

Charter School Application Budget Worksheet

State Local & Loan Revenue		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
1	State Appropriations	\$2,024,778	\$2,019,524	\$2,204,951	\$2,204,951	\$2,204,951
2	School District Local Fund Transfers	\$1,192,660	\$1,331,313	\$1,470,936	\$1,470,936	\$1,470,936
3	Prior Year Carryover Funds	\$91,831	\$72,325	\$88,463	\$74,887	\$75,016
	**Unbudgeted Carryover					
	**Summer Pay Set Aside	\$ 307,000				
	<b>STATE LOCAL &amp; LOANS REVENUE</b>	<b>\$3,616,269</b>	<b>\$3,423,162</b>	<b>\$3,744,350</b>	<b>\$3,750,774</b>	<b>\$3,750,903</b>
State Local & Loans Expenses		FY 2014	FY 2015	FY 2016	FY 2017	FY 2018
Personnel Salaries / Other Employer Costs		FTE	FTE	FTE	FTE	FTE
4	Classroom Teachers	\$610,988 12.00	\$624,988 13.00	\$681,988 14.00	\$681,988 14.00	\$681,988 14.00
5	Special Education Teachers	\$246,000 6.00	\$301,000 7.00	\$360,000 8.00	\$360,000 8.00	\$360,000 8.00
6	Special Teachers (phys Ed, Art, Music)	\$196,000 4.00	\$196,000 4.00	\$196,000 4.00	\$196,000 4.00	\$196,000 4.00
7	Counselors	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00	\$0 0.00
8	Principal/Administrative	\$80,000 1.00	\$80,000 1.00	\$80,000 1.00	\$80,000 1.00	\$80,000 1.00
9	Nurse	\$48,000 1.00	\$48,000 1.00	\$48,000 1.00	\$48,000 1.00	\$48,000 1.00
10	Clerical	\$124,560 2.84	\$124,560 2.84	\$124,560 2.84	\$124,560 2.84	\$124,560 2.84
11	Custodial	\$58,840 2.50	\$58,840 2.50	\$58,840 2.50	\$58,840 2.50	\$58,840 2.50
12	Para Professionals	\$65,500 2.00	\$94,000 3.00	\$123,000 4.00	\$123,000 4.00	\$123,000 4.00
13	Food Service -Other	\$11,104 1.50	\$11,104 2.00	\$11,104 2.00	\$11,105 2.00	\$11,105 2.00
14	Other Employer Costs (30.44 % of Salaries)	\$438,638	\$468,317	\$512,455	\$512,455	\$512,455
15	Health Insurance	\$285,233	\$315,372	\$341,245	\$341,245	\$341,245
16	Other Benefits	\$0	\$0	\$0	\$0	\$0
	<b>SUBTOTAL SALARIES / OTHER EMPLOYER COSTS</b>	<b>\$2,164,863 32.84</b>	<b>\$2,322,181 36.34</b>	<b>\$2,537,192 39.34</b>	<b>\$2,537,193 39.34</b>	<b>\$2,537,193 39.34</b>
Student Support						
17	Transportation	\$152,761	\$179,587	\$207,159	\$207,159	\$207,159
18	Extra Curricular Transportation	\$0	\$0	\$0	\$0	\$0
19	Cafeteria	\$16,097	\$18,959	\$21,820	\$21,820	\$21,820
20	Extra Curricular	\$0	\$0	\$0	\$0	\$0
21	Supplies and Materials	\$20,037	\$23,800	\$27,162	\$27,162	\$27,162
22	Textbooks	\$6,000	\$6,000	\$6,000	\$6,000	\$6,000
23	Curriculum	\$60,000	\$0	\$0	\$0	\$0
24	Professional Development	\$7,000	\$7,000	\$7,000	\$7,000	\$7,000
25	Assessments	\$39,000	\$39,000	\$39,000	\$39,000	\$39,000
26	Other Educational Program	\$0	\$0	\$0	\$0	\$0
27	Therapists (Occupational, Speech)	\$3,600	\$4,300	\$4,900	\$4,900	\$4,900
28	Classroom Technology	\$40,000	\$0	\$0	\$0	\$0
29	School Climate	\$0	\$0	\$0	\$0	\$0
30	Computers	\$60,000	\$15,000	\$15,000	\$15,000	\$15,000
31	Contracted Services	\$113,174	\$100,174	\$105,174	\$105,174	\$105,174
32	Other	\$16,822	\$16,822	\$16,822	\$16,822	\$16,822
	<b>SUBTOTAL STUDENT SUPPORT</b>	<b>\$534,491</b>	<b>\$410,442</b>	<b>\$450,037</b>	<b>\$450,037</b>	<b>\$450,037</b>
Operations and Maintenance of Facilities						
33	Insurance (Property/Liability)	\$15,000	\$15,000	\$15,000	\$15,000	\$15,000
34	Rent	\$0	\$0	\$0	\$0	\$0
35	Mortgage	\$198,000	\$198,000	\$198,000	\$198,000	\$198,000
36	Utilities	\$120,000	\$120,000	\$120,000	\$120,000	\$120,000
37	Maintenance	\$154,000	\$100,000	\$100,000	\$100,000	\$100,000
38	Telephone/Communications	\$10,300	\$10,300	\$10,300	\$10,300	\$10,300
39	Construction	\$0	\$0	\$0	\$0	\$0
40	Renovation	\$0	\$0	\$0	\$0	\$0
41	Custodial Supplies	\$5,300	\$5,300	\$5,300	\$5,300	\$5,300
	<b>SUBTOTAL OPERATIONS AND MAINTENANCE OF FACILITIES</b>	<b>\$502,600</b>	<b>\$448,600</b>	<b>\$448,600</b>	<b>\$448,600</b>	<b>\$448,600</b>
Administrative/Operations Support						
42	Equipment Lease/Maintenance	\$50,200	\$50,200	\$50,200	\$50,200	\$50,200
43	Equipment Purchase	\$0	\$0	\$0	\$0	\$0
44	Supplies and Materials	\$15,000	\$17,400	\$20,000	\$20,000	\$20,000
45	Printing and Copying	\$44,500	\$52,400	\$60,300	\$60,300	\$60,300
46	Postage and Shipping	\$3,500	\$4,200	\$4,800	\$4,800	\$4,800
47	Enrollment / Recruitment	\$0	\$0	\$0	\$0	\$0
48	Staffing (recruitment and assessment)	\$500	\$500	\$500	\$500	\$500
49	Legal Services	\$18,400	\$8,400	\$8,400	\$8,400	\$8,400
50	Auditors	\$17,000	\$17,000	\$17,000	\$17,000	\$17,000
	<b>SUBTOTAL ADMINISTRATIVE/OPERATIONS SUPPORT</b>	<b>\$149,100</b>	<b>\$150,100</b>	<b>\$161,200</b>	<b>\$161,200</b>	<b>\$161,200</b>
Management Company						
51	Fees	\$27,890	\$23,376	\$72,434	\$78,729	\$78,855
52	Salaries/Other Employee Costs	\$0	\$0	\$0	\$0	\$0
53	Curriculum	\$0	\$0	\$0	\$0	\$0
54	Accounting and Payroll	\$0	\$0	\$0	\$0	\$0
55	Other	\$165,000	\$0	\$0	\$0	\$0
	<b>SUBTOTAL MANAGEMENT COMPANY</b>	<b>\$192,890</b>	<b>\$23,376</b>	<b>\$72,434</b>	<b>\$78,729</b>	<b>\$78,855</b>
	<b>STATE LOCAL &amp; LOANS EXPENDITURES</b>	<b>\$3,643,944</b>	<b>\$3,354,898</b>	<b>\$3,669,463</b>	<b>\$3,675,759</b>	<b>\$3,675,885</b>
56	<b># Students</b>	<b>225</b>	<b>265</b>	<b>305</b>	<b>305</b>	<b>305</b>
	<b>REVENUE LESS EXPENDITURES</b>	<b>\$72,325</b>	<b>\$68,464</b>	<b>\$74,887</b>	<b>\$75,015</b>	<b>\$75,018</b>
	2% CONTINGENCY CHECK	\$72,325.38	\$68,463.24	\$74,887.00	\$75,015.48	\$75,018.06

## **Budget Narrative**

**State & Local Revenue-** has been adjusted to reflect the increase in the special education department. The actual funding summary has been included as verification. Per pupil amount

### **Personnel Salaries / Other Employer Costs**

Line 4 Classroom Teachers – Budgeted amount based upon current staffing model

Line 5 Special Education Teachers- Average salary assumption 41K in FY14; FY15 average salary 43K; FY16 average salary 45K

Line 6 Specials Teachers -Budgeted amount based upon current staffing model

Line 8 Principal – Budgeted amount based upon current staffing model

Line 9 Nurse – Budgeted amount based upon current staffing model

Line 10 Clerical – Budgeted amount based upon current staffing model

Line 11 Custodial – Budgeted amount based upon current staffing model

Line 12 Para Professionals - Budgeted amount based upon current staffing model

Line 13 Food Service – Budgeted amount based upon current staffing model

Line 14 Other Employers Cost – Budgeted amount based upon 30.44

Line 15 Health Insurance based per FTE health insurance funding amount of \$8,611

### **SUBTOTAL SALARIES / OTHER EMPLOYER COSTS**

Line 17 Transportation – assumes 91% transportation eligible

Line 19 Cafeteria – Projected spending based on FY13

Line 21 Supplies and Materials - – Projected spending based on FY13

Line 22 Textbooks – Projected spending based on FY13 actuals

Line 23 Curriculum - Projected spending based on FY13 actuals

Line 24 Professional Development – Projected spending based on FY13. K12 provides additional PD

Line 25 Assessments –

Line 27 Therapists (Occupational, Speech) - Projected spending based on FY13 actuals

Line 28 Classroom Technology – purchase additional smart boards, computer software

Line 30 Computers – purchase additional, repair replace existing computers

Line 31 Contracted Services – Includes services related to Special Education. Projected spending based on FY13 actuals.

### **Operations and Maintenance of Facilities**

Line 33 Insurance (Property/Liability) - Projected spending based on FY13 actuals

Line 35 Mortgage – Purchased building reducing payments to 16,500 per month

Line 36 Utilities - Projected spending based on FY13 actuals

Line 37 Maintenance - Projected spending based on FY13 actuals

Line 38 Telephone/Communication - Projected spending based on FY13 actuals

Line 41 Custodial Supplies - Projected spending based on FY13 actuals

Line 42 Equipment Lease/Maintenance - Projected spending based on FY13 actuals

Line 44 Supplies and Materials - Projected spending based on FY13 actuals / Small Classroom sizes

Line 45 Printing and Copying – Student and Staff handbooks, teacher’s lessons etc.

Line 46 Postage - Projected spending based on FY13 actuals

Line 47 Enrollment / Recruitment – Service Provided by K12

Line 48 Staffing (recruitment and assessment) Service Provided by K12. Budgeted amount reflects possible additional spending

Line 50 Legal Services FY14 Higher based on purchase of building

Line 50 Auditors- Projected spending based on FY13 actuals

Line 51 Management Company Fees – represents budget surplus minus contingency

Line 55 Other – Represents Closing Cost

**Federal Revenue – Based on budgeted amounts versus awarded amount**

Line 4 Classroom Teacher – Special Education

Line 6 Specials Teacher – Dean of Discipline

Line 12 Para's – Truancy, Parent Coordinator, and paras

Line 14 Other Employers Cost – Budgeted amount based upon 30.44

Line 15 Health Insurance based per FTE health insurance funding amount of \$8,611

**Other**

Fundraising Money from shirt sales



# Purchase Order

## STATE OF DELAWARE

Division of Accounting  
Department of Finance  
820 Silver Lake Boulevard Suite 200  
Dover DE 19904  
United States

**Vendor:** 0000002573  
COLLEGE ENTRANCE EXAM BOARD  
PO BOX 30171  
NEW YORK NY 10087-0171

**PENDING APPROVAL**

**Dispatch via Print**

<b>Purchase Order</b>	<b>Date</b>	<b>Revision</b>	<b>Page</b>
STATE-0000227008	04/29/2014		1
<b>Payment Terms</b>	<b>Freight Terms</b>	<b>Ship Via</b>	
DUE NOW	Destination	Common Car	
<b>Buyer</b>	<b>Phone</b>		
Ragin, Jacqueline Connie			

**Ship To:** 75-0574001  
Maurice J Moyer Academy  
School site  
610 E. 17th Street  
Wilmington DE 19802  
United States

**Bill To:** Maurice J Moyer Academy  
School site  
610 E. 17th Street  
Wilmington DE 19802  
United States

### Conditions and Instructions to Vendor:

1. Acceptance of this Purchase Order is agreement to accept payment by credit card, ACH or by check at the State's option.
2. All prices F.O.B. destination unless otherwise indicated.
3. This order and the performance thereof shall be construed and governed in accordance with the laws of the State of Delaware.
4. Separate invoices must be submitted for each order. Submit invoice in triplicate.
5. Any price changes must be agreed to by the Ordering Agency prior to submitting invoices.
6. Purchase Order not valid unless signed by Secretary of Department of Finance or designee or under \$5000.00 or marked emergency.

**Tax Exempt ID:** 516000279

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	Cirriculum		1.00	EA	10,136.72	10,136.72	04/29/2014
<b>Schedule Total</b>						<u>10,136.72</u>	
<b>Item Total</b>						<u>10,136.72</u>	
<b>Total PO Amount</b>						<u>10,136.72</u>	

*Jacqueline Ragin*  
**Unauthorized**



## 2014-2015 Materials Order Form

To place an order: Return signed order form with purchase order/check to:

FAX: 646-607-2881 OR EMAIL: [SpringBoardOrders@collegeboard.org](mailto:SpringBoardOrders@collegeboard.org)

Questions? Contact your Implementation Manager

SpringBoard Team 877-999-7723

### Step 1. Enter Your Contact Information

District Name	MAURICE J. MOYER ACADEMIC INSTITUTE
Contact for Materials	DR. CHANDRA SLEDGE
Contact Email Address:	chandra.sledge@mjm.k12.de.us
Contact Phone:	(302) 428-9501
IT Contact Name/Email:	Michael Rublesky/michael.rublesky@mjm.k12.de.us

### Step 2. Materials\* Enter quantities and shipping location below

<b>Shipping Information (required information)</b>		* Will receive tracking information via email
Location Type	School	Ship To Contact <b>Dr. Chandra Sledge</b>
Ship Location	Maurice J. Moyer Academic Institute	Phone <b>(302) 428-9501</b>
Address 1	610 E. 17th Street	Email * <b>chandra.sledge@mjm.k12.de.us</b>
Address 2		Special Delivery Instructions:
City	Wilmington	
State, Zip	DE 19802	

PRINT EDITIONS					STUDENT EDITIONS				TEACHER EDITIONS			
ELA Common Core Edition	ISBN	Price	Quantity	Cost	ISBN	Price	Quantity	Cost	ISBN	Price	Quantity	Cost
Grade 6 - 2014©	978-1-4573-0218-3	\$17.85	35	\$ 624.75	978-1-4573-0225-1	\$92.00		\$ -				
Grade 7 - 2014©	978-1-4573-0219-0	\$17.85	35	\$ 624.75	978-1-4573-0226-8	\$92.00		\$ -				
Grade 8 - 2014 ©	978-1-4573-0220-6	\$17.85	35	\$ 624.75	978-1-4573-0227-5	\$92.00		\$ -				
Grade 9 - 2014©	978-1-4573-0221-3	\$18.25	35	\$ 638.75	978-1-4573-0228-2	\$96.00		\$ -				
Grade 10 - 2014©	978-1-4573-0222-0	\$18.25	60	\$ 1,095.00	978-1-4573-0229-9	\$96.00		\$ -				
Grade 11 - 2014©	978-1-4573-0223-7	\$18.75	35	\$ 656.25	978-1-4573-0230-5	\$98.00		\$ -				
Senior English - 2014©	978-1-4573-0224-4	\$18.75	20	\$ 375.00	978-1-4573-0231-2	\$98.00		\$ -				

Math Common Core Edition	ISBN	Price	Quantity	Cost	ISBN	Price	Quantity	Cost
Course 1 - 2014©	978-1-4573-0148-3	\$16.75	35	\$ 586.25	978-1-4573-0155-1	\$91.00		\$ -
Course 2 - 2014©	978-1-4573-0149-0	\$16.75	35	\$ 586.25	978-1-4573-0156-8	\$91.00		\$ -
Course 3 - 2014©	978-1-4573-0150-6	\$16.75	35	\$ 586.25	978-1-4573-0157-5	\$91.00		\$ -
Algebra 1 - 2014©	978-1-4573-0151-3	\$17.95	35	\$ 628.25	978-1-4573-0158-2	\$94.00		\$ -
Geometry - 2014©	978-1-4573-0152-0	\$18.25	60	\$ 1,095.00	978-1-4573-0159-9	\$96.00		\$ -
Algebra 2 - 2014©	978-1-4573-0153-7	\$18.55	35	\$ 649.25	978-1-4573-0160-5	\$98.00		\$ -
Precalculus - 2014©	978-1-4573-0154-4	\$18.95	20	\$ 379.00	978-1-4573-0161-2	\$99.00		\$ -

Strategy Posters	Price	Quantity	Cost
ELA Strategy Posters	\$12.95	3	\$ 38.85
Math Strategy Posters	\$8.95	3	\$ 26.85

ELA Total	\$4,678.10
Math Total	\$4,537.10
Shipping (10%)	\$921.52
State Tax Total	
<b>Overall Total</b>	<b>\$10,136.72</b>

**ELA Ancillary Materials** – Recommended novels and DVDs used with the SpringBoard program are not furnished by the College Board. Most novels can be found in school and public libraries. Additional information can be found of the 2014-2015 SpringBoard Ancillary Materials List.

### Step 3. Indicate Payment and Sign Order Form (ORDER WILL NOT BE PROCESSED WITHOUT A SIGNATURE BELOW)

Purchase Order - Enter PO number & send a copy via FAX or EMAIL PO # STATE-0000227009

I verify that the information and quantities indicated on this form are accurate and that I am authorized to approve this order on behalf of the district/schools indicated. I understand and accept the terms and conditions outlined in the "Policies" section of this form.

Valarie Jones	Exec. Assist., Board of Directors		
Print Name	Title	Signature	Date

## Policies

**SpringBoard Program Overview.** The SpringBoard Program, a proprietary program that helps prepare 6th through 12th grade students to succeed at college-level work, includes student and teacher editions, a website license to SpringBoard Digital and professional development and coaching services, that feature rigorous standards, instructional resources, and formative assessments in mathematics and/or English language arts through a web-supported, integrated program (the "SpringBoard Program"). For more details on the SpringBoard Program, see:

<http://professionals.collegeboard.com/k-12/prepare/springboard/services>.

**License Grant.** The following licenses are referred to herein collectively as the "Licenses".

**Site License.** The College Board hereby grants to Customer a limited, non-exclusive, non-transferable, non-assignable, revocable license during the Term of this Agreement to access and use the SpringBoard website ("SpringBoard Digital") and to allow each of the participating schools (the "Schools"), to use SpringBoard Digital in accordance with the terms and conditions governing use of and access to SpringBoard Digital for teachers and for students located at [www.springboard.collegeboard.com](http://www.springboard.collegeboard.com) ("Site Terms and Conditions"), and to use all content available on SpringBoard Digital in print or otherwise provided to Customer located at [www.springboard.collegeboard.com](http://www.springboard.collegeboard.com), and the privacy policy for SpringBoard Digital located at [www.springboard.collegeboard.com](http://www.springboard.collegeboard.com) ("Privacy Policy"). Access to SpringBoard Digital is for the sole purpose of improving teaching and learning of students in the grades designated by Customer in mathematics and/or English language arts within the Schools.

**Schools' Compliance with License Terms.** Customer shall be responsible for the Schools' compliance with the terms of all Licenses.

**Access to SpringBoard.** Customer will access SpringBoard Digital via the College Board's website. Customer understands and agrees that there is a risk of interruption to websites. Additionally, the website may be suspended from time to time for administrative purposes, as necessary, including but not limited to, system maintenance. The College Board may change the technical functionality of the website at any time upon notice (where reasonable) to Customer to the extent necessary to address technical and other business needs of the College Board. Restrictions on Use. Customer shall not: (a) sell, rent, lease, loan, sublicense, disseminate, assign, reverse engineer, attempt to derive the source code of, transfer or otherwise provide access to third parties, make the website available for use by third parties or use the website for the benefit of any third party; (b) copy, reproduce, modify, adapt, translate or create any derivative works from the website; (c) remove, alter, obscure or tamper with any trademark, copyright or other proprietary markings or notices affixed to or contained within the website; or (d) encourage or permit any user or other third party to engage in any of the foregoing. Customer shall be responsible for ensuring that all students and teachers comply with the terms of this Schedule. If Customer violates any of the provisions hereof, the College Board shall have the right to terminate your right to use of SpringBoard Digital, without waiver of any other remedy, whether legal or equitable.

**Service Providers.** The College Board maintains a relationship with and has agreements with certain vendors ("Service Provider(s)") for access to some of the services and tools offered through SpringBoard Digital. Customer acknowledges and agrees that the information that is uploaded to SpringBoard Digital will be accessible to the applicable Service Provider for the sole purpose of providing those services to Customer. Please be aware that any information supplied to Service Provider is subject to their security and privacy policies. The College Board encourages Customer to read the policies of Service Provider, because their privacy practices may differ from the College Board's practices.

**Customer Obligations.** Customer shall provide certain information on the participating students in the Schools for the SpringBoard Program ("Registration Information"). Unless the College Board otherwise directs, the Registration Information shall include each student's username, password, first and last name, grade and birth date. At no additional Customer cost to Customer, Customer may use a third party to upload and manage the Registration Information for students participating in the SpringBoard Program. Customer the third party and College Board shall enter into a separate written agreement documenting this arrangement. Customer may also choose to manually update the Registration Information directly on the SpringBoard Site or provide College Board with a spreadsheet which College Board may upload to the SpringBoard Site; provided, however, Customer shall be solely responsible for any updates to the participating students' Registration Information after it has been imported to the SpringBoard Site. Customer shall comply with the Family Educational Rights and Privacy Act, 20 U.S.C. s. 1232g, and its implementing regulations, 34 C.F.R. pt. 99 ("FERPA") in connection with the SpringBoard Program. Customer shall obtain any and all consents necessary for students to participate in the SpringBoard Program, and Customer shall include in its annual notification of rights under FERPA criteria that support the designation of the College Board and its employees as school officials with legitimate educational interests. Customer authorizes the College Board to use personally identifiable, non-directory information to conduct studies with the purpose of improving instruction for the SpringBoard Program in accordance with 34 C.F.R. 99.31(a)(6)(i).

**Customer Representations.** Customer has designated as "directory information" for purposes of FERPA, a student's name, date of birth, grade level, the most recent educational agency or institution attended, and the other items specifically identified as directory information in 34 C.F.R. 99.3. To the extent the Registration Information includes only such directory information, the College Board may redisclose the Registration Information in accordance with the Privacy Policy without the consent of the parent or student eighteen (18) years of age or older.

To the extent that the Registration Information or other personally identifiable information from education records of students disclosed by Customer to the College Board includes information other than directory information, for purposes of FERPA the College Board and its employees and independent contractors are "school officials" whom Customer has determined to have "legitimate educational interests", and Customer may disclose such non-directory information to the College Board consistent with FERPA and other applicable law and policy.

Customer has a policy on acceptable use of computer equipment and services by teachers, other staff, and students that is at least as rigorous as the Site Terms and Conditions. The Site Terms and Conditions are consistent with and sufficient under Customer's computer use and other relevant policies.

Customer has a policy on confidentiality of student records consistent with and sufficient under FERPA. The Privacy Policy is consistent with and sufficient under Customer's FERPA and other relevant policies.

Customer represents and warrants that it is empowered under applicable state laws to enter into and perform this Agreement and it has caused this Agreement to be duly authorized, executed and delivered.

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**Limitation of Liability.** TO THE EXTENT PERMITTED BY LAW, IN NO EVENT WILL THE TOTAL LIABILITY, IN THE AGGREGATE, OF THE COLLEGE BOARD AND ITS AFFILIATES FOR ANY AND ALL CLAIMS, LOSSES, COSTS OR DAMAGES WHATSOEVER ARISING OUT OF, RESULTING FROM OR IN ANY WAY RELATED TO THIS AGREEMENT OR THE WORK PERFORMED BY THE COLLEGE BOARD PURSUANT TO THIS AGREEMENT FROM ANY CAUSE OR CAUSES, INCLUDED BUT NOT LIMITED TO THE NEGLIGENCE, PROFESSIONAL ERRORS OR OMISSIONS, STRICT LIABILITY OR BREACH OF CONTRACT OR WARRANTY EXPRESS OR IMPLIED OF THE COLLEGE BOARD OR ITS AFFILIATES, SHALL NOT EXCEED THE ACTUAL AMOUNT PAID TO THE COLLEGE BOARD UNDER THIS AGREEMENT FOR THE SPECIFIC DELIVERABLE SUBJECT TO THE DAMAGES CLAIM.

IN NO EVENT WILL THE COLLEGE BOARD AND ITS AFFILIATES HAVE ANY LIABILITY TO PURCHASER IN CONNECTION WITH THIS AGREEMENT FOR ANY DIRECT, INDIRECT, CONSEQUENTIAL, INCIDENTAL, SPECIAL OR PUNITIVE DAMAGES, REGARDLESS OF THE NATURE OF THE CLAIM OR THEORY OF LIABILITY. TO THE EXTENT ALLOWED BY LAW, PURCHASER WILL INDEMNIFY, DEFEND AND HOLD HARMLESS, THE COLLEGE BOARD AGAINST THIRD PARTY CLAIMS THAT ARISE AS A RESULT OF THE BREACH OF THIS AGREEMENT BY CUSTOMER

**Ownership of Intellectual Property.** Customer agrees and acknowledges that all intellectual property provided under or pertaining to this Agreement, including, but not limited to, any College Board publications, College Board website(s), CD-ROMS, videos, examinations and all items contained therein, including all copies thereof, all data and any parts thereof, all copyrights, trademarks, trade secrets, patents, and other similar proprietary rights are the sole and exclusive property of the College Board. Nothing in this Agreement should be interpreted to indicate that the College Board is passing its proprietary rights in and to the College Board Intellectual Property to the Customer.

**Confidentiality.** To the extent that the Registration Information or other personally identifiable information from education records of students disclosed by Customer to the College Board includes information other than directory information, the College Board may redisclose such non-directory information to third parties in accordance with the Privacy Policy, provided that, in accordance with 34 C.F.R. 99.32(b) and 99.33(b), the College Board informs Customer of the names of such third parties and the legitimate interests that they have in requesting or obtaining such Registration Information.

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Except for the license expressly granted herein, Customer shall have no rights to or other interests in the website, materials or Content. The College Board reserves all rights not explicitly granted to Customer under this Schedule.

**Force Majeure.** Either party may be excused from performance of an obligation under this Agreement in the event that performance of that obligation by such party is prevented by an act of God, act of war, terrorism, riot, fire, explosion, flood or other circumstance that is beyond the control of, and could not reasonably be avoided by, such party.

**Payment.** This Agreement supersedes any conflicting terms and conditions contained in Customer's purchase order.

Customer agrees to pay any applicable sales, use, value added or other taxes or import duties (other than the College Board's corporate income taxes) based on, or due as a result of, any Fees paid to the College Board under this Schedule, unless Customer is exempt from such taxes as the result of Customer's corporate or government status. Customer shall furnish the College Board with a valid tax exemption certificate.



## Request for Taxpayer Identification Number and Certification

**Give Form to the  
requester. Do not  
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>State of Delaware</b>		
	Business name/disregarded entity name, if different from above <b>Maurice J. Moyer Academic Institute</b>		
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input checked="" type="checkbox"/> Other (see instructions) ▶ _____		Exemptions (see instructions):  Exempt payee code (if any) <b>3</b> Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) <b>610 E. 17th Street</b>		Requester's name and address (optional)
	City, state, and ZIP code <b>Wilmington, DE 19802</b>		
List account number(s) here (optional)			

<b>Part I Taxpayer Identification Number (TIN)</b>																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.																				
	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Social security number</td></tr> <tr><td> </td><td> </td><td> </td><td>-</td><td> </td><td> </td><td>-</td><td> </td><td> </td></tr> </table>	Social security number												-			-			
Social security number																				
			-			-														
<b>Note.</b> If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="margin: auto;"> <tr><td colspan="9" style="text-align: center;">Employer identification number</td></tr> <tr><td>5</td><td>1</td><td>-</td><td>6</td><td>0</td><td>0</td><td>0</td><td>2</td><td>7</td><td>9</td></tr> </table>	Employer identification number									5	1	-	6	0	0	0	2	7	9
Employer identification number																				
5	1	-	6	0	0	0	2	7	9											

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
<ol style="list-style-type: none"> <li>The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and</li> <li>I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and</li> <li>I am a U.S. citizen or other U.S. person (defined below), and</li> <li>The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.</li> </ol>	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>1/2/14</b>
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**General Instructions**

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

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



**CERTIFICATE OF TAX EXEMPT STATUS  
STATE OF DELAWARE  
Federal Identification Number 51-6000279**

In accordance with Internal Revenue Code Section 4253(I), no tax shall be imposed under Section 4251 upon any payment received for services or facilities furnished to the government of any State, or any political subdivision thereof, or the District of Columbia.

This certifies that such exemption is allowable by law for the reason that such services are being and will be furnished to and charges will be paid from the funds of the State of Delaware.

I understand that the fraudulent use of this certificate for the purpose of securing this exemption will subject all parties making such fraudulent use of this certificate to a fine of not more than \$10,000, or to imprisonment for not more than five years, or both, together with costs of prosecution.



Signature of Authorized Representative

Kristopher E. Knight

Printed Name of Authorized Representative

Director, Division of Accounting

Title

January 7, 2014

Date