
|------------------|-------------------|---------------|----------|----------|----------|----------|--------------------|--------------|----------------------|--------------------------------|-----------------|--|
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   |               |          |          |          |          |                    |              |                      |                                |                 |  |
|                  |                   | <b>Total:</b> |          |          |          |          |                    |              |                      |                                |                 |  |



# Organizational Chart







**Attachments listed below are located in Book Number 4, Section IV**

**Parent Handbook (Attachment S)**

**Personnel Manual (Attachment E)**

**Staff/Operations Manual (Attachment E)**



# LAUREL L. NOBLES

11042 W. Villa Avenue \* Milwaukee, WI 53224 \* (414) 355-7153  
Email aka4evr@wi.rr.com

## HIGHLIGHT OF QUALIFICATIONS

Strong written and verbal communication skills  
Proficient in Microsoft Office (Word, Excel, Power Point, Publisher)  
Possess exemplary customer service and management skills

## EDUCATION

*University of Wisconsin-Milwaukee*  
Licensure in Administrative Leadership  
To be granted December 2007

*National Louis University, Milwaukee, WI*  
MAT Degree, June 2005  
License MCEA; Grades 1-6

*University of Wisconsin-Whitewater*  
MS Degree, December 1993  
Major: Business Education-Post Secondary

*University of Wisconsin-Whitewater*  
BS Degree, December 1990  
Major: Economics  
Minor: Business Management

## PROFESSIONAL PREPARATION

**Principalship Practicum**  
King's Academy Christian School  
Evelyn Jones – Supervisor / Advisor

**Spring 2007**  
Milwaukee, WI

**Student Teaching / Internship (Grade 3)**  
King's Academy Christian School  
Evelyn Jones - Cooperating Teacher / Principal

**Fall 2004**  
Milwaukee, WI

**Practicum 2 (Grade 2)**  
William Bruce Elementary School  
Rachel Wagoner - Cooperating Teacher

**Fall 2003**  
Milwaukee, WI

**Special Education Practicum (Various Grades)**  
\*Henry David Thoreau Elementary School  
Karolyn Winston & Kim Stoke - Coop Teachers  
\*William Bruce Elementary School  
P. Stevens, K. Mendoza, M. Temple, D. Kulinski - Coop Teachers

**Spring 2003**  
Milwaukee, WI

Milwaukee, WI

**Practicum 1 (Grade 6)**  
Henry David Thoreau Elementary School  
Beth Schefelker - Cooperating Teacher

**Fall 2002**  
Milwaukee, WI

## INSTRUCTIONAL EXPERIENCE

Aug 2001-Present **KING'S ACADEMY CHRISTIAN SCHOOL**, Milwaukee, WI  
Administrator/Principal (2006-Present): Duties include but not limited to keeping the Board and the Pastor of the church abreast of such things as: finances, student enrollment, personnel and curriculum. Other essential assignments entail recommending policies for the further development of the school, recruiting and retaining top quality faculty and staff members, and administering the policies established by the School Board. Additional obligations consist of developing and working within the annual budget, maintaining proper relationships with the State Department of Education, other government agencies and Christian Schools International (CSI).

Assistant Principal (2005-2006): Duties included meeting regularly with the principal and assisting in overseeing the work of the administrative staff. Provided customer service to all parents with concerns or issues related to students. Other assignments consisted of learning the requirements and procedures for accreditation as well as being cognizant of the legal requirements upon private schools by local, county, state and federal agencies.

Educator (2001-2005): Duties included providing each student with a quality Christian centered curriculum based on pupil learning and special needs. Identifying children's individual and collective learning needs, while providing a stimulating learning environment in which each child could experience growth, and develop to his or her maximum potential. Other responsibilities included informing parents of classroom and behavioral expectations, the homework policy, biblical rules and grading procedures.

Sept 2001-Aug 2006 **BRYANT AND STRATTON COLLEGE**, Milwaukee, WI  
Adjunct Instructor: Instructor for Career Management Course where students were presented with an outline to formalize a career management plan through a variety of activities including class discussion, preparing job search documents, job shadowing, peer critiques, practice interviews, and individual presentations. Other activities included securing an internship site, and an essay describing their mission statement. Assessment tools such as rubrics were in place for each outcome to guarantee success in the course.

Jan 2000-Sept 2001 **ITT TECHNICAL INSTITUTE**, Greenfield, WI  
Instructor-General Education: Duties included preparing lesson plans and lecturing to students at the post-secondary level. Other duties included counseling students on an individual basis to ensure meeting the course requirements needed to succeed. Courses taught include: Economics, Oral Communication, Written Communication and Sociology.

## PROFESSIONAL EXPERIENCE

May 1998-Dec 1999 **FISERV INC.**, Brookfield, WI  
Customer Service Representative - Mortgage Support

Jan 1996-March 1998 **NORTH MILWAUKEE STATE BANK**, Milwaukee, WI  
Mortgage Lender

Sept 1994-Oct 1995 **FIRSTAR BANK**, Milwaukee, WI  
Intern - Management

Laurel L. Nobles Cont.

Jan 1994 – Sept 1994 J.C. PENNY DISTRIBUTION CENTER, Milwaukee, WI  
*Production Manager – A-Line*

**COMMUNITY ACTIVITIES AND INTERESTS**

*Member of:* Association for Supervision and Curriculum Development (ASCD), Association of Wisconsin School Administrators (AWSA); King's Academy Christian School Board; Alpha Kappa Alpha Sorority, Inc. (Vice President); Christ The King Baptist Church Marriage Ministry

*Interests:* Arts & Crafts, Music, and Reading.

*Participant in the following seminars:* Management and Effective Teaching of Children with Emotional & Behavioral Problems, Accelerated Math, Customer Service, Team Leadership, Negativity In The Workplace, Business Writing, Project Management and Stress Management for Women. *AIB courses include* Writing It Right and Personnel and The Law

**References Available Upon Request**

NIVERSITY OF ISCONSIN YSTEM

This is to certify that

**LAUREL LYNNE TAYLOR**

has satisfactorily completed two years of study at  
UNIVERSITY OF WISCONSIN - WHITEWATER  
in recognition of which the Associate Degree  
is hereby granted.

Dated December 22, 1989

*Kenneth A. Shaw*  
PRESIDENT UNIVERSITY OF WISCONSIN SYSTEM



*James R. Connor*  
CHANCELLOR OF THE UNIVERSITY

**U**NIVERSITY OF **W**ISCONSIN  
WHITEWATER

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM,  
ON THE NOMINATION OF THE FACULTY, HAS CONFERRED UPON

LAUREL LYNNE TAYLOR

THE DEGREE OF  
BACHELOR OF SCIENCE

TOGETHER WITH ALL HONORS, RIGHTS, AND PRIVILEGES BELONGING TO  
THAT DEGREE. IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED.

GIVEN AT WHITEWATER IN THE STATE OF WISCONSIN, THIS TWENTY-FIRST DAY OF DECEMBER  
NINETEEN HUNDRED NINETY.



*Thomas Ripon*  
President of the Board

*Kenneth A. S. ...*

*John R. Connor*  
Chancellor, University of Wisconsin - Whitewater



**U**NIVERSITY OF **W**ISCONSIN  
WHITEWATER

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM,  
ON THE NOMINATION OF THE FACULTY, HAS CONFERRED UPON

**LAUREL LYNNE TAYLOR**

THE DEGREE OF

MASTER OF SCIENCE

TOGETHER WITH ALL HONORS, RIGHTS, AND PRIVILEGES BELONGING TO  
THAT DEGREE. IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED.  
GIVEN AT WHITEWATER IN THE STATE OF WISCONSIN, THIS TWENTY-THIRD DAY OF DECEMBER  
NINETEEN HUNDRED NINETY-THREE.



*Neo. H. Stahl*  
President of the Board  
*Katherine Lyall*  
President, University of Wisconsin System

*L. Taylor Beeshill*  
Chancellor, University of Wisconsin - Whitewater

# National - Louis University



The Trustees and the University by virtue of the authority vested in them and on the recommendation of the faculty of the

National College of Education

have conferred upon

Laurel Wynne Nobles

the degree of

Master of Arts in Teaching

Given at Chicago, Illinois, this 31st day of August, 2005.

*Thomas S. Johnson*

Chairman of the Board of Trustees

*Kathryn J. Johnson*

Proost

*Richard D. Capper*

President of the University

*William R. Hilsabeck*

Dean

DEPARTMENT OF JUSTICE CRIME INFORMATION BUREAU  
12/10/2003

|               |               |
|---------------|---------------|
| Order Number  | 598877        |
| Name          | LAUREL NOBLES |
| Date of Birth | 10/07/1966    |
| Sex           | FEMALE        |
| SSN           | 389-76-7638   |
| Race          | BLACK         |
| Alias         |               |

---

The response is based on a search using the identification data supplied. Searches based solely on name and non-unique identifiers are not fully reliable. The CIB cannot guarantee that the information furnished pertains to the individual you are interested in.

No criminal history found.

# Wisconsin Department of Public Instruction License

FILE NUMBER

692465

Initial Educator

VALID 7/1/2006 THROUGH 6/30/2011

**LAUREL LYNNE NOBLES**

72 MIDDLE CHILDHOOD to EARLY ADOLESCENCE (age 6-13) — *end of record* — 777 REGULAR EDUCATION

The holder must be successfully employed in his/her respective license category for at least three years and complete a Professional Development Plan as verified by an Initial Educator Team to be eligible for a Professional Educator License.



This is to verify that the person named herein has furnished the State Superintendent of Public Instruction with satisfactory evidence of preparation and experience and is licensed for the position, subject, and/or grade herein listed.

IN WITNESS WHEREOF, I HAVE HEREUNTO AFFIXED MY SIGNATURE AND OFFICIAL SEAL.

*Elizabeth Burnmaster*  
STATE SUPERINTENDENT

Wisconsin Department of Public Instruction

## Wisconsin Educator License Information

Information valid as of Thu Sep 10 12:30:28 CDT 2009

Name: **LAUREL LYNNE NOBLES**

Educator File Number: **692465**

**Most Recent:**

License Application (with payment) received: **March 19, 2008**

**Licenses:**

Valid: **July 1, 2006 through June 30, 2011**

License Type: **20 Initial Educator** Advancement

Position/Level: **72 MIDDLE CHILDHOOD to EARLY ADOLESCENCE (age 6-13)**

Subject: **777 REGULAR EDUCATION**

ator License Lookup Introduction: [dpi.wi.gov/tepd/lisearch.html](http://dpi.wi.gov/tepd/lisearch.html)

## **Anita M. Peterson, MBA**

9630 West Greenwood Terrace, Milwaukee, Wisconsin 53224

Home: (414) 760-0543 Cell: (414) 517-7345

[anita.peterson@ctkbc.org](mailto:anita.peterson@ctkbc.org)

**Objective** To secure a challenging position, in the field of business, finance, mathematics, or other related subjects, in an organization that will benefit from my experience, motivation, and dedication.

### **Professional Background**

2001 – Present

**Controller** – Christ the King Baptist Church and its Subsidiaries.  
Milwaukee, WI.

- Oversee all financial activity related to church, school, and subsidiaries.
- Supervise financial staff for church, school, and subsidiaries.
- Manage and oversee financial process for two major construction projects currently underway for church, school and subsidiaries.
- Generate periodic internal financial statements and reports for church, school and each subsidiary.
- Continually review and analyze all income and expense related activity.
- Prepare annual budget for church, school, and other subsidiaries.
- Prepare all reports necessary for external audit for church, school, and subsidiaries.
- Perform periodic internal audits.
- Assist in the financial planning of all church events.
- Administer and oversee all health related benefits for church, school and subsidiaries.
- Maintain, update, and generate payroll activity for church, school and subsidiaries.
- Calculate and remit monthly federal and state tax withholdings.
- Prepare accurately and on a timely basis all governmental reporting for the church, school and subsidiaries.
- Maintain financial contribution database for church membership.
- Oversee monthly bank account reconciliation for church, school, and subsidiaries.
- Annually present financial condition of church, school, and subsidiaries to congregation.
- Serve as financial advisor to Senior Pastor.
- Other Miscellaneous duties.

- Assist in preparation of projections for all subsidiaries.
- Continuous contact with State Insurance Departments related to renewal and maintenance of state licenses.
- Perform in supervisory capacity in the absence of Vice President
- Other miscellaneous duties.

1985-1990

**Accountant** – Mortgage Guaranty Insurance Corporation.  
Milwaukee, WI.

- Prepare and analyze monthly, quarterly and annual statutory financial statements for an insurance subsidiary.
- Continuous contact with servicers related to premium collection and other pertinent issues.
- Analyze all general ledger accounts for an insurance subsidiary.
- Other miscellaneous duties.

### **Education**

2004      **MBA** – University of Wisconsin – Milwaukee,  
Milwaukee, WI. GPA 3.700, Graduated

2000      **B.A., Business – Finance** – University of Wisconsin – Milwaukee,  
Milwaukee, WI. GPA: 3.400, Major GPA 3.900. Graduated – Cum Laude.

### **Other Information**

- Active member of Christ the King Baptist Church
- Active Member of Alpha Kappa Alpha Sorority, Inc.
- Member of Black Alliance for Educational Options (BAEO)
- Milwaukee Chapter – Black Alliance for Educational Options (MCBAEO) – Board Member
- CEO Leadership Academy – Board Member
- King’s Academy Christian School – Board Member
- Christ the King Baptist Church – Board Member

### **References**

- Upon request



# University of Wisconsin - Milwaukee

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM  
ON THE NOMINATION OF THE FACULTY OF  
THE GRADUATE SCHOOL

HAS CONFERRED UPON

*Anita Marie Peterson*

THE DEGREE OF

*Master of Business Administration*

TOGETHER WITH ALL THE HONORS, RIGHTS, AND PRIVILEGES BELONGING TO THAT DEGREE.  
IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED. GIVEN AT MILWAUKEE IN THE STATE OF WISCONSIN,  
THIS NINETEENTH DAY OF DECEMBER, TWO THOUSAND FOUR.

*Regina M. ...*  
PRESIDENT OF THE BOARD OF REGENTS

*Kevin P. Cully*  
PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM

*Ch. E. ...*  
CHANCELLOR, UNIVERSITY OF WISCONSIN-MILWAUKEE





# University of Wisconsin - Milwaukee

THE BOARD OF REGENTS OF THE UNIVERSITY OF WISCONSIN SYSTEM  
ON THE NOMINATION OF THE FACULTY OF

SHELDON B. LUBAR SCHOOL OF BUSINESS

HAS CONFERRED UPON

*Arita Marie Peterson*

THE DEGREE OF

*Bachelor of Business Administration*

TOGETHER WITH ALL THE HONORS, RIGHTS, AND PRIVILEGES BELONGING TO THAT DEGREE.  
IN WITNESS WHEREOF, THIS DIPLOMA IS GRANTED, GIVEN AT MILWAUKEE IN THE STATE OF WISCONSIN,  
THIS SEVENTEENTH DAY OF DECEMBER, TWO THOUSAND,

*Quint G. Walsh*  
PRESIDENT OF THE BOARD OF REGENTS

*Eric S. Cady*  
PRESIDENT, UNIVERSITY OF WISCONSIN SYSTEM

*Col. E. Schiffrin*  
CHANCELLOR, UNIVERSITY OF WISCONSIN-MILWAUKEE

REPLACEMENT FOR DIPLOMA ISSUED DECEMBER 17, 2000



September 10, 2009

To the Board of Directors  
King's Academy Christian School

We have audited the financial statements of King's Academy Christian School for the year ended June 30, 2009, and have issued our report thereon dated September 10, 2009. Professional standards require that we provide you with the following information related to our audit.

As stated in our engagement letter dated November 12, 2008, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting standards. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of King's Academy Christian School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by King's Academy Christian School are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the audit year. We noted no transactions entered into by the Organization during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: accounts receivable and accounts payable.

Management's estimate of the accounts receivable and accounts payable is based on amounts noted through September 10, 2009. We evaluated the key factors and assumptions used to develop accounts receivable and accounts payable in determining that it is reasonable in relation to the financial statements taken as a whole.

Ritz Holman LLP  
*Serving businesses, nonprofits, individuals and trusts*

Two Plaza East, Suite 550      t. 414.271.1451  
330 East Kilbourn Avenue      f. 414.271.7464  
Milwaukee, WI 53202      ritzholman.com

To the Board of Directors  
King's Academy Christian School  
Page Two

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the Organization's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the Organization, either individually or in the aggregate, indicate matters that could have a significant effect on the Organization's financial reporting process.

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We encountered no significant difficulties in dealing with management in performing and completing our audit.

This information is intended solely for the use of the Board of Directors and management of King's Academy Christian School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



RITZ HOLMAN LLP  
Certified Public Accountants

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2009**  
**(With Summarized Totals for the Year Ended June 30, 2008)**

**KING'S ACADEMY CHRISTIAN SCHOOL**

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Independent Auditor's Report

Board of Directors  
King's Academy Christian School

We have audited the accompanying balance sheet of King's Academy Christian School (a nonprofit organization) as of June 30, 2009, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of King's Academy Christian School's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2007 financial statements and, in our report dated September 30, 2008, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of King's Academy Christian School as of June 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of King's Academy Christian School taken as a whole. The accompanying schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Ritz Holman LLP*  
RITZ HOLMAN LLP  
Certified Public Accountants

Milwaukee, Wisconsin  
September 10, 2009

Ritz Holman LLP  
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**KING'S ACADEMY CHRISTIAN SCHOOL  
BALANCE SHEET  
JUNE 30, 2009  
(With Summarized Totals at June 30, 2008)**

| <b>ASSETS</b>                              |  | <u>2009</u>              | <u>2008</u>              |
|--|--|--------------------------|--------------------------|
| <b>CURRENT ASSETS</b>                      |  |                          |                          |
| Cash and Cash Equivalents                  |  | \$ 145,722               | \$ 142,601               |
| Net Accounts Receivable                    |  | 117,272                  | 111,001                  |
| Prepays                                    |  | —                        | 3,779                    |
| Total Current Assets                       |  | <u>\$ 262,994</u>        | <u>\$ 257,381</u>        |
| <b>FIXED ASSETS</b>                        |  |                          |                          |
| Equipment                                  |  | \$ 149,075               | \$ 147,766               |
| Less: Accumulated Depreciation             |  | (105,931)                | (86,300)                 |
| Net Fixed Assets                           |  | <u>\$ 43,144</u>         | <u>\$ 61,466</u>         |
| <b>TOTAL ASSETS</b>                        |  | <u><u>\$ 306,138</u></u> | <u><u>\$ 318,847</u></u> |
| <b>LIABILITIES AND NET ASSETS</b>          |  |                          |                          |
| <b>CURRENT LIABILITIES</b>                 |  |                          |                          |
| Accounts Payable                           |  | \$ 59,158                | \$ 28,771                |
| Accrued Payroll                            |  | 64,230                   | 66,119                   |
| Current Portion of Long-Term Payable       |  | 40,280                   | 87,996                   |
| Total Current Liabilities                  |  | <u>\$ 163,668</u>        | <u>\$ 182,886</u>        |
| <b>LONG-TERM LIABILITIES</b>               |  |                          |                          |
| Loan Payable                               |  | \$ 122,655               | \$ 173,298               |
| Less: Current Portion of Long-Term Payable |  | (40,280)                 | (87,996)                 |
| Total Long-Term Liabilities                |  | <u>\$ 82,375</u>         | <u>\$ 85,302</u>         |
| Total Liabilities                          |  | <u><u>\$ 246,043</u></u> | <u><u>\$ 268,188</u></u> |
| <b>NET ASSETS</b>                          |  |                          |                          |
| Unrestricted                               |  | \$ 60,095                | \$ 50,659                |
| Total Net Assets                           |  | <u>\$ 60,095</u>         | <u>\$ 50,659</u>         |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>    |  | <u><u>\$ 306,138</u></u> | <u><u>\$ 318,847</u></u> |

The accompanying notes are an integral part of these financial statements.



**KING'S ACADEMY CHRISTIAN SCHOOL  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

|  | Unrestricted  |                 |
|--|---------------|-----------------|
|  | 2009          | 2008            |
| <b>REVENUE</b>   |               |                 |
| MPCP Tuition Payments  | \$ 1,137,065  | \$ 1,109,722    |
| Private Tuition Payments                                       | 24,333        | 45,254          |
| Donations  | 110,086       | 6,374           |
| Lunch Program Revenue  | 49,503        | 45,610          |
| Scholarships   | 17,250        | 29,875          |
| Transportation Revenue   | 95,667        | 90,910          |
| Field Trip Revenue   | 2,605         | 2,950           |
| Fund-Raisers   | 2,653         | 4,650           |
| Interest Income  | 731           | —               |
| Gain on Sale of Fixed Asset                                    | —             | 6,141           |
| Miscellaneous Revenue  | 1,009         | 1,447           |
| Total Revenue  | \$ 1,440,902  | \$ 1,342,933    |
| <b>EXPENSES</b>  |               |                 |
| Program Services   | \$ 1,210,796  | \$ 1,184,507    |
| Management and Supporting Services                             | 168,132       | 173,365         |
| Fund-Raising   | 45,538        | 35,666          |
| Total Expenses   | \$ 1,424,466  | \$ 1,393,538    |
| <br>CHANGE IN NET ASSETS                                       | <br>\$ 16,436 | <br>\$ (50,605) |
| Net Assets, Beginning of Year - Before Prior Period Adjustment | \$ 50,659     | \$ 101,264      |
| Prior Period Adjustment  | (7,000)       | —               |
| Net Assets, Beginning of Year - After Prior Period Adjustment  | \$ 43,659     | \$ 101,264      |
| <br>NET ASSETS, END OF YEAR                                    | <br>\$ 60,095 | <br>\$ 50,659   |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

|   | <u>2009</u>        | <u>2008</u>        |
|---|--------------------|--------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |                    |                    |
| Change in Net Assets  | \$ 16,436          | \$ (50,605)        |
| Adjustments to Reconcile Change in Net Assets to<br>Net Cash Provided by Operating Activities |                    |                    |
| Depreciation  | 19,631             | 20,917             |
| Gain on Sale of Fixed Asset   | —                  | (6,141)            |
| Prior Period Adjustment   | (7,000)            | —                  |
| (Increase) Decrease in Accounts Receivable  | (6,272)            | 1,602              |
| (Increase) Decrease in Prepaids   | 3,779              | 4,087              |
| Increase (Decrease) in Accounts Payable   | 30,387             | (4,464)            |
| Increase (Decrease) in Accrued Payroll  | (1,889)            | 16,528             |
|   | <u>\$ 55,072</u>   | <u>\$ (18,076)</u> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |                    |                    |
| Proceeds From Sale of Fixed Asset   | \$ —               | \$ 20,000          |
| Purchase of Fixed Assets  | (1,308)            | (2,240)            |
| Depreciation Adjustment for Financial Information Report                                      | —                  | (2,136)            |
|   | <u>\$ (1,308)</u>  | <u>\$ 15,624</u>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>   |                    |                    |
| Proceeds From Loan Payable  | \$ 158,607         | \$ 90,000          |
| Payments on Loan Payable  | (209,250)          | (51,507)           |
|   | <u>\$ (50,643)</u> | <u>\$ 38,493</u>   |
| <b>Net Increase in Cash and Cash Equivalents</b>  | <u>\$ 3,121</u>    | <u>\$ 36,041</u>   |
| <b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>   | <u>142,601</u>     | <u>106,560</u>     |
| <b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>   | <u>\$ 145,722</u>  | <u>\$ 142,601</u>  |
| <b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>                                       |                    |                    |
| Interest Paid   | \$ 7,849           | \$ 8,004           |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2009**

**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE A - Summary of Significant Accounting Policies**

**School**

King's Academy Christian School is operated exclusively for charitable and educational purposes as a not-for-profit School exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, and is considered to be other than a private foundation. The mission of the school is to educate children with a Christ-centered curriculum that will prepare them to live Christian lives and will enable them to contribute positively in our society.

**Accounting Method**

The financial statements of the School have been prepared on the accrual basis of accounting.

**Basis of Presentation**

Financial Statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards SFAS No. 117, Financial Statements of Not-for-Profit Schools. Under SFAS No. 117, the School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Assets of the restricted classes are created only by donor-imposed restrictions.

**Contributions**

King's Academy Christian School accounts for contributions in accordance with the recommendations of the Financial Accounting Standards Board in SFAS No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 16, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions.

**Restricted and Unrestricted Revenue**

Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE A - Summary of Significant Accounting Policies (continued)**

**Fixed Assets**

Fixed Assets are recorded at cost. Depreciation is provided over the estimated useful lives of the assets using the straight-line method. The Organization capitalizes assets of \$1,000 or more.

**Allowance for Uncollectible Accounts**

An allowance for uncollectible accounts was created for uncollectible tuition. The allowance is based on 10% of tuition receivable. The balance in the allowance account was \$4,769.

**NOTE B - Comparative Financial Information**

The financial information shown for the year 2008 in the accompanying financial statements is included to provide a basis on comparison with 2009 and represents summarized totals only.

**NOTE C - Net Accounts Receivable**

Accounts Receivable consists of the following at June 30, 2009:

| <u>Source</u>                         | <u>Amount</u>    |
|---------------------------------------|------------------|
| Tuition                               | \$ 47,688        |
| Lunch Program                         | 7,304            |
| Christ the King Development           | <u>67,049</u>    |
| Total                                 | \$122,041        |
| Less: Allowance for Doubtful Accounts | <u>(4,769)</u>   |
| Net Accounts Receivable               | <u>\$117,272</u> |

**NOTE D - Loan Payable**

The Organization has a loan payable with Christ the King Baptist Church, a related party. It carries an interest rate of 6.0% and is due June 30, 2010. The balance of the loan payable at June 30, 2009 was \$122,655.

Future minimum payments are as follows:

|      |          |
|------|----------|
| 2010 | \$40,280 |
| 2011 | \$56,597 |
| 2012 | \$25,778 |

**KING'S ACADMEY CHRSTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE E - Related Parties**

The Organization leased space from the board members' church. During the fiscal year rent expense for the Organization was \$133,244.

The Principal is also a voting board member. The Principal's contract was \$46,000 for the school year.

**NOTE F - Prior Period Adjustment**

It was discovered that an expense from a prior period had been paid and recorded by CTK Development. In actuality, this expense was incurred by the School, creating a payable for the School. An adjustment of \$7,000 was made to net assets recording the prior year expense.

**NOTE G - Subsequent Events**

The Organization has evaluated events and transactions occurring after June 30, 2009, the date of the most recent balance sheet, through the date financial statements are available to be issued, September 10, 2009, for possible adjustment to the financial statements or disclosure and determined that no subsequent events need to be disclosed.

**KING'S ACADEMY CHRISTIAN SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

| EXPENSES               | Program<br>Services | Management<br>and Supporting<br>Services | Fund-Raising     | 2009                | 2008                |
|------------------------|---------------------|--|------------------|---------------------|---------------------|
| Salaries and Wages     | \$ 615,478          | \$ 72,409                                | \$ 36,205        | \$ 724,092          | \$ 701,810          |
| Payroll Taxes          | 51,436              | 6,051                                    | 3,026            | 60,513              | 58,407              |
| Employee Benefits      | 94,878              | 11,162                                   | 5,581            | 111,621             | 93,786              |
| Professional Fees      | 24,046              | 4,243                                    | ---              | 28,289              | 26,330              |
| Supplies               | 4,896               | 864                                      | ---              | 5,760               | 7,403               |
| Postage                | 3,477               | 409                                      | 204              | 4,090               | 3,204               |
| Printing               | 7,282               | 857                                      | 428              | 8,567               | 6,780               |
| Occupancy              | 113,257             | 19,987                                   | ---              | 133,244             | 129,167             |
| Telephone              | 1,606               | 189                                      | 94               | 1,889               | 1,533               |
| Depreciation           | 16,686              | 2,945                                    | ---              | 19,631              | 20,917              |
| Insurance              | 13,777              | 2,431                                    | ---              | 16,208              | 19,443              |
| Transportation         | 139,986             | 24,703                                   | ---              | 164,689             | 157,837             |
| Technology Expense     | 6,334               | 1,118                                    | ---              | 7,452               | 8,276               |
| Field Trips            | 6,900               | 1,218                                    | ---              | 8,118               | 2,470               |
| Gym/Recreation         | 1,003               | 177                                      | ---              | 1,180               | 1,157               |
| Advertising            | 1,051               | 185                                      | ---              | 1,236               | 800                 |
| Lunch Expense          | 30,581              | 5,397                                    | ---              | 35,978              | 26,738              |
| Staff Development      | 3,489               | 616                                      | ---              | 4,105               | 17,662              |
| Dues and Subscriptions | 1,070               | 189                                      | ---              | 1,259               | 2,348               |
| Interest               | 6,672               | 1,177                                    | ---              | 7,849               | 8,004               |
| Classroom Expense      | 58,579              | 10,338                                   | ---              | 68,917              | 71,966              |
| Bad Debt Expense       | ---                 | ---                                      | ---              | ---                 | 5,495               |
| Miscellaneous Expense  | 8,312               | 1,467                                    | ---              | 9,779               | 22,005              |
| <b>TOTALS</b>          | <b>\$ 1,210,796</b> | <b>\$ 168,132</b>                        | <b>\$ 45,538</b> | <b>\$ 1,424,466</b> | <b>\$ 1,393,538</b> |

King's Academy Christian School  
7798 N. 60th St.  
Milwaukee, WI 53223

In planning and performing our audit of the financial statements of King's Academy Christian School for the year ended June 30, 2009, we considered the Organization's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of the following matters that are opportunities for strengthening internal controls and operating efficiency:

1. It was noted that the Organization does not have a conflict of interest policy. It is recommended that the Organization create a conflict of interest policy.
2. It was noted that the Organization does not maintain a fidelity bond. It is recommended that the Organization consider purchasing a fidelity bond.
3. One out of 29 employees tested had an incomplete Form I-9. It is recommended that all employees have a complete Form I-9 on file.
4. For cash collection, it was noted that two people are not always present to count the cash collected. It is recommended that two people always be present to count cash collected.

This letter does not affect our report dated September 10, 2009, on the financial statements of King's Academy Christian School.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

*Ritz Holman LLP*  
RITZ HOLMAN LLP  
Certified Public Accountants

September 10, 2009

Ritz Holman LLP  
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REGULATION & LICENSING**




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RITZ HOLMAN BUTALA FINE LLP  
330 E KILBOURN AVE STE 550  
MILWAUKEE WI 53202

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**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
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ACCOUNTING FIRM

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RITZ HOLMAN BUTALA FINE LLP  
330 E KILBOURN AVE STE 550  
MILWAUKEE WI 53202

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Signature: \_\_\_\_\_

1400 E Washington Ave  
PO Box 8935  
Madison WI 53708-8935


**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**

Email: [web@dri.state.wi.us](mailto:web@dri.state.wi.us)  
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KATY L SOMMER  
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WHITEFISH BAY WI 53217

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DEPARTMENT OF REGULATION AND LICENSING  
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**CERTIFIED PUBLIC ACCOUNTANT**

No. 15881 - 001 Expires: 12/14/2009

KATY L SOMMER  
5011 N IDLEWILD AVE  
WHITEFISH BAY WI 53217

The named person has complied with Wisconsin Statutes and holds the credential specified above.

Signature: \_\_\_\_\_



| <b>KING'S ACADEMY SCHOOL</b>          |                         |                        |    |
|---------------------------------------|-------------------------|------------------------|----|
| <b>Operating Budget 2009-10</b>       |                         |                        |    |
| <b>Proposed Budget 2010-11</b>        |                         |                        |    |
|                                       |                         |                        |    |
|                                       | <b>09-10</b>            | <b>10-11</b>           |    |
|                                       | <b>Operating Budget</b> | <b>Proposed Budget</b> |    |
| Student Count                         | <b>184</b>              | <b>193</b>             |    |
| Per Pupil Revenue                     | <b>6442</b>             | <b>7775</b>            |    |
| <b>Revenue</b>                        |                         |                        |    |
| Per Pupil Revenue                     | \$ 1,110,601            | \$ 1,500,575           | 1  |
| Private Pay                           | 19,500                  | 0                      |    |
| Scholarships from Ctk                 | 15,000                  | 0                      |    |
| Lunch                                 | 2,992                   | 2,992                  |    |
| Lunch - Free & Reduced                | 71,560                  | 71,560                 |    |
| Transportation Revenue - MPS          | 36,935                  | 0                      |    |
| After School Program                  | 0                       | 0                      |    |
| Donations                             | 10,000                  | 20,000                 | 2  |
| Field Trip Revenue                    | 3,000                   | 3,000                  |    |
| Miscellaneous Donations               | 5,000                   | 5,000                  |    |
| <b>Total Revenue</b>                  | <b>\$ 1,274,588</b>     | <b>\$ 1,603,127</b>    |    |
| <b>Expenses</b>                       |                         |                        |    |
| Salaries                              | \$ 620,680              | \$ 718,614             | 3  |
| Benefits                              | 175,871                 | 202,252                | 4  |
| Rent                                  | 133,872                 | 140,566                | 5  |
| Classroom Materials                   | 28,000                  | 45,000                 | 6  |
| Property Insurance                    | 13,050                  | 14,355                 | 7  |
| Lunch Program (Food/Milk)             | 34,831                  | 38,314                 | 8  |
| Office Supplies                       | 10,000                  | 13,000                 |    |
| Technology Upgrades                   | 9,000                   | 9,000                  |    |
| Audit Fees                            | 11,700                  | 13,700                 |    |
| Telephone                             | 1,983                   | 1,983                  |    |
| Advertising                           | 1,000                   | 1,000                  |    |
| Transportation Expense                | 128,507                 | 141,358                | 9  |
| Dues & Subscriptions                  | 500                     | 500                    |    |
| Professional Development              | 500                     | 30,000                 | 10 |
| Consultant Fees                       | 23,000                  | 23,000                 |    |
| Postage                               | 2,500                   | 2,500                  |    |
| Interest Expense                      | 3,000                   | 3,000                  |    |
| Miscellaneous                         | 8,050                   | 8,050                  |    |
| <b>Total Expenses</b>                 | <b>\$ 1,206,044</b>     | <b>\$ 1,406,192</b>    |    |
| <b>Net Income before Debt Service</b> | <b>\$ 68,544</b>        | <b>\$ 196,935</b>      |    |
| <b>Debt Service Estimate</b>          | <b>30,000</b>           | <b>60,000</b>          |    |
| <b>Net Income after Debt Service</b>  | <b>\$ 38,544</b>        | <b>\$ 136,935</b>      |    |
| <b>Depreciation Expense Estimate</b>  | <b>\$ 17,000.00</b>     | <b>\$ 15,000.00</b>    |    |

**King's Academy School  
Operating Budget 2009-2010  
Proposed Budget 2010-2011**

**Budget Assumptions**

The assumptions outlined below are based in part on historical (actual) data and an estimated inflationary increase.

1. Per pupil revenue for the 2009-10 operating budget is for 164 full-time equivalent students and 14 part-time equivalent students (K4 at 60% of per pupil allocation). There is a 5% projected increase for the 2010-2011 proposed budget.
2. Unrestricted donations from Christ the King Baptist Church and its church members to be used for general operations.
3. Increased salaries by an average of 5%.
4. Increased benefits by an average of 15%.
5. Increased rent by an average of 5%.
6. Includes purchase of new curriculum for the 2010-2011 school year.
7. Increased property insurance by 10%.
8. Increased lunch expense by 10%.
9. Increased transportation expense by 10%
10. Increased funding for professional development for staff.

**King's Academy currently has a Line of Credit with Christ the King Baptist Church. This line is its source of cash as needed to adequately cover any shortfalls that may occur during the fiscal year.**

**KING'S ACADEMY SCHOOL**  
**Projected Cashflow Summary**  
**2010-2011**

|                                     | July         | August       | September    | October    | November     | December   | January      | February   | March       | April        | May          | June       | Total        |
|-------------------------------------|--------------|--------------|--------------|------------|--------------|------------|--------------|------------|-------------|--------------|--------------|------------|--------------|
| <b>Revenue</b>                      |              |              |              |            |              |            |              |            |             |              |              |            |              |
| Per Pupil Revenue                   | \$ 1,500,575 | \$ 0         | \$ 375,144   | \$ 0       | \$ 0         | \$ 375,144 | \$ 0         | \$ 375,144 | \$ 0        | \$ 0         | \$ 0         | \$ 375,144 | \$ 1,500,575 |
| Private Pay                         | 0            | 0            | 0            | 0          | 0            | 0          | 0            | 0          | 0           | 0            | 0            | 0          | 0            |
| Scholarships from Ctk               | 0            | 0            | 0            | 0          | 0            | 0          | 0            | 0          | 0           | 0            | 0            | 0          | 0            |
| Lunch                               | 2,992        | 0            | 299          | 299        | 299          | 299        | 299          | 299        | 299         | 299          | 299          | 299        | 2,992        |
| Lunch - Free & Reduced              | 71,560       | 0            | 0            | 7,951      | 7,951        | 7,951      | 7,951        | 7,951      | 7,951       | 7,951        | 7,951        | 7,951      | 71,560       |
| Transportation Revenue - MPS        | 0            | 0            | 0            | 0          | 0            | 0          | 0            | 0          | 0           | 0            | 0            | 0          | 0            |
| After School Program                | 0            | 0            | 0            | 0          | 0            | 0          | 0            | 0          | 0           | 0            | 0            | 0          | 0            |
| Donations                           | 20,000       | 0            | 0            | 0          | 0            | 0          | 0            | 0          | 0           | 0            | 0            | 0          | 20,000       |
| Field Trip Revenue                  | 3,000        | 0            | 300          | 300        | 300          | 300        | 300          | 300        | 300         | 300          | 300          | 300        | 3,000        |
| Miscellaneous Donations             | 5,000        | 417          | 417          | 417        | 417          | 417        | 417          | 417        | 417         | 417          | 417          | 417        | 5,000        |
| <b>Total Revenue</b>                | \$ 1,603,127 | \$ 417       | \$ 381,160   | \$ 8,967   | \$ 8,967     | \$ 389,111 | \$ 8,967     | \$ 384,111 | \$ 13,967   | \$ 8,967     | \$ 8,967     | \$ 389,111 | \$ 1,603,127 |
| <b>Expenses</b>                     |              |              |              |            |              |            |              |            |             |              |              |            |              |
| Salaries                            | \$ 718,614   | \$ 59,885    | \$ 59,885    | \$ 59,885  | \$ 59,885    | \$ 59,885  | \$ 59,885    | \$ 59,885  | \$ 59,885   | \$ 59,885    | \$ 59,885    | \$ 59,885  | \$ 718,614   |
| Benefits                            | 202,252      | 16,854       | 16,854       | 16,854     | 16,854       | 16,854     | 16,854       | 16,854     | 16,854      | 16,854       | 16,854       | 16,854     | 202,252      |
| Rent                                | 140,566      | 11,714       | 11,714       | 11,714     | 11,714       | 11,714     | 11,714       | 11,714     | 11,714      | 11,714       | 11,714       | 11,714     | 140,566      |
| Classroom Materials                 | 45,000       | 30,000       | 7,500        | 750        | 750          | 750        | 750          | 750        | 750         | 750          | 750          | 750        | 45,000       |
| Property Insurance                  | 14,355       | 1,196        | 1,196        | 1,196      | 1,196        | 1,196      | 1,196        | 1,196      | 1,196       | 1,196        | 1,196        | 1,196      | 14,355       |
| Lunch Program (Food/Milk)           | 38,314       | 0            | 3,483        | 3,483      | 3,483        | 3,483      | 3,483        | 3,483      | 3,483       | 3,483        | 3,483        | 3,483      | 38,314       |
| Office Supplies                     | 13,000       | 1,000        | 900          | 900        | 900          | 900        | 900          | 900        | 900         | 900          | 900          | 900        | 13,000       |
| Technology Upgrades                 | 9,000        | 750          | 750          | 750        | 750          | 750        | 750          | 750        | 750         | 750          | 750          | 750        | 9,000        |
| Audit Fees                          | 13,700       | 0            | 0            | 0          | 0            | 6,000      | 0            | 0          | 0           | 0            | 0            | 0          | 13,700       |
| Telephone                           | 1,983        | 165          | 165          | 165        | 165          | 165        | 165          | 165        | 165         | 165          | 165          | 165        | 1,983        |
| Advertising                         | 1,000        | 0            | 0            | 0          | 0            | 0          | 500          | 0          | 0           | 500          | 0            | 0          | 1,000        |
| Transportation Expense              | 141,358      | 11,780       | 11,780       | 11,780     | 11,780       | 11,780     | 11,780       | 11,780     | 11,780      | 11,780       | 11,780       | 11,780     | 141,358      |
| Dues & Subscriptions                | 500          | 0            | 250          | 0          | 0            | 0          | 250          | 0          | 0           | 0            | 0            | 0          | 500          |
| Professional Development            | 30,000       | 1,000        | 1,000        | 1,000      | 1,000        | 1,000      | 1,000        | 1,000      | 1,000       | 1,000        | 1,000        | 1,000      | 30,000       |
| Consultant Fees                     | 23,000       | 0            | 0            | 0          | 0            | 0          | 0            | 0          | 0           | 0            | 0            | 0          | 23,000       |
| Postage                             | 2,500        | 208          | 208          | 208        | 208          | 208        | 208          | 208        | 208         | 208          | 208          | 208        | 2,500        |
| Interest Expense                    | 3,000        | 250          | 250          | 250        | 250          | 250        | 250          | 250        | 250         | 250          | 250          | 250        | 3,000        |
| Miscellaneous                       | 8,050        | 671          | 671          | 671        | 671          | 671        | 671          | 671        | 671         | 671          | 671          | 671        | 8,050        |
| <b>Total Expenses</b>               | \$ 1,406,192 | \$ 135,473   | \$ 118,456   | \$ 109,606 | \$ 109,606   | \$ 127,106 | \$ 119,356   | \$ 118,606 | \$ 109,606  | \$ 110,106   | \$ 109,606   | \$ 128,806 | \$ 1,406,192 |
| <b>Cashflow before Debt Service</b> | \$ 196,935   | \$ (135,057) | \$ (118,040) | \$ 271,303 | \$ (100,639) | \$ 282,005 | \$ (110,389) | \$ 265,505 | \$ (95,639) | \$ (101,139) | \$ (100,639) | \$ 260,305 | \$ 196,935   |
| <b>Debt Service Estimate</b>        | 60,000       | 0            | 0            | 0          | 0            | 15,000     | 0            | 15,000     | 0           | 0            | 0            | 15,000     | 60,000       |
| <b>Cashflow</b>                     | \$ 136,935   | \$ (135,057) | \$ (118,040) | \$ 256,303 | \$ (100,639) | \$ 247,005 | \$ (110,389) | \$ 250,505 | \$ (95,639) | \$ (101,139) | \$ (100,639) | \$ 245,305 | \$ 136,935   |



September 10, 2009

To the Board of Directors  
King's Academy Christian School

We have audited the financial statements of King's Academy Christian School for the year ended June 30, 2009, and have issued our report thereon dated September 10, 2009. Professional standards require that we provide you with the following information related to our audit.

As stated in our engagement letter dated November 12, 2008, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting standards. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of King's Academy Christian School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by King's Academy Christian School are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the audit year. We noted no transactions entered into by the Organization during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: accounts receivable and accounts payable.

Management's estimate of the accounts receivable and accounts payable is based on amounts noted through September 10, 2009. We evaluated the key factors and assumptions used to develop accounts receivable and accounts payable in determining that it is reasonable in relation to the financial statements taken as a whole.



To the Board of Directors  
King's Academy Christian School  
Page Two

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the Organization's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the Organization, either individually or in the aggregate, indicate matters that could have a significant effect on the Organization's financial reporting process.

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We encountered no significant difficulties in dealing with management in performing and completing our audit.

This information is intended solely for the use of the Board of Directors and management of King's Academy Christian School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



RITZ HOLMAN LLP  
Certified Public Accountants

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2009**  
**(With Summarized Totals for the Year Ended June 30, 2008)**

**KING'S ACADEMY CHRISTIAN SCHOOL**

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Independent Auditor's Report

Board of Directors  
King's Academy Christian School

We have audited the accompanying balance sheet of King's Academy Christian School (a nonprofit organization) as of June 30, 2009, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of King's Academy Christian School's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2007 financial statements and, in our report dated September 30, 2008, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of King's Academy Christian School as of June 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of King's Academy Christian School taken as a whole. The accompanying schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Ritz Holman LLP*  
RITZ HOLMAN LLP  
Certified Public Accountants

Milwaukee, Wisconsin  
September 10, 2009

Ritz Holman LLP  
Serving businesses, nonprofits, individuals and trusts.

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330 East Kilbourn Avenue      f. 414.271.7464  
Milwaukee, WI 53202      ritzholman.com

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**BALANCE SHEET**  
**JUNE 30, 2009**  
(With Summarized Totals at June 30, 2008)

| ASSETS                                     |  | 2009                     | 2008                     |
|--|--|--------------------------|--------------------------|
| <b>CURRENT ASSETS</b>                      |  |                          |                          |
| Cash and Cash Equivalents                  |  | \$ 145,722               | \$ 142,601               |
| Net Accounts Receivable                    |  | 117,272                  | 111,001                  |
| Prepays                                    |  | —                        | 3,779                    |
| Total Current Assets                       |  | <u>\$ 262,994</u>        | <u>\$ 257,381</u>        |
| <b>FIXED ASSETS</b>                        |  |                          |                          |
| Equipment                                  |  | \$ 149,075               | \$ 147,766               |
| Less: Accumulated Depreciation             |  | (105,931)                | (86,300)                 |
| Net Fixed Assets                           |  | <u>\$ 43,144</u>         | <u>\$ 61,466</u>         |
| <b>TOTAL ASSETS</b>                        |  | <u><u>\$ 306,138</u></u> | <u><u>\$ 318,847</u></u> |
| <b>LIABILITIES AND NET ASSETS</b>          |  |                          |                          |
| <b>CURRENT LIABILITIES</b>                 |  |                          |                          |
| Accounts Payable                           |  | \$ 59,158                | \$ 28,771                |
| Accrued Payroll                            |  | 64,230                   | 66,119                   |
| Current Portion of Long-Term Payable       |  | 40,280                   | 87,996                   |
| Total Current Liabilities                  |  | <u>\$ 163,668</u>        | <u>\$ 182,886</u>        |
| <b>LONG-TERM LIABILITIES</b>               |  |                          |                          |
| Loan Payable                               |  | \$ 122,655               | \$ 173,298               |
| Less: Current Portion of Long-Term Payable |  | (40,280)                 | (87,996)                 |
| Total Long-Term Liabilities                |  | <u>\$ 82,375</u>         | <u>\$ 85,302</u>         |
| Total Liabilities                          |  | <u>\$ 246,043</u>        | <u>\$ 268,188</u>        |
| <b>NET ASSETS</b>                          |  |                          |                          |
| Unrestricted                               |  | \$ 60,095                | \$ 50,659                |
| Total Net Assets                           |  | <u>\$ 60,095</u>         | <u>\$ 50,659</u>         |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>    |  | <u><u>\$ 306,138</u></u> | <u><u>\$ 318,847</u></u> |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL  
STATEMENT OF ACTIVITIES  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

|  | Unrestricted |              |
|--|--------------|--------------|
|  | 2009         | 2008         |
| <b>REVENUE</b>   |              |              |
| MPCP Tuition Payments  | \$ 1,137,065 | \$ 1,109,722 |
| Private Tuition Payments                                       | 24,333       | 45,254       |
| Donations  | 110,086      | 6,374        |
| Lunch Program Revenue  | 49,503       | 45,610       |
| Scholarships   | 17,250       | 29,875       |
| Transportation Revenue   | 95,667       | 90,910       |
| Field Trip Revenue   | 2,605        | 2,950        |
| Fund-Raisers   | 2,653        | 4,650        |
| Interest Income  | 731          | —            |
| Gain on Sale of Fixed Asset                                    | —            | 6,141        |
| Miscellaneous Revenue  | 1,009        | 1,447        |
| Total Revenue  | \$ 1,440,902 | \$ 1,342,933 |
| <b>EXPENSES</b>  |              |              |
| Program Services   | \$ 1,210,796 | \$ 1,184,507 |
| Management and Supporting Services                             | 168,132      | 173,365      |
| Fund-Raising   | 45,538       | 35,666       |
| Total Expenses   | \$ 1,424,466 | \$ 1,393,538 |
| <b>CHANGE IN NET ASSETS</b>                                    | \$ 16,436    | \$ (50,605)  |
| Net Assets, Beginning of Year - Before Prior Period Adjustment | \$ 50,659    | \$ 101,264   |
| Prior Period Adjustment  | (7,000)      | —            |
| Net Assets, Beginning of Year - After Prior Period Adjustment  | \$ 43,659    | \$ 101,264   |
| NET ASSETS, END OF YEAR  | \$ 60,095    | \$ 50,659    |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

|   | <u>2009</u>        | <u>2008</u>        |
|---|--------------------|--------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |                    |                    |
| Change in Net Assets  | \$ 16,436          | \$ (50,605)        |
| Adjustments to Reconcile Change in Net Assets to<br>Net Cash Provided by Operating Activities |                    |                    |
| Depreciation  | 19,631             | 20,917             |
| Gain on Sale of Fixed Asset   | —                  | (6,141)            |
| Prior Period Adjustment   | (7,000)            | —                  |
| (Increase) Decrease in Accounts Receivable  | (6,272)            | 1,602              |
| (Increase) Decrease in Prepays  | 3,779              | 4,087              |
| Increase (Decrease) in Accounts Payable   | 30,387             | (4,464)            |
| Increase (Decrease) in Accrued Payroll  | (1,889)            | 16,528             |
|   | <u>\$ 55,072</u>   | <u>\$ (18,076)</u> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |                    |                    |
| Proceeds From Sale of Fixed Asset   | \$ —               | \$ 20,000          |
| Purchase of Fixed Assets  | (1,308)            | (2,240)            |
| Depreciation Adjustment for Financial Information Report                                      | —                  | (2,136)            |
|   | <u>\$ (1,308)</u>  | <u>\$ 15,624</u>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>   |                    |                    |
| Proceeds From Loan Payable  | \$ 158,607         | \$ 90,000          |
| Payments on Loan Payable  | (209,250)          | (51,507)           |
|   | <u>\$ (50,643)</u> | <u>\$ 38,493</u>   |
| Net Increase in Cash and Cash Equivalents   | \$ 3,121           | \$ 36,041          |
| CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR  | <u>142,601</u>     | <u>106,560</u>     |
| CASH AND CASH EQUIVALENTS AT END OF YEAR  | <u>\$ 145,722</u>  | <u>\$ 142,601</u>  |
| <b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>                                       |                    |                    |
| Interest Paid   | \$ 7,849           | \$ 8,004           |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS**

**JUNE 30, 2009**



**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE A - Summary of Significant Accounting Policies**

**School**

King's Academy Christian School is operated exclusively for charitable and educational purposes as a not-for-profit School exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, and is considered to be other than a private foundation. The mission of the school is to educate children with a Christ-centered curriculum that will prepare them to live Christian lives and will enable them to contribute positively in our society.

**Accounting Method**

The financial statements of the School have been prepared on the accrual basis of accounting.

**Basis of Presentation**

Financial Statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards SFAS No. 117, Financial Statements of Not-for-Profit Schools. Under SFAS No. 117, the School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Assets of the restricted classes are created only by donor-imposed restrictions.

**Contributions**

King's Academy Christian School accounts for contributions in accordance with the recommendations of the Financial Accounting Standards Board in SFAS No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 16, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions.

**Restricted and Unrestricted Revenue**

Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**KING'S ACADMEY CHRSTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE A - Summary of Significant Accounting Policies (continued)**

**Fixed Assets**

Fixed Assets are recorded at cost. Depreciation is provided over the estimated useful lives of the assets using the straight-line method. The Organization capitalizes assets of \$1,000 or more.

**Allowance for Uncollectible Accounts**

An allowance for uncollectible accounts was created for uncollectible tuition. The allowance is based on 10% of tuition receivable. The balance in the allowance account was \$4,769.

**NOTE B - Comparative Financial Information**

The financial information shown for the year 2008 in the accompanying financial statements is included to provide a basis on comparison with 2009 and represents summarized totals only.

**NOTE C - Net Accounts Receivable**

Accounts Receivable consists of the following at June 30, 2009:

| <u>Source</u>                         | <u>Amount</u>    |
|---------------------------------------|------------------|
| Tuition                               | \$ 47,688        |
| Lunch Program                         | 7,304            |
| Christ the King Development           | <u>67,049</u>    |
| Total                                 | \$122,041        |
| Less: Allowance for Doubtful Accounts | <u>(4,769)</u>   |
| Net Accounts Receivable               | <u>\$117,272</u> |

**NOTE D - Loan Payable**

The Organization has a loan payable with Christ the King Baptist Church, a related party. It carries an interest rate of 6.0% and is due June 30, 2010. The balance of the loan payable at June 30, 2009 was \$122,655.

Future minimum payments are as follows:

|      |          |
|------|----------|
| 2010 | \$40,280 |
| 2011 | \$56,597 |
| 2012 | \$25,778 |

**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE E - Related Parties**

The Organization leased space from the board members' church. During the fiscal year rent expense for the Organization was \$133,244.

The Principal is also a voting board member. The Principal's contract was \$46,000 for the school year.

**NOTE F - Prior Period Adjustment**

It was discovered that an expense from a prior period had been paid and recorded by CTK Development. In actuality, this expense was incurred by the School, creating a payable for the School. An adjustment of \$7,000 was made to net assets recording the prior year expense.

**NOTE G - Subsequent Events**

The Organization has evaluated events and transactions occurring after June 30, 2009, the date of the most recent balance sheet, through the date financial statements are available to be issued, September 10, 2009, for possible adjustment to the financial statements or disclosure and determined that no subsequent events need to be disclosed.

**KING'S ACADEMY CHRISTIAN SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

| EXPENSES               | Program<br>Services | Management<br>and Supporting<br>Services | Fund-Raising     | 2009                | 2008                |
|------------------------|---------------------|--|------------------|---------------------|---------------------|
| Salaries and Wages     | \$ 615,478          | \$ 72,409                                | \$ 36,205        | \$ 724,092          | \$ 701,810          |
| Payroll Taxes          | 51,436              | 6,051                                    | 3,026            | 60,513              | 58,407              |
| Employee Benefits      | 94,878              | 11,162                                   | 5,581            | 111,621             | 93,786              |
| Professional Fees      | 24,046              | 4,243                                    | —                | 28,289              | 26,330              |
| Supplies               | 4,896               | 864                                      | —                | 5,760               | 7,403               |
| Postage                | 3,477               | 409                                      | 204              | 4,090               | 3,204               |
| Printing               | 7,282               | 857                                      | 428              | 8,567               | 6,780               |
| Occupancy              | 113,257             | 19,987                                   | —                | 133,244             | 129,167             |
| Telephone              | 1,606               | 189                                      | 94               | 1,889               | 1,533               |
| Depreciation           | 16,686              | 2,945                                    | —                | 19,631              | 20,917              |
| Insurance              | 13,777              | 2,431                                    | —                | 16,208              | 19,443              |
| Transportation         | 139,986             | 24,703                                   | —                | 164,689             | 157,837             |
| Technology Expense     | 6,334               | 1,118                                    | —                | 7,452               | 8,276               |
| Field Trips            | 6,900               | 1,218                                    | —                | 8,118               | 2,470               |
| Gym/Recreation         | 1,003               | 177                                      | —                | 1,180               | 1,157               |
| Advertising            | 1,051               | 185                                      | —                | 1,236               | 800                 |
| Lunch Expense          | 30,581              | 5,397                                    | —                | 35,978              | 26,738              |
| Staff Development      | 3,489               | 616                                      | —                | 4,105               | 17,662              |
| Dues and Subscriptions | 1,070               | 189                                      | —                | 1,259               | 2,348               |
| Interest               | 6,672               | 1,177                                    | —                | 7,849               | 8,004               |
| Classroom Expense      | 58,579              | 10,338                                   | —                | 68,917              | 71,966              |
| Bad Debt Expense       | —                   | —  | —                | —                   | 5,495               |
| Miscellaneous Expense  | 8,312               | 1,467                                    | —                | 9,779               | 22,005              |
| <b>TOTALS</b>          | <b>\$ 1,210,796</b> | <b>\$ 168,132</b>                        | <b>\$ 45,538</b> | <b>\$ 1,424,466</b> | <b>\$ 1,393,538</b> |

King's Academy Christian School  
7798 N. 60th St.  
Milwaukee, WI 53223

In planning and performing our audit of the financial statements of King's Academy Christian School for the year ended June 30, 2009, we considered the Organization's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of the following matters that are opportunities for strengthening internal controls and operating efficiency:

1. It was noted that the Organization does not have a conflict of interest policy. It is recommended that the Organization create a conflict of interest policy.
2. It was noted that the Organization does not maintain a fidelity bond. It is recommended that the Organization consider purchasing a fidelity bond.
3. One out of 29 employees tested had an incomplete Form I-9. It is recommended that all employees have a complete Form I-9 on file.
4. For cash collection, it was noted that two people are not always present to count the cash collected. It is recommended that two people always be present to count cash collected.

This letter does not affect our report dated September 10, 2009, on the financial statements of King's Academy Christian School.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

*Ritz Holman LLP*  
RITZ HOLMAN LLP  
Certified Public Accountants

September 10, 2009

1400 E Washington Ave  
PO Box 8935  
Madison WI 53708-8935

WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING

Email: [web@drl.state.wi.us](mailto:web@drl.state.wi.us)  
Voice: 608-266-2112  
FAX: 608-267-0644  
TTY: 608-267-2416



46

RITZ HOLMAN BUTALA FINE LLP  
330 E KILBOURN AVE STE 550  
MILWAUKEE WI 53202


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- This license will be used for all renewal licenses, as well as for temporary permits and apprentice permits.
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- This new license form allows the Department to send licenses to a mailing address that is different from the physical location of the license.
- Please note the information about our updated website on the enclosed notice.
- Name and address changes can now be submitted online.

CH 440.11, WIS. STATS. REQUIRES YOU TO NOTIFY THE DEPARTMENT OF A NAME OR ADDRESS CHANGE WITHIN 30 DAYS. PLEASE SUBMIT TO PO BOX 8935, MADISON, WI 53708-8935 OR VIA THE WEB AT <http://drl.wa.gov>

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DEPARTMENT OF REGULATION AND LICENSING  
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Credential  
ACCOUNTING FIRM

No. 125 - 003 Expires: 12/14/2009

RITZ HOLMAN BUTALA FINE LLP  
330 E KILBOURN AVE STE 550  
MILWAUKEE WI 53202

The person whose name appears on this document has complied with the provisions of the Wisconsin Statutes and holds the credential specified above.

**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

ACCOUNTING FIRM

No. 125 - 003 Expires: 12/14/2009

RITZ HOLMAN BUTALA FINE LLP  
330 E KILBOURN AVE STE 550  
MILWAUKEE WI 53202

The named person has complied with Wisconsin Statutes and holds the credential specified above.

Signature:

1400 E Washington Ave  
PO Box 8935  
Madison WI 53708-8935


**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**

Email: [web@drl.state.wi.us](mailto:web@drl.state.wi.us)  
Voice: 608-266-2112  
FAX: 608-267-0644  
TTY: 608-267-2416



404  
KATY L SOMMER  
5011 N IDLEWILD AVE  
WHITEFISH BAY WI 53217

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- This new license form allows the Department to send licenses to a mailing address that is different from the physical location of the license.
- Please note the information about our updated website on the enclosed notice.
- Name and address changes can now be submitted online.

**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
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**Credential**  
**CERTIFIED PUBLIC ACCOUNTANT**

No. 15861 - 001 Expires: 12/14/2009

KATY L SOMMER  
5011 N IDLEWILD AVE  
WHITEFISH BAY WI 53217

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**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
Committed to Equal Opportunity in Employment and Licensing

**CERTIFIED PUBLIC ACCOUNTANT**

No. 15861 - 001 Expires: 12/14/2009

KATY L SOMMER  
5011 N IDLEWILD AVE  
WHITEFISH BAY WI 53217

The signed person has complied with Wisconsin Statutes and holds the credential specified above

Signature:

## **King's Academy Expansion Plan**

**King's Academy has no plans for expansion within the next 3 years.**



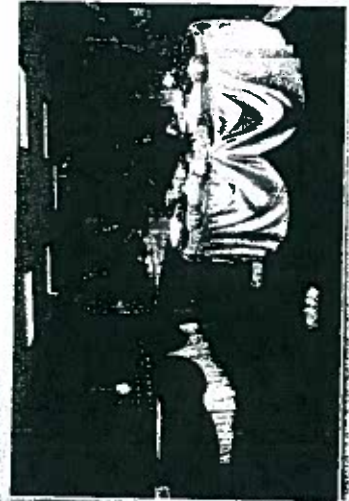


## FACILITY DESCRIPTION

King's Academy is located at 7798 N. 60<sup>th</sup> Street in Milwaukee, WI. The school is housed in the 60,000 square foot Quality of Life Center (QLC), owned and operated by CTK Development Corporation. The QLC has a full size gymnasium, library multi-media center, multi-purpose room, fitness center, art and science labs, as well as a game room. The state of the art computer lab has 22 computers including one with the capability to train and instruct to the entire class. Its 24 classrooms are utilized by not only King's Academy, but also by, The Samaritan Project, Inc., a non-profit afterschool tutorial program, the Village Clinic, a community based health and wellness center, and the community café.



The Quality of Life Center encompasses 24 spacious classrooms, a community library, computer and science labs, art and music rooms, a gymnasium, exercise/aerobic area, walking/running track, cafeteria/banquet facility, bookstore and much more. Since opening its doors in September, 2005, the Quality of Life Center has partnered with King's Academy Christian School. The Academy is a member of the school choice program and serves approximately 200 students grades K-8. In addition, we offer body sculpting and aerobics classes, open gym, youth basketball games, and youth sexuality classes. We are also partners with Aurora Health Care to offer the part-time services of a nurse practitioner, who provides medical screenings, inoculations, health care information, and referrals to appropriate health care providers. Finally, we are partnered with the Black Health Coalition of Wisconsin as a recipient of health information offered to the African American community.



## Samaritan Project

Samaritan offers programs and services for the enrichment, enhancement, enlightenment, and empowerment of individuals. Samaritan's mission is to provide quality educational assistance to all individuals enrolled in the programs through patience, dedication, and positive attitudes. Samaritan is a non-profit organization whose goal is to improve the quality of life and build confidence and self esteem by strengthening the family unit.



Samaritan Project, Inc. is a non profit organization that offers services and programs at no cost to the participants. Samaritan relies exclusively on funding from foundations, philanthropists, and other organizations to support its endeavors.

For more information, or to make a financial contribution to Samaritan Project, Inc., please call (414) 586-4250.



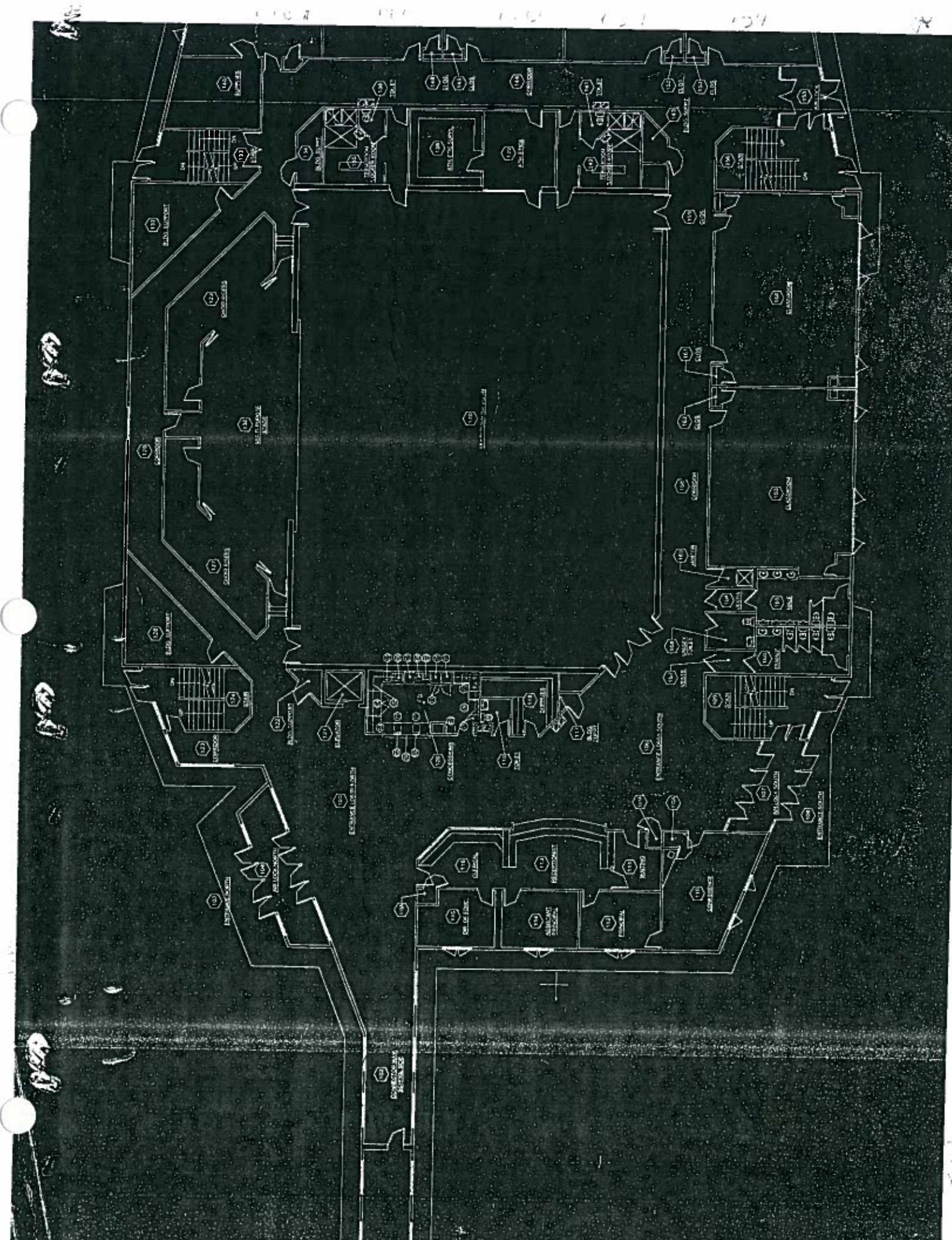
7798 North 60th Street  
Milwaukee, WI 53223  
(414) 371-9100

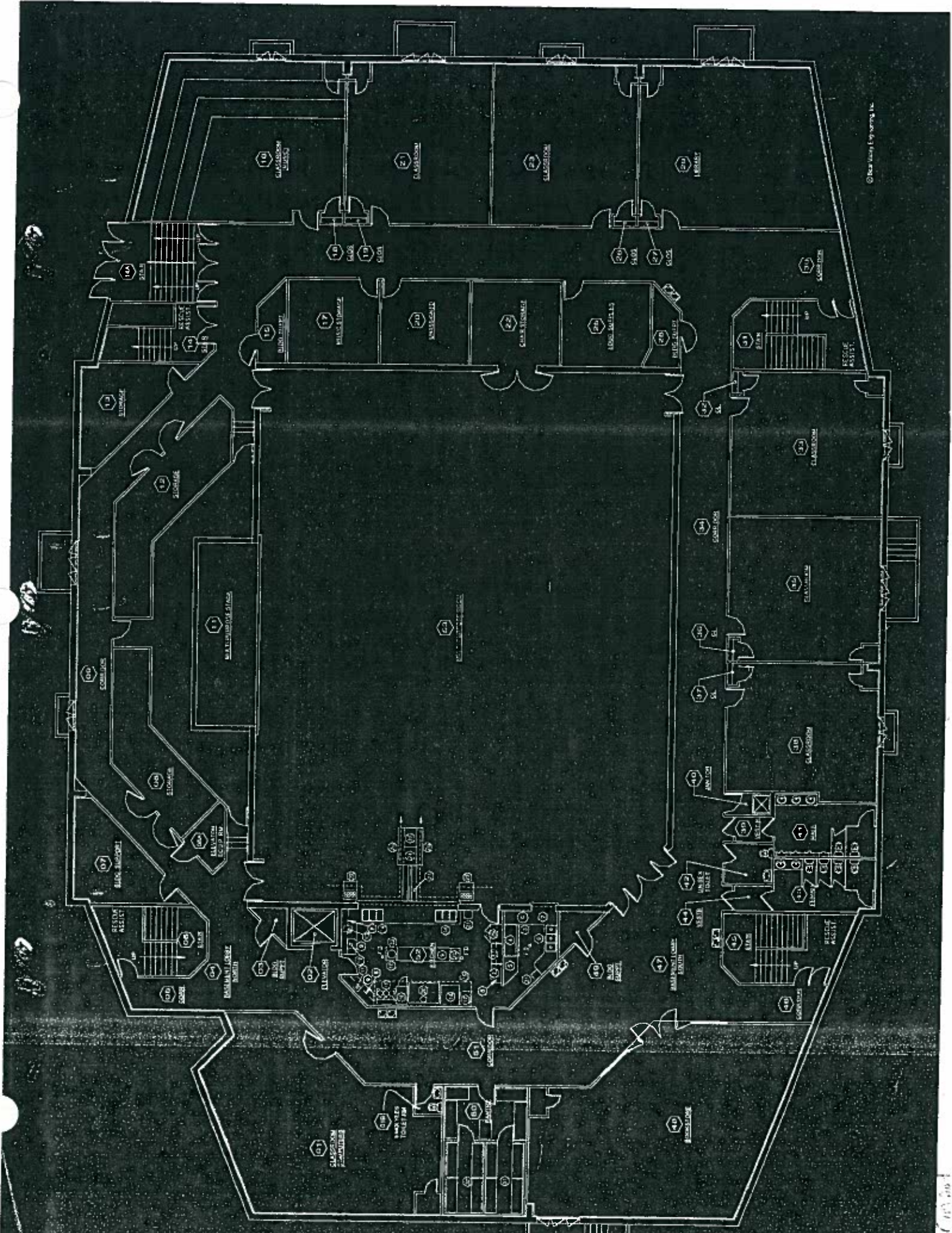


*Empowering  
Family  
Building  
Community  
The QLC*

Presented by  
**CTK**  
Business Center  
Managers and Proprietors of the  
Quality of Life Center

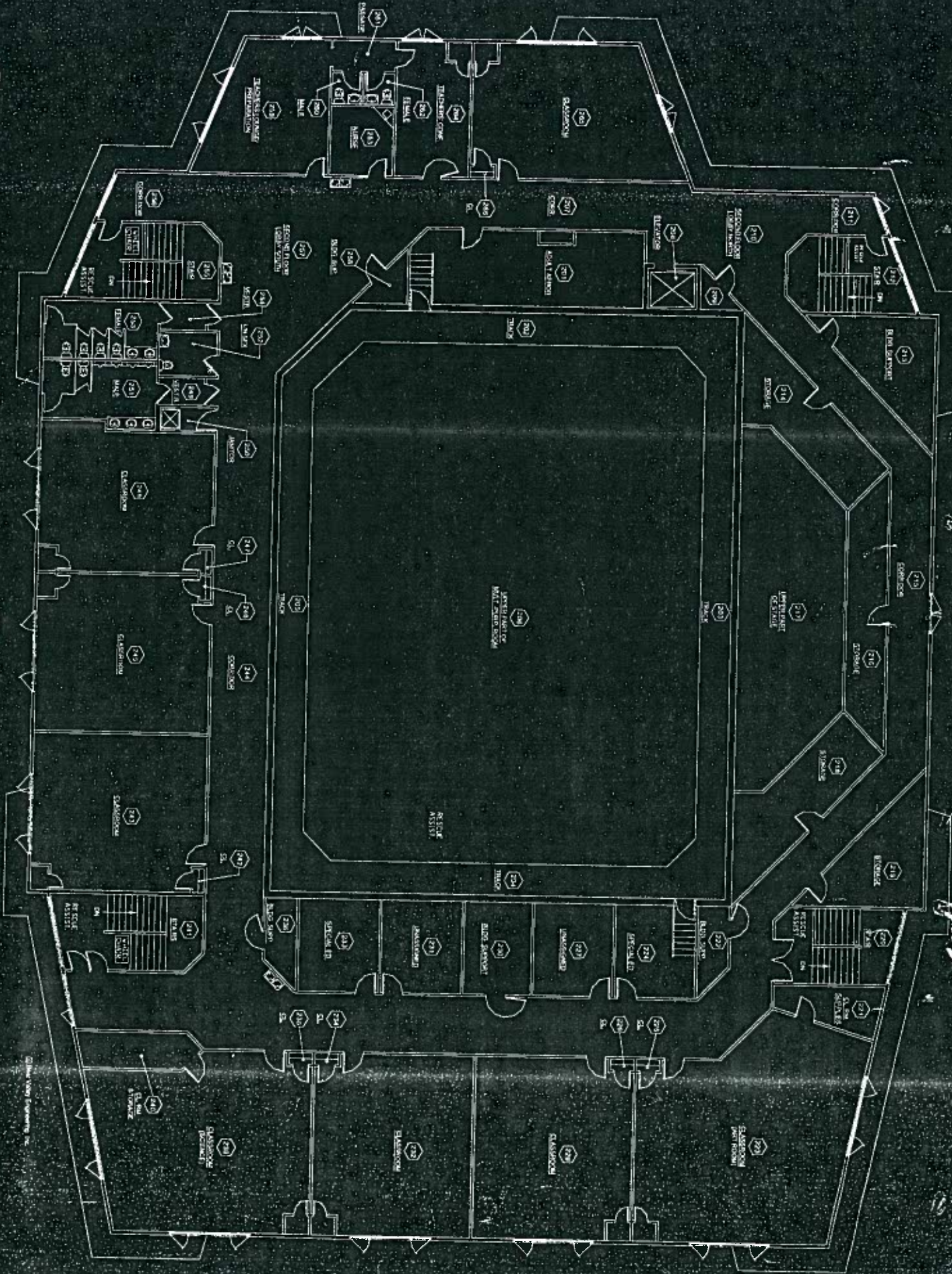
7798 North 60th Street  
Milwaukee, WI 53223  
(414) 371-9100





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10/1/00



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LEASE - REVISED

1. BASIC LEASE PROVISIONS

1.01. Basic Lease Provisions:

- A. Landlord and Address: CTK Development Corporation, Inc.  
7798 North 60<sup>th</sup> Street  
Milwaukee, Wisconsin 53223
- B. Tenant and Address: King's Academy Christian School, Inc.  
7798 North 60<sup>th</sup> Street  
Milwaukee, Wisconsin 53223
- C. Date of Lease: September 1, 2008
- D. Premises: See Attached Exhibit A
- E. Lease Term: One (1) Year
- F. Renewal Options: One (1) Period for One (1) Year
- G. Commencement Date: September 1, 2008
- H. Expiration Date: August 31, 2009
- I. Monthly Rent: Eleven Thousand One Hundred fifty-eight dollars and 00/100 Dollars (\$11,158.00)
- J. Permitted Use: Elementary Christian School and all other purposes related thereto.

2. PREMISES AND TERM

2.01. Lease of Premises. Landlord hereby leases to Tenant, and Tenant hereby leases from Landlord, the land and buildings located thereon identified in Section 1.01D above (the "Premises"), including, without limitation, all easements, licenses, rights, privileges and appurtenances thereunto belonging, on and subject to the terms and conditions herein set forth.

2.02. Common Areas. Landlord grants to Tenant and Tenant's students, employees and invitees the right to use, in common with all others to whom Landlord has or may hereafter grant rights to use the same, the Common Areas located within the Building. The term "Common Areas" as used in this Lease shall mean the following, if provided: parking areas, roadways, pedestrian sidewalks, driveways, sidewalks, delivery areas, trash removal areas, computer labs, library, gymnasium, restroom facilities, conference/board room, landscaped areas and all other areas or improvements which may be provided by Landlord for the common use of the tenants in the Building. Such areas and facilities shall be maintained and operated and the expenditures therefore shall be made and performed by the Landlord, in a commercially reasonable manner. Without limiting the foregoing, the Landlord hereby reserves the following rights with respect to the Common Areas, so long as such rights do not affect Tenant's access to use or occupancy of the Leased Premises:

- (a) To establish reasonable rules and regulations for the use thereof;
- (b) To use or permit the use of such Common Areas by others to whom Landlord may grant or may have granted such rights in such manner as Landlord may from time to time designate, including but not limited to special promotional events;



(c) To close all or any portion thereof as may be deemed necessary by Landlord to make repairs or changes, to prevent a dedication thereof or the accrual of any rights to any person or the public therein; or to discourage non-students use or parking;

(d) To change the layout of such Common Areas, including the right to reasonably add to or subtract from their shape and size, whether by the addition of building improvements or otherwise, provided no changes by the Landlord shall inhibit access to or visibility of the Leased Premises; an

(e) To do such other acts in and to the Common Areas as in Landlord's sole judgment may be desirable.

2.03. Term. The term of this Lease shall commence on the commencement date identified in Section 1.01G above (the "Commencement Date") and expire on midnight of the expiration date identified in Section 1.01H above (the "Expiration Date"), unless sooner canceled or terminated as hereinafter provided. Tenant shall have the option to extend the term of this Lease for an additional one (1) year period, upon the same terms and conditions as in this Lease. Tenant may exercise its option to extend by giving written notice to Landlord at least thirty (30) days prior to the expiration of the initial term. The initial term of this Lease, together with any extension term, is hereinafter called the "term."

### 3. RENT

3.01. Monthly Rent. Commencing on the Commencement Date, and thereafter on the first day of each and every calendar month during the term of this Lease, Tenant agrees to pay to Landlord at the address of Landlord set forth in Section 1.01A above, in advance, the monthly rent set forth in Section 1.01.I above. Rent for any partial calendar month shall be prorated based on the number of days of Tenant's tenancy.

3.02. Gross Lease. This Lease is and shall be a "gross" lease and any costs and expenses in connection with, arising out of, or with respect to the Premises not specifically stated herein as the responsibility of Tenant shall be the sole responsibility of Landlord and Landlord shall be liable therefore. To the extent that any obligations under this Lease are not expressly made the responsibility of Tenant, Landlord shall pay all costs and expenses of any kind or nature in operating, repairing, replacing and maintaining the Premises.

### 4. USE AND ENJOYMENT

4.01. Use of Premises. Tenant may use the Premises for the uses identified in Section 1.01J above. Landlord represents and warrants that use of the Premises as contemplated by Tenant is permitted under, and the Premises are in compliance with, all laws, codes, ordinances, regulations and recorded covenants applicable to the Premises. Landlord, at its expense, shall promptly make all alterations or improvements required under any current or future law, code, ordinance, regulation or recorded covenant.

4.02. Quiet Enjoyment. Landlord covenants and agrees that, so long as Tenant shall duly and punctually perform and observe all of its obligations under this Lease, Tenant shall peaceably and quietly have, hold and enjoy the Premises without any hindrance or molestation.

### 5. UTILITIES AND TAXES

Landlord agrees to pay, when due, all charges and costs for water, sewer, gas, electricity, and any and all other utilities or services from time to time during the Lease term furnished to or consumed by Tenant in or upon the Premises. Landlord shall pay directly to the appropriate taxing authority when due and payable all real estate taxes and assessments, whether general or special, levied against the Premises, and all taxes levied or assessed on rents or the receipt of rents which are in addition to or in substitution for the foregoing taxes and assessments. Tenant agrees to pay, when due, all charges and costs for telephone charges and services from time to time during the Lease term furnished to or consumed by Tenant in or upon the Premises.

6. MAINTENANCE

Except as expressly provided in the next succeeding sentence, Landlord shall, at its sole expense, maintain and keep the Premises in good condition and repair, and shall promptly make and perform all maintenance, repairs and replacements thereto, including, without limitation, structural repairs and replacements to the Premises and repairs and replacements to the electrical, plumbing, heating, ventilating and air conditioning systems therein and components thereof. Tenant shall perform general cleaning of the interior of the Premises, but shall have no responsibility for any repairs or replacements to the Premises, except to the extent caused by the negligence or willful misconduct of Tenant, subject to Section 9.04 below.

7. DAMAGE BY FIRE OR OTHER CASUALTY

If, during the term of this Lease, including any time after Tenant may have given notice to terminate this Lease or to extend the term hereof, the entire Premises or such portion thereof as shall render the remaining portion thereof unsuitable for the continued conduct of Tenant's activities thereon, shall be damaged or destroyed by fire or other casualty, then Tenant shall have the right for a period of thirty (30) days thereafter, by giving written notice to Landlord, to terminate this Lease as of the date of such casualty, in which event the rental and all other amounts payable by Tenant hereunder shall, if and as necessary, be apportioned and prorated to the date of such fire or other casualty. If Tenant does not elect to terminate this Lease or if the damage or destruction to the Premises does not render the remaining portion thereof unsuitable for the continued conduct of Tenant's activities thereon, then this Lease shall continue in full force and effect, and Landlord shall promptly commence and pursue diligently to completion whatever repairs to the Premises as are necessary to restore the Premises to the condition the same were in immediately prior to such damage or destruction. All such repairs shall be performed in accordance with all statutes, laws, ordinances, rules and regulations of any governmental authority having jurisdiction over the Premises. Commencing on the date of such damage or destruction and continuing during the period in which Landlord is repairing and restoring the Premises pursuant to this Section, the rent payable by Tenant shall abate in proportion to the area of the Premises of which Tenant is deprived for the period during which Tenant is deprived of such area. Landlord shall be entitled to all insurance proceeds relating to any casualty, excepting those proceeds relating to Tenant's trade fixtures, equipment, and personal property, which proceeds shall be Tenant's sole property.

8. EMINENT DOMAIN

If, during the term of this Lease, the entire Premises shall be taken by any public or quasi-public authority under its power of condemnation or eminent domain (or is sold under threat thereof), this Lease shall terminate as of the date that possession shall be taken by the acquiring authority (or as of the date of sale). If any part of the Premises shall be so taken as to render the remainder thereof unsuitable for the continued conduct of Tenant's activities thereon, Tenant shall have the right to terminate this Lease by written notice to Landlord given within thirty (30) days after the date of such taking. In the event that this Lease shall terminate or be terminated, the rental and all other amounts payable by Tenant hereunder shall, if and as necessary, be apportioned and prorated to the date that possession is taken by the acquiring authority. If this Lease is not terminated, or if the portion of the Premises taken by any public or quasi-public authority under its power of condemnation or eminent domain (or sold under threat thereof) shall not render the remaining portion unsuitable for the continued conduct of Tenant's activities thereon, Landlord shall, to the extent possible, promptly restore the remaining portion of the Premises to the condition the same were in immediately prior to such taking and this Lease shall continue in full force and effect. During the period in which Landlord is repairing and restoring the Premises pursuant to this Section, the rental payable by Tenant shall abate in proportion to the area of the Premises of which Tenant is deprived for the period during which Tenant is deprived of such area. Tenant shall be entitled to seek condemnation proceeds, relocation costs and other amounts allowed under applicable laws.

9. INSURANCE

9.01. Tenant's Insurance. Tenant, at its sole expense, shall carry and keep in force during the Lease term: (i) property insurance covering any and all fixtures, equipment, furnishings and personal property of Tenant from time to time located in the Premises, providing protection on a replacement cost basis against losses caused by fire and other hazards insured under a "Special" Form Causes of Loss, or equivalent form insurance

policy; and (ii) comprehensive general liability insurance, including contractual liability assumed under this Lease, naming Landlord as an additional insured, with a minimum combined single limit of liability of \$2,000,000 per occurrence, for property damage and for injuries to or death of persons occurring on the Premises. Such insurance may be in the form of a blanket or umbrella policy as long as the Premises is designated in such policy.

9.02. Landlord's Insurance. Landlord, at its sole expense, shall carry and keep in force during the Lease term: (i) property insurance covering the Premises and the improvements thereto, providing protection on a replacement cost basis against losses caused by fire and other hazards insured under a "Special" Form Causes of Loss, or equivalent insurance policy, with a deductible not exceeding \$10,000; and (ii) comprehensive general liability insurance, including contractual liability assumed under this Lease, naming Tenant as an additional insured, with a minimum combined single limit of liability of \$2,000,000 per occurrence, for property damage and for injuries to or death of persons occurring in, on or about the Premises.

9.03. General Requirements. All insurance policies required under Sections 9.01 and 9.02 above shall: (a) be written by one or more insurance companies licensed to do business in the State in which the Premises is located; (b) require the insurer to give the other party at least thirty (30) days advance written notice of any cancellation thereof or adverse material change thereto; and (c) be furnished (by way of copy or certificate thereof) to the other party prior to the Commencement Date and upon the request of any party thereafter. All deductibles for insurance required herein shall be at the sole expense of the party carrying such insurance.

9.04. Indemnity. Tenant shall indemnify, defend and hold harmless Landlord from and against any and all losses, costs and expenses (including, without limitation, reasonable attorneys fees) arising out of death or injury to persons or damage to property to the extent caused by the negligence or willful misconduct of Tenant, its employees, agents or contractors, or resulting from the failure of Tenant to perform or observe any of the terms, covenants and conditions of this Lease to be performed or observed by Tenant. Landlord shall indemnify, defend and hold harmless Tenant from and against any and all losses, costs and expenses (including, without limitation, reasonable attorneys' fees) arising out of death or injury to persons or damage to property to the extent caused by the negligence or willful misconduct of Landlord, its employees, agents or contractors, or resulting from the failure of Landlord to perform or observe any of the terms, covenants and conditions of this Lease to be performed or observed by Landlord.

## 10. DEFAULT

10.01. Default by Tenant. If (i) default be made in the payment of the rental by Tenant and such default shall continue for ten (10) days after Landlord gives Tenant written notice thereof, or (ii) default be made in the performance or observance by Tenant of any other covenants or conditions herein contained and such default shall continue for thirty (30) days after Landlord gives Tenant written notice thereof (or if such default is not of a type that can reasonably be cured within thirty (30) days, then if Tenant fails to promptly commence and in good faith to proceed with due diligence to cure such default), then Landlord may elect to terminate this Lease and declare the term ended, to re-enter the Premises or any part thereof with judicial process and to expel and remove Tenant or any person or persons occupying the same and again to repossess and enjoy the Premises. If any default under this Lease shall remain uncured after the expiration of any applicable cure period, Landlord shall also have the right, at its option, to cure such default by Tenant and obtain from Tenant the costs and expenses incurred by Landlord in curing such default.

10.02. Default by Landlord. If default be made by Landlord in the performance or observance of any of the covenants or conditions herein contained and such default shall continue for thirty (30) days after Tenant gives Landlord written notice thereof (or if such default is not of a type that can reasonably be cured within thirty (30) days, then if Landlord fails to promptly commence and in good faith to proceed with due diligence to cure such default), then Tenant shall have the right, at its option, to immediately terminate this Lease or to cure any default by Landlord and deduct the costs and expenses incurred by Tenant in curing such default from the rental and any other amounts thereafter accruing to Landlord. All amounts expended by Tenant in curing Landlord's defaults shall be paid by Landlord upon demand by Tenant.

10.03. Remedies Not Exclusive. Any right or remedy conferred on Landlord or Tenant under this Lease shall not be deemed to be exclusive of any other right or remedy which might otherwise be available

hereunder, at law or in equity. The rights and remedies hereunder shall be cumulative and may be exercised and enforced concurrently and whenever and as often as occasion therefor arises. The failure of Landlord or Tenant to insist upon strict performance of any of the terms, covenants or conditions herein contained shall not be deemed a waiver of any of its rights or remedies and shall not be deemed a waiver of any subsequent breach or default of any of said terms, covenants and conditions.

## 11. ALTERATIONS

11.01. Tenant's Alterations. Tenant, at its sole expense, without Landlord's consent, may from time to time make whatever alterations, additions and improvements (collectively "Alterations") to the Premises as Tenant deems necessary or desirable in connection with Tenant's use of the Premises; provided, however, Landlord's prior consent shall be required for any structural Alterations. Any and all Alterations shall be made in compliance with all applicable laws, and, prior to commencing any Alterations, Tenant shall obtain all necessary permits and licenses from the appropriate governmental authorities. Tenant shall indemnify, defend and hold harmless Landlord from and against all statutory liens or claims of liens of any contractor, subcontractor, materialman, laborer or any other party arising in connection with any Alteration to the Premises by Tenant. Any Alteration installed or placed on the Premises by Tenant may be removed by Tenant at any time provided Tenant repairs any damage to the Premises caused by such removal. All Alterations remaining on the Premises after the expiration or earlier termination of this Lease shall be deemed a part of the Premises.

11.02. Tenant's Trade Fixtures. Tenant may furnish, install and maintain on the Premises any and all fixtures (including, without limitation, trade fixtures), equipment and other personal property useful in connection with Tenant's operations on the Premises. Upon the expiration or earlier termination of this Lease, all fixtures, equipment and other personal property installed in or located on the Premises and owned by Tenant may be removed by Tenant, provided Tenant repairs any damage to the Premises resulting from such removal.

## 12. ENVIRONMENTAL

12.01. Landlord Representations and Warranties. Landlord represents and warrants that, to the best of its knowledge, no leak, spill, release, discharge, emission or disposal of Hazardous Materials (as hereinafter defined) has occurred on the Premises to date and that the soil, groundwater and soil vapor on or under the Premises is free of Hazardous Materials as of the Commencement Date of this Lease.

12.02. Tenant. Tenant shall indemnify, defend and hold harmless Landlord and its officers, employees and agents from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities (including sums paid in settlements of claims) or losses, including reasonable attorneys' fees, consultant fees and expert fees, arising out of the presence of Hazardous Materials on the Premises or in the soil, groundwater or soil vapor on or under the Premises, to the extent caused by Tenant, its employees, agents or contractors during the Lease term.

12.03. Landlord. Landlord shall indemnify, defend and hold harmless Tenant and its officers, employees and agents from and against any and all claims, judgments, damages, penalties, fines, costs, liabilities (including sums paid in settlements of claims) or losses, including reasonable attorneys' fees, consultant fees and expert fees, arising out of the presence of Hazardous Materials now or hereafter on the Premises or in the soil, groundwater or soil vapor on or under the Premises, except to the extent caused by Tenant, its employees, agents or contractors during the Lease term.

12.04. Hazardous Materials. As used herein, the term "Hazardous Materials" means any hazardous or toxic substance, material or waste, including, but not limited to, those substances, materials and wastes listed in the United States Department of Transportation Hazardous Materials Table (49 C.F.R. § 172.01) or by the Environmental Protection Agency as hazardous substances (40 C.F.R. Part 302) and amendments thereto, or such substances, materials and wastes that are or become regulated under any applicable local, state or federal law, rule or regulation, or as defined as "hazardous substances," "hazardous waste" or "extremely hazardous waste" pursuant to any state, federal or local law, rule or regulation, including, without limitation, petroleum, petroleum by-products and asbestos.

13. ACCESS

Landlord, its agents and representatives, shall, upon reasonable prior written notice, be entitled to enter upon the Premises at reasonable times during Tenant's normal business hours for the purpose of examining and inspecting the condition thereof, and exercising any right or power reserved to Landlord under this Lease; provided, however, such entry shall be done in a manner so as not to unreasonably interfere with the conduct of Tenant's activities thereon, and such entry shall only be made if Landlord is accompanied by a responsible employee of Tenant.

14. SURRENDER OF PREMISES; HOLDING OVER

Upon expiration or earlier termination of the Lease term, Tenant shall peaceably surrender the Premises to Landlord. If Tenant remains in possession of the Premises after the termination of this Lease and without the execution of a new lease, Tenant shall be deemed to be occupying the Premises as a tenant from day-to-day, at the same rental as previously in effect under this Lease and subject to all applicable terms, conditions and covenants of this Lease.

15. SIGNS

Tenant shall have the right and privilege of attaching, affixing, painting or exhibiting signs on the Premises, and may maintain in place any signs on the property as of the Commencement Date of the Lease, provided that: (1) any and all signs shall comply with applicable ordinances and rules; (2) such signs shall not materially change the structure of the building; and (3) such signs shall be removed upon the expiration of the Lease term and Tenant shall promptly repair any damage caused by such removal.

16. NOTICES

All notices provided for herein shall be in writing and shall be deemed to have been given (i) three (3) days after being deposited in the United States mail, registered or certified, return receipt requested, postage prepaid, (ii) when received if hand delivered, or (iii) one (1) business day after being deposited with a national overnight delivery service with charges prepaid, addressed to Landlord or Tenant at the respective addresses set in Sections 1.01A and 1.01B above or addressed to any such party at such other address as such party shall hereafter furnish by written notice to the other party hereto in such manner as set forth herein.

17. MISCELLANEOUS

17.01. Attorneys' Fees. In any litigation arising out of this Lease, the prevailing party shall be entitled to all of its actual costs of litigation (including, without limitation, reasonable attorneys' fees) from the nonprevailing party.

17.02. Benefit and Amendment. This Lease and all of the covenants and conditions herein contained shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns. Neither this Lease nor any of the terms, covenants or conditions herein may be modified or amended, except by an agreement in writing duly executed and delivered by both Landlord and Tenant.

17.03. Applicable Law. This Lease shall be governed by and construed under the laws of the State in which the Premises is located.

17.04. Provisions Severable. If any provision of this Lease shall be held or declared to be invalid, illegal or unenforceable under any law applicable thereto, such provision shall be deemed deleted from this Lease without impairing or prejudicing the validity, legality or enforceability of the remaining provisions hereof.

17.05. Waiver of Landlord's Lien; Fixture Disclaimer; Tenant Rights to Collaterally Assign. Notwithstanding any provision of this Lease to the contrary: (a) Landlord hereby waives any lessor's or landlord's liens it may have at law or in equity with respect to Tenant's property and waives and disclaims any interest in the

fixtures and property of Tenant located on the Premises; (b) Tenant may collaterally or otherwise assign this Lease to Tenant's lender (or affiliate of Lender) of which Tenant gives Landlord notice ("Lender"); and (c) Landlord shall give notice to Lender of any Tenant default under this Lease at the same time such default notice is given to Tenant.

17.06. Nondisturbance by Mortgagees. Prior to the Commencement Date, Landlord shall deliver to Tenant a written agreement, in a form reasonably satisfactory to Tenant and executed by any and all existing mortgagees of the Premises (each, a "Mortgagee"), in which Mortgagee agrees that Tenant will not be disturbed in its use and occupancy of the Premises and this Lease will remain in full force and effect as long as Tenant is not in default under this Lease beyond any applicable grace or cure period.


17.07. Joint Parties. If more than one (1) individual or entity is listed as Landlord in Section 1.01A above or Tenant in Section 1.01G above, then the term "Landlord" or "Tenant", as applicable, shall mean all such individuals or entities constituting Landlord or Tenant, which individuals or entities shall be jointly and severally liable for the obligations of Landlord or Tenant, as the case may be, under this Lease.

17.08. Consent. Whenever in this Lease consent or approval is required of Landlord or Tenant, such consent or approval shall not be unreasonably withheld, conditioned or delayed.

17.09. Counterparts. This Lease may be executed in any number of counterparts, each of which shall be deemed an original, and all of which shall, collectively, be deemed a single instrument.

IN WITNESS WHEREOF, Landlord and Tenant have executed this Lease as of the day, month and year first above written.

LANDLORD:  
CTK DEVELOPMENT CORPORATION, INC.

By:   
Name Printed: Shawn H. Jewell  
Title: General Director

TENANT:  
KING'S ACADEMY CHRISTIAN SCHOOL,  
INC.


By:   
Name Printed: Laurel L. Nobles  
Title: Administrator

EXHIBIT A

Legal Description of the Premises

LOT 2 OF CERTIFIED SURVEY MAP NO. 7696, BEING A DIVISION OF LOTS 7 AND 8, BLOCK 19, BRADLEY ESTATES, BEING A PART OF THE NORTHWEST  $\frac{1}{4}$  OF SOUTHWEST  $\frac{1}{4}$  OF THE NORTHWEST  $\frac{1}{4}$  OF SECTION 14, TOWNSHIP 8 NORTH, RANGE 21 EAST, IN THE CITY OF MILWAUKEE, MILWAUKEE COUNTY, WISCONSIN.

Also Known As:

7798 North 60<sup>th</sup> Street  
Milwaukee, WI 53223







**City  
of  
Milwaukee**

Department of City Development  
(414) 286-8211

This Certificate of Occupancy shall be posted in a conspicuous place in the building or structure, or on the premises. The certificate is issued subject to any conditions listed below.

**If this business is a convenience store, filling station, personal service establishment, or restaurant, operation is prohibited between 12 midnight and 5 a.m., unless the business has obtained a 24-hour establishment license from the City of Milwaukee.**

Rick Reich  
12800 W. Silver Spring Rd.  
Butler, WI 53007



City of Milwaukee  
Department of  
City Development

**CERTIFICATE OF OCCUPANCY**

**Location:** 7798 N. 60    **Issued:** September 01, 2005    #592551

**Issued to:** Christ the King Academy

**Area:** entire building

**Use:** School, elementary or secondary (Elementary School)

**NOT TRANSFERABLE**

\*Occupancy must conform with provisions of chapters 200 and 296 of the building and zoning code. This certificate affects only the use of the premises and does not permit to conduct a licensed business or one prohibited by law.



**CITY OF MILWAUKEE**  
**DEPARTMENT OF NEIGHBORHOOD SERVICES**  
Code Enforcement - Commercial  
841 N. Broadway  
Milwaukee, WI 53202

September 11, 2009

CHRIST THE KING BAPTIST CHURCH, INC  
W165 N5440 CREEKWOOD CROSSING  
MENOMONEE FALLS WI 53051



RE: 7750-7750 N 60TH ST

Dear Sir or Madam:

The last recorded fire prevention inspection of this property was conducted on January 14, 2009 and was found to be in compliance with all applicable provisions of Comm 14 Fire Prevention, Register, February, 2008, No.626 and 2006 International Fire Code as adopted by City of Milwaukee Ordinance 214-3. This includes the fire safety of the facility and the written fire plan for orderly evacuation of residents.

The State of Wisconsin licenses this facility. The City of Milwaukee issues this form concerning the inspectional status instead of signing any State, Federal or private forms.

If you have any questions, please contact me at [414]-286-2488 during the hours of 7:00am-9:30am and 3:00pm-3:45pm Monday through Friday.

Sincerely,

Robert A. Jones  
Inspector  
rjones@milwaukee.gov

Recipients:  
CHRIST THE KING BAPTIST CHURCH, INC, W165 N5440 CREEKWOOD CROSSING, MENOMONEE FALLS WI 53051

# ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/11/2009

PRODUCER **Karla M Serrano-Fraitts**  
**Church Mutual Insurance Company**  
 3000 Schuster Lane  
 Merrill WI 54452  
 Calling from Wisconsin: 1-800-554-2642 Option 1  
 Calling from Outside Wisconsin: 1-800-554-2642 Option 9, then area code 414

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURED  
**KINGS ACADEMY CHRISTIAN SCHOOL**  
 7798 N 60TH ST  
 MILWAUKEE WI 53223-4153  
 Group

| INSURERS AFFORDING COVERAGE                | NAIC # |
|--|--------|
| INSURER A: Church Mutual Insurance Company | 18767  |
| INSURER B:                                 |        |
| INSURER C:                                 |        |
| INSURER D:                                 |        |

## COVERAGES

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. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR ADD'L LTR INSRD | TYPE OF INSURANCE   | POLICY NUMBER     | POLICY EFFECTIVE DATE (MM/DD/YY) | POLICY EXPIRATION DATE (MM/DD/YY) | LIMITS   |
|----------------------|---|-------------------|----------------------------------|-----------------------------------|--|
| A                    | GENERAL LIABILITY<br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> LOCATION<br><input type="checkbox"/> PROJECT | 0220748-02-937953 | 07/01/2008                       | 07/01/2011                        | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea. occurrence) \$<br>MED EXP (Any one person) \$ 10,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 3,000,000<br>PRODUCTS - COMPIOP AGG \$ 1,000,000<br>\$ |
|                      | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS   |                   |                                  |                                   | COMBINED SINGLE LIMIT (Ea Accident) \$<br>BODILY INJURY (Per Person) \$<br><br>BODILY INJURY (Per Accident) \$<br>PROPERTY DAMAGE (Per Accident) \$<br>AUTO ONLY - EA ACCIDENT \$<br>OTHER THAN EA ACC AUTO ONLY: AGG \$                 |
|                      | GARAGE LIABILITY<br><input type="checkbox"/> ANY AUTO   |                   |                                  |                                   | \$   |
| A                    | EXCESS/UMBRELLA LIABILITY<br><input checked="" type="checkbox"/> OCCURRENCE <input type="checkbox"/> CLAIMS MADE<br><br><input type="checkbox"/> DEDUCTIBLE <input checked="" type="checkbox"/> RETENTION<br>\$ 10,000  | 0220748-81-937954 | 07/01/2008                       | 07/01/2011                        | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$<br>\$   |
| A                    | WORKERS COMPENSATION AND EMPLOYER'S LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED?<br><br>If yes, describe under SPECIAL PROVISIONS below   | 0220748-07-070984 | 07/01/2009                       | 07/01/2010                        | <input checked="" type="checkbox"/> WC STATUTORY LIMITS<br><input type="checkbox"/> OTHER<br>E.L. EACH ACCIDENT \$ 500,000<br>E.L. DISEASE - EA EMPLOYEE \$ 500,000<br>E.L. DISEASE - POLICY LIMIT \$ 500,000                            |
| A                    | OTHER Directors, Officers & Trustees Liability with Educator's Liability<br>Employment Practices Liability<br>Sexual Misconduct/Molestation<br>Blanket Bond   | 0220748-02-937953 | 07/01/2008                       | 07/01/2011                        | CLAIMS MADE EACH CLAIM/AGGREGATE \$ 1,000,000/<br>500,000<br>EACH OCCURRENCE \$ 1,000,000/<br>100,000  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT/SPECIAL PROVISIONS  
 Evidence of liability insurance for Kings Academy Christian School located at 7798 N 60th St, Milwaukee, WI for the policy period. 016

## CERTIFICATE HOLDER

City Milwaukee Common Council  
 Committee of School Review Committee  
 Chairman Room 205  
 200 East Wells Street  
 Milwaukee, WI 53202

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE  


**IMPORTANT**

If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

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).

**DISCLAIMER**

The Certificate of Insurance on the reverse side of this form does not constitute a contract between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

September 10, 2009

To the Board of Directors  
King's Academy Christian School

We have audited the financial statements of King's Academy Christian School for the year ended June 30, 2009, and have issued our report thereon dated September 10, 2009. Professional standards require that we provide you with the following information related to our audit.

As stated in our engagement letter dated November 12, 2008, our responsibility, as described by professional standards, is to plan and perform our audit to obtain reasonable, but not absolute, assurance that the financial statements are free of material misstatement and are fairly presented in accordance with U.S. generally accepted accounting standards. Because an audit is designed to provide reasonable, but not absolute, assurance and because we did not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us.

As part of our audit, we considered the internal control of King's Academy Christian School. Such considerations were solely for the purpose of determining our audit procedures and not to provide any assurance concerning such internal control.

Management has the responsibility for selection and use of appropriate accounting policies. In accordance with the terms of our engagement letter, we will advise management about the appropriateness of accounting policies and their application. The significant accounting policies used by King's Academy Christian School are described in Note A to the financial statements. No new accounting policies were adopted and the application of existing policies was not changed during the audit year. We noted no transactions entered into by the Organization during the year that were both significant and unusual, and of which, under professional standards, we are required to inform you, or transactions for which there is a lack of authoritative guidance or consensus.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the financial statements were: accounts receivable and accounts payable.

Management's estimate of the accounts receivable and accounts payable is based on amounts noted through September 10, 2009. We evaluated the key factors and assumptions used to develop accounts receivable and accounts payable in determining that it is reasonable in relation to the financial statements taken as a whole.

Ritz Holman LLP  
*Serving businesses, nonprofits, individuals and trusts*

Two Plaza East, Suite 550      t. 414.271.1451  
330 East Kilbourn Avenue      f. 414.271.7464  
Milwaukee, WI 53202      ritzholman.com

To the Board of Directors  
King's Academy Christian School  
Page Two

For purposes of this letter, professional standards define an audit adjustment as a proposed correction of the financial statements that, in our judgment, may not have been detected except through our auditing procedures. An audit adjustment may or may not indicate matters that could have a significant effect on the Organization's financial reporting process (that is, cause future financial statements to be materially misstated). In our judgment, none of the adjustments we proposed, whether recorded or unrecorded by the Organization, either individually or in the aggregate, indicate matters that could have a significant effect on the Organization's financial reporting process.

For purposes of this letter, professional standards define a disagreement with management as a matter, whether or not resolved to our satisfaction, concerning a financial accounting, reporting, or auditing matter that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

We encountered no significant difficulties in dealing with management in performing and completing our audit.

This information is intended solely for the use of the Board of Directors and management of King's Academy Christian School and is not intended to be and should not be used by anyone other than these specified parties.

Very truly yours,



RITZ HOLMAN LLP  
Certified Public Accountants

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED JUNE 30, 2009**  
**(With Summarized Totals for the Year Ended June 30, 2008)**



**KING'S ACADEMY CHRISTIAN SCHOOL**

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Independent Auditor's Report

Board of Directors  
King's Academy Christian School

We have audited the accompanying balance sheet of King's Academy Christian School (a nonprofit organization) as of June 30, 2009, and the related statements of activities and cash flows for the year then ended. These financial statements are the responsibility of King's Academy Christian School's management. Our responsibility is to express an opinion on these financial statements based on our audit. The prior year summarized comparative information has been derived from the Organization's 2007 financial statements and, in our report dated September 30, 2008, we expressed an unqualified opinion on those financial statements.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of King's Academy Christian School as of June 30, 2009, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Our audit was performed for the purpose of forming an opinion on the basic financial statements of King's Academy Christian School taken as a whole. The accompanying schedule of functional expenses is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated, in all material respects, in relation to the basic financial statements taken as a whole.

*Ritz Holman LLP*  
RITZ HOLMAN LLP  
Certified Public Accountants

Milwaukee, Wisconsin  
September 10, 2009

Ritz Holman LLP  
Serving businesses, nonprofits, individuals and trusts.

Two Plaza East, Suite 550      t. 414.271.1451  
330 East Kilbourn Avenue      f. 414.271.7464  
Milwaukee, WI 53202      ritzholman.com

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**BALANCE SHEET**  
**JUNE 30, 2009**  
**(With Summarized Totals at June 30, 2008)**

| ASSETS                                     | 2009              | 2008              |
|--|-------------------|-------------------|
| <b>CURRENT ASSETS</b>                      |                   |                   |
| Cash and Cash Equivalents                  | \$ 145,722        | \$ 142,601        |
| Net Accounts Receivable                    | 117,272           | 111,001           |
| Prepays                                    | ---               | 3,779             |
| Total Current Assets                       | \$ 262,994        | \$ 257,381        |
| <b>FIXED ASSETS</b>                        |                   |                   |
| Equipment                                  | \$ 149,075        | \$ 147,766        |
| Less: Accumulated Depreciation             | (105,931)         | (86,300)          |
| Net Fixed Assets                           | \$ 43,144         | \$ 61,466         |
| <b>TOTAL ASSETS</b>                        | <b>\$ 306,138</b> | <b>\$ 318,847</b> |
| <b>LIABILITIES AND NET ASSETS</b>          |                   |                   |
| <b>CURRENT LIABILITIES</b>                 |                   |                   |
| Accounts Payable                           | \$ 59,158         | \$ 28,771         |
| Accrued Payroll                            | 64,230            | 66,119            |
| Current Portion of Long-Term Payable       | 40,280            | 87,996            |
| Total Current Liabilities                  | \$ 163,668        | \$ 182,886        |
| <b>LONG-TERM LIABILITIES</b>               |                   |                   |
| Loan Payable                               | \$ 122,655        | \$ 173,298        |
| Less: Current Portion of Long-Term Payable | (40,280)          | (87,996)          |
| Total Long-Term Liabilities                | \$ 82,375         | \$ 85,302         |
| Total Liabilities                          | \$ 246,043        | \$ 268,188        |
| <b>NET ASSETS</b>                          |                   |                   |
| Unrestricted                               | \$ 60,095         | \$ 50,659         |
| Total Net Assets                           | \$ 60,095         | \$ 50,659         |
| <b>TOTAL LIABILITIES AND NET ASSETS</b>    | <b>\$ 306,138</b> | <b>\$ 318,847</b> |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**STATEMENT OF ACTIVITIES**  
**FOR THE YEAR ENDED JUNE 30, 2009**  
**(With Summarized Totals for the Year Ended June 30, 2008)**

|  | Unrestricted |              |
|--|--------------|--------------|
|  | 2009         | 2008         |
| <b>REVENUE</b>   |              |              |
| MPCP Tuition Payments  | \$ 1,137,065 | \$ 1,109,722 |
| Private Tuition Payments                                       | 24,333       | 45,254       |
| Donations  | 110,086      | 6,374        |
| Lunch Program Revenue  | 49,503       | 45,610       |
| Scholarships   | 17,250       | 29,875       |
| Transportation Revenue   | 95,667       | 90,910       |
| Field Trip Revenue   | 2,605        | 2,950        |
| Fund-Raisers   | 2,653        | 4,650        |
| Interest Income  | 731          | —            |
| Gain on Sale of Fixed Asset                                    | —            | 6,141        |
| Miscellaneous Revenue  | 1,009        | 1,447        |
| Total Revenue  | \$ 1,440,902 | \$ 1,342,933 |
| <b>EXPENSES</b>  |              |              |
| Program Services   | \$ 1,210,796 | \$ 1,184,507 |
| Management and Supporting Services                             | 168,132      | 173,365      |
| Fund-Raising   | 45,538       | 35,666       |
| Total Expenses   | \$ 1,424,466 | \$ 1,393,538 |
| <b>CHANGE IN NET ASSETS</b>                                    | \$ 16,436    | \$ (50,605)  |
| Net Assets, Beginning of Year - Before Prior Period Adjustment | \$ 50,659    | \$ 101,264   |
| Prior Period Adjustment  | (7,000)      | —            |
| Net Assets, Beginning of Year - After Prior Period Adjustment  | \$ 43,659    | \$ 101,264   |
| <b>NET ASSETS, END OF YEAR</b>                                 | \$ 60,095    | \$ 50,659    |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL  
STATEMENT OF CASH FLOWS  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

|   | <u>2009</u>        | <u>2008</u>        |
|---|--------------------|--------------------|
| <b>CASH FLOWS FROM OPERATING ACTIVITIES</b>   |                    |                    |
| Change in Net Assets  | \$ 16,436          | \$ (50,605)        |
| Adjustments to Reconcile Change in Net Assets to<br>Net Cash Provided by Operating Activities |                    |                    |
| Depreciation  | 19,631             | 20,917             |
| Gain on Sale of Fixed Asset   | —                  | (6,141)            |
| Prior Period Adjustment   | (7,000)            | —                  |
| (Increase) Decrease in Accounts Receivable  | (6,272)            | 1,602              |
| (Increase) Decrease in Prepaids   | 3,779              | 4,087              |
| Increase (Decrease) in Accounts Payable   | 30,387             | (4,464)            |
| Increase (Decrease) in Accrued Payroll  | (1,889)            | 16,528             |
|   | <u>\$ 55,072</u>   | <u>\$ (18,076)</u> |
| <b>CASH FLOWS FROM INVESTING ACTIVITIES</b>   |                    |                    |
| Proceeds From Sale of Fixed Asset   | \$ —               | \$ 20,000          |
| Purchase of Fixed Assets  | (1,308)            | (2,240)            |
| Depreciation Adjustment for Financial Information Report                                      | —                  | (2,136)            |
|   | <u>\$ (1,308)</u>  | <u>\$ 15,624</u>   |
| <b>CASH FLOWS FROM FINANCING ACTIVITIES</b>   |                    |                    |
| Proceeds From Loan Payable  | \$ 158,607         | \$ 90,000          |
| Payments on Loan Payable  | (209,250)          | (51,507)           |
|   | <u>\$ (50,643)</u> | <u>\$ 38,493</u>   |
| <b>Net Increase in Cash and Cash Equivalents</b>  | <u>\$ 3,121</u>    | <u>\$ 36,041</u>   |
| <b>CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR</b>   | <u>142,601</u>     | <u>106,560</u>     |
| <b>CASH AND CASH EQUIVALENTS AT END OF YEAR</b>   | <u>\$ 145,722</u>  | <u>\$ 142,601</u>  |
| <b>SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION</b>                                       |                    |                    |
| Interest Paid   | \$ 7,849           | \$ 8,004           |

The accompanying notes are an integral part of these financial statements.

**KING'S ACADEMY CHRISTIAN SCHOOL**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**JUNE 30, 2009**

**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE A - Summary of Significant Accounting Policies**

**School**

King's Academy Christian School is operated exclusively for charitable and educational purposes as a not-for-profit School exempt from federal income taxes under Section 501(c)(3) of the Internal Revenue Code, and is considered to be other than a private foundation. The mission of the school is to educate children with a Christ-centered curriculum that will prepare them to live Christian lives and will enable them to contribute positively in our society.

**Accounting Method**

The financial statements of the School have been prepared on the accrual basis of accounting.

**Basis of Presentation**

Financial Statement presentation follows the recommendations of the Financial Accounting Standards Board in its Statement of Financial Accounting Standards SFAS No. 117, Financial Statements of Not-for-Profit Schools. Under SFAS No. 117, the School is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets, and permanently restricted net assets. Assets of the restricted classes are created only by donor-imposed restrictions.

**Contributions**

King's Academy Christian School accounts for contributions in accordance with the recommendations of the Financial Accounting Standards Board in SFAS No. 116, Accounting for Contributions Received and Contributions Made. In accordance with SFAS No. 16, contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence or nature of any donor restrictions.

**Restricted and Unrestricted Revenue**

Contributions that are restricted by the donor are reported as increases in unrestricted net assets if the restrictions expire in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities as net assets released from restrictions.

**Cash and Cash Equivalents**

For purposes of the statement of cash flows, cash and cash equivalents include all highly liquid debt instruments with original maturities of three months or less.

**Estimates**

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**KING'S ACADEMY CHRISTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE A - Summary of Significant Accounting Policies (continued)**

**Fixed Assets**

Fixed Assets are recorded at cost. Depreciation is provided over the estimated useful lives of the assets using the straight-line method. The Organization capitalizes assets of \$1,000 or more.

**Allowance for Uncollectible Accounts**

An allowance for uncollectible accounts was created for uncollectible tuition. The allowance is based on 10% of tuition receivable. The balance in the allowance account was \$4,769.

**NOTE B - Comparative Financial Information**

The financial information shown for the year 2008 in the accompanying financial statements is included to provide a basis on comparison with 2009 and represents summarized totals only.

**NOTE C - Net Accounts Receivable**

Accounts Receivable consists of the following at June 30, 2009:

| <u>Source</u>                         | <u>Amount</u>    |
|---------------------------------------|------------------|
| Tuition                               | \$ 47,688        |
| Lunch Program                         | 7,304            |
| Christ the King Development           | <u>67,049</u>    |
| Total                                 | \$122,041        |
| Less: Allowance for Doubtful Accounts | <u>(4,769)</u>   |
| Net Accounts Receivable               | <u>\$117,272</u> |

**NOTE D - Loan Payable**

The Organization has a loan payable with Christ the King Baptist Church, a related party. It carries an interest rate of 6.0% and is due June 30, 2010. The balance of the loan payable at June 30, 2009 was \$122,655.

Future minimum payments are as follows:

|      |          |
|------|----------|
| 2010 | \$40,280 |
| 2011 | \$56,597 |
| 2012 | \$25,778 |



**KING'S ACADMEY CHRSTIAN SCHOOL  
NOTES TO THE FINANCIAL STATEMENTS  
JUNE 30, 2009**

**NOTE E - Related Parties**

The Organization leased space from the board members' church. During the fiscal year rent expense for the Organization was \$133,244.

The Principal is also a voting board member. The Principal's contract was \$46,000 for the school year.

**NOTE F - Prior Period Adjustment**

It was discovered that an expense from a prior period had been paid and recorded by CTK Development. In actuality, this expense was incurred by the School, creating a payable for the School. An adjustment of \$7,000 was made to net assets recording the prior year expense.

**NOTE G - Subsequent Events**

The Organization has evaluated events and transactions occurring after June 30, 2009, the date of the most recent balance sheet, through the date financial statements are available to be issued, September 10, 2009, for possible adjustment to the financial statements or disclosure and determined that no subsequent events need to be disclosed.

**KING'S ACADEMY CHRISTIAN SCHOOL  
SCHEDULE OF FUNCTIONAL EXPENSES  
FOR THE YEAR ENDED JUNE 30, 2009  
(With Summarized Totals for the Year Ended June 30, 2008)**

| EXPENSES               | Program<br>Services | Management<br>and Supporting<br>Services | Fund-Raising     | 2009                | 2008                |
|------------------------|---------------------|--|------------------|---------------------|---------------------|
| Salaries and Wages     | \$ 615,478          | \$ 72,409                                | \$ 36,205        | \$ 724,092          | \$ 701,810          |
| Payroll Taxes          | 51,436              | 6,051                                    | 3,026            | 60,513              | 58,407              |
| Employee Benefits      | 94,878              | 11,162                                   | 5,581            | 111,621             | 93,786              |
| Professional Fees      | 24,046              | 4,243                                    | —                | 28,289              | 26,330              |
| Supplies               | 4,896               | 864                                      | —                | 5,760               | 7,403               |
| Postage                | 3,477               | 409                                      | 204              | 4,090               | 3,204               |
| Printing               | 7,282               | 857                                      | 428              | 8,567               | 6,780               |
| Occupancy              | 113,257             | 19,987                                   | —                | 133,244             | 129,167             |
| Telephone              | 1,606               | 189                                      | 94               | 1,889               | 1,533               |
| Depreciation           | 16,686              | 2,945                                    | —                | 19,631              | 20,917              |
| Insurance              | 13,777              | 2,431                                    | —                | 16,208              | 19,443              |
| Transportation         | 139,986             | 24,703                                   | —                | 164,689             | 157,837             |
| Technology Expense     | 6,334               | 1,118                                    | —                | 7,452               | 8,276               |
| Field Trips            | 6,900               | 1,218                                    | —                | 8,118               | 2,470               |
| Gym/Recreation         | 1,003               | 177                                      | —                | 1,180               | 1,157               |
| Advertising            | 1,051               | 185                                      | —                | 1,236               | 800                 |
| Lunch Expense          | 30,581              | 5,397                                    | —                | 35,978              | 26,738              |
| Staff Development      | 3,489               | 616                                      | —                | 4,105               | 17,662              |
| Dues and Subscriptions | 1,070               | 189                                      | —                | 1,259               | 2,348               |
| Interest               | 6,672               | 1,177                                    | —                | 7,849               | 8,004               |
| Classroom Expense      | 58,579              | 10,338                                   | —                | 68,917              | 71,966              |
| Bad Debt Expense       | —                   | —  | —                | —                   | 5,495               |
| Miscellaneous Expense  | 8,312               | 1,467                                    | —                | 9,779               | 22,005              |
| <b>TOTALS</b>          | <b>\$ 1,210,796</b> | <b>\$ 168,132</b>                        | <b>\$ 45,538</b> | <b>\$ 1,424,466</b> | <b>\$ 1,393,538</b> |

King's Academy Christian School  
7798 N. 60th St.  
Milwaukee, WI 53223

In planning and performing our audit of the financial statements of King's Academy Christian School for the year ended June 30, 2009, we considered the Organization's internal control structure to determine our auditing procedures for the purpose of expressing an opinion on the financial statements and not to provide assurance on the internal control structure.

However, during our audit we became aware of the following matters that are opportunities for strengthening internal controls and operating efficiency:

1. It was noted that the Organization does not have a conflict of interest policy. It is recommended that the Organization create a conflict of interest policy.
2. It was noted that the Organization does not maintain a fidelity bond. It is recommended that the Organization consider purchasing a fidelity bond.
3. One out of 29 employees tested had an incomplete Form I-9. It is recommended that all employees have a complete Form I-9 on file.
4. For cash collection, it was noted that two people are not always present to count the cash collected. It is recommended that two people always be present to count cash collected.

This letter does not affect our report dated September 10, 2009, on the financial statements of King's Academy Christian School.

We will review the status of these comments during our next audit engagement. We have already discussed many of these comments and suggestions with various Organization personnel, and we will be pleased to discuss them in further detail at your convenience, to perform any additional study of these matters, or to assist you in implementing the recommendations.

*Ritz Holman LLP*  
RITZ HOLMAN LLP  
Certified Public Accountants

September 10, 2009

Ritz Holman LLP  
*Serving businesses, nonprofits, individuals and trusts.*

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**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**


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RITZ HOLMAN BUTALA FINE LLP  
330 E KILBOURN AVE STE 550  
MILWAUKEE WI 53202

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RITZ HOLMAN BUTALA FINE LLP  
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MILWAUKEE WI 53202

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**State of Wisconsin**  
DEPARTMENT OF REGULATION AND LICENSING  
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**ACCOUNTING FIRM**

No. 125 - 003 Expires: 12/14/2009

RITZ HOLMAN BUTALA FINE LLP  
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Signature: \_\_\_\_\_

1400 E Washington Ave  
PO Box 8935  
Madison WI 53708-8935


**WISCONSIN DEPARTMENT OF  
REGULATION & LICENSING**

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KATY L SOMMER  
5011 N IDLEWILD AVE  
WHITEFISH BAY WI 53217

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CERTIFIED PUBLIC ACCOUNTANT

No. 15881 - 001 Expires: 12/14/2009

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