

The Cottonwood School

Regular Scheduled Board Meeting

Date and Time

Tuesday October 20, 2020 at 6:00 PM PDT

Location

7006 Rossmore Lane El Dorado Hills, CA 95762

Zoom Link: https://zoom.us/j/99125355655

Meeting ID: 991 2535 5655 Join by Phone: +1 (669) 900-6833

Agenda			
	Purpose	Presenter	Time
I. Opening Items			6:00 PM
A. Record Attendance			1 m
B. Call the Meeting to Order			1 m
C. Public Comments			2 m
Limited to Closed Session Agenda Items Only			
D. Closed Session - Public Employment	Vote		56 m
Title: Executive Director			
E. Announcement of Any Action Taken in Closed Session	Discuss	Dr. Norman Lorenz	1 m
II. Open Session - Opening Items			7:01 PM
A. Approval of the Agenda	Vote		1 m
B. Public Comments	FYI		2 m
C. Executive Director Contract, Salary, and Fringe Benefits	Vote	Dr. Norman Lorenz	5 m
D. Executive Director's Report	FYI	Cindy Garcia	10 m
E. Approve Minutes	Approve Minutes		1 m
Approve minutes for Regular Scheduled Board Meeting on September	15, 2020		
F. Approve Minutes	Approve Minutes		1 m
Approve minutes for Special Board Meeting on September 29, 2020			

III. Academic Excellence			7:21 PM
A. El Dorado Charter SELPA Local Plan Section B & Participation Agreement	Vote	Dr. Amanda Johnson	5 m
B. Special Education Extended School Year (ESY) for 2020-2021	Vote	Dr. Amanda Johnson	5 m
C. Promotion, Acceleration, and Retention Policy	Vote	Cindy Garcia	5 m
IV. Operations			7:36 PM
A. Employee Handbook 2020-2021	Vote	Cindy Garcia	5 m
B. Job Description for Director of School Compliance and Accountability	Vote	Jodiann Beeson	5 m
C. Uniform Complaint Policy and Procedures	Vote	Jodiann Beeson	5 m
D. Policy for the Inspection of Public Records	Vote	Jodiann Beeson	5 m
E. Teacher Induction Policy	Vote	Cindy Garcia	5 m
V. Finance			8:01 PM
A. September Financials	Discuss	Darlington Ahaiwe	10 m
B. Mileage Reimbursement Policy	Vote	Cindy Garcia	5 m
C. Updated Compensation Policy 2020-2021	Vote	Jodiann Beeson	5 m
VI. Closing Items			8:21 PM
A. Board of Directors Comments & Requests	Discuss		5 m
B. Announcement of Next Regular Scheduled Board Meeting	FYI		1 m
November 17, 2020			
 Closed Session: 6:00 p.m7:00 p.m. Open Session: 7:00 p.m. 			
C. Adjourn Meeting	Vote		

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Cover Sheet

Executive Director's Report

Section: II. Open Session - Opening Items Item: D. Executive Director's Report

Purpose: FYI

Submitted by:

Related Material: Board update October 20 RC .pdf





Cindy Garcia - 916-580-5111 Cindy.Garcia@cottonwood.school

Legal fees



- > FCMAT Audit
- > Board policies in addition to policies, employee handbook and parent/student handbook, SPED consultations

Reviewing many documents to ensure we are staying in compliance legally and financially



The Cottonwood School - Regular Scheduled Board Meeting - Agenda - Tuesday October 20, 2020 at 6:00 PM

Board Members -Support all students

- All five members represent all students at The Cottonwood Charter School. All members have a passion for student's success and want to ensure students reach their potentials emotionally and academically.
- We have diverse backgrounds.... 1 member as a homestudy parent, 1 member as an expert in Finance. a SPED Director, a montessori teacher and a lifelong educator/leader in education

Cindy has 20 years in working with Homestudy families, was a site principal and has worked in every area possible in a Charter school.

Enrollment









The Cottonwood School - Homestudy Enrollment Update

Current Enrollment County by County/Gradelevel as of 10/15/20

Current Enrollment Col	inty by County/Gra	delevel as of 10/15/20					
Grade	Amador	El Dorado	Placer	Sacramento	Tehama	Yuba	Subtotal
TK	1	0	18	24	0	0	43
KN	1	1	88	111	0	0	201
1	5	4	106	149	1	0	265
2	2	4	111	83	0	0	200
3	3	4	104	121	0	0	232
4	2	1	97	85	0	0	185
5	3	5	91	108	0	0	207
6	0	2	90	99	0	1	192
7:	2	3	109	104	0	1	219
8	5	2	78	98	0	0	183
9	3	1	63	51	0	0	118
10	2	1	61	72	0	0	136
11	0	0	53	41	0	0	94
12	0	0	46	33	0	0	79
Currently Active	29	28	1,115	1,179	1	2	2,354
Pre-Enroll	0	0	2	0	0	0	2
TK-Extended	0	0	12	7	0	0	19
Total	29	28	1117	1179	1	2	2375











Site Based Enrollment





The Cottonwood School - Site-Based Enrollment Update

Current Enrollment County by County/Gradelevel as of 10/08/20

Grade	Amador	El Dorado	Placer	Sacramento	Yuba	Subtotal
9	0	6	1	2	0	9
10	0	7	1	4	0	12
11	0	3	0	2	0	5
12	0	0	1	0	0	1
Curently Active	0	16	3	8	0	27
Pre-Enroll	0	0	0	0	0	0
Grand Total	0	16	3	8	0	27







Group Teacher Meeting Highlights



Schoolwide Updates

- Updating Student Info in Pathways
- E. D. will hold office hours to get to know staff and allow time to chat
- Live Scan Requirement

Department Updates

- Testing & Assessments
 - Result of SB 820 No PFT and we are preparing for in home CAASPP testing

Program Updates

- Community/Foster Youth Resources
- Community Connections





Special Ed & General Ed Partnership

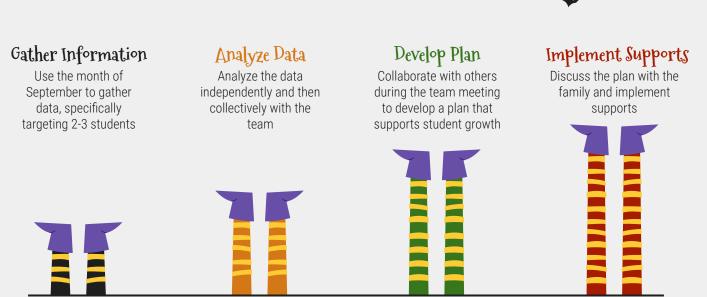


Data Dive



Intervention

PLC TOPIC: DATA DIVE



Monitor student growth and make adjustments as needed



Stude The Cottonwood School - Regular Scheduled Board Meeting - Agenda - Tuesday October 20, 2020 at 6:00 PM

Cottonwood H. S. Program

TCS Leadership

President:
Anna Sjoberg
Vice President:
Daryl Joers
Secretary:
Italy Medina
Treasurer:
Kylie Pierson

Historian:

Tava Boling



Mock Election

Election Process

Researching Propositions

Proposition Campaign

Voting

Extracurriculars

Dance Club

Photography Club

Gaming Club

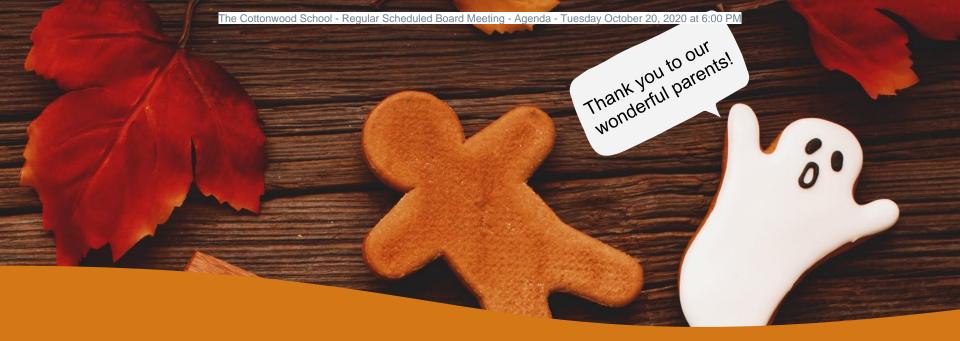




Special Education Director Dr. Amanda Johnson



Focus on communication between HSTs, Student Support, Special Education, and families Emphasis on supportive practices to increase awareness, understanding, and access to services, interventions and supports



Special Education Stats

Serving 215 students

Assessing 22 for Eligibility

Conducting 28 triennial/22 additional assessments

Powered by BoardOnTrack

Special Education - new for 20/21



Professional Development

3 weeks of PD prior to the start of the



SPED Taught Courses

- Certificate of Completion
- **Adult Transition**



New Positions

- Instructional Coach
- Compliance Coach
- Reading Specialist



Streamlined Processes

Worked to streamline processes with



- Weekly updates
- Monthly guidance-staff mtg



Collaboration



Students in Crisis Stats

Continuous Work and Improvements in Student Support



Streamlined all Student Support
Processes

Processes

Actively create and teach ODI courses based on the needs of the students served

ODI



- Created new Internal Websites based on the needs of schools and staff.
- Created new Mindfulness Website.
- Updated public Student Support website

Support

- Created PD and updated resource documents for all Charter staff
- Creating FAQs for staff
- Active focus on increasing communication and collaboration between student support and special education to support the needs of students and staff

Powered by BoardOnTrack



Community Connections

Diane Curtis

Presentation





Cover Sheet

Approve Minutes

Section: II. Open Session - Opening Items

Item:E. Approve MinutesPurpose:Approve Minutes

Submitted by:

Related Material: Minutes for Regular Scheduled Board Meeting on September 15, 2020



The Cottonwood School

Minutes

Regular Scheduled Board Meeting

Date and Time

Tuesday September 15, 2020 at 6:00 PM

Location

7006 Rossmore Lane El Dorado Hills, CA 95762

Zoom Link: https://zoom.us/j/93801736931

Meeting ID: 938 0173 6931 Join by Phone: +1 (669) 900-6833

Directors Present

Adina Caskey (remote), Deb Hibbard (remote), Dr. Norman Lorenz (remote), Teresa Lyday Selby (remote)

Directors Absent

None

Guests Present

Christine Cordero (remote), Cindy Garcia (remote), Darlington Ahaiwe (remote), Jodiann Beeson (remote), Kathy Fagundo (remote), Kimmi Buzzard (remote), Samantha Miller

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Dr. Norman Lorenz called a meeting of the board of directors of The Cottonwood School to order on Tuesday Sep 15, 2020 @ 6:02 PM.

C. Public Comments

No Public Comment

D. Closed Session

Teresa Lyday Selby made a motion to enter Closed Session.

Adina Caskey seconded the motion.

6:07 pm The board **VOTED** unanimously to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Adina Caskey Aye Deb Hibbard Aye

Teresa Lyday Selby Aye

Adina Caskey made a motion to end closed session.

Deb Hibbard seconded the motion.

Closed session ended at 6:55 pm The board **VOTED** unanimously to approve the motion.

E. Announcement of Any Action Taken in Closed Session

The Board conducted an evaluation within 30 days for Cindy Garcia, the current Interim Executive Director. The Board decided to suspend the search for an Executive Director and have decided to offer Cindy Garcia the Executive Director position and will do so officially during the open session portion of a future board meeting.

II. Open Session - Opening Items

A. Approval of the Agenda

Deb Hibbard made a motion to approve the Agenda as amended to remove Adina Caskey's name and replace with Dr. Norman Lorenz's name on item 6B.

Adina Caskey seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Deb Hibbard Aye Adina Caskey Aye Teresa Lyday Selby Aye Dr. Norman Lorenz Aye

B. Public Comments

- Dasie Jurgersen (1) Will TCS be impacted by the pending litigation from Granite Mountain against Provenance. (2) Her emails to board members have not been responded to and she inquired
- 2. Shankari Arcot Wants to know when there will be a new board member will be selected and if that person can represent homeschooling families

C. Executive Director's Report

- 1. Virtual Staff Meeting
- 2. Cottonwood.School email transition
- 3. HST Handbook was launched
- 4. Parent Communication CA Youth & Help Line
- 5. Social-Emotional Language Website presented by Rachel Salerno
 - 1. Universal resources
 - 2. 5 areas of Social Emotional Competency
 - 3. Targeted Resources

D. Principal's Report

- 1. Peace Corps
- 2. Students engaging in a Reader's Rendezvous, starting a literary magazine
- 3. Leadership training student reps will share with Board next meeting

E. Approve Minutes from 8/18/20 Regular Scheduled Board Meeting

Adina Caskey made a motion to approve the minutes from 8/18/20.

Deb Hibbard seconded the motion.

Add roll call vote to this and all previous meeting minutes. The board **VOTED** unanimously to approve the motion.

Roll Call

Teresa Lyday Selby Aye Adina Caskey Aye Deb Hibbard Aye Dr. Norman Lorenz Aye

F. Approve Minutes from 9/8/20 Special Board Meeting

Deb Hibbard made a motion to approve the minutes from 9/9/20 Special Board Meeting on 09-08-20.

Teresa Lyday Selby seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Adina Caskey Aye Deb Hibbard Aye Teresa Lyday Selby Aye

III. Finance

A. August Financials

- · Correction made to the calculations on the Due To Due From (DTDF) document.
 - Will help with FCMAT audit
 - Clear up all financials from MOU's
 - · Brings us up to date
 - · Tracking funds and creating a system to manage
- Description of the process to pay and receive amounts listed in the DTDF.

B. Unaudited Actuals for 2019-2020

- Shows fiscal stability
- Stipulation: these reports are sent to authorizer and FCMAT asking for stipulation that anomalies exist and we will follow up on it. Finance committee is working to identify and rectify these anomalies.

Deb Hibbard made a motion to approve the Unaudited Actuals for 2019-2020 with the following statement: The Board is willing to approve the 1920 UA to meet the statutory deadline, however, we have concerns regarding the integrity of the report we are approving. Working with our Consultants, we have discovered anomalies in the data reported and expenses booked to The Cottonwood School. We are not satisfied with the explanations received and have requested supporting documentation and are continuing to review it. Adina Caskey seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Teresa Lyday Selby Aye Adina Caskey Aye Deb Hibbard Aye Dr. Norman Lorenz Aye

IV. Academic Excellence

A. Learning Continuity and Attendance Plan

- · Result of AB 98
- · LCFF funds instead of LCAP
- · To address gaps in learning, Social Emotional Health and Staff Mental Health

Dr. Norman Lorenz made a motion to approve the Learning Continuity and Attendance Plan. Teresa Lyday Selby seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Teresa Lyday Selby Aye Adina Caskey Aye Deb Hibbard Aye

B. Parent / Student / Community Handbooks

Deb Hibbard made a motion to approve the Parent / Student / Community Handbooks with the addition of "1:1..." on page 7.

Dr. Norman Lorenz seconded the motion.

 Adina Caskey - Star 360 & State Testing opt-out options are a parent/guardian right and are not impacted by signing the handbook

The board **VOTED** unanimously to approve the motion.

Roll Call

Teresa Lyday Selby Aye Adina Caskey Aye Deb Hibbard Aye Dr. Norman Lorenz Aye

C. Process to Access Additional Student Planning Amounts

Dr. Norman Lorenz made a motion to approve the Process to Access Additional Student Planning Amounts.

Adina Caskey seconded the motion.

A Review Committee for special circumstances is being considered for unique and or emergency situations. The board **VOTED** unanimously to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Deb Hibbard Aye Teresa Lyday Selby Aye Adina Caskey Aye

D. EL Master Plan 2020-2021

- Update to serve ELL population and hold school accountable
- Adding new interventions and identifying new curriculum to better meet the needs of students

· ELAC committee described

Teresa Lyday Selby made a motion to approve the EL Master Plan for 2020-2021. Adina Caskey seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Deb Hibbard Aye Teresa Lyday Selby Aye Dr. Norman Lorenz Aye Adina Caskey Aye

E. English Language Development Process

- Process defined 30 minutes per day minimum
- · Look for barriers and changes plans or curriculum to aid in process
- · Use of logs to track, parent fills out with HST, provides evidence

Adina Caskey made a motion to approve the English Language Development Process. Deb Hibbard seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Teresa Lyday Selby Aye Adina Caskey Aye Deb Hibbard Aye

V. Operations

A. Leave of Absence Policy

Dr. Norman Lorenz made a motion to approve the Leave of Absence Policy.

Adina Caskey seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Teresa Lyday Selby Aye Dr. Norman Lorenz Aye Adina Caskey Aye Deb Hibbard Aye

B. Policy for Inspection of Public Records

Dr. Norman Lorenz made a motion to approve the Policy for Inspection of Public Records.

Teresa Lyday Selby seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Adina Caskey Aye
Teresa Lyday Selby Aye
Deb Hibbard Aye
Dr. Norman Lorenz Aye

C. Universal Complaint Admin Regulation

Adina Caskey made a motion to approve the Universal Complaint Admin Regulation.

Deb Hibbard seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Deb Hibbard Aye Dr. Norman Lorenz Aye

Teresa Lyday Selby Aye Adina Caskey Aye

VI. Governance

A. Conflict of Interest Policy

Dr. Norman Lorenz made a motion to approve the Conflict of Interest Policy.

Teresa Lyday Selby seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Teresa Lyday Selby Aye Deb Hibbard Aye Adina Caskey Aye Dr. Norman Lorenz Aye

B. Appointment of Board Members

Teresa Lyday Selby - Described the search for new board members and that the Board was looking to create a more diverse board to expand the expertise with someone with Special Education experience.

Introduction of Christine Cordero a current Director of Special Education, educator, a Montessorian, and a believer in school choice.

Adina Caskey - Questioning why no TCS parents were not interviewed when families have expressed a desire to bring on a parent representative. Expressed that there is a lack of homeschool representation. Concern that this was not an open process.

Teresa Lyday Selby Board membership is an ongoing process. The SPED representation on the Board was seen as a current priority/need.

Dr. Norman Lorenz - Presented that TCS is to a school of choice and with a variety of learning models; The Board seeks to build a board of 7 members.

Teresa Lyday Selby made a motion to appoint Christine Codero as a Board Member. Deb Hibbard seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Teresa Lyday Selby Aye Deb Hibbard Aye Adina Caskey No

C. Retreat Outcome: Board Strategic Plan

- Teresa Lyday Selby presented the draft of the Board Assumptions.
- Assumptions shared is a draft document that we will build on.
- Cindy Garcia is working with admin team to build on plans.
- · Adina Caskey Would like there to be parent involvement.

VII. Closing Items

A. Board of Directors Comments & Requests

No Board of Director Comments or Requests

B. Announcement of Next Regular Scheduled Board Meeting

October 20, 2020 with a closed session at 6 pm and an open session at 7 pm.

C. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 9:30 PM.

Respectfully Submitted, Adina Caskey

Prepared by: Kimmi Buzzard

Noted by:

Board Secretary

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Cover Sheet

Approve Minutes

Section: II. Open Session - Opening Items

Item:F. Approve MinutesPurpose:Approve Minutes

Submitted by:

Related Material: Minutes for Special Board Meeting on September 29, 2020



The Cottonwood School

Minutes

Special Board Meeting

Date and Time

Tuesday September 29, 2020 at 5:00 PM

Location

https://zoom.us/j/93590898733

Meeting ID: 935 9089 8733

+1 669 900 6833

Directors Present

Adina Caskey (remote), Christine Cordero (remote), Deb Hibbard (remote), Dr. Norman Lorenz (remote), Teresa Lyday Selby (remote)

Directors Absent

None

Directors Arrived Late

Teresa Lyday Selby

Guests Present

Cindy Garcia (remote), Jodiann Beeson (remote), Kathy Fagundo (remote), Kimmi Buzzard (remote)

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

Dr. Norman Lorenz called a meeting of the board of directors of The Cottonwood School to order on Tuesday Sep 29, 2020 @ 5:06 PM.

C. Public Comments

No Public Comment

D. Closed Session - Conference with Legal Counsel – Anticipated Litigation: Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of section 54956.9: Two cases

Adina Caskey made a motion to go into closed session.

Deb Hibbard seconded the motion.

The board **VOTED** to approve the motion.

Roll Call

Teresa Lyday Selby Absent Christine Cordero Aye Adina Caskey Aye

Dr. Norman Lorenz Aye Deb Hibbard Aye

Deb Hibbard Aye
Teresa Lyday Selby arrived late.

E. Report Out of Closed Session

No decisions were made during the closed session. The board was briefed on two items in finance and operations.

II. Finance

A. 2019-2020 MOU Payments / Due To Due From

MOU debt paid last week. Payments to the school are coming in.

B. Cost of Employee Work Supplies

Adina Caskey made a motion to approve the Cost of Employee Work Supplies.

Christine Cordero seconded the motion.

This will be provided to all staff this year. The board **VOTED** unanimously to approve the motion.

Roll Call

Adina Caskey Aye
Teresa Lyday Selby Aye
Christine Cordero Aye
Deb Hibbard Aye
Dr. Norman Lorenz Aye

III. Operations

A. Arbitration Agreement

Deb Hibbard made a motion to approve the Arbitration Agreement.

Dr. Norman Lorenz seconded the motion.

To cover office supplies, utilities, and internet. Mileage to be addressed in a future meeting. The board **VOTED** unanimously to approve the motion.

Roll Call

Christine Cordero Aye
Deb Hibbard Aye
Dr. Norman Lorenz Aye
Teresa Lyday Selby Aye
Adina Caskey Aye

B. Employee mifi Contracts

Adina Caskey made a motion to approve both quotes for the Employee mifi contracts. Deb Hibbard seconded the motion.

T Mobile to cover most employees

- Verizon to reach locations that are not serviced by T Mobile
- · Costs will go towards Learning Loss Mitigation Funds

The board **VOTED** unanimously to approve the motion.

Roll Call

Deb Hibbard Aye
Teresa Lyday Selby Aye
Christine Cordero Aye
Adina Caskey Aye
Dr. Norman Lorenz Aye

C. Health and Safety Policy for COVID 19

Deb Hibbard made a motion to approve the Health and Safety Policy for COVID 19. Adina Caskey seconded the motion.

The board **VOTED** unanimously to approve the motion.

Roll Call

Deb Hibbard Aye
Christine Cordero Aye
Adina Caskey Aye
Teresa Lyday Selby Aye
Dr. Norman Lorenz Aye

D. 2020-2021 Parent Student / Community Handbooks

Dr. Norman Lorenz made a motion to approve the 2020-2021 Parent Student / Community Handbooks.

Christine Cordero seconded the motion.

Updated the directory information guidelines within both handbooks The board **VOTED** unanimously to approve the motion.

Roll Call

Dr. Norman Lorenz Aye Christine Cordero Aye Adina Caskey Aye Deb Hibbard Aye Teresa Lyday Selby Aye

IV. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:20 PM.

Respectfully Submitted, Dr. Norman Lorenz

Prepared by: Kathy Fagundo

Noted by:

Board Secretary

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Cover Sheet

El Dorado Charter SELPA Local Plan Section B & Participation Agreement

Section: III. Academic Excellence

Item: A. El Dorado Charter SELPA Local Plan Section B & Participation

Agreement

Purpose: Vote

Submitted by:

Related Material: 2020 SELPA Local-Plan-Part-B.pdf

2021-22 SELPA Participation Agreement - Cottonwood.pdf

BACKGROUND:

The El Dorado Charter SELPA's revised Local Plan Section B and the revised Charter SELPA Participation Agreement were approved at the October 7, 2020, CEO Council meeting. Each partner of the Charter SELPA is required to adopt the Local Plan and the Participation Agreement for each of their respective LEAs/schools between now, October 2020 and February 2021. The deadline to submit the board approved and signed Certification 5, certifying approval of the local plan, and the Participation Agreement is March 3, 2021.

SELPA El Dorado Charter SELPA

Fiscal Year

2020-21

LOCAL PLAN

Section B: Governance and Administration SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education

Special Education Division

January 2020

CDE Form Version 2.0

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21

B. Governance and Administration

California Education Code (EC) sections 56195 et seq. and 56205

Participating Local Educational Agencies

Participating local educational agencies (LEAs) included in the Special Education Local Plan Area (SELPA) local plan must be identified in Attachment I.

Special Education Local Plan Area—Local Plan Requirements

1. Describe the geographic service area covered by the local plan:

The El Dorado Charter SELPA is composed of local educational agency charters (LEAs) located inside and outside the geographic boundaries of El Dorado County. The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. It is the intent of the El Dorado Charter SELPA to provide options for charter schools in terms of SELPA membership. While it is always preferable for a charter school to participate with their geographic SELPA, the Charter SELPA has been developed to allow for a viable alternative for SELPA membership within the State of California.

2. Describe the SELPA regional governance and administrative structure of the local plan. Clearly define the roles and structure of a multi-LEA governing body, or single LEA administration as applicable:

Upon entry into the Charter SELPA, the governing board for each LEA charter shall approve the Agreement for Participation and the Local Plan for Special Education. The Charter SELPA Local Plan is approved by the SELPA governing board (CEO Council) with review from the County Superintendent of Schools for El Dorado County.

Amendments to the Local Plan to revise LEA membership shall be approved through the process as identified in Charter SELPA policies.

The CEO Council will hold the required public hearings and approve the Annual Service Plan and the Annual Budget Plan.

As described within the Local Plan and adopted policies of the Charter SELPA, the Boards of Education delegates the ongoing policy-making process, the Allocation Plan process, and administrative procedures for carrying out that responsibility to the governance structure of the Charter SELPA.

CDE Form Version 2.0 Page B-1 of 43

SELPA El Dorado Charter SELPA	Fiscal Year 2020-21	
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3. Describe the SELPA's regional policy making process. Clearly define the roles of a multi-LEA governing body, or single LEA administration as applicable related to the policy making process for coordinating and implementing the local plan:

The Charter SELPA CEO Council membership consists of the CEO or designee of each charter LEA member. Each charter LEA member has one vote. Organization partners that operate more than one charter school, may have a single representative for all schools operated, but such representative shall have a number of votes equal to the number of charter LEAs represented.

Charter SELPA CEO Council meetings are subject to California Open Meeting laws, specifically the Brown Act (Government Code 54950-54963), which requires that CEO Council members conduct business at properly noticed and agendized public meetings.

A majority of the LEAs present at a regularly scheduled and posted CEO Council meeting shall constitute a quorum.

The Charter SELPA CEO Council will meet regularly with the El Dorado County Superintendent of Schools and/or designee to direct and supervise the implementation of the Local Plan. The Council has exclusive authority to make and take all reasonable and appropriate steps to implement all decisions which may have a material effect on any and/or all Charter SELPA policies, practices, operations, organization, services, functions, and any other purpose related to the purpose for which the Charter SELPA is established. A minimum of two meetings per year will be held.

The Charter SELPA CEO Council is responsible to approve Charter SELPA policies and administrative regulations.

The Charter SELPA CEO Council is responsible to approve the Allocation Plan, which is the framework for distribution of funds within the Charter SELPA.

Material changes to the Local Plan, other than for membership changes, shall be approved by the Charter SELPA CEO Council and reviewed by the El Dorado County Superintendent of Schools.

4. Clearly define the roles of the County Office of Education (COE) as applicable, and/or any other administrative supports necessary to coordinate and implement the local plan:

The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. The Charter SELPA administrative unit coordinates and implements the local plan under the supervision of the County Superintendent

CDE Form Version 2.0 Page B-2 of 43

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21
of Sc	chools.		

5. Describe the policies and procedures of the SELPA that allow for the participation of charter schools in the local plan:

Per CEO Council Policy 22, any charter school may apply to the Charter SELPA to become an LEA member of the SELPA. The Charter SELPA will establish an annual timeline for submission. of applications. Once granted membership, the charter LEA will participate in the governance of the SELPA in the same manner as all other charter LEA members in the SELPA. The timeline for submission may be amended by the Charter SELPA RLA/AU Superintendent/designee for unique circumstances, including State Board of Education charter approvals. The applicant, not an expansion of an existing member, will be deemed a member of the SELPA upon approval of the Charter SELPA Selection Committee. The applicant charter LEA board must also take action to approve membership. The Charter SELPA Selection Committee will inform the CEO Council members of their decision. Applications for additional schools of a current Charter SELPA member, shall be approved by the Charter SELPA RLA/AU Designee, pursuant to AR 22, and are not required to be reviewed by the Charter SELPA Selection Committee. Because they are current members, the Charter SELPA RLA/AU Designee has significant documentation available to assess the new charter LEA capacity. The applicant member, an expansion of an existing member, will be deemed a member of the SELPA after approval by the Charter SELPA RLA/AU Designee. The applicant member charter LEA board must also take action to approve membership.

6. Identify and describe the representation and participation of the SELPA community advisory committee (CAC) pursuant to EC Section 56190 in the development of the local plan:

The Community Advisory Committee shall be composed of parents of individuals with exceptional needs, enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. Terms of CAC participation are outlined in the CAC bylaws.

Because of the geographic diversity within the El Dorado Charter SELPA, meetings may take place through teleconference. For purposes of this section, "teleconference" means a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.

CDE Form Version 2.0 Page B-3 of 43

SELPA El Dorado Charter SELPA	Fiscal Year 2020-21	
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7. Describe the SELPA's process for regular consultations regarding the plan development with representative of special education and regular education teachers, and administrators selected by the groups they represent and parent members of the CAC:

The purpose of the Community Advisory Committee shall be to act in support of individuals with exceptional needs by representing broad interests in the community and promoting maximum interaction of parents and community members with the the LEA charter schools in accordance with the Education Code and the El Dorado Charter Local Plan. Per the CAC bylaws, the Community Advisory Committee may be composed of parents of individuals with exceptional needs, enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs pursuant to EC Section 56193. Through the regularly scheduled CAC meetings, the SELPA will ensure that the development, amendment, and review of the Local Plan pursuant to EC sections 56205(a)(12)(E) and 56194. The CAC will be given at least 30 days to conduct a review. The SELPA shall review and consider comments from the CAC pursuant to EC section 56205(b)(7).

8. Identify and describe the responsible local agency (RLA), Administrative Unit (AU), or other agency who is responsible for performing tasks such as the receipt and distribution of funds, provision of administrative support, and coordination and implementation of the plan:

The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. The Superintendent oversees the SELPA administrative staff in the receipt and distribution of funds, provision of administrative support, and the coordination and implementation of the SELPA Allocation and Local Plans.

9. Describe the contractual agreements and the SELPA's system for determining the responsibility of participating agency for the education of each student with special needs residing within the geographical area served by the plan:

As members of the El Dorado Charter Special Education Local Plan Area (SELPA), each charter (as identified by the CDS (County, District, School) code issued by the State Board of Education) is considered an LEA (Local Education Agency) for purposes of special education. Each charter school, as their own LEA for special education accountability is responsible for the students within their jurisdiction including any and all contractual agreements. There are no additional contractual agreements that supersede education code.

CDE Form Version 2.0 Page B-4 of 43

SELPA El Dorado Charter SELPA	Fiscal Year	2020-21	
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- 10. For multi-LEA local plans, specify:
 - a. The responsibilities of each participating COE and LEA governing board in the policymaking process:

The Charter SELPA CEO Council membership consists of the CEO or designee of each charter LEA member. Each charter LEA member has one vote. Organization partners that operate more than one charter school may have a single representative for all schools operated, but such representative shall have a number of votes equal to the number of charter LEAs represented.

Charter SELPA CEO Council meetings are subject to California Open Meeting laws, specifically, the Brown Act (Government Code 54950-54963), which requires that CEO Council members conduct business at properly noticed and agendized public meetings.

A majority of the LEAs present at a regularly scheduled and posted CEO Council meeting shall constitute a quorum.

The Charter SELPA CEO Council will meet regularly with the El Dorado County Superintendent of Schools and/or designee to direct and supervise the implementation of the Local Plan. The Council has exclusive authority to make and take all reasonable and appropriate steps to implement all decisions which may have a material effect on any and/or all Charter SELPA policies, practices, operations, organization, services, functions, and any other purpose related to the purpose for which the Charter SELPA is established. A minimum of two meetings per year will be held.

The Charter SELPA CEO Council is responsible for approving Charter SELPA policies and administrative regulations.

The Charter SELPA CEO Council is responsible for approving the Allocation Plan, which is the framework for distribution of funds within the Charter SELPA.

b. The responsibilities of the superintendents of each participating LEA and COE in the implementation of the local plan:

The El Dorado Charter SELPA has designated the El Dorado County Office of Education as the Responsible Local Agency/Administrative Unit (RLA/AU) and the County Superintendent of Schools as the Superintendent of the RLA/AU. The Charter SELPA administrative unit coordinates and implements the local plan under the supervision of the County Superintendent of Schools. Each LEA CEO representative is responsible per the SELPA Participation Agreement for the review and implementation of the local plan.

CDE Form Version 2.0 Page B-5 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

c. The responsibilities of each LEA and COE for coordinating the administration of the local plan:

Upon entry into the Charter SELPA, the governing board for each LEA charter shall approve the Agreement for Participation and the Local Plan for Special Education. The Charter SELPA Local Plan is approved by the CEO Council and reviewed by the El Dorado County Superintendent of Schools. Each Charter LEA and the COE as the RLA/AU is responsible for the coordination of the administration of the local plan. Adopted policies of the Charter SELPA, the LEAs Boards of Education delegates the ongoing policy-making process, the Allocation Plan process, and administrative procedures for carrying out that responsibility to the governance structure of the Charter SELPA.

- 11. Identify the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA related to:
 - a. The hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the AU in support of the local plan:

The El Dorado County Office of Education Superintendent of Schools, as the RLA/AU, is responsible for the hiring, supervision, evaluation, and discipline of the SELPA administrator and staff employed by the RLA/AU.

b. The local method used to distribute federal and state funds to the SELPA RLA/AU and to LEAs within the SELPA:

Funds received by the El Dorado Charter SELPA from Part B of the IDEA shall be expended in accordance with the applicable provisions of the IDEA and shall be used to supplement, and not to supplant State, local and other Federal funds.

State and federal funds received by the RLA/AU and El Dorado Charter SELPA are allocated and distributed among the local educational agencies in the SELPA, according to the El Dorado Charter SELPA adopted Allocation Plan.

c. The operation of special education programs: education programs:

The Charter LEA shall ensure that the individualized education program team for any student with a disability includes the following members:

- 1. One or both of the student's parents/guardians, and/or a representative selected by the parent/guardian.
- 2. If the student is or may be participating in the regular education program, at least one regular education teacher. If more than one regular education teacher is providing instructional services to the student, the Charter LEA may designate one such teacher to represent the others.

CDE Form Version 2.0 Page B-6 of 43

43 of 284

SELPA El Dorado Charter SELPA	Fiscal Year	2020-21	
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- 3. At least one special education teacher or, where appropriate, at least one special education provider working with the student
- 4. A representative of the Charter LEA who is:
- a. Qualified to provide or supervise the provision of specially designed instruction to meet the unique needs of students with disabilities.
- b. Knowledgeable about the general education curriculum.
- c. Knowledgeable about the availability of Charter LEA and/or special education local plan area (SELPA) resources.
- d. Has the authority to commit Charter LEA resources and ensure that whatever services are set out in the IEP will be provided.
- 5. An individual who can interpret the instructional implications of assessment results This individual may already be a member of the team as described in items 2-4 above or in item 6 below.

Note: Pursuant to Education Code 56341 and 34 CFR 300.321, the determination as to whether an individual identified in item 6 below has "knowledge or special expertise" must be made by the party (either the Charter LEA or parent) who invited the individual to the IEP team meeting.

- 6. At the discretion of the parent/guardian or Charter LEA, other individuals who have knowledge or special expertise regarding the student, including related services personnel, as appropriate (The determination of whether the individual has knowledge or special expertise regarding the student shall be made by the party who invites the individual to be a member of the IEP team. (Ed. Code § 56341)
- 7. Whenever appropriate, the student with a disability
- 8. For transition service participants:
- a. The student, of any age, with a disability if the purpose of the meeting is the consideration of the student's postsecondary goals and the transition services needed to assist the student in reaching those goals. If the student does not attend the IEP team meeting, the Charter LEA shall take other steps to ensure that the student's preferences and interests are considered.
- b. To the extent appropriate, and with the consent of the parent/guardian, a representative of any other agency that is likely to be responsible for providing or paying for transition services.
- c. If a representative of a local agency has been invited but does not attend the meeting, the Charter LEA shall take steps to obtain participation of the agency in the planning of any transition services. (Ed. Code § 56341)
- 9. For students suspected of having a specific learning disability at least one individual who is qualified to conduct individual diagnostic examinations of the student, such as a school psychologist, speech language pathologist, or remedial reading teacher. In addition, at least one team member other than the student's regular education teacher shall observe the student's academic performance in the regular classroom setting. If the student is younger than five years or not enrolled in school, a team member shall observe the child in an environment appropriate for a child of that age. 34 CFR §§ 300.308, 300.542; Ed Code § 56341);
- 10. For students who have been placed in a group home by the juvenile court, a representative of the group home
- 11. If a student with a disability is identified as potentially requiring mental health services, the Charter LEA may request the participation of the county mental health program in the IEP team

CDE Form Version 2.0 Page B-7 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

meeting. (Ed. Code § 56331)

(20 USC § 1414(d)(1); 34 CFR § 300.321; Ed. Code §§ 56341, 56341.2, 56341.5)

Excusal of Team Member

A member of the IEP team shall not be required to attend an IEP team meeting, in whole or in part, if the parent/guardian consents and the Charter LEA agrees, in writing, that the attendance of the member is not necessary because the member's area of the curriculum or related services is not being modified or discussed at the meeting. If the meeting involves a discussion of the member's area of the curriculum or related service, the IEP team member may be excused from the meeting if the parent/guardian consents in writing to the excusal and the member submits to the parent/guardian and team written input into the development of the IEP prior to the meeting. (20 USC § 1414(d)(1)(C); 34 CFR § 300.321; Ed. Code 56341) Parent/Guardian Participation and Other Rights

The Charter CEO or designee shall take steps to ensure that one or both of the parents/ guardians of the student with a disability are present at each IEP team meeting or are afforded the opportunity to participate. These steps shall include, at minimum, notifying the parents/ guardians of the meeting early enough to ensure that they will have the opportunity to attend and scheduling the meeting at a mutually agreed upon time and place. (34 CFR § 300.322; Ed. Code 56341.5)

The Charter CEO or designee shall send parents/guardians a notice of the IEP team meeting that:

- 1. Indicate the purpose, time, and location of the meeting
- 2. Indicate who will be in attendance at the meeting
- 3. For students beginning at age 16 (or younger than 16 if deemed appropriate by the IEP team):
- a. Indicate that the purpose of the meeting will be the consideration of postsecondary goals and transition services for the student as required by 20 USC, section1414(d)(1)(A)(i)(VIII), 34 CFR, section 300.320(b), and Education Code, section 56345.1
- b. Indicate that the Charter LEA will invite the student to the IEP team meeting
- c. Identify any other agency that will be invited to send a representative

At each IEP team meeting convened by the Charter LEA, the Charter LEA administrator or specialist on the team shall provide the parent/guardian and student of the federal and state procedural safeguards (Ed. Code § 56321, 56500.1)

Before any IEP meeting, the parent/guardian shall have the right and opportunity to request to examine all of his/her child's school records. Upon receipt of an oral or written request, the Charter LEA shall provide complete copies of the records within five business days. (Ed. Code§ 56043)

If neither parent/guardian can attend the meeting, the Charter CEO or designee shall use other methods to ensure parent/guardian participation, including video conferences or individual or conference telephone calls. (20 USC 1414(f); 34 CFR 300.322; Education Code 56341.5) An IEP team meeting may be conducted without a parent/guardian in attendance if the Charter LEA is unable to convince the parent/guardian that he/she should attend. In such a case, the Charter LEA shall maintain a record of its attempts to arrange a mutually agreed upon time and place for the meeting, including, but not limited to: (34 CFR § 300.322; Ed. Code § 56341.5) 1. Detailed records of telephone calls made or attempted and the results of those calls

CDE Form Version 2.0 Page B-8 of 43

SELPA El Dorado Charter SELPA	Fiscal Year	2020-21	
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- 2. Copies of correspondence sent to the parent/guardian and any responses received
- 3. Detailed records of visits made to the parent/guardian's home or place of employment and the results of those visits. Parents/guardians and the Charter LEA shall have the right to audiotape the proceedings of IEP team meetings, provided members of the IEP team are notified of this intent at least 24 hours before the meeting. If the Charter LEA gives notice of intent to audiotape a meeting and the parent/guardian objects or refuses to attend because the meeting would be audiotaped, the meeting shall not be audiotaped. Audiotape recordings made by a LEA, SELPA, or county office are subject to the federal Family Educational Rights and Privacy Act (20 USC § 1232g).

Parents/guardians have the right to:

- 1. Inspect and review the audiotapes
- 2. Request that the audiotapes be amended if the parents/guardians believe they contain information that is inaccurate, misleading, or in violation of the student's privacy rights or other rights
- 3. Challenge, in a hearing, information that the parents/guardians believe is inaccurate, misleading, or in violation of the student's privacy rights or other rights (Education Code 56341.1)

The Charter LEA shall take any action necessary to ensure that the parents/guardians understand the proceedings of the meeting, including arranging for an interpreter for parents/guardians with deafness or whose native language is not English. (34 CFR 300.322; Education Code 56345.1)

The Charter LEA shall provide the parents/guardians of a student with disabilities a copy of his/her child's IEP at no cost. (34 CFR 300.322).

The Charter LEA shall adhere to all Federal (IDEA) and State (Education Code) laws regarding the provision of special education programs and services for students that qualify for special education per the IEP process outlined above.

d. Monitoring the appropriate use of federal, state, and local funds allocated for special education programs:

The El Dorado County Office of Education is the Responsible Local Agency/Administrative Unit (RLA/AU) for the Charter SELPA. Pursuant to the provisions of Education Code Section 56030 et seq., the RLA/AU shall receive and distribute regionalized service funds, provide administrative support and coordinate the implementation of the El Dorado Charter Local Plan for Special Education and the CEO Council approved Allocation Plan. The RLA/AU shall perform such services and functions required to accomplish the goals set forth in the plans, including development of the Annual Service and Budget Plans.

CDE Form Version 2.0 Page B-9 of 43

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21	
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12. Describe how specialized equipment and services will be distributed within the SELPA in a manner that minimizes the necessity to serve students in isolated sites and maximizes the opportunities to serve students in the least restrictive environments:

Specialized equipment and services is provided at the school site associated with the Charter LEA, where the Individualized Education Program (IEP) team has determined is the most appropriate free and appropriate public education in the least restrictive environment.

Policies, Procedures, and Programs

Pursuant to *EC* sections 56122 and 56205(a), the SELPA ensures conformity with Title 20 *United States Code* (*USC*) and in accordance with Title 34 *Code of Federal Regulations* (*CFR*) Section 300.201 and has in effect policies, procedures, and programs. For each of the following 23 areas, identify whether, or not each of the following provisions of law are adopted as stated. If the policy is not adopted as stated, briefly describe the SELPA's policy for the given area. In all cases, provide the SELPA policy and procedure numbers; the document title; and the physical location where the policy can be found.

1. Fre	e Appropi	riate Public	Education:	20 <i>USC</i>	Section	1412(a)((1)

Policy/Procedure Number:	CEO Policy 1
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	https://charterselpa.org/governance/

"It shall be the policy of this LEA that a free appropriate public education is available to all children with disabilities residing in the LEA between the ages of 3 and 21, inclusive, including children with disabilities who have been suspended or expelled from school." The policy is adopted by the SELPA as stated:

Yes	O No			

2. Full Educational Opportunity: 20 USC Section 1412(a)(2)

	(*)(*)
Policy/Procedure Number:	CEO Administrative Regulation 1
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	https://charterselpa.org/governance/

CDE Form Version 2.0 Page B-10 of 43

	SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21	
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"It shall be the policy of this LEA that all children with disabilities have access to educational programs, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

\bigcirc No					
	\bigcirc No	○ No	○ No	○ No	○ No

3. Child Find: 20 USC Section 1412(a)(3)

Policy/Procedure Number:	CEO Policy 2
Document Title:	Identification and Evaluation of Individuals for Special Education
Document Location:	https://charterselpa.org/governance/

"It shall be the policy of this LEA that all children with disabilities residing in the State, including children with disabilities who are homeless or are wards of the State and children with disabilities attending private schools, regardless of the severity of their disabilities, who are in need of special education and related services, are identified, located, and evaluated. A practical method has been developed and implemented to determine which children with disabilities are currently receiving needed special education and related services." The policy is adopted by the SELPA as stated:

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If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Governing Board of each member LEA recognizes the need to actively seek out and evaluate school age Charter LEA residents who have disabilities, in order to provide them with appropriate educational opportunities in accordance with state and federal law.

Charter schools are currently authorized to serve school-aged students (grades K-12). If at any time the authorization changes, the charter schools would follow all state and federal laws regarding children from age 0-2 and Child Find. Charter schools will assist families and make appropriate referrals for any students they find who would be outside the age or area of responsibility of the Charter schools.

The Charter Chief Executive Officer or designee shall follow SELPA procedures to determine when an individual is eligible for special education services and shall implement the SELPA procedures for special education program identification, screening, referral, assessment, planning, implementation, review, and triennial assessment. (Education Code 56301) The Charter LEAs' process shall prevent the inappropriate disproportionate representation by race and ethnicity of students with disabilities.

In addition to identifying students with disabilities residing in their district, each districts "Child Find" identification system shall identify highly mobile children with disabilities, such as migrant

CDE Form Version 2.0 Page B-11 of 43

SELPA	SELPA El Dorado Charter SELPA Fiscal Year 2020-21						
and h	nomeless children. (20 USC § 1412(a)(3).)						
4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP): 20 USC Section 1412(a)(4)							

Policy/Procedure Number: CEO Policy 3 and CEO Administrative Regulation 3

Document Title: Individualized Education Program

Document Location: https://charterselpa.org/governance/

"It shall be the policy of this LEA that an IEP, or an IFSP that meets the requirements of 20 *USC* Section 1436 (d), is developed, implemented, reviewed, and revised for each child with a disability who requires special education and related services in accordance with 20 *USC* Section 1414 (d). It shall be the policy of this LEA that a of an IEP will be conducted on at least an annual basis to review a student's progress and make appropriate revisions." The policy is adopted by the SELPA as stated:

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Governing Board of each participating LEA shall provide educational alternatives that afford students with disabilities full educational opportunities. Students with disabilities shall receive a FAPE in the least restrictive environment as required by law.

The Charter Chief Executive Officer or designee shall implement the SELPA Procedural Guide. The Procedural Guide outlines the composition of the IEP team, and sets forth procedures regarding the development, review, and revision of the IEP.

The specifics of the IEP process are set out in CEO Administrative Regulation 3

5. Least Restrictive Environment: USC Section 1412(a)(5)

Policy/Procedure Number:	CEO Administrative Regulation 1
Document Title:	Comprehensive Local Plan for Special Education
Document Location:	https://charterselpa.org/governance/

"It shall be the policy of this LEA that to the maximum extent appropriate, children with disabilities, including children in public or private institutions or other care facilities, are educated with children who are not disabled. Special classes, separate schooling, or other removal of children with disabilities from the general educational environment, occurs only when the nature or severity of the disability of a child is such that education in regular classes with the use of supplementary aids and

CDE Form Version 2.0 Page B-12 of 43

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SELPA El Dorado Charte	r SELPA	Fiscal Year	2020-21	
services cannot be achieve	d satisfactorily." The policy is a	adopted by the SELPA a	s stated:	
	, , ,	,		
Tes () NO				
6. Procedural Safeguards	: 20 <i>USC</i> Section 1412(a)(6)			
Policy/Procedure Number:	CEO Policy 4			
Document Title:	Procedural Safeguards			
Document Location:	https://charterselpa.org/gover	rnance/		
	LEA that children with disabiliording to state and federal law	•		
If "NO," provide a brief de	escription of the SELPA's policy	related to the provision o	f law:	
procedural safeguards rights in accordance wi Note: Education Code (ights of students with disabilitie as required by law. Parents/gu th law, Board policy, and admi 56195.8 authorizes the policy t any due process hearing proc	uardians shall receive wri nistrative regulation. to include provisions for i	itten notice of their	
7. Evaluation: 20 <i>USC</i> Sec	etion 1412(a)(7)			
I	. , ,			
Policy/Procedure Number:	CEO Administrative Regulation	on 3		
Document Title:	Individualized Education Prog	gram		
Document Location:	https://charterselpa.org/gover	nance/		
	s LEA that a reassessment of a rs or more frequently, if approp			

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Charter CEO or designee shall ensure that the IEP team:

1. Reviews the IEP periodically, but at least annually, to determine whether the annual goals for the student are being achieved and the appropriateness of placement

CDE Form Version 2.0 Page B-13 of 43

SELPA El Dorado Charter SELPA	Fiscal Year	2020-21	
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- 2. Revises the IEP, as appropriate, to address:
- a. Any lack of expected progress toward the annual goals and in the general curriculum, where appropriate
- b. The results of any reassessment conducted pursuant to Education Code 56381
- c. Information about the student provided to or by the parents/guardians regarding review of evaluation data (34 CFR 305(a)(2) and Education Code 56381(b).)
- d. The student's anticipated needs
- e. Any other relevant matters

8. Confidentiality: 20 USC Section 1412(a)(8)

Policy/Procedure Number:	CEO Policy 5
Degument Title:	Confidentiality of Student Records
Document Title:	Confidentiality of Student Records
Document Location:	https://charterselpa.org/governance/

"It shall be the policy of this LEA that the confidentiality of personally identifiable data, information, and records maintained by the LEA relating to children with disabilities and their parents and families shall be protected pursuant to the Family Educational Rights and Privacy Act, non-academic programs, and services available to non-disabled children." The policy is adopted by the SELPA as stated:

\sim		_	
	Yes		Nο

If "NO," provide a brief description of the SELPA's policy related to the provision of law:

The Charter LEA Governing Board recognizes the importance of keeping accurate, comprehensive student records as required by law. Procedures for maintaining the confidentiality of student records shall be consistent with state and federal law. The Charter CEO or designee shall establish regulations governing the identification, description and security of student records, as well as timely access for authorized persons. These regulations shall ensure parental rights to review, inspect and copy student records. In addition, the regulations will ensure and shall protect the privacy rights of student and the student's family.

The Charter CEO or designee shall designate a certificated employee to serve as custodian of records for student records at the Charter LEA level. At each school, the principal or a certificated designee shall act as custodian of records for students enrolled at that school. The custodian of records shall be responsible for implementing Board policy and administrative regulation regarding student records. (5 CCR § 431)

9. Part C to Part B Transition: 20 USC Section 1412(a)(9)

CDE Form Version 2.0 Page B-14 of 43

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SELPA	El Dorado Charte	er SELPA	Fiscal Year	2020-21	
Policy/Pr	ocedure Number:	CEO Policy 6			
Document Title:		Part C - Transition			
Documer	nt Location:	https://charterselpa.org/gove	rnance/		
ndividual programs consisten pirthday."	s with Disabilities , experience a sm t with 20 <i>USC</i> Sec The policy is adop	LEA that children participating Education Act (IDEA), Part C, ooth and effective transition to tion 1437(a)(9). The transition ted by the SELPA as stated:	and who will participate preschool programs in a	in preschool a manner	
○ Ye	s No				
If "NO	," provide a brief de	escription of the SELPA's policy	related to the provision o	f law:	
preso eligib	hool students. If s	El Dorado Charter SELPA cur tudents are transitioning from ces, the Charter LEA will partion grams.	preschool to a Charter L	EA and are	
10. Priva	te Schools: 20 <i>U</i>	SC Section 1412(a)(10)			
Policy/Pr	ocedure Number:	CEO Policy 7			
Documer	nt Title:	Students with Disabilities En	rolled by their Parents in	Private School	
Documer	nt Location:	https://charterselpa.org/gove	rnance/		
oarents in LEA coord ourpose o	private schools sl dinated procedure of providing specia	LEA to assure that children with nall receive appropriate specials. The proportionate amount of education services to childrenats." The policy is adopted by the	l education and related se f federal funds will be allo n with disabilities voluntari	ervices pursuant to cated for the	
Ye	s (No				
11. Local	Compliance Ass	surances: 20 <i>USC</i> Section 14	412(a)(11)	_	
Policy/Pro	ocedure Number:	CEO Policy 8			
Documer	nt Title:	Compliance Assurances			
Documer	nt Location:	https://charterselpa.org/gove	rnance/		

CDE Form Version 2.0 Page B-15 of 43

Section	B.	Governance	and	Administration
OCCUOIT	D .	Ouvernance	anu	Administration

SELPA	El Dorado Charte	er SELPA	Fiscal Year	2020-21
(district/c and that t laws and Section 5	ounty) and is the b the agency(ies) he -regulations, includ	LEA that the local plan shall basis for the operation and adderein represented will meet all ding compliance with the IDEA and the provisions of the Calif	ministration of special edu applicable requirements A; the Federal Rehabilitati	ucation programs, of state and federal ion Act of 1973,
● Ye	es ONo			
12. Intera	agency: 20 USC S	Section 1412(a)(12)		
Policy/Pr	ocedure Number:	CEO Policy 29 and CEO Adı	ministrative Regulation 29)
Docume	nt Title:	Interagency		
Docume	nt Location:	https://charterselpa.org/gove	rnance/	
The polic	y is adopted by the	tinuation of services during and e SELPA as stated: ection 1412(a)(13)	interagency dispute reso	olution process."
Policy/Pr	ocedure Number:	CEO Policy 9 and CEO Adm	inistrative Regulation 9	
Docume	nt Title:	Governance		
Docume	nt Location:	https://charterselpa.org/gove	rnance/	
and any r LEA is no reasonab	necessary administ of eligible for assist le notice and an op by the SELPA as s	LEA to support and comply wi trative support to implement th ance under this part will not be oportunity for a hearing through tated:	e local plan. A final deterr e made without first afford	nination that an ing that LEA with
If "NO	," provide a brief d	escription of the SELPA's policy	related to the provision o	f law:
I .		PA member shall comply with ny necessary administrative s		

CDE Form Version 2.0 Page B-16 of 43

SELPA El Dorado Charte	er SELPA	Fiscal Year	2020-21
The local plan shall be	implemented according to CE	O Administrative Regula	tion 9.
14. Personnel Qualification	ns		
Policy/Procedure Number:	CEO Policy 10		
Document Title:	Personnel Qualifications		
Document Location:	https://charterselpa.org/gover	rnance/	
are appropriately and adequent knowledge and skills to serve of action on behalf of an indiqualified or to prevent a pare (CDE) about staff qualification. Yes No	LEA to ensure that personnel per ately prepared and trained, and e children with disabilities. This vidual student for the failure of ent from filing a State complaint ons." The policy is adopted by the	I that those personnel had policy shall not be constructed a particular LEA staff per with the California Depar ne SELPA as stated:	ve the content rued to create a right son to be highly
Policy/Procedure Number:			
Document Title:	Performance Goals and Indic	ators	
Document Location:	https://charterselpa.org/gover	nance/	
indicators developed by the the SELPA as stated:	LEA to comply with the require CDE and provide data as req	•	•
Yes			
16. Participation in Assess	ments: 20 USC Section 1412(a)(16)	
Policy/Procedure Number:	CEO Policy 12		
Document Title:	Participation in Assessments		
Document Location: "It shall be the policy of this	https://charterselpa.org/gover LEA that all students with disa		in state and district-

wide assessment programs described in 20 *USC* Subsection 6311. The IEP team determines how a student will access assessments with or without accommodations, or access alternate assessments where necessary and as indicated in their respective Reps.." The policy is adopted by the SELPA as

CDE Form Version 2.0 Page B-17 of 43

The Cottonwood Sch	nool - Regular Scheduled Board Meeting - Agenda - Tuesday October 20, 2020 at	6:00 PM
Section B: Governance and	d Administration	
SELPA El Dorado Charte	er SELPA Fiscal Year	2020-21
stated:		
17. Supplementation of Sta	ate, Local, and Federal Funds: 20 <i>USC</i> Section 1412(a	n)(17)
Policy/Procedure Number:	CEO Policy 13	
Document Title:	Supplementation of State, Local and Other Federal F	unds
Document Location:	https://charterselpa.org/governance/	
will be expended in accorda	LEA to provide assurances that funds received from Fance with the applicable provisions of the IDEA, and wiblant state, local, and other federal funds." The policy is	ll be used to
18. Maintenance of Effort:	20 <i>USC</i> Section 1412(a)(18)	
Policy/Procedure Number:	CEO Policy 14 and Administrative Regulation 14	
Document Title:	Federal Maintenance of Effort Requirement	
Document Location:	https://charterselpa.org/governance/	
and/or combined level of lo	LEA that federal funds will not be used to reduce the local and state funds expended for the education of child all laws and regulations." The policy is adopted by the	lren with disabilitie
Yes		

19. Public Participation: 20 USC Section 1412(a)(19)

Policy/Procedure Number: CEO Policy 15

Policy/Procedure Title: Public Participation

Document Location: https://charterselpa.org/governance/

"It shall be the policy of this LEA that public hearings, adequate notice of the hearings, and an opportunity for comments are available to the general public,including individuals with disabilities and parents of

children with disabilities, and are held prior to the adoption of any policies and/or regulations needed to

CDE Form Version 2.0 Page B-18 of 43

55 of 284

SELPA El Dorado Charte	er SELPA	Fiscal Year	2020-21
comply with Part B of the IDE	EA." The policy is adopted by th	ne SELPA as stated:	
● Yes ○ No			
20. Suspension and Expuls	sion: 20 USC Section 1412(a)	(22)	
Policy/Procedure Number:	CEO Policy 16		
Document Title:	Suspension/Expulsion		
Document Location:	https://charterselpa.org/gove	rnance/	
prescribed by the CDE. Wh procedures, and practices r	on suspension and expulsion en indicated by data analysis, related to the development and oted by the SELPA as stated:	the LEA further assures	that policies,
Yes ○ No			
	Materials: 20 <i>USC</i> Section 14	412(a)(23)	
		412(a)(23)	
21. Access to Instructional			
21. Access to Instructional Policy/Procedure Number:	CEO Policy 17	rials	
21. Access to Instructional Policy/Procedure Number: Document Title: Document Location: "It shall be the policy of this students with print disabilitie Instructional Materials Access	CEO Policy 17 Access to Instructional Mater	rials rnance/ naterials to blind student	lational
21. Access to Instructional Policy/Procedure Number: Document Title: Document Location: "It shall be the policy of this students with print disabilitie Instructional Materials Access Yes No	CEO Policy 17 Access to Instructional Mater https://charterselpa.org/gove	rials rnance/ naterials to blind studenting to the state-adopted Notes is adopted by the SELP	lational
21. Access to Instructional Policy/Procedure Number: Document Title: Document Location: "It shall be the policy of this students with print disabilitie Instructional Materials Access Yes No	CEO Policy 17 Access to Instructional Mater https://charterselpa.org/gove LEA to provide instructional resin a timely manner accordingssibility Standard." The policy Disproportionality: 20 USC S	rials rnance/ naterials to blind studenting to the state-adopted Notes is adopted by the SELP	lational
21. Access to Instructional Policy/Procedure Number: Document Title: Document Location: "It shall be the policy of this students with print disabilitie Instructional Materials Access Yes No 22. Over-identification and	CEO Policy 17 Access to Instructional Mater https://charterselpa.org/gove LEA to provide instructional resin a timely manner accordingssibility Standard." The policy Disproportionality: 20 USC S	rials rnance/ naterials to blind student ng to the state-adopted N is adopted by the SELP	lational

"It shall be the policy of this LEA to prevent the inappropriate over-identification or disproportionate representation by race and ethnicity of children as children with disabilities." The policy is adopted by the SELPA as stated:

CDE Form Version 2.0 Page B-19 of 43

SELPA	El Dorado Charte	r SELPA	Fiscal Year	2020-21
	es (No			
23. Prohi	bition on Mandato	ory Medicine: 20 USC Section	1412(a)(25)	
Policy/Pr	ocedure Number:	CEO Policy 19		
Docume	nt Title:	Prohibition on Mandatory Med	dicine	
Docume	nt Location:	https://charterselpa.org/gover	nance/	
prescript	ion for a substance receiving a specia	LEA to prohibit school person covered by the Controlled Su al education assessment and/o	bstances Act as a condi	tion of attending

Administration of Regionalized Operations and Services

Yes

 \bigcirc No

Pursuant to *EC* sections 56195.7(c), 56205(a)(12)(B), 56368, and 56836.23, describe the regionalized operation and service functions. Descriptions must include an explanation of the direct instructional support provided by program specialists; and the respective roles of the RLA/AU, the SELPA administrator, and the individual LEAs associated with the SELPA. Information provided should include the reference number, document title, and the location (e.g., SELPA office) for each function:

1. Coordination of the SELPA and the implementation of the local plan:

Reference Number: CEO Policy 1 and Administrative Regulation 1

Document Title: Comprehensive Local Plan for Special Education

Document Location: https://charterselpa.org/governance/

As members of the El Dorado County Charter Special Education Local Plan Area (SELPA), (hereinafter referred to as Charter SELPA), each charter (as identified by the CDS (County, District, School) code issued by the State Board of Education) is considered an LEA (Local Education Agency) for purposes of special education.

The Charter SELPA further recognizes its' members as single charter partners or organization partners. Single Charter Partner is defined as an entity with one charter CDS code. An Organization Partner is an entity with multiple charters (CDS codes) as members of the Charter

CDE Form Version 2.0 Page B-20 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

SELPA. An entity is defined as an organization with one governing board or one CEO (Chief Executive Officer) position. The title of CEO may differ by organization, but the intent is that final decision making in the organization is vested in one leadership position.

As members of the Charter SELPA, each Charter SELPA LEA (Local Education Agency) desires to provide a free and appropriate public education (FAPE) to all school aged K-12 individuals with disabilities, who are enrolled in the charter, including children who have been suspended or expelled or placed by the charter LEA in a nonpublic school or agency services. The SELPA will provide technical support to any Charter LEAs identified as the DOR for students age 18 to 21 who are incarcerated in a county jail and remaining eligible for special education to assist in meeting their obligation. The SELPA may facilitate collaboration with the county jails as requested.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized. (Education Code 56303)

In order to meet the needs of individuals with disabilities and employ staff with adequate expertise for this purpose, the charter LEA participates as a member of the Special Education Local Plan Area (SELPA).

Description:

The Charter SELPA Local Plan is approved by the Charter CEO Council and reviewed by the El Dorado County Superintendent of Schools. Amendments to the Local Plan to revise LEA membership (additions) shall be approved by the Charter SELPA Selection Committee. Prior to Selection Committee approval, new LEA members shall be approved through the selection process as identified in Policy 22 and AR 22. Termination of membership shall be approved through the termination process as identified in Policy 26 or Policy 27. All membership changes shall be communicated with the Charter SELPA CEO Council at the next regularly scheduled meeting.

The Charter CEO Council will hold the required public hearings and approve the Annual Service Plan and the Annual Budget Plan. Notice of the public hearings shall be posted as required by law.

Upon entry into the Charter SELPA, the Governing Board for each LEA charter shall approve the Charter SELPA Local Plan and the Agreement for Participation.

SELPA El Dorado Charter SELPA 2020-21 Fiscal Year

> Material changes to the Local Plan, other than for membership changes, shall be approved by the Charter SELPA CEO Council and reviewed by the El Dorado County Superintendent of Schools.

> The Charter Chief Executive Officer or designee of the charter LEA shall extend the charter LEA's full cooperation to the SELPA. The policies and procedures of the Charter SELPA shall be applied as policies and regulations to all participating charter LEAs.

Charter SELPA policies and administrative regulations are approved by the Charter SELPA CEO Council.

The Charter SELPA shall administer a local plan and administer the allocation of funds. (Education Code 56195). The Charter SELPA CEO Council shall approve all allocation plan decisions that impact the allocation of funds.

2. Coordinated system of identification and assessment:

Reference Number: CEO Administrative Regulation 2 and Procedural Guide

Document Title: Identification and Evaluation of Individuals for Special Education

https://charterselpa.org/governance/ **Document Location:** http://charterselpa.org/program-support/procedural-guide/

A student shall be referred for special educational instruction and services only after the resources of the regular education program have been considered and used where appropriate. (Education Code 56303) The Charter LEAs shall not determine that a student is eligible for special education if the dominant factor for finding eligibility is lack of appropriate instruction in reading, lack of instruction in mathematics, or limited English Proficiency (20 U.S.C. § 1414(b)(5); Ed. Code, § 56329, subd. (a)(2).) All referrals for special education and related services from school staff shall include a brief reason for the referral and description of the regular program resources that were considered and/ or modified for use with the student, and their effect. (5 CCR § 3021.) Within 15 days of a referral for initial assessment the LEA shall provide student's parent/guardian with a notice of parental rights and a written proposed assessment plan. The 15-day period does not include days between the student's regular school session or term, or days of school vacation in excess of five school days from the date of receipt of the referral. The proposed assessment plan shall meet all of the following requirements: (Education Code 56321) 1. Be in a language easily

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

understood by the general public 2. Be provided in the native language of the parent/guardian or other mode of communication used by the parent/guardian unless it is clearly not feasible 3. Explain the types of assessment to be conducted 4. State that no individualized education program (IEP) will result from the assessment without parent/guardian consent Upon receiving the proposed assessment plan, the parent/ guardian shall have at least 15 days to decide whether or not to consent to the initial assessment. The assessment may begin as soon as informed parental consent is received by the respective Charter LEAs. The Charter LEAs shall not interpret parent/guardian consent for initial assessment as consent for initial placement or initial provision of special education services. (Education Code 56321; 34 CFR 300.505) However, an individualized education program required as a result of an assessment of a pupil shall be developed within 30 days after the commencement of the subsequent regular school year as determined by each Charter LEA's school calendar for each pupil for whom a referral has been made 30 days or less prior to the end of the regular school year. In the case of pupil school vacations, the 60-day time shall recommence on the date that pupil schooldays reconvene. A meeting to develop an initial individualized education program for the pupil shall be conducted within 30 days of a determination that the pupil needs special education and related services pursuant to paragraph (2) of subsection (b) of Section 300.343 of Title 34 of the Code of Federal Regulations. (Education Code 56344) If a parent/guardian refuses to consent to the initial evaluation or failed to respond to the request to provide consent, the Charter LEAs may pursue an evaluation by utilizing the mediation and due process procedures found at 20 USC § 1415 and in accordance with Education Code, sections 56501, subd. (a) (3), and 56506, subd. (e). See BP/AR 6159.1 - Procedural Safeguards and Complaints for Special Education) In the event that authorized parent does not consent to an initial evaluation the Charter LEAs shall not considered in violation of the requirement to provide FAPE. In addition, the Charter LEAs is not required to convene an IEP team meeting or to develop an IEP for that child. (20 USC § 1414(a)(1).) Informed parental consent means that the parent/guardian: 1. Has been fully informed of all information relevant to the activity for which consent is sought, in his/ her native language or other mode of communication 2. Understands and agrees, in writing, to the assessment 3. Understands that the granting of consent is voluntary on his/her part and may be revoked at any time (34 CFR § 300.500) If the student is a ward of the state and is not residing with his/her parents/guardians, the Charter LEAs shall make reasonable efforts to obtain informed consent from the parent/ guardian as defined in 20 USC, section 1401 for an initial evaluation to determine whether the student is a student with a disability. (20 USC §

CDE Form Version 2.0 Page B-23 of 43

Fiscal Year

2020-21

Description:

1414(a)(1)) The Charter LEAs shall not be required to obtain informed consent from the parent/guardian of a student for an initial evaluation to determine whether the student is a student with a disability if any of the following situations exists 1. Despite reasonable efforts to do so, the Charter LEAs cannot discover the whereabouts of the parent/guardian of the student. 2. The rights of the parent/guardian of the student have been terminated in accordance with California law. 3. The rights of the parent/guardian to make educational decisions have been subrogated by a judge in accordance with California law and consent for an initial evaluation has been given by an individual appointed by the judge to represent the student. (Education Code 56301; 20 USC 1414(a)(1)) As part of the assessment plan, the parent/guardian shall receive written notice that: 1. Upon completion of the administration of tests and other assessment materials, an IEP team meeting that includes the parent/ guardian or his/her representative shall be scheduled pursuant to Education Code, section 56341. At this meeting, the team shall determine whether or not the student is a student with disabilities as defined in Education Code, section 56026 and shall discuss the assessment, the educational recommendations, and the reasons for these recommendations. A copy of the assessment report and the documentation of determination of eligibility shall be given to the parent/ guardian. 2. If the parent/guardian disagrees with an assessment obtained by the Charter LEAs, the parent/guardian has the right to obtain, at public expense, an independent educational assessment of the student from qualified specialists, in accordance with 34 CFR §300.502. If the Charter LEAs observed the student in conducting its assessment, or if its assessment procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to the independent educational assessment. This equivalent opportunity shall apply to the student's current placement and setting as well as observation of the Charter LEA's proposed placement and setting, regardless of whether the independent educational assessment is initiated before or after the filing of a due process hearing proceeding. 3. The Charter LEAs may initiate a due process hearing pursuant to Education Code 56500- 56508 to show that its assessment is appropriate. If the final decision resulting from the due process hearing is that the assessment is appropriate, the parent/guardian maintains the right for an independent educational assessment but not at public expense. If the parent/guardian obtains an independent educational assessment at private expense, the results of the assessment shall be considered by the Charter LEAs with respect to the provision of a free appropriate public education to the student, and may be presented as evidence at a due process hearing regarding the student. If the Charter LEAs observed the student in conducting its assessment, or if its

CDE Form Version 2.0 Page B-24 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

assessment procedures make it permissible to have in-class observation of a student, an equivalent opportunity shall apply to an independent educational assessment of the student in the student's current educational placement and setting, if any, proposed by the Charter LEAs, regardless of whether the independent educational assessment is initiated before or after the filing of a due process hearing. 4. If a parent/guardian proposes a publicly financed placement of the student in a nonpublic school, the Charter LEAs shall have an opportunity to observe the proposed placement and, if the student has already been unilaterally placed in the nonpublic school by the parent/ guardian, the student in the proposed placement. Any such observation shall only be of the student who is the subject of the observation and may not include the observation or assessment of any other student in the proposed placement unless that student's parent/guardian consents to the observation or assessment. The results of any observation or assessment of another student in violation of Education Code, section 56329(d) shall be inadmissible in any due process or judicial proceeding regarding the free appropriate public education of that other student. (Education Code 56329; 34 CFR 300.502) An IEP required as a result of an assessment shall be developed within a total time not to exceed 60 days from the date of the receipt of the parent/guardian's consent for assessment, unless the parent/guardian agrees to an extension in writing. The 60-day period does not include any days between the student's regular school sessions/terms, or days of school vacation in excess of five school days. (Ed Code § 56043) However, when a referral is made within 30 days of the end of the regular school year, an IEP required as a result of an assessment shall be developed within 30 days after the commencement of the subsequent regular school year as determined by each district's school calendar. In the case of school vacations, the 60-day time shall recommence on the date that school reconvenes. (Ed. Code § 56344 (a).) A meeting to develop an initial IEP for the pupil shall be conducted within 30 days of a determination that the pupil needs special education and related services. (Ed. Code §§ 56043(f)(2); 56344 (a).) Before entering kindergarten or first grade, children with disabilities who are in a preschool program shall be reassessed to determine if they still need special education and services. The IEP teams shall identify a means of monitoring the continued success of children who are determined to be eligible for less intensive special education programs to ensure that gains made are not lost by a rapid removal of individualized programs and supports for these individuals. (Ed. Code § 56445)

CDE Form Version 2.0 Page B-25 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

3. Coordinated system of procedural safeguards:

Reference Number: CEO Administrative Regulation 4 and Procedural Guide

Document Title: Procedural Safeguards and Complaints for Special Education

Document Location: https://charterselpa.org/governance/http://charterselpa.org/program-support/procedural-guide/

Under California law, due process hearings pursuant to the IDEA (20) USC 1400-et seq) are held only at the state level. Related rights and procedures for due process are set forth in Education Code §§ 56501et. Seq. and 5 CCR §§ 3080 et. seq. When California law provides greater protections to students and parents, it supersedes federal law. Due process hearing rights extend to the student only if he/she is an emancipated student or a ward or dependent of the court with no available parent or surrogate parent. (Ed. Code § 56501; see AR 6159.3 - Appointment of Surrogate Parent for Special Education Students.) Informal ADR Process/Pre-Hearing Mediation Conference Before requesting a due process hearing, the Charter Chief Executive Officer or designee of the Charter LEA and a parent/guardian may agree to meet informally to resolve any dispute relating to the identification, assessment or education and placement of a student with disabilities. The Charter Chief Executive Officer or designee shall have the authority to resolve the dispute through an informal alternative dispute resolution ("ADR") process. (Ed. Code § 56502) In addition, either party may file a request with the Superintendent of Public Instruction for a Pre- Hearing Mediation Conference (commonly referred to as "mediation only") to be conducted by a person designated by the California Department of Education. Based on the Pre-Hearing Mediation Conference, the Charter Chief Executive Officer or designee may resolve the issue(s) in any manner that is consistent with state and federal law, and is to the satisfaction of both parties. (Education Code 56500.3) Attorneys may not attend the Informal ADR session or the Prehearing Mediation Conference. Attorneys may attend, or otherwise participate in, only those mediation conferences that are scheduled pursuant to a request for a due process hearing. (Ed. Code §§ 56500.3, 56501) If the parties do not resolve their dispute through Informal ADR and/or a Pre-Hearing Mediation Conference, either party may file a request for a due process hearing. Due Process Complaint Notice and Hearing Procedures Due process hearing procedures may be initiated by a parent/guardian, the Charter LEA, and/or a student who is emancipated or a ward or dependent of the court, under the following circumstances. 1. There is a

CDE Form Version 2.0 Page B-26 of 43

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21
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proposal to initiate or change the identification, assessment or educational placement of the student or the provision of a free, appropriate public education to the student 2. There is a refusal to initiate or change the identification, assessment or educational placement of the student or the provision of a free, appropriate public education to the student 3. The parent/guardian refuses to consent to an assessment of his/her child; and/ or 4. There is a disagreement between a parent/guardian and the Charter LEA regarding the availability of a program appropriate for the student, including the question of financial responsibility. (20 USC § 1415(b); Education Code 56501) Prior to initiating a due process hearing, the party requesting the hearing, or the party's attorney, must provide the opposing party a confidential due process complaint notice, specifying: 1. The student's name 2. The student's address or, in the case of a student identified as homeless pursuant to the McKinney-Vento Homeless Assistance Act (42 USC 11434a(2)), any available contact information for that student 3. The name of the school the student attends 4. A description of the nature of the student's problem relating to the proposed or refused initiation or change, including facts relating to the problem 5. A proposed resolution to the problem to the extent known and available to the complaining party at the time (20 USC § 1415(b); 34 CFR § 300.508 (b).) Resolution Session When a parent seeks to initiate a request for due process, before their request is filed, they must provide the Charter LEA with the opportunity to resolve the matter by convening a resolution session, which is a meeting between the parents and the relevant members of the IEP team who have specific knowledge of the facts identified in the due process hearing request. (20 USC § 1415[f][1][B]; 34 CFR § 300.510) The Charter LEA has fifteen (15) days from the date it received the parents' due process hearing request to convene the resolution session. The sessions shall include a representative of the LEALEA who has decision-making authority and not include an attorney of the school LEA unless the parent is accompanied by an attorney. The parent of the child may discuss the due process hearing issue and the facts that form the basis of the due process hearing request. The resolution session is not required if the parent and the Charter LEA agree in writing to waive the meeting. If the Charter LEA has not resolved the due process hearing issue within thirty (30) days, the due process hearing may occur. If a resolution is reached, the parties shall execute a legally binding agreement. (20 USC § 1415[f][1][B]; 34 CFR § 300.51) A due process complaint must be filed within two years of the date that the parent/guardian or Charter LEA knew or should have known about the situation that forms the basis of the complaint.Response to the Due Process Hearing Request If the Charter LEA has not sent a prior written notice to the parent/guardian regarding

CDE Form Version 2.0 Page B-27 of 43

SELPA [El Dorado Charter SELPA	Fiscal Year	2020-21
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Description:

the subject matter contained in the parent/guardian's due process complaint notice, the Charter LEA shall send a response to the parent/ guardian within 10 days of receipt of the complaint specifying: 1. An explanation of why the Charter LEA proposed or refused to take the action raised in the complaint 2. A description of other options that the individualized education program (IEP) team considered and the reasons that those options were rejected 3. A description of each evaluation procedure, assessment, record, or report the Charter LEA used as the basis for the proposed or refused action 4. A description of the factors that are relevant to the Charter LEA's proposal or refusal (20 USC 1415(c)(1)) If the Charter LEA sent prior written notice to the parent/guardian regarding the subject matter of the parent/guardian's due process complaint, the Charter LEA may, within 10 days of receipt, send a response specifically addressing the issues in the complaint. (20 USC § 1415(c)(1)) Parties requesting a due process hearing shall file their request with the Superintendent of Public Instruction or designated contracted agency and give a copy of the request, at the same time, to the other party. (Ed. Code § 56502) Prior Written Notice The Charter Chief Executive Officer or designee shall send to parents/guardians of any student with a disability a prior written notice within a reasonable time before: 1. The Charter LEA initially refers the student for assessment 2. The Charter LEA proposes to initiate or change the student's identification, evaluation, educational placement or the provision of a free, appropriate public education 3. The Charter LEA refuses to initiate or change the identification, evaluation or educational placement of the student or the provision of a free and appropriate public education 4. The student graduates from high school with a regular diploma (Ed. Code §§ 56500.4, 56500.5; 20 USC § 1415(c); 34 CFR § 300.503) The prior written notice shall include: 1. A description of the action proposed or refused by the Charter LEA 2. An explanation as to why the Charter LEA proposes or refuses to take the action 3. A description of any other options that the IEP team considered and why those options were rejected 4. A description of each evaluation procedure, test, record or report the Charter LEA used as a basis for the proposed or refused action 5. A description of any other factors relevant to the Charter LEA's proposal or refusal 6. A statement that the parents/ guardians of the student have protection under procedural safeguards and, if this notice is not an initial referral for evaluation, the means by which a copy of the description of procedural safeguards can be obtained 7. Any resources for parents/guardians to obtain assistance in understanding these provisions (20 USC § 1415(c); 34 CFR § 300.503) Students with disabilities and their parents/guardians shall be provided written notice of their rights in language easily understood by the general public and in the primary language of the parent/guardian or

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21
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other mode of communication used by the parent/guardian, unless to do so is clearly not feasible. The notice shall include, but not be limited to, those rights set forth in Education Code, section 56341. (Ed. Code §§ 56341, 56506; 34 CFR § 300.503) If the native language or other mode of communication of the parent/guardian is not a written language, the Charter LEA shall take steps to ensure that: 1. The notice is translated orally or by other means to the parent/guardian in his/her native language or other mode of communication 2. The parent/guardian understands the contents of the notice 3. There is written evidence that items #1 and #2 have been satisfied (34 CFR § 300.503) Notice of Procedural Safeguards A notice of procedural safeguards shall be made available to parents/guardians of students with a disability once a year and upon: 1. Initial referral for evaluation 2. Each notification of an IEP meeting 3. Reevaluation of the student 4. Registration of a complaint 5. Filing for a pre-hearing mediation conference or a due process hearing (Ed. Code § 56301; 20 USC 1415(d)(1)) The notice of procedural safeguards shall include information on the procedures for requesting an informal meeting, pre-hearing mediation conference, mediation conference, or due process hearing; the timelines for completing each process; whether the process is optional; the type of representative who may be invited to participate; and the right of the parent/guardian and/or the Charter LEA to electronically record the proceedings of IEP meetings in accordance with Education Code 56341. A copy of this notice shall be attached to the student's assessment plan and referred to at each IEP meeting. (20 USC 1415(d)(2); Ed. Code §§ 56321, 56321.5) In addition, the notice of procedural safeguards shall include a full explanation of the procedural safeguards relating to independent educational evaluation; prior written notice; parental consent; access to educational records; opportunity to present complaints to initiate due process hearings; the student's placement while due process proceedings are pending; procedures for students who are subject to placement in an interim alternative educational setting; requirements for unilateral placement by parent/guardians of students in private schools at public expense.(20 USC 1415(d)(2); 34 CFR 300.504)

4. Coordinated system of staff development and parent and guardian education:

Reference Number: CEO Policy 21 and CAC Bylaws

Document Title: Reading Literacy

Document Location: https://charterselpa.org/governance/

In order to improve the educational results for students with disabilities,

CDE Form Version 2.0 Page B-29 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

the Charter LEAs in the El Dorado Charter SELPA ensure that all students who require special education will participate in the California Reading Initiative, just as do all other students in the El Dorado Charter LEAs. In order to facilitate that effort, the Charter LEAs assure that special education instructional personnel will participate in staff development inservice opportunities in the area of literacy, including: a. information about current literacy and learning research; b. stateadopted student content standards and frameworks; and c. researchbased instructional strategies for teaching reading to a wide range of diverse learners Each of the Charter LEAs will include special education staff in their curriculum materials selection process, in order to support alignment with State standards. Each will also include all special education staff in all staff development on phonemics and phonics, as well as in any additional state or regional training based on new legislation, e.g., the California Reading and Literature Subject Matter Project, the rollouts on the frameworks, AB466 training. The goals of the Charter LEAs are to increase the participation of students with disabilities in statewide student assessments, to increase the percentage of children with disabilities who are literate, and to assure that students with disabilities attain higher standards in reading. In order to reach these goals, we assure that students with disabilities will have full access to: 1. all required core curriculum including state-adopted core curriculum textbooks and supplementary textbooks; and 2. instructional materials and support.

Description:

Description:

5. Coordinated system of curriculum development and alignment with the core curriculum:

Reference Number: Charter SELPA Procedural Guide and CEO Policy 21

Document Title: | Curriculum Adaptations/Reading Literacy

Document Location: https://charterselpa.org/governance/

http://charterselpa.org/program-support/procedural-guide/

Curriculum adaptations include accommodations, modifications, and supports that allow a child with a disability access to the general curriculum and assessments. LEAs/districts are responsible for ensuring

that each teacher and provider is informed of his or her specific

responsibilities related to implementing the child's IEP and the specific accommodations, modifications, and supports that must be provided for

the child in accordance with the IEP (34CFR 300.342 (b)(3)).

CDE Form Version 2.0 Page B-30 of 43

67 of 284

SELPA El Dorado Charter SELPA	Fiscal Year	2020-21	
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6. Coordinated system internal program review, evaluation of the effectiveness of the local plan, and implementation of the local plan accountability system:

Reference Number:

CEO Policy 28

Document Title:

Oversight Policy

Document Location:

https://charterselpa.org/governance/

The Charter SELPA is responsible for monitoring all required areas of compliance with federal, state and Charter SELPA policies. The purpose of all monitoring and oversight activities is to ensure legal and effective LEA practices are in place to meet the needs of students with disabilities. This policy outlines areas of oversight and indicators that may cause the initiation of a Charter SELPA review process. Charter SELPA administration will keep the CEO Council informed of SELPA oversight activities and determinations.

If compliance, performance and/or student population data for an LEA in the Charter SELPA varies significantly from expected results or standards, it may be an early warning for the Charter SELPA to initiate contact. In this case, the Charter SELPA will contact the LEA to confirm the data, discuss any underlying issues which may impact the data, and identify how the Charter SELPA can assist the LEA in any necessary corrective action.

The Charter SELPA will monitor special education practices and data continuously to determine whether practices are in line with the LEA's responsibilities to students with disabilities and SELPA policies. Data will be collected and reviewed by the Charter SELPA. Examples of existing indicators and standards include but are not limited to:

- Identification rate of special education students that is below 4% or greater than 14%
- State Performance Plan Indicators
- Significant swings in enrollment and/or enrollment trends that are not aligned to the LEA's instructional calendar
- Pattern of compliance complaints or due process hearings
- Evidence of exclusionary practices
- Significant and/or abrupt change in leadership or staff
- No/low participation or engagement in the Charter SELPA (CEO Council, Steering Committee, professional development offerings, etc.)
- Unspent funds greater than 25%
- Annual independent audit which shows serious fiscal solvency issues

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

or material findings (e.g. findings related to internal control or program compliance, high debt ratios, deficit spending, going concern findings, adequate reserves, and adequate cash)

SELPA REVIEW PROCESS

Description:

If one or more of the preceding triggers indicates a potential problem, the Charter SELPA may initiate a program and/or fiscal review. Program and fiscal reviews are facilitated by the appropriate Charter SELPA administrator. Charter SELPA's goal in each review process is to clearly identify the areas of SELPA concern, discuss any underlying issues which may be impacting the findings, and identify how the Charter SELPA can assist the LEA in any necessary corrective action. The Charter SELPA may request additional information as necessary to resolve identified concerns.

When multiple or connected concerns exist, the Charter SELPA may implement an Integrated Review Team (IRT) visit. An Integrated Review Team (IRT) visit consists of Charter SELPA program and business administrators meeting directly with the charter LEA leadership team.

CHARTER SCHOOLS AT-RISK

Whether through a Charter SELPA review process or other source, or if significant matters arise that are potentially harmful to students, demonstrate negligence, may harm the SELPA, or there is a concern that funds are not being spent appropriately for special education, Charter SELPA administration is empowered to act in the best interests of the SELPA as a whole. Such matters include, but are not limited to:

- Pattern of noncompliance with federal, state or Charter SELPA regulations
- Notice of revocation
- Notice of bankruptcy
- FCMAT extraordinary audit
- Annual audit with material findings and identification of operational issues that cause concern regarding the long-term viability of the organization
- Other circumstances that create a concern that a loss to the SELPA is possible or funds are not being spent appropriately for special education

Charter SELPA administration may make a determination and proceed to:

- Notify appropriate public agencies;
- Notify the LEA's governing board;
- Withhold state and/or federal funding;
- Move an LEA to reimbursement-based state funding, requiring

SELPA El Dorado Charter SE	.PA	Fiscal Year	2020-21
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expenditure reporting prior to cash distribution;

- Require an LEA to submit proof of actual expenditures; and/or
- Initiate termination of membership pursuant to CEO Policy 26.
- 7. Coordinated system of data collection and management:

Reference Number: CEO Policy 20

Document Title: Data

Document Location:

https://charterselpa.org/governance/

Description:

The El Dorado Charter SELPA and its member LEAs shall provide data or information to the SELPA and the California Department of Education as required by regulations.

8. Coordination of interagency agreements:

Reference Number: CEO Administrative Regulation 29

Document Title: Interagency

Document Location:

https://charterselpa.org/governance/

Pursuant to Title 17 of the California Code of Regulations (17 CCR) Section 52140, LEAs must develop and maintain local interagency agreements with Regional Centers. Agreements must include (as applicable to charter LEAs):

- 1. The responsibilities of each LEA and Regional Center in meeting the terms of the agreement;
- 2. Procedures for coordination of child find activities with local public agencies and Regional Centers to identify infants and toddlers who may be eligible for early intervention services;
- 3. Specific procedures for coordination of referrals for evaluation and assessment;
- 4. Procedures for the assignment of a service coordinator;
- 5. Interagency procedures for identifying the responsibilities of the regional center and LEA for completing the evaluation and assessment and determining eligibility within the time requirements contained in Section 52086 of these regulations, when an infant or toddler may receive services from both the Regional Center and LEA;
- 6. Procedures for the timely exchange of information between Regional Centers and LEAs:
- 7. Mechanisms for ensuring the availability of contacts at Regional

SELPA [El Dorado Charter SELPA	Fiscal Year	2020-21
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Description:

Centers and LEAs at all times during the year;

- 8. Procedures for interagency individualized family service plan (IFSP) development when infants and toddlers may be eligible for early intervention services from the Regional Center and the LEA or other state or local programs or services;
- 9. Procedures to ensure the provision of services during periods of school vacations when services are required on the IFSP;
- 10. Transition planning procedures which begin at least six months prior to a toddler's third birthday pursuant to EC Section 52112 of these regulations;
- 11. Procedures for resolving disputes between regional centers and LEAs;
- 12. Procedures for the training and assignment of surrogate parents; and
- 13. Procedures for accepting transfers of infants or toddlers with existing IFSPs.

Local interagency agreements must be dated and signed by representatives of the Regional Center and LEA. Interagency agreements must be reviewed by both parties annually, revised as necessary, dated, and signed by both parties as needed.

9. Coordination of services to medical facilities:

Reference Number: CEO Administrative Regulation 1

Document Title: Comprehensive Local Plan for Special Education

Document Location: https://charterselpa.org/governance/

The SELPA Administrator, or designee, will facilitate the coordination of these services by the designated LEAs and provide technical assistance to the medical facilities and LEAs as appropriate. Role of the individual LEAs: Each individual LEA is responsible for students with disabilities who are placed in a public hospital, state licensed children's hospital, psychiatric hospital, proprietary hospital, or a health facility for medical purposes when the hospital or facility is located within their boundaries, unless based on education code there is another district of special education accountability which would be responsible.

Description:

10. Coordination of services to licensed children's institutions and foster family homes:

Reference Number: CEO Administrative Regulation 3

Document Title: Individualized Education Program

CDE Form Version 2.0 Page B-34 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

Document Location: https://charterselpa.org/governance/

When the Charter LEA has placed a foster student in a nonpublic, nonsectarian school, the Charter LEA must conduct an annual evaluation, as specified below. In addition, the nonpublic, nonsectarian school to report to the Charter LEA regarding the educational progress made by the student. (Ed. Code § 56157.) If a student with disabilities residing in a licensed children's institution or foster family home has been placed by the Charter LEA in a nonpublic, nonsectarian school, the Charter LEA shall conduct an annual evaluation as part of the IEP process of whether the placement is the least restrictive environment that is appropriate to meet the student's needs. (Education Code 56157)

Description:

11. Preparation and transmission of required special education local plan area reports:

Reference Number: CEO Policy 14 and CEO Administrative Regulation 14

Document Title: Federal Maintenance of Effort Requirement

Document Location: https://charterselpa.org/governance/

The LEAs will annually compile, and submit to the SELPA, budget and expenditure information that meets CDE MOE reporting requirements. The SELPA will then conduct the two required calculations determining MOE for the SELPA as a whole, and for each LEA. The SELPA-wide

data is compiled and submitted in the format required by CDE.

Description:

12. Fiscal and logistical support of the CAC:

Reference Number: CEO Administrative Regulation 9 and CAC Bylaws

Document Title: Governance

Document Location: https://charterselpa.org/governance/

The Community Advisory Committee shall be composed of parents of individuals with exceptional needs, enrolled in public or private schools, parents of other pupils enrolled in school, pupils and adults with disabilities, regular education teachers, special education teachers and other school personnel, representatives of other public and private agencies, and persons concerned with the needs of individuals with exceptional needs. Terms of CAC participation are outlined in the CAC

Description: exception bylaws.

Because of the geographic diversity within the El Dorado Charter

CDE Form Version 2.0 Page B-35 of 43

72 of 284

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

SELPA, meetings may take place through teleconference. For purposes of this section, "teleconference" means a meeting where the members are in different locations, connected by electronic means, through either audio, video, or both.

13. Coordination of transportation services for individuals with exceptional needs:

Reference Number: | El Dorado Charter SELPA Procedural Guide

Document Title: | Special Education Transportation

Document Location: http://charterselpa.org/program-support/procedural-guide/

Legal Requirements Regarding Special Education Transportation Education Code Section 56040(a) states: "Every individual with exceptional needs, who is eligible to receive special education instruction and related services under this part, shall receive that instruction and those services at no cost to his or her parents or, as appropriate, to him or her." Related services means transportation and such developmental, corrective, and other supportive services as are required to assist a child with a disability to benefit from special education [34 CFR 300.34(a)]. Transportation as a related service includes travel to and from school and between schools, travel in and around school buildings; and specialized equipment (such as special or adapted buses, lifts, and ramps), if required to provide special transportation for a child with a disability [34 CFR 300.34(c)(16i-iii)]. LEAs/districts should not automatically assign students to transportation based on the students' disability without considering the students

Description:

For students with medical needs, 34 CFR 300.34(a)(ii) limits the responsibility of a public agency to appropriately monitor and maintain medical devices that are needed to maintain the health and safety of the child, including breathing, nutrition, or operation of other bodily functions, while the child is transported to and from school.

individual needs and the continuum of placements [Hopkinton (MA)

14. Coordination of career and vocational education and transition services:

Reference Number: CEO Administrative Regulation 1 and Procedural Guide

Document Title: Comprehensive Local Plan for Special Education

Document Location: http://charterselpa.org/program-support/procedural-guide/

https://charterselpa.org/governance/

CDE Form Version 2.0 Page B-36 of 43

Pub. Schs., 108 LRP 41626 (OCR 2007)].

73 of 284

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21
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Special education may include each of the following if the services otherwise meet the definition in the above paragraph: (Education Code 56031) 1. Speech language pathology services, or any other designated instruction and service or related service, pursuant to Education Code 56363, if the service is considered special education rather than designated instruction and service or related service under state standards 2. Travel training 3. Career technical education 4. Transition services for students with disabilities in accordance with 34 CFR 300.43 if provided as specially designed instruction, or a related service, if required to assist a student with disabilities to benefit from special education. Specially designed instruction means adapting, as appropriate to the needs of an eligible student, the content, methodology, or delivery of instruction to ensure access of the student to the general curriculum, so that the student can meet the educational standards that apply to all students in the charter LEA. (34 CFR 300.39(b)(3))

Description:

15. Assurance of full educational opportunity:

Reference Number: CEO Administrative Regulation 1

Document Title: Comprehensive Local Plan for Special Education

Document Location: https://charterselpa.org/governance/

Full educational opportunities means that students with disabilities have the right to full educational opportunities to meet their unique needs, including access to a variety of educational programs and services available to non-disabled students. The State must have in effect policies and procedures to demonstrate that the State has established a goal of providing full educational opportunity to all children with disabilities and a detailed timetable for accomplishing that goal. (34)

Description:

16. Fiscal administration and the allocation of state and federal funds pursuant to *EC* Section 56836.01—The SELPA Administrator's responsibility for the fiscal administration of the annual budget plan; the allocation of state and federal funds; and the reporting and accounting of special education funding.

Reference Number: CEO Administrative Regulation 9

CFR 300.109)

Document Title: Governance

Document Location: https://charterselpa.org/governance/

CDE Form Version 2.0 Page B-37 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

The El Dorado County Office of Education is the Responsible Local Agency/Administrative Unit (RLA/AU) for the Charter SELPA. Pursuant to the provisions of Education Code 56030 et seq., the RLA/AU shall receive and distribute regionalized service funds, provide administrative support and coordinate the implementation of the El Dorado Charter Local Plan for Special Education. The RLA/AU shall perform such services and functions required to accomplish the goals set forth in the plan, including development of the Annual Service and Budget Plan. In addition, pursuant to Education Code 56836.01(a)(b)(c) the SELPA RLA/AU will oversee the fiscal administration of the Annual Budget Plan and the allocation of sate and federal funds allocated to the special education local plan area for the provision of special education and related services by those entities, in accordance with the Local and Allocation Plans approved by the CEO Council, and be responsible for the reporting and accounting requirements prescribed by this part.

Description:

17. Direct instructional program support that maybe provided by program specialists in accordance with *EC* Section 56368:

Reference Number: CEO Administrative Regulation 10

Document Title: Personnel Qualifications

Document Location: https://charterselpa.org/governance/

A program specialist is a specialist who holds a valid special education credential, clinical services credential, health services credential, or a school psychologist authorization and has advanced training and related experience in the education of individuals with exceptional needs and a specialized in-depth knowledge in preschool disabilities, career vocational development, or one or more areas of major disabling conditions.

- (b) A program specialist may do all the following:
- (1) Observe, consult with, and assist resource specialists, designated instruction and services instructors, and special class teachers.
- (2) Plan programs, coordinate curricular resources, and evaluate effectiveness of programs for individuals with exceptional needs.
- (3) Participate in each school's staff development, program development, and innovation of special methods and approaches.
- (4) Provide coordination, consultation and program development primarily in one specialized area or areas of his or her expertise.
- (5) Be responsible for assuring that pupils have full educational opportunity regardless of the district of residence.
- (c) For purposes of Section 41403, a program specialist shall be

Description:

CDE Form Version 2.0 Page B-38 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

considered a pupil services employee, as defined in subdivision (c) of Section 41401.

Special Education Local Plan Area Services

1. A description of programs for early childhood special education from birth through five years of age:

Reference Number: CEO Policy 6

Document Title: Part C-Transition

Document Location: https://charterselpa.org/governance/

Charter schools in the El Dorado Charter SELPA currently do not serve students in Part C or preschool students. If students are transitioning from preschool to a Charter LEA and are eligible for Part B services, the Charter LEA will participate to ensure a smooth and effective transition

between programs.

2. A description of the method by which members of the public, including parents or guardians of individuals with exceptional needs who are receiving services under the local plan, may address questions or concerns to the SELPA governing body or individual administrator:

Reference Number: CEO Policy 15

Document Title: Public Participation

Document Location: https://charterselpa.org/governance/

It shall be the policy of the Charter SELPA that public hearings, adequate notice of the hearings, and an opportunity for comment available to the general public, including individuals with disabilities and parents of children with disabilities, are held prior to the adoption of any policies and/or regulations needed to comply with part B of the IDEA. Per the Charter SELPA Local Plan, policies are adopted by the Charter CEO Council. The Charter SELPA RLA/AU may request input from the Executive Committee as policies are developed. Appropriate notice shall be provided prior to adoption of policies by the Charter SELPA CEO Council. Proposed policies will be posted to the EI Dorado Charter SELPA website. This will allow for review and comment by the public, parents of children with disabilities, or individuals with disabilities. Charter CEO Council typically meets twice per year and meetings may take place through teleconference. For the purposes of this section,

"teleconference" means a meeting where the members are in different

Description:

CDE Form Version 2.0 Page B-39 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

locations, connected by electronic means, through either audio, video, or both.

3. A description of a dispute resolution process, including mediation and final and binding arbitration to resolve disputes over the distribution of funding, the responsibility for service provision, and the other governance activities specified within the local plan:

Reference Number: CEO Administrative Regulation 4 and Procedural Guide

Document Title: Procedural Safeguards and Complaints for Special Education

Document Location: https://charterselpa.org/governance/ https://charterselpa.org/program-support/procedural-guide/

> Before requesting a due process hearing, the Charter Chief Executive Officer or designee of the Charter LEA and a parent/guardian may agree to meet informally to resolve any dispute relating to the identification, assessment or education and placement of a student with disabilities. The Charter Chief Executive Officer or designee shall have the authority to resolve the dispute through an informal alternative dispute resolution ("ADR") process. (Ed. Code § 56502) In addition, either party may file a request with the Superintendent of Public Instruction for a Pre- Hearing Mediation Conference (commonly referred to as "mediation only") to be conducted by a person designated by the California Department of Education. Based on the Pre-Hearing Mediation Conference, the Charter Chief Executive Officer or designee may resolve the issue(s) in any manner that is consistent with state and federal law, and is to the satisfaction of both parties. (Education Code 56500.3) Attorneys may not attend the Informal ADR session or the Prehearing Mediation Conference. Attorneys may attend, or otherwise participate in, only those mediation conferences that are scheduled pursuant to a request for a due process hearing. (Ed. Code §§ 56500.3, 56501) If the parties do not resolve their dispute through Informal ADR and/or a Pre-Hearing Mediation Conference, either party may file a request for a due process hearing.

Description:

4. A description of the process being used to ensure a student is referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized:

Reference Number: CEO Policy 2 and Procedural Guide

Document Title: Identification and Evaluation of Individuals for Special Education

CDE Form Version 2.0 Page B-40 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

Document Location:

https://charterselpa.org/governance/ http://charterselpa.org/program-support/procedural-guide/

The Charter Chief Executive Officer or designee shall follow SELPA

procedures providing that parents/guardians, teachers, appropriate professionals, and others may refer an individual for assessment for special education services. Identification procedures shall be Description: coordinated with school site procedures for referral of students with needs that cannot be met with modifications to the regular

instructional program. (Ed. Code § 56302)

5. A description of the process being used to oversee and evaluate placements in nonpublic, nonsectarian schools and the method of ensuring that all requirements of each student's individualized education program are being met. The description shall include a method for evaluating whether the student is making appropriate educational progress:

Reference Number: CEO Administrative Regulation 24 and Procedural Guide

Nonpublic, Nonsectarian School and Agency Services for Special **Document Title:** Education

https://charterselpa.org/governance/ **Document Location:** http://charterselpa.org/program-support/procedural-guide/

> Contracts with an NPS or NPA shall include an Individual Services Agreement ("ISA") negotiated for each student. ISAs shall be for the length of time for which NPS and/or NPA services are specified in the student's individualized education program ("IEP"), but not to exceed one year. Changes in educational instruction, services or placement shall be made only on the basis of revisions to the student's IEP. (Ed. Code § 56366.) The master contract shall specify the general administrative and financial agreements between the NPS or NPA and the Charter LEA to provide the special education and designated instruction and services, as well as transportation specified in the student's IEP. The administrative provisions of the master contract shall also include procedures for record keeping and documentation, and the maintenance of school records by the contracting charter LEA to ensure that the NPS provides appropriate high school graduation credit to the student. The contract may allow for partial or full-time attendance at the nonpublic nonsectarian school. (Ed. Code § 56366.) In order for a Charter LEA to contract with an NPS or NPA, the NPS and NPA must be certified as meeting state standards. (Ed Code § 56366.) A master contract may be terminated for cause with 20-days' notice. However, the availability of a public education program initiate during the period of the

Description:

CDE Form Version 2.0 Page B-41 of 43

SELPA El Dorado Charter SELPA Fiscal Year 2020-21

master contract cannot give cause for termination unless the parent/ guardian agrees to transfer the student to the public program. The master contract shall include a description of the process being utilized by the Charter LEA to oversee and evaluate placements in the NPS. This description shall include a method for evaluating whether the student is making appropriate educational progress. (Ed. Code 56366) The Charter CEO or designee of an elementary Charter LEA shall notify a high school district of all students placed in NPS or NPA programs prior to the annual review of the IEP for each student who may transfer to the high school district. (5 CCR § 3069.) When a special education student meets the district requirements for completion of prescribed course of study as designated in the student's IEP, the district which developed the IEP shall award the diploma. (5 CCR § 3070.)

6. A description of the process by which the SELPA will fulfill the obligations to provide free and appropriate public education (FAPE) to a student age 18 to 21 (or age 22 under the circumstances described in *EC* 56026(c)(4)) who has been incarcerated in a county jail and remains eligible for special education services:

The obligation to make FAPE available extends to those otherwise-eligible adults in county jail, age 18 to 21, who: (a) had been identified as a child with a disability and had received services in accordance with an IEP, but left school prior to their incarceration; or (b) did not have an IEP in their last educational setting, but had actually been identified as a child with a disability. (*EC* Section 56040)

It is the responsibility of the district of residence (DOR) to provide special education services and related services to an adult student in county jail who remains eligible for these services and wishes to receive them. The DOR is the district in which the student's parents resided when the student turned 18, unless and until the parents move to a new DOR. For conserved students, the DOR is based on the residence of the conservator. (*EC* Section 56041)

Reference Number: CEO Policy 1 and Procedural Guide

Document Title: Comprehensive Local Plan for Special Education

Document Location: https://charterselpa.org/governance/https://charterselpa.org/program-support/procedural-guide/

As members of the Charter SELPA, each Charter SELPA LEA (Local Education Agency) desires to provide a free and appropriate public education (FAPE) to all school aged K-12 individuals with disabilities, who are enrolled in the charter, including children who have been suspended or expelled or placed by the charter LEA in a nonpublic school or agency services. The SELPA will provide technical support to any Charter LEAs identified as the DOR for students age 18 to 21 who

Description:

CDE Form Version 2.0 Page B-42 of 43

SELPA	El Dorado Charter SELPA	Fiscal Year	2020-21

are incarcerated in a county jail and remaining eligible for special education to assist in meeting their obligation. The SELPA may facilitate collaboration with the county jails as requested.

Students shall be referred for special education instruction and services only after the resources of the regular education program have been considered and, where appropriate, utilized. (Education Code 56303)

CDE Form Version 2.0 Page B-43 of 43



AGREEMENT FOR PARTICIPATION EL DORADO CHARTER SELPA

This Agreement for Participation ("Agreement") is entered into by and between the El Dorado Charter SELPA ("SELPA"), the El Dorado County Office of Education ("EDCOE"), and ______ ("LEA"),a California public charter school, collectively referred to as the "Parties."

RECITALS

WHEREAS, each special educational local plan area is required to administer local plans submitted pursuant to Education Code section 56205 et seq., administer the allocation of funds pursuant to Education Code section 56836 et seq., and ensure that it has in effect policies, procedures, and programs that are consistent with state laws, regulations, and policies governing certain aspects of special education;

WHEREAS, a charter school that is deemed a local educational agency for purposes of special education is required to participate in an approved local plan pursuant to Education Code section 56195.1(f);

WHEREAS, LEA is a charter school that is deemed a local educational agency for purposes of special education pursuant to Education Code section 47641 and is responsible for complying with all provisions of the Individuals with Disabilities Education Act (20 U.S.C. 1400 et seq.) and implementing regulations as they relate to local educational agencies;

WHEREAS, the SELPA as authorized by the California State Board of Education serves as the special educational local plan area for California charter schools deemed local educational agencies pursuant to Education Code section 47641 that have successfully completed the SELPA membership process and have signed this Agreement for Participation ("Agreement");

WHEREAS, EDCOE is designated in the local plan as the "responsible local agency" for the SELPA, which means the administrative entity, the duties of which shall include, but are not limited to, receiving and distributing state and federal special education funds pursuant to the allocation plan, providing administrative support, and coordinating implementation of the plan;

WHEREAS, the actions and decisions of the parties are guided by the values of:

- 1. Commitment maintaining high standards for performance in student achievement, operations, governance and finance;
- 2. Integrity adherence to moral and ethical principles in all aspects of the work;
- 3. Fairness impartial and just treatment of all stakeholders;
- 4. Partnership collaborative decision making and accountability;
- 5. Knowledge understanding of charter school law and practice; and
- 6. Transparency- access to the information, decisions, and actions of the organization;

WHEREAS, the purpose of this agreement is to set forth the various responsibilities of LEA, EDCOE, and SELPA to ensure that all charter pupils with exceptional needs within the SELPA receive appropriate special education programs.



NOW, THEREFORE, IT IS HEREBY AGREED between the parties hereto as follows:

1. SHARED COMMITMENTS

- 1.1. <u>Resource Allocation</u>. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. <u>Standard of Conduct</u>. Parties, at all times, shall conduct themselves in such a manner as to act in the best interests of all other SELPA members. The LEA shall not engage in any activity or enterprise which would tend to injure or expose the SELPA or any of its members to any significant risk of harm or injury of any kind.
- 1.3. <u>Compliance.</u> All parties to this agreement shall identify and comply with applicable laws, regulations, policies, procedures and generally accepted standards. Each party will address any identified compliance gaps in a responsible and timely fashion.
- 1.4. <u>Continual Improvement.</u> Parties are expected to continually improve by setting performance objectives, executing plans and taking necessary corrective actions for deficiencies identified by any and all internal and/or external assessments.
- 1.5. Accuracy of Business Records. Parties shall ensure that any and all financial books and records conform to generally accepted accounting principles and state reporting requirements. Records must be accurate in all material respects. Records must be legible, transparent, and reflect actual transactions and payments and be open to inspection by the other party upon a reasonable request.
- 1.6. Accuracy of Student Records. Parties shall ensure that any and all student records conform to prescribed formats. Records must be legible, transparent, reflect actual transactions and payments, and be accurate in all material respects. Records must be open to inspection and review by other parties with legitimate educational interest upon a request.
- 1.7. <u>Documentation</u>. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. <u>Local and Allocation Plans</u>. Parties agree to the provisions of the Local and Allocation Plans as updated and approved by the CEO Council.
- 1.9. Provision of Free and Appropriate Public Education. The LEA is solely responsible for the provision of special education programs and services to eligible students enrolled in the LEA. The Parties understand and agree that the SELPA or EDCOE shall have no responsibility for the operation of any direct educational program or service of any kind, that the SELPA has no duty or authority to provide FAPE to individual students, and that the SELPA has no duty or authority to make decisions regarding the educational programming of students enrolled in the LEA.



2. **LEA/ORGANIZATIONAL PARTNER RESPONSIBILITIES**

- 2.1 <u>Programs and Services.</u> The LEA is solely and exclusively responsible for the following mandated activities in order to operate its special education programs and services for students enrolled in the LEA. As such, the LEA shall:
 - 2.1.1. Select, employ, compensate, and determine the duties of, or establish appropriate contracts for the provision of, special education teachers, instructional aides, and other personnel as required to conduct the program specified in the Local Plan, and in compliance with state and federal mandates.
 - 2.1.2. Conduct and/or contract those programs operated by the LEA in conformance with the Local Plan and the state and federal mandates.
 - 2.1.3. Organize and administer the activities of the IEP teams, including the selection of the LEA staff and who will serve as members of the IEP team in conformance with Education Code Section 56341 and in compliance with the Local Plan.
 - 2.1.4. Develop and implement program objectives and the evaluation of the program's effectiveness.
 - 2.1.5. Communicate with the parents and/or legal guardians of students in conformance with laws, regulations, and the provisions of the Local Plan.
 - 2.1.6. Provide for the documentation and reporting of assessment procedures used for the placement of individuals and the security thereof.
 - 2.1.7. Provide for the continuous review of placements and the assessment procedures employed to ensure their effectiveness and applicability, and ensure the continued implementation and compliance with eligibility criteria.
 - 2.1.8. Provide for the integration of students with disabilities into the general education school programs and provide for evaluating the results of such integration according to specifications of the Local Plan.
 - 2.1.9. Conduct the review of individual placements requested by the parents and/or legal guardians of the student in accordance with the Local Plan.
 - 2.1.10. Prepare and submit all required reports, including reports on student enrollment, program expenditures, and program evaluation.
- 2.2. <u>Fiscal Responsibilities.</u> Receive and expend special education funding in accordance with the Charter SELPA Allocation Plan. Organizational Partners affirm that any financial claim made by the SELPA against an LEA that is part of the Organizational Partner's network of LEAs will be honored by the Organization Partner.
- 2.3. <u>Restricted Funds</u>. As a condition of membership and participation in the SELPA, LEA warrants and represents that at no time during the term of this Agreement



and LEA's membership and participation in the SELPA shall the LEA, directly or indirectly, provide special education funding for the benefit of a for-profit entity. Unless altered by law, all funding provided through the Charter SELPA shall be treated as a restricted funding source to be expended only for special education or special education services. Nothing contained herein shall be interpreted as prohibiting any LEA from expending funds to contract with a state-certified nonpublic agency/school for the benefit of children served, in accordance with the approved master contract and individual services agreements as provided for in federal and state law.

- 2.4. Audit Report. Annually provide the SELPA with the LEA's annual, independent financial audit report, on or before December 20th each year, unless an extension has been granted by the State Controller's Office, in which case an extension will be granted to the charter as well. LEA further agrees to provide SELPA copies of any and all State Controller's Office communications regarding audit report corrective actions and a corrected audit report, if applicable. Should an LEA be the subject of an investigation by any federal, state, or local agency, including but not limited to the Fiscal Crisis Management and Assistance Team ("FCMAT") arising out of or related to allegations of fiscal mismanagement, failure to meet generally accepted accounting principles, or any violation of a provision of law, the LEA shall immediately notify SELPA and provide the SELPA with a copy of any written correspondence related thereto.
- 2.5. <u>Membership Responsibilities.</u> Adhere to governance structure within SELPA Local Plan and Policies, including designating appropriate representatives to serve on required councils and committees; ensure appropriate LEA representatives attend and participate in SELPA governance meetings as set forth in the Local Plan, Policies and Procedures.
- 2.6. <u>Management Decisions</u>. Consistent with this Agreement, LEA shall have full and exclusive authority and responsibility for classifying employment positions within their LEA. The managerial prerogatives of any participating LEA member shall not be infringed upon by any other participating LEA member except upon mutual consent of an affected LEA member(s), or unless as otherwise set forth. LEA shall not undertake to independently act on behalf of the SELPA or any of its members without express written authorization of the SELPA.
- 2.7. <u>Participation</u>. Ensure appropriate LEA representatives attend and participate in SELPA governance meetings and committees as set forth in the Local Plan, Policies and Procedures.
- 2.8. Reporting Requirements. Submit all required federal, state and SELPA reports and data requests in the prescribed format and at the specified due date. Upon written request by the SELPA, LEA shall provide any requested information, documents, writings, or information of any sort without delay, except as otherwise prohibited by law.
- 2.9. <u>Indemnification and Hold Harmless.</u> To the fullest extent allowed by law, LEA agrees to defend, indemnify, and hold harmless the SELPA and its individual other



members, EDCOE, the El Dorado County Superintendent of Schools, and each of their respective directors, officers, agents, employees, and volunteers (the Indemnified Parties), from any claim or demand, damages, losses or expenses (including, without limitation, reasonable attorney fees) that arise in any manner from an actual or alleged failure by LEA to fulfill one or more of the LEA member's obligations except to the extent that such suit arises from the SELPA, EDCOE, or the El Dorado County Superintendent of Schools' negligence.

3. SELPA DUTIES AND RESPONSIBILITIES

- 3.1 <u>Services.</u> In order to accomplish the goals set forth in the Local Plan, SELPA shall provide the following services and activities for the LEA:
 - 3.1.1. Receive, compile, and submit required enrollment reports and compute all special education apportionments; receive data from LEA to compile and submit budgets for the programs and monitor the fiscal aspects of the program conducted, and receive the special education apportionments as authorized by applicable law.
 - 3.1.2. Maintain SELPA policies and procedures for referring and placing individuals with exceptional needs who are enrolled in the LEA, including the methods and procedures for communication with the parents and/or guardians of the students according to SELPA Local Plan, Policies and Procedures.
 - 3.1.3. Coordinate the organization and maintenance of the Special Education Community Advisory Committee ("CAC") to coordinate the implementation of the Local Plan and provide for the attendance of designated members of the SELPA's staff at all regularly scheduled CAC meetings as required by law.
 - 3.1.4. Coordinate community resources with those provided by LEA and SELPA, including providing such contractual agreements as may be required.
 - 3.1.5. Coordinate state Special Education Accountability Processes.
 - 3.1.6. Provide alternative dispute resolution supports and services.
 - 3.1.7. Develop interagency referral and placement procedures.
 - 3.1.8. Provide regular personnel development training sessions for LEA staff responsible for administering or delivering special education programs and services.
 - 3.1.9. Provide the method and forms to enable the LEA to report to the SELPA on student enrollment and program expenditures. Establish and maintain a pupil information system.
 - 3.1.10. Provide reasonable and appropriate technical assistance and information to the LEA upon request from LEA administration, including but not limited to:
 - 1. Evidenced Based Practices;
 - 2. Program Development and Improvement;



- 3. Individual cases;
- 4. State complaints;
- 5. Requests for due process mediation and hearing; and
- 6. Appropriate programs and services for specific pupils.
- 3.1.11. Perform other services reasonable and necessary to the administration and coordination of the Local Plan.
- 3.2. <u>Governance.</u> Organize and maintain the governance structure of the Local Plan, including various committees and councils to monitor the operations of the SELPA and make recommendations for necessary revisions, including, but not limited to, the Local Plan, Allocation Plan and Policies.
- 3.3. <u>Data Reporting.</u> Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.
- 3.4. <u>Public Meetings.</u> Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.
- 3.5. <u>Fiscal Responsibilities</u>. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.
- 3.6. <u>Indemnification and Hold Harmless.</u> The SELPA shall be held harmless and indemnify EDCOE and the El Dorado County Superintendent of Schools for any costs of any kind or nature arising out of or related to this agreement other than as specifically contemplated herein, except to the extent that such cost arises from EDCOE and the El Dorado County Superintendent of Schools' negligence.

4. EDCOE DUTIES AND RESPONSIBILITIES

- 4.1. The Parties understand that EDCOE is designated in the Local Plan as the "responsible local agency" for the SELPA. EDCOE shall receive and distribute state and federal special education funds pursuant to the Allocation Plan, provide administrative support, and coordinate implementation of the Local Plan in accordance with state and federal law.
- 4.2. EDCOE shall not be responsible for any LEA or SELPA obligations or duties of any kind or nature except as explicitly set forth in this agreement.

5. TERMINATION OF THIS AGREEMENT AND PARTICIPATION IN SELPA

- 5.1. LEA may terminate this Agreement and participation in the SELPA in its sole discretion at the end of the fiscal year next occurring after having provided prior written notice to the SELPA, as follows:
 - 5.1.1. Prior initial written notice of intended termination to the SELPA at least twelve (12) months and one (1) day in advance of date of termination; and
 - 5.1.2. Final written notice of termination to the SELPA no more than six (6) months after the LEA's initial notice of intended termination.
- 5.2. The SELPA may initiate and complete termination of this Agreement and LEA's participation in the SELPA in its sole discretion in accordance with the process and



standards in SELPA Policies. The SELPA will provide prior written notice to the LEA at least twelve (12) months as follows:

- 5.2.1. Prior initial written notice of intended termination to the LEA at least twelve (12) months and one (1) day in advance of date of termination, and
- 5.2.2. Final written notice of termination to the LEA no more than six (6) months after the SELPA's initial notice of intended termination.
- 5.3. Specifically the timeline and process above does not preclude the SELPA from initiating and completing the termination process in less than 12 months or by June 30 of the year immediately preceding the summary termination, if the member demonstrates:
 - 5.3.1. Egregious disregard of state and federal requirements to provide services to students; and/or
 - 5.3.2. Demonstrated systemic and material issues that would cause the SELPA to make a finding of "going concern" based on leadership, programmatic and/or fiscal solvency that would cause SELPA to reasonably believe the SELPA may be harmed by the continued membership of the LEA.

The standards and timeline as determined by the SELPA shall, at a minimum, provide the LEA a reasonable opportunity for prior written notice and an opportunity to be heard by the Membership Appeals Committee.

6. DISPUTE RESOLUTION

Should a dispute arise relating to the responsibility for service provision, governance activities, the distribution of funding, if a party believes that an action taken by the CEO Council will create an undue hardship, or that the action taken exceeds the authority granted to the CEO Council within the Local Plan and/or state or federal statute, the aggrieved party may request a review of the action with the appropriate governing body or CDE as appropriate.

7. MUTUAL REPRESENTATIONS

- 7.1. <u>Authority and Capacity</u>. The Parties have the authority and capacity to enter into this agreement.
- 7.2. <u>Full Disclosure.</u> All information heretofore furnished by the Parties for purposes of or in connection with this Agreement or any transaction contemplated hereby or thereby is true and accurate in all material respects on the date as of which such information is stated.
- 7.3. <u>No Conflicts.</u> Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. <u>Enforceability.</u> This Agreement constitutes a legal, valid, and binding obligation, enforceable against the Parties according to its terms.



8. RESERVATION OF RIGHTS

The Parties hereto agree that nothing contained in this Agreement or otherwise shall be deemed to have waived or modified any of their rights or remedies under the law.

This agreement is entered into for the 2021-22 year and, absent a new agreement or termination, continues each year thereafter. Executed on this _____ day of ______, 20_____. In accordance with SELPA policy,_____ [INSERT Charter LEA Name] certifies that this agreement has been approved by the appropriate local board(s). **LEA** Signature of CEO of Charter LEA Date [PRINT CEO Name, Title] **EL DORADO COUNTY OFFICE OF EDUCATION** Ed Manansala, Ed.D., Superintendent Date El Dorado County Office of Education David M. Toston, Associate Superintendent Date **SELPA Programs** El Dorado County Office of Education

Cover Sheet

Special Education Extended School Year (ESY) for 2020-2021

Section: III. Academic Excellence

Item: B. Special Education Extended School Year (ESY) for 2020-2021

Purpose: Vote

Submitted by:

Related Material: Extended School Year Dates 2020-2021 - Cottonwood.pdf



Extended School Year Dates 2020-2021

Dates:

June 2-29, 2021

Cover Sheet

Promotion, Acceleration, and Retention Policy

Section: III. Academic Excellence

Item: C. Promotion, Acceleration, and Retention Policy

Purpose: Vote

Submitted by:

Related Material: Promotion, Acceleration and Retention Policy - Cottonwood.pdf

BACKGROUND:

This is the same policy, with one small update to the email address.



Promotion, Acceleration and Retention Policy

The Cottonwood School is committed to making individual decisions on grade level acceleration based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, when high academic achievement is evident, staff may request a student for acceleration into higher grade level. The student's maturity level shall be taken into consideration in making a determination to accelerate a student.

The purpose of The Cottonwood School Governing Board approving this Promotion, Acceleration and Retention Policy is to accomplish the following:

- 1. Outline the Promotion Policy
- 2. Outline the Acceleration Policy
- 3. Outline the Retention Policy
- 4. Outline the Appeals Process for Parents
- 5. Establish the Process for IDEA/504 Students
- 6. Outline the Charter School Rights
- **1. Promotion Policy:** *K-8:* Each K-8 student will be enrolled in four core subjects: Language Arts, Mathematics, Science, Social Studies, and include enrichment opportunities like art, music, athletics, world languages, technology, field trips, and virtual and in-person community and social experiences, providing a well-rounded education. Students shall progress through the grade levels by demonstrating growth in learning and meeting grade level standards.

High School: High school students can select courses from a variety of a learning programs. Students will be enrolled in a minimum of 20 credits per semester (4 classes) unless considered a fifth-year senior. If the student is taking courses at a community college, he/she must meet with his/her counselor to obtain approval prior to enrolling in the community college courses.

Required Courses for All High School Grade Levels*:

- English-Language Arts
- Mathematics
- Science
- Social Studies/History

Four-Year Plan for High School Students: Supervising Teachers develop a four-year individual graduation plan (IGP) for each high school student. The IGP will be reviewed by

^{*}This depends on the student's individual graduation plan and course progression.

the Guidance Counselor and/or Regional Administrator and revisited annually (unless necessary due to mid-year course changes). The four-year individual graduation plan will include:

- Learning Program
- Student's intended courses
- Courses completed
- Course of Study
- College and/or Career path
- **2. Acceleration Policy:** When high academic achievement is evident, a teacher and/or parent may recommend a student for acceleration of courses. The student's social and emotional growth shall be taken into consideration in making a determination to accelerate a student.

Mid-Year Grade Level Acceleration Requests: The decision to promote a student mid-year will be made only after careful consideration has been given with regards to serving the academic best interests of the student. Mid-year promotions are approved or denied at the end of the first semester. If a student is promoted at the end of the first semester, he/she should be on target to complete all courses at his/her promoted grade level by the end of the school year. 8th to 9th grade acceleration requests are only considered in the fall semester before the high school add/drop date.

A child who was *not age-eligible* for kindergarten (that is, the child turned five after September 1 in the 2014-15 school year or thereafter) and who attended a California private school kindergarten for a year is viewed by the CDE as *not legally enrolled* in kindergarten, pursuant to *EC* Section 48000 requirements. Therefore, this child, upon enrollment in public school, is enrolled in kindergarten, assessed, and may (but is not required to) be immediately promoted to first grade if the child meets the following State Board of Education criteria, pursuant to Title 5, Section 200:

- The child is at least five years of age.
- The child has attended a public school kindergarten for a long enough time to enable school personnel to evaluate the child's ability.
- The child is in the upper 5 percent of the child's age group in terms of general mental ability.
- The physical development and social maturity of the child are consistent with the child's advanced mental ability.
- The parent or guardian has filed a written statement with the district that approves placement in first grade.

A statement, signed by the district and parent/guardian, is placed in the official school records for these five-year-olds who have been advanced to first grade (EC Section 48011). This action prevents a subsequent audit exception for first grade placement of an *age-ineligible* student.

Procedure: In order for the school to make sound academic decisions regarding mid-year grade level promotions, the following process will be followed:

Parent:

• Parent Request: Parents may request that the teacher promote their child to a different one grade level at the end of the 1st semester.

Teacher:

If the student's teacher agrees that a review for mid-year grade level promotion is appropriate, the teacher will complete a request for acceleration into a higher grade level and take the student's maturity level into consideration. The request should be sent to northgradelevelhelp@inspireschools.org. gradelevelhelp@inspireschools.org. Requests must be received by email prior to Winter Break.

- If the student's assessment results are not above grade level, the teacher needs to provide documentation with a written request regarding why promotion is in the student's best interest.
- If the student is not on track to complete all courses at the grade level he/she would be promoted to, the teacher will need to explain in the written request why a promotion would be in the student's best interest.
- Information regarding prior grade retention and the circumstances of such

Student Assessment Records (a combination of the following may be used to assess the student's readiness to promote):

- Teachers must meet and evaluate student in person.
 - Under no circumstance shall the parent or Learning Coach assist student with assessments when the assessment is being used to promote a student mid-year.
- Bader Reading Assessment indicates student is performing above current grade level
- Writing Sample showing proficiency above grade level standards
- Benchmark Data indicates student has mastered current grade level content/state standards
- Benchmark results in Mathematics and ELA indicate student is advanced at current grade level content/state standards
- SBAC results (if available) indicate student has met or exceeded standards
- Student work samples, demonstrating proficiency above current grade level standards.
- 3. Retention Policy: The Charter School is committed to making individual decisions on grade retention based on the long-term, best interest of the individual student. Staff is committed to helping all students realize their fullest potential, including remediation for students that are experiencing difficulty. To that end, retention may be appropriate for a student experiencing extreme academic difficulty or serious health or family emergencies. Typically, retention is considered after various other remediation steps have been employed by student's teacher(s) and academic team with insufficient success. Special consideration will be given to students with limited English proficiency and those with a special education IEP. Students may be retained only once in their K-8 school career. After careful analysis of evidenced based instruction and intervention, retention is considered for the next school year.

Kindergarten Retention Criteria:

Students can also be retained in grade K based upon current law. Kindergarten students who have completed one year of kindergarten shall be admitted to first grade unless the parent/guardian and the district agree that the student shall continue in kindergarten for not more than one additional school year based on student progress on the Individualized Learning Plan. (Ed Code 48011). Whenever a student continues in kindergarten for an additional year, the School Staff shall secure an agreement, signed by the parent/ guardian, stating that the student shall continue in kindergarten for not more than one additional school year. (Ed Code 46300)

Grades 9-12 Retention Criteria:

The state does not require school districts to have student retention criteria beyond the last year of middle school to the first year of high school. Progress toward high school graduation shall be based on the student's ability to pass the subjects and electives necessary to earn the required number of credits.

Grades 1-8 Retention Criteria:

If a student is identified as performing below the minimum standard for promotion based on their progress on the Individualized Learning Plan, the student may be retained in his/her current grade level. Both the parent and teacher must determine, in writing, if retention is the appropriate intervention for the student's academic deficiencies. This determination shall specify the reasons that retention is appropriate for the student and shall include recommendations for interventions necessary to assist the student in attaining acceptable levels of academic achievement. If the teacher and parent are not in agreement with the recommendation of retention, please see below for the appeal process. The burden of proof for the appeal rests with the appealing party. (Ed Code 48070.5)

Grades 1-8 Retention Timeline: Parents will request student retention in writing following the timeline explained below.

Step	Timeline
Teacher or parent recommends retention consideration for student.	Teacher – By the last day of fall semester Parent – By the last day of fall semester

2. Remediation steps occur, including, but not limited to:	Teacher – September-April 15th
**SST meeting	
**Academic screenings	
**Multi-tiered Systems of Supports, includes Tier, 1, Tier 2, and Tier 3 intervention	
**Curriculum intervention	
3.4. Team meets to make recommendations regarding grade placement of student for the next school year. Factors:	Teacher/Academic Team-May
**Teacher Recommendation	
**Parent analysis	
**Grades	
**Test Data – Benchmark, SBAC, assessments	
**Cumulative Record	
5. School Administrator makes decision and informs	·
parent or guardian.	year has ended.

- **4. Appeals and Parent Rights:** Parents have the right to appeal a decision made by the Academic Team. If a parent wishes to appeal, they would complete the following steps:
 - Appeal to School Administrator in writing.
 - School Administrator responds within two (2) weeks.
 - If not resolved, parents may appeal to the School Board at the next regularly scheduled board meeting.
 - The School Board meets in a closed session and will send the parent or guardian a response in writing
- **5. IDEA/504 Students:** Students who participate in special education/504 plans have their education program and decision making process affected by state and federal regulations; therefore, decision-making in the area of grade promotion/retention is first governed by state and federal requirements.
- **6.** The Charter School Rights: The policy adopted pursuant to this section shall be adopted at a public meeting of the Governing Board of The Charter School. Nothing in this section shall be

construed to prohibit the retention, promotion or acceleration of a pupil not included in grade levels identified in this policy, or for reasons other than those specified for pupils at risk for retention, if such retention is determined to be appropriate for that pupil. Nothing in this section shall be construed to prohibit the Governing Board from adopting promotion, acceleration and retention policies that exceed the criteria established in the California Ed. Code 48070.5, Promotion or Retention of Pupils.

Cover Sheet

Employee Handbook 2020-2021

Section: IV. Operations

Item: A. Employee Handbook 2020-2021

Purpose: Vote

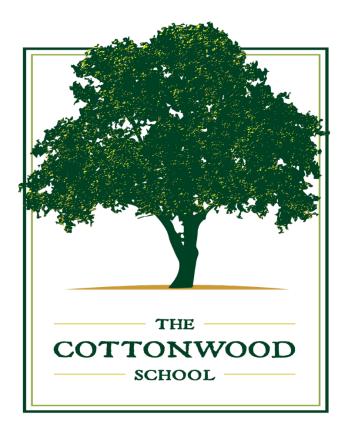
Submitted by: Cindy Garcia

Related Material: Draft The Cottonwood School Handbook 20-21 revised clean 101620.pdf

BACKGROUND:

Changes to this year's Employee Handbook include:

- Lactation Policy
- Bone Marrow/Organ Donor Leave
- COVID-19 Leave
- Employee Residency Requirement
- Employee Reimbursement
- · Leave Policy



The Cottonwood School Employee Handbook

2020-2021

ACKNOWLEDGMENT OF RECEIPT OF EMPLOYEE HANDBOOK

STATEMENT TO THE EXECUTIVE DIRECTOR.
EMPLOYEE NAME:
I ACKNOWLEDGE that I have received a copy of the Employee Handbook. I have read and understood the contents of the Handbook, and I agree to abide by its directions and procedures. I have been given the opportunity to ask any questions I might have about the policies in the Handbook. I understand that it is my responsibility to read and familiarize myself with the policies and procedures contained in the Handbook. I also understand that if I am ever unclear on any language, or policies and procedures in this Handbook, it is my responsibility to seek clarification from the School.
I understand that the statements contained in the Handbook are guidelines for employees concerning some of the School's policies and benefits, and are not intended to create any contractual or other legal obligations or to alter the at-will nature of my employment with the School. In the event I do have an employment contract which expressly alters the at-will relationship, I agree to the foregoing except with reference to an at-will employment status.
I understand that except for employment at-will status, any and all policies or practices can be changed at any time by the School.
I understand that other than the Board of the School, no person has authority to enter into any agreement, express or implied, for employment for any specific period of time, or to make any agreement for employment other than at-will; only the Board has the authority to make any such agreement and then only in writing signed by the Board President.
Employee's Signature: Date:

Please sign/date, tear out, and return to the School, and retain this Handbook for your reference.

TABLE OF CONTENTS

SECTION 1 – WELCOME	1
SECTION 2 – PHILOSOPHY	2
CORE VALUES	2
PERMISSION-TO-PLAY VALUES	2
STRATEGIC ANCHORS	2
SECTION 3 – CONDITIONS OF EMPLOYMENT	4
EMPLOYMENT APPLICATIONS	
EQUAL EMPLOYMENT OPPORTUNITY	4
POLICY PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION	
AT-WILL EMPLOYMENT	7
OPEN COMMUNICATION POLICY	7
PUBLIC RELATIONS	8
WHISTLEBLOWER POLICY	8
IMMIGRATION LAW COMPLIANCE	9
CREDENTIAL REQUIREMENTS	9
RESIDENCY REQUIREMENTS	10
TUBERCULOSIS TEST	10
CRIMINAL BACKGROUND CHECK	10
CHILD ABUSE AND NEGLECT REPORTING ACT	10
CONFIDENTIAL INFORMATION	11
CONFLICTS OF INTEREST	11
SECTION 4 – THE EMPLOYMENT PROCESS	13
EMPLOYEE STATUS AND CLASSIFICATIONS	13
WORK SCHEDULES	13
WORKWEEK AND WORKDAY	14
ATTENDANCE AND PUNCTUALITY	14
PROFESSIONAL DEVELOPMENT	15
TIME RECORDS (NONEXEMPT)	15
OVERTIME PAY	15
LACTATION ACCOMMODATION POLICY	16
MEAL AND REST PERIODS (NONEXEMPT EMPLOYEES)	16
PAYDAYS	17

PAYROLL WITHHOLDINGS	17
SECTION 5 – PERSONNEL EVALUTION AND RECORDKEEPING	18
PERFORMANCE EVALUATIONS	18
PERSONNEL FILES	18
SECTION 6 – LEAVES	20
FAMILY CARE AND MEDICAL LEAVE	20
PREGNANCY DISABILITY LEAVE	25
PAID PARENTAL LEAVE	28
MILITARY AND MILITARY SPOUSAL LEAVE OF ABSENCE	29
INDUSTRIAL INJURY LEAVE (WORKERS' COMPENSATION)	30
BEREAVEMENT LEAVE	31
JURY DUTY LEAVE	31
TIME OFF TO VOTE	31
SCHOOL APPEARANCE AND ACTIVITIES LEAVE	31
CRIME VICTIM LEAVE	32
VICTIMS OF ABUSE LEAVE	32
ADULT LITERACY LEAVE	33
BONE MARROW AND ORGAN DONOR LEAVE	33
DRUG AND ALCOHOL REHABILITATION LEAVE	34
VOLUNTEER CIVIL SERVICE LEAVE	34
CIVIL AIR PATROL LEAVE	34
RETURNING FROM LEAVE OF ABSENCE	34
SECTION 7 – BENEFITS	36
SCHOOL HOLIDAYS	36
VACATION	36
UNPAID LEAVE OF ABSENCE	37
SICK LEAVE	37
PAID SICK LEAVE DONATION POLICY	38
INSURANCE BENEFITS	39
COBRA BENEFITS	40
SOCIAL SECURITY/MEDICARE	41
STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)	41
PAID FAMILY LEAVE (WAGE SUPPLEMENT)	41
SECTION 8 – EMPLOYEE COMMUNICATIONS POLICY	43

COMMUNICATIONS POLICY	43
SOCIAL MEDIA POLICY	46
EQUIPMENT POLICY	47
CELL PHONE POLICY	48
NO SOLICITATION/DISTRIBUTION POLICY	49
ANTI-NEPOTISM POLICY	50
BUILDING SECURITY/SCHOOL KEYS	52
INTERNAL INVESTIGATIONS AND SEARCHES	52
VIOLENCE IN THE WORKPLACE	53
SECTION 9 – STANDARDS OF CONDUCT	54
PERSONAL STANDARDS	54
PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTIONS	54
STAKEHOLDER AND PUBLIC RELATIONS	57
PROHIBITED CONDUCT	57
OFF-DUTY CONDUCT	59
EXPENSE REIMBURSEMENT POLICY	60
POLICY PROHIBITING THE PROVISION OF FUNDS OR OTHER THING VALUE TO STUDENTS AND STAKEHOLDERS	
SECTION 10 – SAFETY	
SUBSTANCE AND ALCOHOL POLICY	
SMOKING	
SECURITY	
PARKED VEHICLES	
PERSONAL AUTOMOBILE	64
PERSONAL PROPERTY	64
SAFETY POLICY	64
ERGONOMICS	
CHEMICAL EXPOSURE WARNING	65
SECTION 11 – TERMINATION OF EMPLOYMENT	66
VOLUNTARY RESIGNATION	66
INVOLUNTARY TERMINATION	66
EXIT INTERVIEWS	66
VERIFICATION AND REFERENCE POLICY	66
SECTION 12 – INTERNAL COMPLAINT REVIEW	67
APPENDIX A	

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM APPENDIX B INTERNAL COMPLAINT FORM

SECTION 1 – WELCOME

Welcome to The Cottonwood School!

We are happy to have you join us at The Cottonwood School ("TCS" or the "School"). We believe our school is truly unique. We serve a diverse group of talented and hardworking students. We regard the work we do as being of utmost importance. Therefore, we have very high expectations for professionalism and performance for each one of our employees. All employees should treat all individuals, including students, teachers, administrators, volunteers, and family members, with respect, and approach all situations as opportunities to learn.

This Handbook has been written to provide you with an overview of TCS, its personnel policies and procedures, and your benefits as a TCS employee.

This Handbook is intended to explain in general terms those policies that most often apply to your day-to-day work activities. This Handbook cannot anticipate every situation or answer every question about employment, and it is not an employment contract. Employees are expected to read this Handbook thoroughly upon receipt, to know and abide by the policies outlined herein, and as revised over time, throughout their employment. No TCS guideline, practice, manual or rule may alter the "at-will" status of your relationship with TCS.

In order to retain necessary flexibility in the administration of its policies, procedures and benefits, TCS reserves the right to change, deviate from, eliminate, or revise the handbook, except for the at-will provisions, at any time, without notice, whenever TCS determines that such action is warranted. For these reasons, we urge you to check with your supervisor to obtain current information regarding the status of any particular policy, procedure or practice. This Handbook supersedes and replaces all previous personnel policies, practices and procedures.

Neither this Handbook nor any other TCS document confers any contractual right, either express or implied, to remain in TCS's employ, nor does it guarantee any fixed term or condition of your employment. Except as otherwise provided in an executed employment agreement, your employment is not for any specified period of time and may be terminated at-will, with or without cause and without prior notice, by TCS or you may resign for any reason at any time.

No supervisor or other representative of TCS except the Executive Director or designee, with the approval of the Board of Directors, has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above. Further, the procedures, practices, policies and benefits described herein may be modified or discontinued from time to time with or without advance notice. We shall endeavor to inform you of any changes as they occur.

We welcome you and wish you great success and fulfillment at TCS.

SECTION 2 – PHILOSOPHY

TCS exists to educate and inspire children to realize their potential to become extraordinary and active members of society.

CORE VALUES

The following three (3) core values are what distinguish TCS from other schools:

- 1. Mentoring to inspire students to forge their paths in the world
- 2. Passionate to strive for excellence
- 3. Collaborative to be active, engaging, and contributing team members

PERMISSION-TO-PLAY VALUES

The following Permission-to-Play values are minimum behavioral standards that all employees must exhibit consistently:

- 1. Innovative
- 2. Dynamic
- 3. Results-oriented
- 4. Data-driven
- 5. Extraordinary
- 6. Confident
- 7. Energetic

STRATEGIC ANCHORS

To ensure success of our core purpose and core values, TCS will use the following two strategic anchors to inform every decision the school makes and the basis for how decisions and actions will be evaluated:

- 1. Academic achievement through relevant curricula, clear expectations, and shared accountability
- 2. Relationship building through mentorship and consistent communication

School-wide Learning Outcomes

All students at TCS strive to achieve the School-wide Learning Objectives (SLOs). Each year, TCS will assess student progress towards attainment of the SLOs and review and revise the SLOs, as necessary. TCS students will be:

1. Technologically proficient and will:

- a. Develop media literacy to analyze different information outlets and their influences.
- b. Navigate various online platforms and participate in virtual discussion.
- c. Use the Internet to acquire, organize, manipulate, interpret, and communicate information.
- d. Adapt, integrate and utilize various emerging online resources in order to compete in the workplace and connect with their passion.

2. Critical thinkers who will:

- a. Produce original products through written and/or oral work, problem solutions, or artistic presentation and/or performances.
- b. Problem-solve through questioning, making inferences, predicting, and hypothesizing.
- c. Apply learned skills to new situations or problems.
- d. Take ownership of their learning and modify their performance based on feedback and assessment to attain their goals.
- e. Focus on learning state-adopted standards and demonstrate mastery in core content areas as evaluated through standardized assessments. (CAASPP, STAR 360).

3. Effective communicators who will:

- a. Listen, speak, read, and write proficiently using standard English according to commonly accepted rubrics.
- b. Articulate thoughts, rationale and logic with confidence in oral presentation.
- c. Present work using a variety of media, including drawing, writing, short speech, or digital media.
- d. Contribute effectively in collaborations during class, office hour discussions, and class discussion forums.

4. Responsible and self-directed citizens who will:

- a. Set attainable personal and academic goals through the Individual Learning Plan and the Individualized Graduation Plan.
- b. Demonstrate integrity and respect within the academic and personal setting.
- c. Become active members of the community through community service and volunteering.
- d. Be cognizant of local and global issues.

SECTION 3 – CONDITIONS OF EMPLOYMENT

EMPLOYMENT APPLICATIONS

TCS relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

EQUAL EMPLOYMENT OPPORTUNITY

TCS is an equal opportunity employer. It is the policy of the School to afford equal employment and advancement opportunity to all qualified individuals without regard to:

- Race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists);
- Color;
- Gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned);
- Sex (including pregnancy, childbirth, breastfeeding, and medical conditions related to such);
- Religious creed (including religious dress and grooming practices);
- Marital/registered domestic partner status;
- Age (forty (40) and over);
- National origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law);
- Physical or mental disability (including HIV and AIDS);
- Medical condition (including cancer and genetic characteristics);
- Taking of a leave of absence pursuant to the Family Medical Leave Act ("FMLA"), Pregnancy Disability Leave ("PDL") law, Americans with Disabilities Act ("ADA"), California Family Rights Act ("CFRA"), the Fair Employment and Housing Act ("FEHA"), or laws related to domestic violence, sexual assault and stalking;
- Genetic information;
- Sexual orientation;
- Military and veteran status; or
- Any other consideration made unlawful by federal, state, or local laws.

This policy extends to all job applicants and employees and to all aspects of the employment relationship, including the hiring of new employees and the training, transfer, promotion, discipline, termination, compensation and benefits of existing employees.

To comply with applicable laws ensuring equal employment opportunities to qualified individuals with a disability, the School will make reasonable accommodations for the known physical or mental limitations of an otherwise qualified individual with a disability who is an applicant or an employee unless undue hardship would result.

Any applicant or employee who requires an accommodation in order to perform the essential functions of the job should contact a School representative with day-to-day personnel responsibilities and request such an accommodation. The individual with the disability should specify what accommodation he or she needs to perform the job, or if unknown, what job duties the disability impairs. TCS will then conduct an investigation to identify the barriers that interfere with the equal opportunity of the applicant or employee to perform the job. TCS will identify possible accommodations, if any, that will help eliminate the limitation. If the accommodation is reasonable and will not impose an undue hardship, the School will make the accommodation.

POLICY PROHIBITING UNLAWFUL HARASSMENT, DISCRIMINATION, AND RETALIATION

TCS is committed to providing a work and educational atmosphere that is free of unlawful harassment, discrimination, and retaliation. TCS's policy prohibits unlawful harassment, discrimination, and retaliation based upon: race (including traits historically associated with race, such as hair texture and hairstyle, including but not limited to braids, locks, and twists); color; gender (including gender identity, gender expression, and transgender identity, whether or not the employee is transitioning or has transitioned); sex (including pregnancy, childbirth, breastfeeding, and related medical conditions); religious creed (including religious dress and grooming practices); marital/registered domestic partner status; age (forty (40) and over); national origin or ancestry (including native language spoken and possession of a driver's license issued to persons unable to prove their presence in the U.S. is authorized by federal law); physical or mental disability (including HIV and AIDS); medical condition (including cancer and genetic characteristics); taking a leave of absence authorized by law; genetic information; sexual orientation; military and veteran status; or any other consideration made unlawful by federal, state, or local laws.

Employees, volunteers, unpaid interns, individuals in apprenticeship programs, and independent contractors shall not be harassed, or discriminated or retaliated against, based upon the characteristics noted above.

TCS does not condone and will not tolerate unlawful harassment, discrimination, or retaliation on the part of any employee (including supervisors and managers) or third party (including independent contractors or other person with which the School does business). Supervisors and managers are to report any complaints of unlawful harassment to the Executive Director or designee.

When TCS receives allegations of unlawful harassment, discrimination, or retaliation, the Board (if a complaint is about the Executive Director) or the Executive Director or designee will conduct a fair, timely and thorough investigation that provides all parties an appropriate process and reaches reasonable conclusions based on the evidence collected. The investigation will be handled in as confidential a manner as possible, although complete confidentiality cannot be guaranteed. Complainants and witnesses shall not be subject to retaliation for making complaints in good faith or participating in an investigation. TCS is committed to remediating any instances where investigation findings demonstrate unlawful harassment, discrimination, or retaliation has occurred.

Prohibited Unlawful Harassment

• Verbal conduct such as epithets, derogatory jokes or comments or slurs;

- Physical conduct including assault, unwanted touching, intentionally blocking normal movement, or interfering with work because of sex, race or any other protected basis;
- Retaliation for reporting or threatening to report harassment; or
- Disparate treatment based on any of the protected classes above.

Prohibited Unlawful Sexual Harassment

TCS is committed to providing a workplace free of sexual harassment and considers such harassment to be a major offense, which may result in disciplinary action, up to, and including dismissal, of the offending employee.

Sexual harassment consists of sexual advances, request for sexual favors and other verbal or physical conduct of a sexual nature, regardless of whether or not the conduct is motivated by sexual desire, when: (1) submission to the conduct is either made explicitly or implicitly a term or condition of an individual's employment; (2) an employment decision is based upon an individual's acceptance or rejection of that conduct; and/or (3) that conduct interferes with an individual's work performance or creates an intimidating, hostile or offensive working environment.

It is also unlawful to retaliate in any way against an employee who has articulated a good faith concern about sexual harassment against him or her or against another individual.

All supervisors of staff will receive two (2) hours of sexual harassment prevention training within six (6) months of hire or their assumption of a supervisory position and every two (2) years thereafter. All other employees will receive one (1) hour of sexual harassment prevention training within (6) months of hire and every two (2) years thereafter. Such training will address all legally required topics, including information about the negative effects that abusive conduct has on both the victim of the conduct and others in the workplace, as well as methods to prevent abusive conduct undertaken with malice a reasonable person would find hostile, offensive, and unrelated to an employer's legitimate business interests. Abusive conduct includes but is not limited to repeated infliction of verbal abuse, such as the use of derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the gratuitous sabotage or undermining of a person's work performance. Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of unlawful harassment. Other staff will receive sexual harassment prevention training as required by law.

Each employee has the responsibility to maintain a workplace free from any form of sexual harassment. Consequently, should any individual, in particular those with supervisory responsibilities, become aware of any conduct that may constitute sexual harassment or other prohibited behavior, immediate action should be taken to address such conduct. Any employee who believes they have been sexually harassed or has witnessed sexual harassment is encouraged to immediately report such harassment to the Executive Director. See Appendix A for the "Harassment/Discrimination/Retaliation Complaint Form." See Appendix B for the general "Internal Complaint Form."

Sexual harassment may include, but is not limited to:

• Physical assaults of a sexual nature, such as:

- o Rape, sexual battery, molestation or attempts to commit these assaults and
- o Intentional physical conduct that is sexual in nature, such as touching, pinching, patting, grabbing, brushing against another's body, or poking another's body.
- Unwanted sexual advances, propositions or other sexual comments, such as:
 - o Sexually oriented gestures, notices, remarks, jokes, or comments about a person's sexuality or sexual experience.
 - o Preferential treatment or promises of preferential treatment to an employee for submitting to sexual conduct, including soliciting or attempting to solicit any employee to engage in sexual activity for compensation or reward or disparate treatment for rejecting sexual conduct.
 - o Subjecting or threats of subjecting an employee to unwelcome sexual attention or conduct or intentionally making performance of the employee's job more difficult because of the employee's sex.
- Sexual or discriminatory displays or publications anywhere at the workplace by employees, such as:
 - o Displaying pictures, cartoons, posters, calendars, graffiti, objections, promotional materials, reading materials, or other materials that are sexually suggestive, sexually demeaning or pornographic or bringing to work or possessing any such material to read, display or view at work;
 - o Reading publicly or otherwise publicizing in the work environment materials that are in any way sexually revealing, sexually suggestive, sexually demeaning or pornographic; and
 - o Displaying signs or other materials purporting to segregate an employee by sex in an area of the workplace (other than restrooms or similar rooms).

The illustrations of harassment and sexual harassment above are not to be construed as an all-inclusive list of prohibited acts under this policy. Moreover, please note that while in most situations a personal relationship is a private matter, these relationships are not appropriate in a professional setting, particularly where one of the parties has management or supervisory responsibilities. As such, consensual relationships in the workplace may violate TCS policy.

AT-WILL EMPLOYMENT

TCS believes that an employment relationship is successful as long as both parties are mutually satisfied. Accordingly, both the employee and TCS will have the right to terminate employment and all related compensation and benefits at any time, with or without cause and with or without notice. In addition, TCS may eliminate or change any term or condition of employment (including but not limited to job assignment, duties, or salary) at will, at any time, for any reason not prohibited by law, with or without cause and with or without previous notice.

This is called "employment at-will," and no one other than the Executive Director of TCS with the approval of the Board of Directors, has the authority to alter the employment at-will status, to enter into an agreement for employment for a specified period of time, or to make any agreement contrary to this policy. Further, any such agreement must be in writing and must be signed by the Executive Director. Statements of specific grounds for termination set forth in this Handbook, or elsewhere, are not all-inclusive and are not intended to restrict TCS's right to terminate at-will.

OPEN COMMUNICATION POLICY

TCS wants to hear from its employees. The School strongly encourages employee participation in decisions affecting their employment and their daily professional responsibilities. TCS's greatest strength lies in its employees and ability to work together. The School encourages open communication about all aspects of our school and organization. Employees are encouraged to openly discuss with their supervisors any problems or suggestions they believe would make our organization better and stronger. TCS is interested in all our employee's success and fulfillment and welcomes all constructive suggestions and ideas.

Employees who have work-related concerns or complaints are encouraged to discuss them with their supervisor or the Executive Director. Employees are encouraged to raise their work-related concerns as soon as possible after the events that cause concern. TCS will attempt to keep the employee's concerns and complaints and any resulting investigation confidential to the extent feasible. However, in the course of an investigation and/or in resolving the matter, some dissemination of information to others may be necessary, appropriate, and/or required by law. Employees with concerns or complaints relating to harassment, discrimination or retaliation should follow the reporting procedure outlined in this Handbook.

PUBLIC RELATIONS

The success of TCS depends upon the quality of the relationship among the School, its employees, students, parents and the general public. The public impression of TCS and its interest in our School will be formed, in part, by TCS employees. Our employees are ambassadors. The more goodwill an employee promotes, the more employees, students, parents and the general public will respect and appreciate the employee, TCS, and our School's services.

Below are several things employees can do to help leave people with a good impression of TCS.

These are the building blocks for our continued success:

- Communicate with parents regularly.
- Act competently and deal with others in a courteous and respectful manner.
- Communicate pleasantly and respectfully with other employees, families and students at all times
- Follow up on requests and questions promptly, provide professional and personable replies to inquiries and requests, and perform all duties in an orderly manner.
- Respond to email and voicemail within twenty-four (24) hours during the workweek.
- Take great pride in the work and enjoy doing the very best as an employee of TCS.

WHISTLEBLOWER POLICY

TCS is committed to maintaining a workplace where employees are free to raise good faith concerns regarding certain business practices, specifically: (1) reporting suspected violations of law, including but not limited to federal laws and regulations; (2) providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and (3) identifying potential violations of TCS policy, specifically the policies contained in this Handbook.

An employee who wishes to report a suspected violation of law or TCS Policy may do so by contacting the Executive Director or Principal.

TCS expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of TCS policy. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director or Principal. Any supervisor or manager that receives complaints of retaliation must immediately inform the Executive Director or Chair of the Board of Directors, if appropriate.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality as much as possible (although confidentiality cannot be guaranteed) and consistent with a full and fair investigation. The Principal, a member of TCS's administration, or an authorized designee will conduct the investigation or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings as appropriate.

IMMIGRATION LAW COMPLIANCE

TCS will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, TCS will not check the employment authorization status of current employees or applicants who were not offered positions with the School unless required to do so by law.

The School shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law. Further, the School shall not discriminate against any individual because he or she holds or presents a driver's license issued per Vehicle Code § 12801.9 to persons who have not established their federally-authorized presence in the United States. Finally, in compliance with the Immigrant Worker Protection Act, the School shall not allow a federal immigration enforcement agent to enter any nonpublic areas of the School without a judicial warrant, or voluntarily give consent to an agent to access, review or obtain employee records without a subpoena or judicial warrant.

CREDENTIAL REQUIREMENTS

Employees who are a credentialed team member must provide copies of their credential, official transcripts, and/or test scores prior to their first day of actual work. Failure to provide these documents may delay an employee's ability to begin work.

Employees are responsible for keeping required certificates, credentials, and registrations current and in good standing, for paying the costs associated with renewal, and for providing both the Executive Director and the School with verification of renewals. Failure to provide these updated

documents to the School may result in suspension without pay until such time as the necessary documentation has been provided.

If a teacher fails to obtain the appropriate credential, or allows a credential, certificate, registration, or required course deadline to expire, or fails re-certification, training, or testing, the School reserves the right to suspend the teacher without pay until the teacher's credential is cleared, or release the teacher from at-will employment as necessary.

RESIDENCY REQUIREMENTS

All TCS employees are required to live and reside in California, in the region where students are served. Employees are not permitted to work for TCS while out of the state of California, unless on a pre-approved basis.

TUBERCULOSIS TEST

All employees of the School must submit written proof from a physician of a risk assessment examination for tuberculosis (TB) within the last sixty (60) days. If TB risk factors are identified, a physician must conduct an examination to determine whether the employee is free of infectious TB. The examination for TB consists of an approved TB test, which, if positive, will be followed by an x-ray of the lungs, or in the absence of skin testing, an x-ray of the lungs. All employees will be required to undergo TB risk assessments and, if risk factors are found, the examination at least once every four (4) years. Volunteers may be required to undergo a TB examination as necessary. The TB risk assessment and, if indicated, the examination is a condition of initial employment with the School and the cost of the exam will be borne by the applicant.

Food handlers may be required to have annual TB exams. Documentation of employee and volunteer compliance with TB risk assessments and examinations will be kept on file in the office. This requirement also includes contract food handlers, substitute teachers, and student teachers serving under the supervision of an educator. Any entity providing student services to the School will be contractually required to ensure that all contract workers have had TB testing that shows them to be free of active TB prior to conducting work with School students.

CRIMINAL BACKGROUND CHECK

As required by law, all individuals working or volunteering at the School will be required to submit to a criminal background investigation. No condition or activity will be permitted that may compromise the School's commitment to the safety and the well-being of students taking precedence over all other considerations. Conditions that preclude working at the School include conviction of a controlled substance or sex offense, or a serious or violent felony. Additionally, should an employee, during his/her employment with the School, be charged or convicted of any offense, the employee must immediately report the charge or conviction to the Executive Director.

CHILD ABUSE AND NEGLECT REPORTING ACT

California Penal Code section 11166 requires any child care custodian who has knowledge of, or observes, a child in his or her professional capacity or within the scope of his or her employment whom he or she knows or reasonably suspects has been the victim of child abuse to report the known or suspected instance of child abuse to a child protective agency immediately, or as soon

as practically possible, by telephone and to prepare and send a written report thereof within thirty-six (36) hours of receiving the information concerning the incident.

TCS will provide annual training on the mandated reporting requirements, using the online training module provided by the State Department of Social Services, to employees who are mandated reporters. Mandated reporter training will also be provided to employees hired during the course of the school year. This training will include information that failure to report an incident of known or reasonably suspected child abuse or neglect, as required by Penal Code section 11166, is a misdemeanor punishable by up to six (6) months confinement in a county jail, or by a fine of one-thousand dollars (\$1,000), or by both that imprisonment and fine.

All employees required to receive mandated reporter training must provide proof of completing the training within the first six (6) weeks of each school year or within the first six (6) weeks of that employee's employment.

By acknowledging receipt of this Handbook, employees acknowledge they are child care custodians and are certifying that they have knowledge of California Penal Code section 11166 and will comply with its provisions.

CONFIDENTIAL INFORMATION

It is important to the School to protect and preserve its trade secrets and confidential information. Confidential information includes, but is not limited to, student information, all student lists, techniques and concepts, marketing plans, design specifications, design plans, strategies, forecasts, bid plans, bid strategies, bid information, contract prices, new products, software, computer programs, writings, and all know-how and show-how whether or not protected by patent, copyright, or trade secret law.

The School prohibits audio or video recordings in the workplace, during working hours, without authorization of the School due to privacy and confidentiality concerns and protections.

The School devotes significant time, energy, and expense to develop and acquire its trade secrets and confidential information. During the course of employment, employees will have access to and become familiar with various trade secrets and confidential information that are owned by the School. Employees shall not, directly or indirectly, disclose or use any of the foregoing information other than for the sole benefit of the School, either during the term of employment or at any other time thereafter. This information shall not be disclosed except through normal channels and with authorization. Any and all trade secrets or confidential information shall be returned to the School during extended leaves of absence or upon termination.

During employment with the School, employees will not be permitted nor required to breach any obligation to keep in confidence proprietary information, knowledge, or data acquired during their employment.

Violations of this policy may result in disciplinary action, up to and including termination.

CONFLICTS OF INTEREST

All employees must avoid situations that result in actual or even potential conflicts of interest. Personal, social, and economic relationships with competitors, suppliers, customers, parents, or co-employees that may impair an employee's ability to exercise good judgment on behalf of the School or which give the appearance of such impairment create an actual or potential conflict of interest. For example, romantic or personal relationships between a supervisor and subordinate employee can lead to supervisory problems, claims of harassment, and morale problems. Any employee involved in such situations or relationships must immediately and fully disclose the nature of the situation or relationship to the Principal or Executive Director so a determination can be made as to whether an actual or potential conflict exists, and if so, how to correct the situation.

If employees have any questions regarding whether an action or proposed course of conduct would create a conflict of interest, they should immediately contact the Principal to obtain advice on this issue. A violation of this policy will result in immediate and appropriate discipline, up to and including, immediate termination.

This policy is in addition to TCS's Revised Nonprofit Conflict of Interest Policy and Conflict of Interest Code.

SECTION 4 – THE EMPLOYMENT PROCESS

EMPLOYEE STATUS AND CLASSIFICATIONS

Each TCS employee is either a "full-time," "part-time," or "temporary" employee and either an "exempt" or "nonexempt" employee. Some of the policies and benefits described in this handbook depend on whether the employee is full-time or part-time. Full-time employees are those employees regularly scheduled to work thirty (30) or more hours or more each week. Part-time employees are those regularly scheduled to work less than thirty (30) hours each week. Temporary employees are those employed for short-term assignments or in connection with a specific project or event. Temporary employees are not eligible for employee benefits, except those mandated by applicable law.

Every member of the team is designated as a "Certificated employee" or "Classified employee." Some of the policies and benefits described in this handbook depend on how the employee is designated.

Exempt

This category includes all regular employees who are determined by the School to be exempt from certain wage and hour provisions of applicable law. Exempt employees are paid a fixed salary that is intended to cover all of the compensation to which they are entitled. Exempt employees will be expected to work the number of hours necessary to complete their assigned responsibilities, and may be expected to work before and after regular School hours and on the weekends. Exempt employees are not entitled to additional compensation for extra hours of work. Typically, full-time Teachers and Administrators are exempt employees.

Nonexempt

This category includes all regular employees who are covered by certain wage and hour provisions of applicable law. Nonexempt employees are entitled to overtime and double time pay, as well as meal and rest breaks, as prescribed by law. Typically, all part-time and temporary employees are nonexempt. Additionally, most Classified staff are typically nonexempt employees.

Certificated Employee

Certificated Employees are teachers and administrators. Teachers are either B-Basis (11 Months) or C-Basis (10 Months) employees. Administrators are A-Basis (12 Months).

Classified Employee

Classified Employees include those employees hired by TCS who do not primarily instruct students or require state certification, such maintenance, assistants and other operational employees. Full-time Classified employees are either A-Basis (12 Months), B-Basis (11 Months), D-Basis (11 months) or C-Basis (10 Months) employees.

WORK SCHEDULES

All employees will be assigned a work schedule suitable for their job assignment and will be expected to begin and end work according to the schedule. Please note that schedules may vary depending on a variety of factors including whether the employee works during the academic year or on an annual basis. The Executive Director or an employee's supervisor will assign individual work schedules. In order to accommodate the needs of our business, it may be necessary to change individual work schedules on either a short-term or long-term basis.

All employees are expected to be at their desks or workstations at the start of their scheduled shift, ready to work. If an employee needs to modify their work schedule, they must request the change with the Principal or their supervisor. All schedule changes or modifications must be approved by the Executive Director.

TCS reserves the right to assign employees to jobs other than their usual assignment when necessary, provided the employee is capable of performing the essential functions of the alternate assignment.

Nonexempt employees are not to work before or to continue working after their scheduled hours unless specifically assigned by the supervisor. Nonexempt employees are not allowed to work "off the clock." Attendance at School-sponsored functions is not compensated unless the employee's supervisor has required them to attend. Employees violating these rules may be subject to disciplinary action up to and including termination.

WORKWEEK AND WORKDAY

TCS's workweek is from Sunday at 12:00 A.M. through the following Saturday at 11:59 P.M. TCS's standard workday is 12:00 A.M. to 11:59 P.M. (midnight) each day. Business hours are normally [START TIME] – [CLOSE TIME], Monday through Friday. The regular workday schedule for nonexempt employees is eight (8) hours; the regular workweek schedule is forty (40) hours. Teachers are expected to complete their TCS employment duties from 8:30 a.m.-5:00 p.m. Monday-Friday, excluding holidays. However, exempt employees are also generally expected to be present during business hours and to commit whatever additional time is necessary to satisfactorily complete all job requirements.

ATTENDANCE AND PUNCTUALITY

Employees are expected to observe regular attendance and be punctual. Each employee is critical to the School's success. Therefore, regular attendance and punctuality is considered an essential function of all positions. If an employee is unable to report for work on any particular day, they must call their supervisor at least one (1) hour before the time they are scheduled to begin working for that day. If an employee calls in less than one (1) hour before their scheduled time to begin work, they will be considered tardy for that day. Employees must call in on any day they are scheduled to work and will not report to work absent extenuating circumstances. The School understands that in some cases, advance notice is not possible. In these cases, employees must notify their supervisor personally at the earliest possible moment. In some circumstances, employees may be required to provide verification of the reason or documentation for their absence.

More than three (3) instances of tardiness by a nonexempt employee or instructional employee during any twelve (12) month period is considered excessive. Any unexcused absence is considered excessive.

Employees who fail to report for work without any notification to their supervisor for a period of three (3) business days will be considered to have abandoned their job and voluntarily resigned their employment.

PROFESSIONAL DEVELOPMENT

Employees are expected to attend and participate in all professional development sessions and other school-sponsored trainings that may be scheduled. While TCS understands that scheduling conflicts may arise, consistent tardiness, absenteeism or early departures from professional development may result in disciplinary action. In the event that an employee must leave early or is unable to attend a scheduled training (i.e. Professional Development sessions), during their normal work hours, the employee MUST put in a time-off request according to the time-off policy. Employees may also be required to attend make-up sessions of any missed training. Failure to comply with this policy may result in disciplinary action.

When an employee attends a school-sponsored professional development and/or training, the time spent in attendance shall be counted as time worked. For virtual attendance, Zoom registration/chat or signing in on a Google Doc will serve as attendance. For in-person meetings, attendance will be taken electronically or by physical sign-in sheets for the purpose of record keeping. These records will serve as the official roster of attendance.

TCS will pay hourly employees for attendance at mandatory trainings, lectures and meetings outside of regular working hours at the employee's hourly rate. Exempt employees may be required to attend training seminars that may be outside of TCS's normal business hours with no additional pay.

TIME RECORDS (NONEXEMPT)

Nonexempt employees must accurately complete time records within the School's time keeping system on a daily basis. Each time record must show the exact time work began and ended, the meal periods taken, and the employee's signature. Absences and overtime must be accurately identified on an employee's time record. Nonexempt employees are not allowed to work "off the clock." All time actually worked (including the use of laptops, computers, or cell-phones to check work email, voicemail or to send messages after hours) must be recorded on the employee's time record. Employees cannot record time and/or submit a time record for another employee. Each employee must sign and submit his or her own time record.

Exempt employees must report full days of absence from work. Deductions from an exempt employee's salary will be made only in accordance with applicable law. Employees should immediately contact the Principal with any questions concerning their pay so that inadvertent errors can be corrected.

OVERTIME PAY

Whether an employee is exempt from or subject to overtime pay will be determined on a case-by-case basis and will be indicated in the employee's job description. Generally, teachers and administrators are exempt. Nonexempt employees may be required to work beyond the regularly scheduled workday or workweek as necessary. Only actual hours worked in a given workday or workweek can apply in calculating overtime for nonexempt employees. TCS will attempt to distribute overtime evenly and accommodate individual schedules. All overtime work must be previously authorized by the Executive Director. TCS provides compensation for all overtime hours worked by nonexempt employees in accordance with state and federal law as follows:

For employees subject to overtime, all hours worked in excess of eight (8) hours in one workday or forty (40) hours in one workweek shall be treated as overtime. Compensation for hours in excess of forty (40) for the workweek or in excess of eight (8) and not more than twelve (12) for the workday, and for the first eight (8) hours on the seventh consecutive day in one workweek, shall be paid at a rate of one and one-half times the employee's regular rate of pay. Compensation for hours in excess of twelve (12) in one workday and an excess of eight (8) on the seventh consecutive workday of the workweek shall be paid at double the regular rate of pay.

Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

LACTATION ACCOMMODATION POLICY

TCS accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the nonexempt employee shall be unpaid.

TCS will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Such room/location shall not be a bathroom, and shall have electricity. Employees shall also be given access to a sink with running water and a refrigerator. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

MEAL AND REST PERIODS (NONEXEMPT EMPLOYEES)

Nonexempt employees working at least five (5) hours are provided with a thirty (30) minute meal period, to be taken approximately in the middle of the workday but by no later than the end of the 5th hour of work. An employee may waive this meal period if the day's work will be completed in no more than six (6) hours, provided the employee and TCS mutually consent to the waiver in writing.

Nonexempt employees are also provided with a ten (10) minute rest period for every four (4) hours worked which should be scheduled towards the middle of the four (4) hour work period as practicable. Employees are prohibited from combining meal and rest period time.

An employee's supervisor must be aware of and approve scheduled meal and rest periods. Employees must immediately inform their supervisor if they are prevented from taking their meal and/or rest periods. Employees are expected to observe assigned working hours and the time allowed for meal and rest periods.

PAYDAYS

Employees are paid semi-monthly in accordance with the School's payroll schedule. The Payroll Coordinator or his or her designee will distribute checks to those who do not have direct deposit. If a normally scheduled pay day falls on a weekend or holiday, paychecks will be distributed the preceding business day.

A written, signed authorization is required for mail delivery or for delivery of an employee's paycheck to any other person. If an employee has automatic deposit for their paycheck, their funds will be deposited to the financial institution they requested by the end of business on the scheduled payday. While an automatic deposit may actually credit to an account before the employee's actual "payday," the School is not responsible for automatic payments or withdraws dated prior to the actual payday and employees should not depend on early deposits of their pay.

If a wage garnishment order is received by TCS for any employee, the School is obligated by law to comply with the demand. The affected employee will receive notice from his or her supervisor or the Principal as soon as possible.

PAYROLL WITHHOLDINGS

TCS is required by law to withhold Federal Income Tax, State Income Tax, Social Security (FICA), State Teachers Retirement Service (STRS for eligible credentialed faculty) and State Disability Insurance from each employee's paycheck as outlined below. Additionally, if a garnishment, tax levy, or an order to withhold child support payments should be delivered, TCS must comply with that order within the time allowed by law, and cannot postpone the payroll deduction for any reason. Voluntary deductions, which must be authorized in writing by employees, may include retirement plans, employee portion of insurance premiums, or any other benefit made available to employees.

If an employee believes an error has been made in his or her pay or deductions, TCS will work in good faith to resolve errors as soon as possible. The employee should notify the Payroll Coordinator or his or her designee of any errors as soon as possible.

Every deduction from the employee's paycheck is explained on the check voucher/paystub. If the employee does not understand the deduction, then he or she should ask their supervisor or the Principal to explain it. The employee may change the number of withholding allowances he or she wishes to claim for Federal and/or State Income Tax purposes before any pay period by filling out a new W4 form and submitting it to the Principal.

SECTION 5 – PERSONNEL EVALUTION AND RECORDKEEPING

PERFORMANCE EVALUATIONS

Performance evaluations generally are conducted annually to provide both employees and supervisors with the opportunity to discuss the employee's position, tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss methods for improving performance. The performance evaluations are intended to make employees aware of their progress, areas for improvement, and objectives or goals for future work performance. Favorable performance evaluations do not guarantee an increase in salary or promotional opportunities, or even continued employment. Salary increases and promotions are solely within the discretion of TCS and depend upon many factors in addition to performance.

The provision of performance evaluations does not alter the at-will employment relationship. Nothing in this policy shall limit the right to terminate employment at-will or limit TCS's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment in its sole discretion. Employment is at the mutual consent of the employee and TCS. Accordingly, either the employee or TCS can terminate the employment relationship at-will, at any time, with or without reason and with or without notice.

Teachers:

At the start of each academic year, each Teacher will meet with their Supervisor to establish Performance Objectives or SMART Goals for that school year. The Teacher will put these objectives in writing in accordance with a template to be provided by their Supervisor. The Supervisor will generally evaluate the Teacher's performance at least once a year formally and on an ongoing basis informally. The evaluation will be based on factors including the Teacher's job description, accomplishment of the Performance Objectives, the TCS's charter, and standards for teaching performance developed by the Executive Director, the TCS's Board of Directors, and/or other TCS staff. In addition to these more formal performance evaluations, TCS encourages employees and their supervisor to discuss the employee's job performance on an ongoing basis.

Classified Staff:

Formal evaluations are generally held once each year. Employees will be provided a copy of the evaluation tool and will do a self-evaluation as part of the process. The employee's supervisor may schedule the evaluation time in advance so that the employee is prepared for the process. In addition to these more formal performance evaluations, TCS encourages employees and their supervisor to discuss an employee's job performance on an ongoing basis.

PERSONNEL FILES

At the time of employment, a personnel file is established for each employee. It is each employee's responsibility to keep the Executive Director advised of changes that should be reflected in their personnel file. Such changes include: change in address, telephone number, marital status, number of dependents and person(s) to notify in case of emergency. Prompt notification of these changes is essential and will enable the School to contact an employee should the change affect their other records.

Employees have the right to inspect documents in their personnel file, as provided by law, in the presence of a School representative, at a mutually convenient time. Employees also have the right to obtain a copy of their personnel file as provided by law. Employees may add comments to any disputed item in the file. TCS will restrict disclosure of personnel files to authorized individuals within the School. A request for information contained in the personnel file must be directed to the Executive Director. Only the Executive Director or designee is authorized to release information about current or former employees. Disclosure of information to outside sources will be limited. However, the School will cooperate with requests from authorized law enforcement or local, state or federal agencies conducting official investigations or as otherwise legally required.

Credible complaints of substantiated investigations into or discipline for egregious misconduct will not be expunged from an employee's personnel file unless the complaint is heard by an arbitrator, administrative law judge, or the Board and the complaint is deemed to be false, not credible, unsubstantiated or a determination was made that discipline was not warranted.

SECTION 6 – LEAVES

FAMILY CARE AND MEDICAL LEAVE

This policy explains how the School complies with the federal Family and Medical Leave Act ("FMLA") and the California Family Rights Act ("CFRA"), both of which require the School to permit each eligible employee to take up to twelve (12) workweeks (or twenty-six (26) workweeks where indicated) of FMLA leave in any twelve (12) month period for the purposes enumerated below.

• Employee Eligibility Criteria

To be eligible for FMLA/CFRA leave, the employee must have been employed by the School for a total of at least twelve (12) months, worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the leave, and work at a location where the School has at least fifty (50) employees within seventy-five (75) miles, (except for purposes of CFRA where the threshold is five (5) employees).

Events That May Entitle an Employee To FMLA/CFRA Leave

The twelve (12) week (or twenty-six (26) workweeks where indicated) FMLA/CFRA allowance includes any time taken (with or without pay) for any of the following reasons:

- 1. To care for the employee's newborn child or a child placed with the employee for adoption or foster care. Leaves for this purpose must conclude twelve (12) months after the birth, adoption, or placement. If both parents are employed by the School, they each will be entitled to a separate twelve (12) weeks of leave for this purpose, which cannot be loaned or otherwise assigned from one employee to the other.
- 2. Because of the employee's own serious health condition (including a serious health condition resulting from an on-the-job illness or injury) that makes the employee unable to perform any one or more of the essential functions of his or her job (other than a disability caused by pregnancy, childbirth, or related medical conditions, which is covered by the School's separate pregnancy disability policy).
 - a. A "serious health condition" is an illness, injury (including, but not limited to, on-the-job injuries), impairment, or physical or mental condition of the employee or a child, parent, or spouse of the employee that involves either inpatient care or continuing treatment, including, but not limited to, treatment for substance abuse.
 - b. "Inpatient care" means a stay in a hospital, hospice, or residential health care facility, any subsequent treatment in connection with such inpatient care, or any period of incapacity. A person is considered an "inpatient" when a health care facility formally admits him/her to the facility with the expectation that he/she will remain at least overnight and occupy a bed, even if it later develops that such person can be discharged or transferred to another facility and does not actually remain overnight.

- c. "Incapacity" means the inability to work, attend school, or perform other regular daily activities due to a serious health condition, its treatment, or the recovery that it requires.
- d. "Continuing treatment" means ongoing medical treatment or supervision by a health care provider.
- 3. To care for a spouse, domestic partner, child, or parent with a serious health condition. A qualifying family member may also include a grandparent, grandchild, or sibling for CFRA purposes.
- 4. When an employee is providing care to a spouse, son, daughter, parent, or next of kin who is a covered Armed Forces service member with a serious injury or illness, the employee may take a maximum of twenty-six (26) weeks of additional FMLA leave in a single twelve (12) month period to provide said care. CFRA does not provide leave specific to caring for a service member.
- 5. For any "qualifying exigency" because the employee is the spouse, son, daughter, or parent of an individual on active military duty, or an individual notified of an impending call or order to active duty, in the Armed Forces. For CFRA purposes, this may also include a domestic partner.
- Amount of FMLA/CFRA Leave Which May Be Taken
 - 1. FMLA/CFRA leave can be taken in one (1) or more periods, but may not exceed twelve (12) workweeks total for any purpose in any twelve (12) month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve (12) of the employee's normally scheduled workweeks. For a full-time employee who works five (5) eight-hour days per week, "twelve workweeks" means sixty (60) working and/or paid eight (8) hour days.
 - 2. In addition to the twelve (12) workweeks of FMLA/CFRA leave that may be taken, an employee who is the spouse, son, daughter, parent, or next of kin of a covered Armed Forces service member shall also be entitled to a total of twenty-six (26) workweeks of FMLA leave during a twelve (12) month period to care for the servicemember.
 - 3. The "twelve month period" in which twelve (12) weeks of FMLA and CFRA leave may be taken is the twelve (12) month period immediately preceding the commencement of any FMLA/CFRA leave.
 - 4. If a holiday falls within a week taken as FMLA/CFRA leave, the week is nevertheless counted as a week of FMLA/CFRA leave. If, however, the School's business activity has temporarily ceased for some reason and employees are generally not expected to report for work for one or more weeks, such as the Winter Break, Spring Break, or Summer Vacation, the days the School's activities have ceased do not count against the employee's FMLA or CFRA leave entitlement. Similarly, if an employee uses FMLA leave in increments of less than one (1) week,

the fact that a holiday may occur within a week in which an employee partially takes leave does not count against the employee's leave entitlement unless the employee was otherwise scheduled and expected to work during the holiday.

Pay during FMLA/CFRA Leave

- 1. An employee on FMLA/CFRA leave because of his/her own serious health condition must use all accrued paid sick and vacation leave at the beginning of any otherwise unpaid FMLA/CFRA leave period. If an employee is receiving a partial wage replacement benefit during the leave, the School and the employee may agree to have School-provided paid leave, such as vacation or sick time, supplement the partial wage replacement benefit unless otherwise prohibited by law.
- 2. An employee on leave for baby-bonding or to care for a qualifying family member with a serious health condition may use any or all accrued sick leave at the beginning of any otherwise unpaid FMLA/CFRA leave.
- 3. If an employee has exhausted his/her sick leave, leave taken under FMLA/CFRA shall be unpaid leave.
- 4. The receipt of sick leave pay or State Disability Insurance benefits will not extend the length of the FMLA or CFRA leave. Sick pay accrues during any period of unpaid FMLA/CFRA leave only until the end of the month in which unpaid leave began.

• Health Benefits

The provisions of the School's various employee benefit plans govern continuing eligibility during FMLA/CFRA leave, and these provisions may change from time to time. The health benefits of employees on FMLA/CFRA leave will be paid by the School during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When a request for FMLA/CFRA leave is granted, the School will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period.

If an employee is required to pay premiums for any part of his/her group health coverage, the School will provide the employee with advance written notice of the terms and conditions under which premium payments must be made.

TCS may recover the health benefit costs paid on behalf of an employee during his/her FMLA/CFRA leave if:

1. The employee fails to return from leave after the period of leave to which the employee is entitled has expired. An employee is deemed to have "failed to return from leave" if he/she works less than thirty (30) days after returning from FMLA/CFRA leave; and

2. The employee's failure to return from leave is for a reason other than the continuation, recurrence, or onset of a serious health condition that entitles the employee to FMLA/CFRA leave, or other circumstances beyond the control of the employee.

Seniority

An employee on FMLA/CFRA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA/CFRA leave will return with the same seniority he/she had when the leave commenced.

• Medical Certifications

- 1. An employee requesting FMLA/CFRA leave because of his/her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by the School. Absent extenuating circumstances, failure to provide the required certification in a timely manner (within fifteen (15) days of the School's request for certification) may result in denial of the leave request until such certification is provided.
- 2. The School will notify the employee in writing if the certification is incomplete or insufficient and will advise the employee what additional information is necessary in order to make the certification complete and sufficient. The School may contact the employee's health care provider to authenticate a certification as needed.
- 3. If the School has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, the School may request a second opinion by a health care provider of its choice (paid for by the School). If the second opinion differs from the first one, the School will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
- 4. Recertifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required recertifications can result in termination of the leave.
- Procedures for Requesting and Scheduling FMLA/CFRA Leave
 - 1. An employee should request FMLA/CFRA leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be given a copy of the School's then-current FMLA/CFRA leave policy.
 - 2. Employees should provide not less than thirty (30) days' notice for foreseeable childbirth, placement, or any planned medical treatment for the employee or his/her qualifying family member. Failure to provide such notice is grounds for denial of a leave request, except if the need for FMLA/CFRA leave was an emergency or was otherwise unforeseeable.

- 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
- 4. If FMLA/CFRA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's qualifying family member, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
- 5. If FMLA/CFRA leave is taken because of the birth of the employee's child or the placement of a child with the employee for adoption or foster care, the minimum duration of leave is two (2) weeks, except that the School will grant a request for FMLA leave for this purpose of at least one day but less than two (2) weeks' duration on any two (2) occasions.
- 6. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
- 7. The School will respond to an FMLA/CFRA leave request no later than five (5) business days of receiving the request. If an FMLA/CFRA leave request is granted, the School will notify the employee in writing that the leave will be counted against the employee's FMLA/CFRA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

• Return to Work

- 1. Upon timely return at the expiration of the FMLA/CFRA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA/CFRA leave.
- 2. When a request for FMLA/CFRA leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the termination of the leave (with the limitations explained above).
- 3. Before an employee will be permitted to return from FMLA/CFRA leave taken because of his/her own serious health condition, the employee must obtain a certification from his/her health care provider that he/she is able to resume work.
- 4. If an employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.

Employment during Leave

No employee, including employees on FMLA/CFRA leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without the School's written permission will be deemed to have resigned from employment at the School.

PREGNANCY DISABILITY LEAVE

This policy explains how the School complies with the California Pregnancy Disability Act, which requires the School to give each female employee an unpaid leave of absence of up to four (4) months per pregnancy, as needed, for the period(s) of time a woman is actually disabled by pregnancy, childbirth, or related medical conditions.

Employee Eligibility Criteria

To be eligible for pregnancy disability leave, the employee must be disabled by pregnancy, childbirth, or a related medical condition and must provide appropriate medical certification concerning the disability.

• Events That May Entitle an Employee to Pregnancy Disability Leave

The four (4) month pregnancy disability leave allowance includes any time taken (with or without pay) for any of the following reasons:

- 1. The employee is unable to work at all or is unable to perform any one or more of the essential functions of her job without undue risk to herself, the successful completion of her pregnancy, or to other persons because of pregnancy or childbirth, or because of any medically recognized physical or mental condition that is related to pregnancy or childbirth (including severe morning sickness); or
- 2. The employee needs to take time off for prenatal care.
- Duration of Pregnancy Disability Leave

Pregnancy disability leave may be taken in one or more periods, but not to exceed four months total. "Four months" means the number of days the employee would normally work within four months. For a full-time employee who works five (5) eight (8) hour days per week, four (4) months means 693 hours of leave (40 hours per week times 17 1/3 weeks).

For employees who work more or less than forty (40) hours per week, or who work on variable work schedules, the number of working days that constitutes four (4) months is calculated on a pro rata or proportional basis. For example, for an employee who works twenty (20) hours per week, "four months" means 346.5 hours of leave entitlement (20 hours per week times 17 1/3 weeks). For an employee who normally works forty-eight (48) hours per week, "four months" means 832 hours of leave entitlement (48 hours per week times 17 1/3 weeks).

At the end or depletion of an employee's pregnancy disability leave, an employee who has a physical or mental disability (which may or may not be due to pregnancy, childbirth, or related medical conditions) may be entitled to reasonable accommodation. Entitlement to additional leave must be determined on a case-by case basis, taking into account a number of considerations such as whether an extended leave is likely to be effective in allowing the employee to return to work at the end of the leave, with or without further reasonable accommodation, and whether or not additional leave would create an undue hardship for the School. The School is not required to provide an indefinite leave of absence as a reasonable accommodation.

Pay during Pregnancy Disability Leave

- 1. An employee on pregnancy disability leave must use all accrued paid sick leave and may use any or all accrued vacation time at the beginning of any otherwise unpaid leave period.
- 2. The receipt of vacation pay, sick leave pay, or state disability insurance benefits will not extend the length of pregnancy disability leave.
- 3. Vacation and sick leave accrue during any period of unpaid pregnancy disability leave only until the end of the month in which the unpaid leave began.

Health Benefits

TCS shall provide continued health insurance coverage while an employee is on pregnancy disability leave consistent with applicable law. The continuation of health benefits is for a maximum of four (4) months in a twelve (12) month period. TCS can recover premiums that it already paid on behalf of an employee if both of the following conditions are met:

- 1. The employee fails to return from leave after the designated leave period expires.
- 2. The employee's failure to return from leave is for a reason other than the following:
 - The employee is taking leave under the California Family Rights Act.
 - There is a continuation, recurrence or onset of a health condition that entitles the employee to pregnancy disability leave.
 - There is a non-pregnancy related medical condition requiring further leave.
 - Any other circumstance beyond the control of the employee.

Seniority

An employee on pregnancy disability leave remains an employee of the School and a leave will not constitute a break in service. When an employee returns from pregnancy disability leave, she will return with the same seniority she had when the leave commenced.

• Medical Certifications

- 1. An employee requesting a pregnancy disability leave must provide medical certification from her healthcare provider on a form supplied by the School. Failure to provide the required certification in a timely manner (within fifteen [15] days of the leave request) may result in a denial of the leave request until such certification is provided.
- 2. Recertifications are required if leave is sought after expiration of the time estimated by the healthcare provider. Failure to submit required recertifications can result in termination of the leave.
- Requesting and Scheduling Pregnancy Disability Leave
 - 1. An employee should request pregnancy disability leave by completing a Request for Leave form and submitting it to the Executive Director. An employee asking for a Request for Leave form will be referred to the School's then current pregnancy disability leave policy.
 - 2. Employee should provide not less than thirty (30) days' notice or as soon as is practicable, if the need for the leave is foreseeable. Failure to provide such notice is grounds for denial of the leave request, except if the need for pregnancy disability leave was an emergency and was otherwise unforeseeable.
 - 3. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to unduly disrupt the School's operations.
 - 4. Pregnancy disability leave may be taken intermittently or on a reduced leave schedule when medically advisable, as determined by the employee's healthcare provider.
 - 5. If an employee needs intermittent leave or leave on a reduced leave schedule that is foreseeable based on planned medical treatment, the employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits that better accommodates recurring periods of leave than the employee's regular position.
 - 6. The School will respond to a pregnancy disability leave request within ten (10) days of receiving the request. If a pregnancy disability leave request is granted, the School will notify the employee in writing and leave will be counted against the employee's pregnancy disability leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

• Return to Work

1. Upon timely return at the expiration of the pregnancy disability leave period, an employee is entitled to the same position unless the employee would not otherwise have been employed in the same position at the time reinstatement is requested. If the employee is not reinstated to the same position, she must be reinstated to a comparable position unless one of the following is applicable:

- a. The employer would not have offered a comparable position to the employee if she would have been continuously at work during the pregnancy disability leave.
- b. There is no comparable position available, to which the employee is either qualified or entitled, on the employee's scheduled date of reinstatement or within sixty (60) calendar days thereafter. The School will take reasonable steps to provide notice to the employee if and when comparable positions become available during the sixty (60) day period.

A "comparable" position is a position that involves the same or similar duties and responsibilities and is virtually identical to the employee's original position in terms of pay, benefits, and working conditions.

- 2. When a request for pregnancy disability leave is granted to an employee, the School will give the employee a written guarantee of reinstatement at the end of the leave (with the limitations explained above).
- 3. In accordance with TCS policy, before an employee will be permitted to return from a pregnancy disability leave of three (3) days or more, the employee must obtain a certification from her healthcare provider that she is able to resume work.
- 4. If the employee can return to work with limitations, the School will evaluate those limitations and, if possible, will accommodate the employee as required by law. If accommodation cannot be made, the employee will be medically separated from the School.
- Employment during Leave

No employee, including employees on pregnancy disability leave, may accept employment with any other employer without the School's written permission. An employee who accepts such employment without written permission will be deemed to have resigned from employment.

PAID PARENTAL LEAVE

TCS shall provide up to four (4) weeks of paid parental leave to all regular, full-time, and exempt employees following the birth of an employee's child, or the placement of a child with an employee in connection with adoption or foster care. Temporary, substitute, part-time, and nonexempt employees, as well as interns, are not eligible for Paid Parental Leave.

The purpose of paid parental leave is to provide all employees with the opportunity to bond with their child following the child's birth, adoption or foster care placement. This policy runs concurrently with FMLA/CFRA/PDL, as applicable, and provides wage replacement benefits only, not additional time off from work.

Paid parental leave must be taken within twelve (12) months of the child's birth, adoption, or placement in foster care with the employee. Paid parental leave must be taken in one (1)

continuous period. Absent extenuating circumstances as determined by TCS, the School requires a minimum of thirty (30) days' notice for requests to take paid parental leave.

In cases of multiple births, adoptions or placements (e.g. the birth of twins or adoption of siblings), the four (4) week period of paid parental leave does not increase. Similarly, if both parents of the child are employed by the School, the parents, collectively, shall only be entitled to four (4) weeks of paid parental leave and may elect to distribute that time between them as appropriate.

If a holiday occurs while an employee is on paid parental leave, the holiday will be charged to holiday pay (if applicable to the employee) and will not extend the total paid parental leave entitlement.

Upon termination of employment, any unused Paid Parental Leave will not be paid out to an employee.

MILITARY AND MILITARY SPOUSAL LEAVE OF ABSENCE

TCS shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 ("USERRA"). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, the School shall continue the employee's health benefits. For service of more than thirty (30) days, employee shall be permitted to continue their health benefits at their option through COBRA. Employees are entitled to use accrued vacation or paid time off as wage replacement during time served, provided such vacation/paid time off accrued prior to the leave.

Except for employees serving in the National Guard, TCS will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA or California law shall be credited, upon his or her return to the School, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

TCS shall grant up to ten (10) days of unpaid leave to employees who work more than twenty (20) hours per week and who are spouses of deployed military servicemen and servicewomen. The leave may be taken when the military spouse is on leave from deployment during a time of military conflict. To be eligible for leave, an employee must provide the School with (1) notice of intention to take military spousal leave within two (2) business days of receiving official notice that the

employee's military spouse will be on leave from deployment, and (2) documentation certifying that the employee's military spouse will be on leave from deployment during the time that the employee requests leave.

INDUSTRIAL INJURY LEAVE (WORKERS' COMPENSATION)

TCS, in accordance with State law, provides insurance coverage for employees in case of work-related injuries. The workers' compensation benefits provided to injured employees may include:

- Medical care;
- Cash benefits, tax-free to replace lost wages; and
- Vocational rehabilitation to help qualified injured employees return to suitable employment.

To ensure employees receive any worker's compensation benefits to which they may be entitled, employees will need to:

- Immediately report any work-related injury to the Executive Director;
- Seek medical treatment and follow-up care if required;
- Complete a written Employee's Claim Form (DWC Form 1) and return it to the Executive Director; and
- Provide the School with a certification from a health care provider regarding the need for workers' compensation disability leave as well as the employee's eventual ability to return to work from the leave.

It is the School's policy that when there is a job-related injury, the first priority is to ensure that the injured employee receives appropriate medical attention. TCS, with the help of its insurance carrier has selected medical centers to meet this need. Each medical center was selected for its ability to meet anticipated needs with high quality medical service and a location that is convenient to the School's operation.

- If an employee is injured on the job, he/she is to go or be taken to the approved medical center for treatment. If injuries are such that they require the use of emergency medical systems ("EMS") such as an ambulance, the choice by the EMS personnel for the most appropriate medical center or hospital for treatment will be recognized as an approved center.
- All accidents and injuries must be reported to the Executive Director and to the individual responsible for reporting to the School's insurance carrier. Failure by an employee to report a work-related injury by the end of his/her shift could result in loss of insurance coverage for the employee. An employee may choose to be treated by his/her personal physician at his/her own expense, but he/she is still required to go to the School's approved medical center for evaluation. All job-related injuries must be reported to the appropriate State Workers' Compensation Bureau and the insurance carrier.

- When there is a job-related injury that results in lost time, the employee must have a medical release from the School's approved medical facility before returning to work.
- Any time there is a job-related injury, the School's policy requires drug/alcohol testing along with any medical treatment provided to the employee.

Employees that are temporarily disabled due to a work-related illness or injury will be placed on workers' compensation leave. The duration leave will depend upon the rate of recovery and the medical provider's recommendation. Workers' compensation leave will run concurrently with any other applicable medical leave of absence (i.e. FMLA/CFRA if applicable). The Principal will reach out to employees that have requested a workers' compensation leave regarding employer provided health insurance benefits. Employees with questions concerning this leave and/or any benefit related questions should contact the Principal.

BEREAVEMENT LEAVE

Full-time employees are entitled to three (3) days of paid bereavement leave due to a death in the immediate family (parent, spouse, son/daughter, sister/brother, parents-in-law, son/daughter-in-law, grandparents, grandchild). For travel to a funeral over five hundred (500) miles away from the full-time employee's home, five (5) days of paid bereavement leave will be provided. Bereavement leave pay will not be used in computing overtime pay. Any scheduled days off (including weekends, holidays and vacations) falling during the absence will be counted as both bereavement leave and scheduled days off.

JURY DUTY LEAVE

TCS will pay for up to five (5) days if an employee is called to serve on a jury or as a witness. In addition, for exempt employees who continue to perform work duties as assigned during jury duty, the School will continue to pay that employee during their jury duty.

TIME OFF TO VOTE

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give the Executive Director at least two (2) days' notice.

SCHOOL APPEARANCE AND ACTIVITIES LEAVE

As required by law, TCS will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian

is an employee of TCS, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

CRIME VICTIM LEAVE

Employees are allowed to be absent from work to attend judicial proceedings related to a violent felony, serious felony (as defined by the California Penal Code) or felonies related to theft or embezzlement if they are:

- A victim of such a crime;
- An immediate family member (i.e., spouse, registered domestic partner, child, step-child, sibling, step-sibling, parent, step-parent, or the child or a registered domestic partner) is a victim of such a crime.

An employee must give reasonable advanced notice to the School by providing documentation of the proceeding. Documentation may be from any of the following:

- Notice from the court or government agency setting the hearing;
- The district attorney or prosecuting attorney's office; or
- The victim/witness assistance office advocating on the victim's behalf.

This leave is unpaid but the employee may choose to use available sick or vacation. Employees will not be discharged or discriminated/retaliated against because of an absence protected by this law.

VICTIMS OF ABUSE LEAVE

TCS provides reasonable and necessary unpaid leave and other reasonable accommodations to employees who are victims of domestic violence, sexual assault, or stalking. Such leave may be taken to attend legal proceedings or to obtain or attempt to obtain any relief necessary, including a restraining order, to ensure the employee's own health, safety or welfare, or that of the employee's child or children. Employees may also request unpaid leave for the following purposes:

- Seek medical attention for injuries caused by domestic violence, sexual assault, or stalking.
- Obtain services from a domestic violence shelter, program, or rape crisis center.
- Obtain psychological counseling for the domestic violence, sexual assault, or stalking.
- Participate in safety planning, such as relocation, to protect against future domestic violence, sexual assault, or stalking.

To request leave under this policy, an employee should provide TCS with as much advance notice as practicable under the circumstances. If advance notice is not possible, the employee requesting leave under this policy should provide TCS one (1) of the following certifications upon returning back to work:

- 1. A police report indicating that the employee was a victim of domestic violence, sexual assault, or stalking.
- 2. A court order protecting the employee from the perpetrator or other evidence from the court or prosecuting attorney that the employee appeared in court.
- 3. Documentation from a licensed medical professional, domestic violence or sexual assault counselor, licensed health care provider, or counselor showing that the employee's absence was due to treatment for injuries or abuse from domestic violence, sexual assault, or stalking.

Employees requesting leave under this policy may choose to use accrued paid leave. In addition, TCS will provide reasonable accommodations to employees who are victims of domestic violence, sexual assault or stalking for the employees' safety while at work. To request an accommodation under this policy, an employee should contact the Executive Director.

ADULT LITERACY LEAVE

TCS will reasonably accommodate any eligible employee who seeks to enroll in an adult literacy education program, provided that the accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in an adult literacy education, although employees may utilize accrued/unused vacation. If employees do not have any vacation available, they will be permitted to take the time off without pay.

BONE MARROW AND ORGAN DONOR LEAVE

As required by law, eligible employees who require time off to donate bone marrow to another person may receive up to five (5) workdays off in a 12-month period. Eligible employees who require time off to donate an organ to another person may receive up to sixty (60) workdays off in a twelve (12) month period.

To be eligible for bone marrow or organ donation leave ("Donor Leave"), the employee must have been employed by the School for at least ninety (90) days immediately preceding the Donor Leave. An employee requesting Donor Leave must provide written verification to the School that he or she is a donor and that there is a medical necessity for the donation of the organ or bone marrow.

Up to five (5) days of leave for bone marrow donation, and up to thirty (30) days of leave for organ donation, may be paid provided the employee uses five (5) days of accrued paid leave for bone marrow donation and two (2) weeks of accrued paid leave for organ donation. If the employee has an insufficient number of paid leave days available, the leave will otherwise be paid.

Employees returning from Donor Leave will be reinstated to the position held before the leave began, or to a position with equivalent status, benefits, pay and other terms and conditions of employment. The School may refuse to reinstate an employee if the reason is unrelated to taking a Donor Leave. A Donor Leave is not permitted to be taken concurrently with an FMLA/CFRA Leave.

DRUG AND ALCOHOL REHABILITATION LEAVE

TCS will reasonably accommodate any employee who volunteers to enter an alcohol or drug rehabilitation program, if the reasonable accommodation does not impose an undue hardship on the School. The School does not provide paid time off for participation in alcohol or drug rehabilitation programs, although employees may utilize accrued/unused vacation. If employees do not have any vacation available, they will be permitted to take the time off without pay.

This policy in no way restricts TCS's right to discipline an employee, up to and including termination of employment, for violation of TCS's Substance and Alcohol Policy.

VOLUNTEER CIVIL SERVICE LEAVE

Employees are allowed to be absent from work to engage in volunteer emergency duty as a volunteer firefighter, reserve police officer, or emergency rescue personnel. This is an unpaid leave, but the employee may use any accrued/unused vacation or sick leave.

CIVIL AIR PATROL LEAVE

TCS provides eligible employees who are volunteer members of the California Wing of the Civil Air Patrol and are called to emergency operational missions up to (10) days of unpaid leave per calendar year. Leave for a single emergency operational mission will generally be limited to three (3) days unless an extension is granted by appropriate government entities and approved by the School.

To be eligible, employees must have been employed with TCS for ninety (90) days immediately preceding the commencement of leave. Additionally, the School may require certification from the proper Civil Air Patrol authority to verify the eligibility of the employee for the leave requested or taken.

Employees may use available paid time off for leave taken under this policy. The notice and eligibility requirements for any such paid time off will generally apply to an employee's request for use of vacation under this policy.

RETURNING FROM LEAVE OF ABSENCE

Employees cannot return from a medical leave of absence without first providing a sufficient doctor's return to work authorization.

When business considerations require, the job of an employee on leave may be filled by a temporary or regular replacement. An employee should give the Executive Director thirty (30) days' notice before returning from leave. Whenever the School is notified of an employee's intent to return from a leave, the School will attempt to place the employee in his former position or in a comparable position with regard to salary and other terms and conditions for which the employee is qualified. However, re-employment cannot always be guaranteed. If employees need further information regarding Leaves of Absence, they should be sure to consult the Executive Director.

SECTION 7 – BENEFITS

SCHOOL HOLIDAYS

The TCS calendar reflects any and all holidays observed by the School. The following holidays are generally observed by public entities, including public schools:

- New Year's Day
- Martin Luther King Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving
- Friday after Thanksgiving
- Day before Christmas
- Christmas Day

Other days during the school year, such as days during the School's calendared breaks, shall not be paid time for nonexempt employees in active status. Recognized religious holidays may be taken off by an employee whose religion requires observance of the particular day. Employees must request the day off in advance by written notice to the Executive Director. The employee will be paid if the religious holiday is taken as an earned paid leave day (i.e. vacation, personal necessity day, etc., as applicable). The employee will not be paid if the religious holiday is taken as a personal leave of absence day. Employees on any leave of absence do not earn holiday pay.

VACATION

While the School recognizes the importance of vacation time as a period of rest and rejuvenation away from the job, vacations must be scheduled with due consideration for "peak traffic periods" in the school. With this in mind, it is expected that vacation time will be taken when school is not in session.

Regular full-time administrative and classified employees are entitled to vacation terms based upon date of hire, length of service and status with the School. Full-time classified employees shall accrue ten (10) days of paid vacation each year, beginning after six (6) months of service. Paid vacation time for administrators will be established in the administrator's employment contract. Employees working on part-time basis (less than full-time) and teachers/program specialists shall not earn vacation days.

Any vacation time taken during the school year or otherwise should be coordinated and cleared by the Executive Director subject to scheduling and seniority. No vacation time may be taken by clerical staff during the last two (2) weeks of August unless specifically authorized by the Executive Director.

For clerical employees, vacation days should be taken when school is not in session, preferably between July 1 to August 15. Vacation time is figured on a school year beginning with the opening of school rather than on a fiscal year.

Vacation time may not be utilized before it is earned. An employee whose employment terminates will be paid for accrued unused vacation days. Vacation can accrue up to a maximum of twenty (20) days of pay. Once this cap is reached, no further vacation will accrue until some vacation is used. When some vacation is used, vacation compensation will begin to accrue again. There is no retroactive grant of vacation compensation for the period of time the accrued vacation compensation was at the cap.

UNPAID LEAVE OF ABSENCE

TCS recognizes that special situations may arise where an employee must leave his or her job temporarily. At its discretion, the School may grant employees leaves of absence. Any unpaid leave of absence must be approved in advance by the School.

The granting of a leave of absence always presumes the employee will return to active work by a designated date or within a specific period.

During a Family and Medical Leave Act, California Family Rights Act leave, and/or Pregnancy Disability Leave, the employee's medical and dental benefits will remain in force, provided the employee pays the appropriate premiums. Otherwise, benefits are terminated the month any other type of leave begins. If an employee fails to return from a leave and is subsequently terminated, the employee is entitled to all earned but unused vacation pay, provided that the vacation pay was earned prior to the commencement of leave. No vacation time is accrued during any type of unpaid leave of absence.

SICK LEAVE

To help prevent loss of earnings that may be caused by accident or illness, or by other emergencies, the School offers paid sick leave to its employees. Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners, grandparents, grandchildren, or siblings) who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking.

Paid sick leave is available to all School employees who work at least thirty (30) days within the span of a single calendar year from the commencement of employment. All eligible full-time employees shall be credited with eighty (80) hours of sick leave at the beginning of each work year. All eligible part-time employees shall be credited with twenty-four (24) hours of sick leave at the beginning of each work year.

New employees cannot use paid sick leave until the ninetieth (90th) calendar day following the employee's start date. Sick leave must be taken by eligible employees in increments of two (2) hours. Accrued sick leave carries over from year to year up to a cap of 160 hours. However, the School does not pay employees in lieu of unused sick leave.

If an employee is absent longer than three (3) days due to illness, medical evidence of their illness and/or medical certification of their fitness to return to work satisfactory to the School may be

required. The School will not tolerate abuse or misuse of the sick leave privilege. If the School suspects abuse of sick leave, the School may require a medical certification from an employee verifying the employee's absence.

Once an employee has exhausted sick leave, the employee may continue on an unpaid medical leave depending upon the facts and circumstances of the employee's basis for leave beyond accrued sick leave. Employee requests for unpaid medical leave must be approved in advance by the School.

Personal Necessity Leave

Full-time employees who do not receive vacation (e.g., teachers, program specialists, etc.) may use up to forty (40) hours of sick leave in cases of personal necessity upon prior approval each work year. Personal necessity is defined as any of the following:

- Death or serious illness of a member of an employee's immediate family (this is in addition to Bereavement Leave);
- Accident involving an employee's person or property, or the person or property of a member of an employee's immediate family;
- Appearance in court as a litigant, or as a witness under official order;
- Adoption of a child;
- The birth of a child making it necessary for an employee who is the parent of the child to be absent from their position during the work hours; and
- Business matters which cannot reasonably be conducted outside the workday.

Employees must request personal necessity leave at least one (1) week in advance unless an emergency situation occurs. Approval shall be at the discretion of the School and shall not serve as precedent for any other request. Personal necessity leave is not vacation, does not carry over from year to year, and is not paid out upon separation from employment. Verification of personal necessity leave may be required upon return to work.

PAID SICK LEAVE DONATION POLICY

Personal Hardship

Employees who have exhausted all paid sick leave (PSL) may request donations from co-workers through this policy. The PSL donation policy applies to employees suffering from a catastrophic illness or other medical emergency, which for the purposes of this policy, constitutes an employee's or a family member's medical condition that will require the prolonged/extended absence of the employee from duty and will result in a substantial loss of income to the employee due to the exhaustion of all PSL available.

Eligibility

Employees who are experiencing hardship due to a catastrophic illness or medical emergency are eligible to request and receive donations of PSL from other employees who have agreed to surrender leave to the School-sponsored leave bank.

Requests for Donations

A written request for PSL donations that describes the specific medical emergency or medical condition must be submitted to the Principal. The Principal will verify the employee's eligibility and make a written determination which will be given to the employee as soon as practical.

Donations of Paid Leave

Employees who have more than twenty-four (24) hours of PSL and who wish to donate PSL to the School-sponsored leave bank on behalf of an eligible employee shall complete a PSL Donation Form indicating the number of PSL hours to be donated and the employee, if any, who the employee requests receive the benefit of the donation. All such donations are completely voluntary, and no adverse action will be taken against any employee who chooses not to donate PSL. Any donations of PSL shall be subject to the following procedures and restrictions:

- 1. Donating employees must maintain a minimum of twenty-four (24) hours of PSL after reducing their leave balance to provide the donation.
- 2. Employees may not donate more than forty (40) hours of PSL in a twelve (12) month period.
- 3. Voluntary donations of PSL are final upon submission of a signed PSL Donation Form that satisfies the conditions established by this policy. The donating employee's PSL balance account shall thereupon be reduced by the hours donated.
- 4. Donated hours not used by the eligible employee during the hardship period shall remain in the eligible employee's PSL account balance.
- 5. The names of donating employees, hours donated, and the value of such donations shall be kept confidential to the extent possible.

Valuation of Donated PSL

The value of the donated paid leave shall be determined by multiplying the number of hours donated by the donating employee's current hourly rate to determine the value of the donation in dollars ("Donation Value"). The Donation Value shall then be divided by the eligible employee's current hourly rate to determine the number of hours to be added to the eligible employee's PSL balance. The Principal or designee shall periodically notify the eligible employee of donations made pursuant to this policy. The eligible employee may then request to receive payment for these hours, which will be treated as taxable "wages" to such eligible employee for the payroll period utilized. No employee shall receive payment for more than forty (40) hours of paid leave, whether allotted or donated, during any week unless required by state or federal law.

INSURANCE BENEFITS

Full-time employees are entitled to insurance benefits offered by TCS. These insurance benefits will include medical, dental, and vision. The School will set a defined contribution towards the employee's insurance premiums that are sponsored by TCS. This amount will be determined on an annual basis. The employee's portion of the monthly premiums will be deducted from the employee's paycheck on a pre-tax basis. Employee coverage will begin on the first day of employment or if hired mid-month it will start on the first day of the next month.

If medical insurance premium rates increase, employees may be required to contribute to the cost of the increase to retain coverage. Unless otherwise mandated by law, employees on a leave of absence may be responsible for selecting continuing health coverage and paying the premium for such coverage through COBRA. If employees have any benefit-related questions while on a leave of absence, please contact the Principal.

Full-time employees will also be covered under an insurance policy that includes Life, Short-term Disability and Long-Term Disability at no cost to the full-time employee. Additional voluntary insurance plans will be offered through the School and available for employees to purchase.

COBRA BENEFITS

When coverage under the School's medical and/or dental plans ends, employees or their dependents can continue coverage for eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and the School's previous contribution plus a possible administrative charge.

Medical coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their health coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reached age sixty-five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rights similar to those described above may apply to retirees, spouses and dependents if the employer commences a bankruptcy proceeding and those individuals lose coverage.

TCS will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, dies, or when a dependent child no longer meets the eligibility requirements, the employee or a family member are responsible for notifying the School within thirty (30) days of the event. TCS will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan which does not contain any exclusion or limitation with respect to any pre-existing condition the employee (or the employee's spouse or child, as applicable) may have;
- TCS stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

SOCIAL SECURITY/MEDICARE

Full-time regular employee contributing to a retirement system (PERS/STRS) are not covered under Social Security. When such employees retire, or if they become disabled, they may receive a pension based on earnings from this job. If such employees are also entitled to a benefit from Social Security based on either their own work or the work of their spouse, or former spouse, their pension may affect the amount of the Social Security benefits they receive. Medicare benefits, however, will not be affected.

TCS withholds income tax from all employees' earnings and, if elected, participates in FICA (Social Security) for temporary employees and Medicare withholding and matching programs as required by law.

STATE DISABILITY INSURANCE (WAGE SUPPLEMENT)

All employees are enrolled in California State Disability Insurance (SDI), which is a partial wage replacement insurance plan for California workers. Employees may be eligible for SDI when they are ill or have non-work related injuries, or may be eligible for work related injuries if they are receiving workers' compensation at a weekly rate less than the SDI rate.

PAID FAMILY LEAVE (WAGE SUPPLEMENT)

Under California law, eligible employees may participate in the Paid Family Leave ("PFL") program, which is part of the state's unemployment compensation disability insurance program. The PFL program provides up to eight (8) weeks of partial wage replacement benefits to employees who take time off to care for a seriously ill or injured child, spouse, parent, registered domestic partner, siblings, grandparents, grandchildren, or parents-in-law or to bond with a new child (birth, foster care, adoption) The PFL program does not provide job protection or reinstatement rights. It is a wage supplement provided concurrently while an employee takes an eligible leave of absence under TCS policy and applicable law.

TCS will require employees to take up to two (2) weeks of unused vacation prior to their receipt of benefits under the PFL program.

The program will be administered in a manner consistent with California law. For more information regarding this program, employees may contact the California Employment Development Department.

SECTION 8 – EMPLOYEE COMMUNICATIONS POLICY

COMMUNICATIONS POLICY

Every employee is responsible for using TCS's computer system, including, without limitation, its computers, laptops, iPads, tablets, cellular phones, electronic mail (Email) system, telephone, video conferencing, voicemail, facsimile systems and the Internet ("Communications Systems"), properly and in accordance with this policy. Any questions about this policy should be addressed to the employee's immediate supervisor.

The Communication Systems are the property of TCS and have been provided for use in conducting TCS business. All communications and information transmitted by, received from, created, or stored in TCS's Communication Systems are records and property of TCS. The Communication Systems are to be used for School purposes only. Employees may, however, use TCS technology resources for the following incidental personal uses so long as such use does not interfere with the employee's duties, is not done for pecuniary gain, does not conflict with TCS business, and does not violate any TCS policies:

- To send and receive necessary and occasional personal communications;
- To use the telephone system for brief and necessary personal calls; and
- To access the Internet for brief personal searches and inquiries during meal periods or other breaks, or outside of work hours, provided that employees adhere to all other usage policies.

Employees should not use personal devices or email accounts for School-related communications. Such communications should only take place using School-issued devices and via the employee's email account.

No Expectation of Privacy

TCS has the right, but not the duty, to monitor any and all of the aspects of its Communication Systems, including, without limitation, reviewing documents created and stored on its Communication Systems, deleting any matter stored in its system (including, without limitation, its Email and word processing systems), monitoring sites visited by employees on the Internet, monitoring chat and news groups, reviewing material downloaded or uploaded by users to the Internet, and reviewing Email and instant messages sent and received by users and/or voicemails. Further, TCS may exercise its right to monitor its Communications Systems for any reason and without the permission of any employee. Employee use of TCS's Communication Systems constitutes consent to all the terms and conditions of this policy.

Even if employees use a password to access the Communication Systems (or any aspect thereof), the confidentiality of any message stored in, created, received, or sent from TCS's Communication Systems is not assured. Use of passwords or other security measures does not in any way diminish TCS's right to monitor and access materials on its Communication Systems, or create any privacy rights of employees in the messages and files on the system. Any password used by employees must be revealed TCS upon request for any reason that TCS, in its discretion, deems appropriate. Further, employees should be aware that deletion of any Email messages, voicemails or files would not truly eliminate the messages from the system. All Email messages, voicemails and other files may be stored on a central back-up system in the normal course of data management.

Employees have no expectation of privacy in anything they view, create, store, send, or receive on the Communication Systems.

Notwithstanding the foregoing, even though TCS has the right to retrieve, read, and delete any information viewed, created, sent, received, or stored on its Communication Systems, Email messages should still be treated as confidential by other employees and accessed only by the intended recipient. Employees are not authorized to retrieve or read any Email messages that are not sent to them or by them. Any exception to this policy must receive the prior approval of the Executive Director.

Professional Use of Communication Systems Required

Employees are reminded to be courteous to other users of the system and always to conduct themselves in a professional manner. Emails and other text communications, in particular, are sometimes misdirected or forwarded and may be viewed by persons other than the intended recipient. Users should write Email communications with no less care, judgment, and responsibility than they would use for letters or internal memoranda written on TCS letterhead.

Offensive and Inappropriate Material

TCS's policy against discrimination and harassment, sexual or otherwise, applies fully to TCS's Communication Systems, and any violation of that policy is grounds for discipline up to and including discharge. Therefore, no Email messages should be created, sent, or received if they contain intimidating, hostile, or offensive material concerning race, color, religion, sex, age, national origin, disability or any other classification protected by law. Further, material that is fraudulent, harassing, abusive, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, unlawful, inappropriate, or offensive (including offensive material concerning sex, race, color, national origin, religion, age, disability, or other characteristic protected by law) may not be downloaded from the Internet or displayed or stored in TCS's computers. Employees encountering or receiving this kind of material should immediately report the incident to the Executive Director or the Principal.

TCS may (but is not required) to use software to identify inappropriate or sexually explicit Internet sites. Such sites may be blocked from access by TCS networks. Employees who encounter inappropriate or sexually explicit material while browsing on the Internet should immediately disconnect from the site, regardless of whether the site was subject to TCS's blocking software.

Solicitations

TCS's Communication Systems may not be used to solicit for political causes, commercial enterprises, outside organizations, or other non-job-related solicitations. Approval from the Executive Director is required before anyone can post any information on commercial on-line systems or the Internet.

Licenses and Fees

Employees may not agree to a license or download any material over the Internet for which a registration fee is charged without first obtaining the express written permission of the Executive Director.

Games and Entertainment Software

Employees may not use a TCS Internet connection to download games or other entertainment software, or to play games over the Internet.

Confidential Information

Employees may not transmit information over the Internet or through email that is confidential or proprietary. Employees are referred to TCS's "Confidential Information" policy, contained herein, for a general description of what TCS deems confidential or proprietary. When in doubt, employees must consult their immediate supervisor and obtain approval before transmitting any information that may be considered confidential or proprietary.

Copyrights and Trademarks

TCS's Communication Systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, proprietary financial information, or similar materials without prior authorization from his/her Executive Director. Employees, if uncertain about whether certain information is copyrighted, proprietary, or otherwise inappropriate for transfer, should resolve all doubts in favor of not transferring the information and consult a supervisor.

Any TCS approved material that is posted or sent via its computer system should contain all proper copyright and trademark notices. Absent prior approval from a supervisor to act as an official representative of TCS, employees posting information must include a disclaimer in that information stating, "Views expressed by the author do not necessarily represent those of TCS."

Maintenance and Security of the System

Employees must not deliberately perform acts that waste resources or unfairly monopolize resources to the exclusion of others. These acts include, but are not limited to, sending mass mailings or chain letters, spending excessive amounts of time on the Internet, playing games, streaming video or audio files, engaging in online chat groups, printing excessive copies of documents, or otherwise creating unnecessary network traffic. Because audio, video, and picture files require significant storage space, files of this or any other sort may not be downloaded unless they are business-related. In addition, employees should routinely delete outdated or otherwise unnecessary voicemails, Emails and computer files. These deletions will help keep the system running smoothly and effectively, as well as minimize maintenance costs.

To ensure security and to avoid the spread of viruses, employees accessing the Internet through a computer attached to TCS's network must do so through an approved Internet firewall. Accessing the Internet directly by modem is strictly prohibited unless the computer an employee is using is not connected to TCS's network.

Files obtained from sources outside TCS including disks brought from home; including files downloaded from the Internet, news groups, bulletin boards, or other online services; files attached

to email; and files provided by customers or vendors, may contain dangerous computer viruses that may damage TCS's computer network. Employees should never download files from the Internet, accept email attachments from outsiders, or use disks from non-TCS sources, without first scanning the material with TCS approved virus checking software. If an employee suspects that a virus has been introduced into TCS network, notify technology personnel immediately.

Violations of this Policy

Violations of this policy will be taken seriously and may result in disciplinary action, including possible termination, and civil and criminal liability.

Amendment and Modification of this Policy

TCS reserves the right to modify this policy at any time, with or without notice. TCS may require employees to acknowledge and comply with a separate Acceptable Use Policy for Internet and Network Resources, which shall control in the event of a conflict.

SOCIAL MEDIA POLICY

TCS has adopted the following policy with regard to employees' behavior on social networking sites including but not limited to Facebook, Twitter, LinkedIn, Pinterest, Instagram, Snapchat and YouTube. If an employee wishes to use networking protocols or set up a social media site as a part of the educational process, they must work with the School's administrators and technology staff to identify and use a restricted, School-endorsed networking platform. Such sites will be the property of the School, and the School will have unrestricted access to and control of such sites.

Employees shall not accept students as friends on any personal social networking sites and are to decline any student-initiated friend requests. Teachers are not to initiate "friendships" with students or parents. Employees must delete any students already on their "friends" list immediately.

With regard to social networking content, employees should not use commentary deemed to be defamatory, obscene, proprietary, or libelous with regard to any School-related business or policy, employee, student, or parent. Additionally, employees should exercise caution with regards to exaggeration, obscenity, copyrighted materials, legal conclusions, and derogatory remarks or characterizations. Employees should weigh whether a particular posting puts his/her effectiveness as a School employee at risk. TCS encourages employees to post only what they want the world to see. Employees must imagine that students, their parents, or administrators will visit their site as most information is available to the general public even after it is removed from the site. Employees may not discuss students nor post images that include students.

Due to security risks, employees must be cautious when installing the external applications that work with the social networking site. At a minimum, it is recommended that all employees should have all privacy settings set to "Only Friends". The settings "Friends of Friends" and "Networks and Friends" open their content to a large group of unknown people, including students.

Personal or Professional Blogs

If an employee develops a website or writing a blog that will mention TCS, they must identify that they are an employee of the organization and that the views expressed on the blog or web site are theirs alone and do not represent the views of TCS. Unless given permission by the Executive Director, employees are not authorized to speak on behalf of TCS or to represent that they do so. If an employee is developing a site or writing a blog that will mention TCS, as a courtesy to the organization, please let the Executive Director know in advance of publication. The Executive Director may choose to visit an employee's blog or social networking site from time to time.

Employees may not share information that is confidential and proprietary with regard to TCS. This includes, but is not limited to, information about curriculum, School dynamics, School programs, future goals, or current challenges within the organization. These are given as examples only and do not cover the range of what TCS considers confidential and proprietary. If employees have any questions about whether information has been released publicly or doubts of any kind, they should speak with the Executive Director or Principal.

When writing a blog or participating in any other social networking site, employees should speak respectfully about TCS and our current and potential employees, students, parents, and competitors. Name-calling or behavior that will reflect negatively on the organization's reputation is discouraged. Note that the use of copyrighted materials, unfounded, harassing, libelous, or derogatory statements, or misrepresentation is not viewed favorably by TCS and can result in disciplinary action, up to, and including termination.

All employees who engage in social networking may be legally liable for anything he/she writes or presents online. Employees can be disciplined, if appropriate, by TCS for commentary, content, or images that are defamatory, pornographic, proprietary, harassing, libelous, or that can create a hostile work environment.

This policy should not be construed, and will not be applied, in a manner that violates employee rights under applicable law.

Employees may not comment on a student's blog or a student's other social networking commentaries.

Employees may not use trade names, or logos belonging to the School without express written permission of the Executive Director.

Failure to comply with TCS's social media policy will result in disciplinary action, up to, and including, immediate termination.

EQUIPMENT POLICY

TCS attempts to provide all staff members with the equipment and supplies needed to do their job. Providing equipment is a great expense to the School. It is expected that everyone will protect and care for all equipment and supplies issued to them. Staff members are responsible for the cost of lost, stolen, or broken items issued to them including: keys, textbooks, teacher guides, laptops, and any other equipment that may be assigned to them if the loss is due to willful misconduct or gross negligence.

Laptop Computers

Each staff member assigned a laptop for professional use shall be required to sign a laptop Agreement Form and will be charged for any damages, loss or theft to the laptop caused by willful misconduct or gross negligence.

Although issued to an individual employee, all computing devices are considered the personal property of the primary organizational unit to which the receiving employee belongs and shall be returned upon termination of employment with the School, after reassignment of job duties or immediately upon request at any time by an official of the School.

Employees are expected to take all appropriate measures and precautions to prevent the loss, theft, damage and/or unauthorized use of such equipment. Such precautions shall include, but not be limited to the following:

- Keep the computing device in a locked and secured environment when not being used;
- Do not leave the computing device for prolonged periods of time in a vehicle, especially in extreme temperatures;
- Keep food and drinks away from all computing devices and work areas;
- Do not leave the computing device unattended at any time in an unsecured location (e.g., an unlocked empty office); and
- Keep the computing device in sight at all times while in public places, such as public transportation, airports, restaurants, etc. Should an employee's computing device be lost or stolen, the employee must:
 - o Immediately report the incident to his/her immediate supervisor and IT;
 - Obtain an official police report documenting the theft or loss; and
 - o Provide a copy of the police report to his/her immediate supervisor and IT.

If the employee fails to adhere to these procedures, the employee may be held legally and financially responsible to the School for the replacement of such equipment.

The School is under no legal, financial or other obligation to provide for a replacement computing device to any employee whose device is lost, stolen or damaged.

There is no expectation of privacy in School equipment. The School may add security and other tracking technology to any and all computing devices issued by it and any and all such usage is subject to management review, monitoring, and auditing by the School. Other audits may be performed on the usage and internal controls as deemed necessary.

Non-compliance with any policies or procedures regarding Employee Computers and Portable Computing Devices issued by the School will result in appropriate disciplinary action and/or reimbursement of any and all costs to the School.

CELL PHONE POLICY

Personal cell phone use is not permitted while employees are working. Cell phones should be turned off and stored with an employee's other personal belongings while they are working.

If an employee is required to perform business on a cell phone for TCS while driving, they must utilize the hands-free option on the cell phone or a headset/earpiece device. Sending, writing, or

reading text based communications on a cell phone while driving a vehicle to conduct School business is prohibited. Text based communications include, but are not limited to, text messages, instant messages, and email.

If an employee is assigned a School cell phone to conduct School business, they must notify their supervisor if the cell phone is misplaced, stolen, or damaged. Personal calls, received or placed, are not allowed on School cell phones.

Telephone Calls and Texting

While at work and during staff meetings, undivided attention is expected is expected of all employees. Cell phones, texting, and pagers are not allowed so that the activities or discussion are not disturbed. Employees should wait to make personal phone calls during breaks.

NO SOLICITATION/DISTRIBUTION POLICY

In order to minimize non-work-related activities that could interfere with providing quality education, teamwork, and safety, TCS has established the following policy concerning solicitation and the distribution of written materials other than those directly related to the School's business. Non-employees may not solicit or distribute written materials of any kind at any time on premises that are owned, leased, operated, managed, or controlled by TCS.

Employees may not solicit other employees during the workday when either the person doing the solicitation or the person being solicited is engaged in or required to be performing work tasks.

Employees may not distribute written materials of any kind during the workday when either the distributing employee or the employee receiving the materials is engaged in or required to be performing work tasks.

Additionally, distribution of written materials of any kind by TCS employees is prohibited at all times in all working areas on School premises.

Employees may solicit other employees when both parties are on non-work time. Employees may distribute written materials in non-work areas during non-work time.

The sole exceptions to this policy are charitable and community activities supported and approved by TCS.

School bulletin boards are the only areas where any merchandise or notices may be placed. Such items must meet the guidelines established by the School. TCS must approve any postings prior to posting.

TCS reserves the right to discontinue any solicitation or distribution if the activities become disruptive to employees or the efficient operation of the School's business.

Employees are required to leave School premises and other work areas at the completion of their workday. Employees are not permitted to enter or remain on School premises or work areas unless the employee is on duty, scheduled for work, coming to or departing from scheduled work, or otherwise has specific authorization from their supervisor.

Definitions

School "premises": property owned, leased, operated, managed, or controlled by the School, including buildings, parking lots, and play areas that the School has the right to use exclusively or in common with others, vehicles owned or operated by the School.

Work time: any time when employees are engaged in or required to be performing work tasks. Work time does not include break periods, meal times, or other periods during the workday when employees are properly not engaged in performing their work tasks.

Work areas: all areas controlled by the School where employees are performing work, except cafeterias, employee break areas, and parking lots (non-work areas).

Employee Responsibility

If an employee needs to solicit and/or distribute materials on School premises, it must be in compliance with this policy. If employees have questions, they should talk with the Principal. If solicitation or distribution is conducted within the parameters of this policy, the manner of activities must not harass or intimidate other employees. If employees are subjected to such behavior at any time, they should report the activity to their supervisor. If solicitation or distribution occurs while an employee is working, the employee should report the activity to their supervisor.

ANTI-NEPOTISM POLICY

Policy Statement

It is the policy of TCS to avoid Nepotism, which means to avoid creating or maintaining circumstances in which the appearance or possibility of favoritism, conflicts of interest, or management disruptions exist due to a relationship between a TCS decision-maker and his or her Family Member. This policy is to ensure effective supervision, internal discipline, security, safety, and positive morale in the workplace and to avoid the potential for problems of actual or perceived favoritism, conflicts in loyalty, discrimination, and appearances of impropriety or conflict of interest. This policy applies to all TCS Board members, employees, individual consultants hired or retained by TCS, and School Services Providers hired or retained by TCS.

Relationships between TCS Board members, employees, consultants, or School Services Providers are permissible under the following circumstances:

- (a) Family Members of TCS Board members, employees, individual consultants, or School Services Providers shall not be hired for or retained in an employment position if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other.
- (b) Any time a Board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not result in an adverse impact on work productivity or performance. The determination of whether there is an adverse impact shall be in the discretion of the supervisor(s) of the employee(s), consultant(s), or

School Services Provider(s), or in the case of a board member, in the discretion of the TCS board of directors.

(c) Any time a Board member, employee, individual consultant, or School Services Provider is a Family Member of another, the relationship shall not create an actual conflict of interest under the law, and shall not create a detrimental perceived conflict of interest. The determination of whether there is a detrimental perceived conflict of interest shall be in the discretion of the supervisor(s) of the employee(s), consultant(s) or School Services Provider(s), or in the case of a Board member, in the discretion of the TCS Board of Directors.

Definitions

"Family Members" include an employee's parent, child (natural, adopted, or legal guardianship), spouse, domestic partner, brother, sister, grandparent, grandchild, step-relationships within the preceding categories, brother-in-law, sister-in-law, son-in-law, daughter-in-law and father-in-law. "Nepotism" describes a work-related situation in which there is the potential for favoritism toward a Family Member (such as giving a job, promotion, biased performance reviews, or more favorable working conditions) on the basis of the familial relationship.

"School Services Provider" shall mean any provider of school services to TCS, and in the case of an organization shall mean be the responsible individual at such organization that provides school services to TCS.

Procedures

When a Family Member of a current TCS Board member, employee, individual consultant, or School Services Provider applies to become a board member or employee, or requests to be a consultant or School Services Provider, the Family Member's application/request must be denied if a conflict under this policy exists (*e.g.*, if one Family Member would have the authority or be in a position to directly supervise, hire, or discharge the other). Special circumstances may be reviewed by the Board in the event that TCS's best interests would be served otherwise.

When a Family Member of a current TCS Board member, employee, individual consultant, or School Services Provider applies for a transfer to a new employment position within TCS, the Family Member's application must be evaluated to determine whether a conflict under this policy exists. If a conflict exists, the application for transfer must either be denied or one of the Family Members must seek a position transfer to avoid the conflict, if any such opportunity exists. In the event that no such opportunity exists, the application for transfer must be denied.

In implementing this policy, it is permissible to ask an applicant, potential consultant, or School Services Provider to state whether he or she has a Family Member who is presently employed by or on the board of TCS, but such information may not be used as a basis for an employment decision except as stated herein.

When a relationship that creates a conflict with this policy occurs during employment, TCS will attempt to arrange a transfer or change in position/duties to eliminate the conflict. If a suitable transfer/change in position/duties is not available, one of the employees may be separated from service. Every attempt will be made to effect transfer or separation on the basis of agreement

between the employees involved and TCS. If a mutual agreement is unattainable, the Board will determine, in TCS's best interest, which employee is to be transferred or separated.

Responsibilities

The Executive Director or designee shall coordinate with the current employee's direct supervisor to develop appropriate plans to ensure that a Family Member's employment does not conflict with this policy. If the situation cannot be resolved by a transfer, then the Executive Director or designee will deny the application for employment. Special circumstances may be reviewed by the Board in the event that TCS's best interests would be served by the employment of a Family Member.

The Executive Director or designee shall investigate reports of Nepotism and take appropriate action. Employees are required to disclose changes in their personal situations to the Executive Director or designee which may be covered by this policy. Supervisors may inquire about the family relationship between employees to determine the appropriateness of the working relationship under this policy. The Board shall make the final determination concerning potential conflicts with this policy involving the Executive Director.

BUILDING SECURITY/SCHOOL KEYS

All employees who are issued keys to any building or office are responsible for their safekeeping. Employees will be assigned all appropriate building keys needed to conduct their daily job responsibilities. Employees are responsible for all keys to which they are assigned. Duplication of any School key is not allowed and is strictly prohibited. It is against TCS policy for employees to loan or distribute their assigned keys to another employee or non-employee of the School. If an employee's school keys are lost, misplaced, destroyed, or stolen, they must report it immediately to the Executive Director.

The last employee, or a designated employee, who leaves the office and /or the school site at the end of the business day assumes the responsibility to ensure that all doors are securely locked, the alarm system is armed, thermostats are set on appropriate evening and/or weekend setting, and all appliances and lights are turned off with exception of the lights normally left on for security purposes. Employees are not allowed on school property before or after regular business hours without prior authorization.

INTERNAL INVESTIGATIONS AND SEARCHES

From time to time TCS may conduct internal investigations pertaining to security, auditing, or work-related matters. Employees are required to cooperate fully with and assist in these investigations if required to do so.

In TCS's discretion, employees' work areas (i.e. desks, file cabinets, lockers, etc.) may be subject to a search without notice. Employees are required to cooperate. Because even a routine search for TCS property might result in the discovery of an employee's personal possessions, all employees are encouraged to refrain from bringing into the workplace any item of personal property that they do not wish to reveal to TCS. TCS will generally try to obtain an employee's consent before conducting a search of work areas, but it may not always be able to do so. Employees have no expectation of privacy in their work areas.

VIOLENCE IN THE WORKPLACE

TCS has adopted a policy prohibiting workplace violence. Consistent with this policy, acts or threats of physical violence, including intimidation, harassment, bullying, and/or coercion, which involve or affect TCS or which occur on TCS property will not be tolerated. Examples of workplace violence include, but are not limited to, the following:

- All threats or acts of violence occurring on TCS premises, regardless of the relationship between TCS and the parties involved
- All threats or acts of violence occurring off TCS premises involving someone who is acting in the capacity of a representative of TCS

Specific examples of conduct, which may be considered threats or acts of violence, include, but are not limited to, the following:

- Hitting or shoving an individual
- Threatening an individual or his/her family, friends, associates, or property with harm
- Intentional destruction or threatening to destroy TCS property
- Making harassing or threatening phone calls
- Harassing surveillance or stalking (following or watching someone)
- Unauthorized possession or inappropriate use of firearms or weapons

TCS's prohibition against threats and acts of violence applies to all persons involved in TCS's operation, including but not limited to all personnel, contract, unpaid interns, volunteers and temporary workers, and anyone else, including parents on TCS property. Violations of this policy by any individual on TCS property will lead to disciplinary action, up to and including termination and/or legal action as appropriate. All employees are encouraged to report incidents of threats or acts of physical violence of which they are aware to their supervisors or to the Executive Director or Principal.

If an employee becomes aware of an imminent act of violence, a threat of imminent violence, or actual violence, emergency assistance must be sought immediately. In such situations, the employee should contact the law enforcement authorities by dialing 911. Immediately after contacting the law enforcement authorities, the employee must report the matter to the Executive Director.

There will be no retaliation against any employee who brings a complaint in good faith under the Violence in the Workplace Policy or who honestly assists in investigating such a complaint, even if the investigation produces insufficient evidence that there has been a violation, or if the charges cannot be proven. However, disciplinary action may be taken against employees who, in bad faith, make false or frivolous accusations.

SECTION 9 – STANDARDS OF CONDUCT

PERSONAL STANDARDS

Each employee must be neatly groomed and wear clothing that is professional and appropriate for the employee's position. The Executive Director or immediate supervisor will inform employees of any special clothing requirements. Employees will not be permitted to wear clothing or otherwise present an appearance that may cause disruption, be taken as offensive, or reduce productivity.

Employees should consult their immediate supervisor if they have any questions regarding appropriate attire.

PROFESSIONAL BOUNDARIES: STAFF/STUDENT INTERACTIONS

TCS recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest and most learning-conducive environment possible.

Corporal Punishment

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of, or willfully causing the infliction of, physical pain on a student.

For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to property.

For clarification purposes, the following examples are offered for direction and guidance of School personnel:

- A. Examples of PERMITTED actions (NOT corporal punishment)
 - 1. Stopping a student from fighting with another student;
 - 2. Preventing a pupil from committing an act of vandalism;
 - 3. Defending yourself from physical injury or assault by a student;
 - 4. Forcing a pupil to give up a weapon or dangerous object;
 - 5. Requiring an athletic team to participate in strenuous physical training activities designed to strengthen or condition team members or improve their coordination, agility, or physical skills;
 - 6. Engaging in group calisthenics, team drills, or other physical education or voluntary recreational activities.
- B. Examples of PROHIBITED actions (corporal punishment)
 - 1. Hitting, shoving, pushing, or physically restraining a student as a means of control;
 - 2. Making unruly students do push-ups, run laps, or perform other physical acts that cause pain or discomfort as a form of punishment;
 - 3. Paddling, swatting slapping, grabbing, pinching, kicking, or otherwise causing physical pain.

Acceptable and Unacceptable Staff/Student Behavior

This policy is intended to guide all School faculty and staff in conducting themselves in a way that reflects the high standards of behavior and professionalism required of school employees and to specify the boundaries between students and staff.

Although this policy gives specific, clear direction, it is each staff member's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues were standing next to me?"

Boundaries Defined

For the purposes of this policy the term "boundaries" is defined as acceptable professional behavior by staff members while interacting with a student. Trespassing beyond the boundaries of a student-teacher relationship is deemed an abuse of power and a betrayal of public trust.

Acceptable and Unacceptable Behavior

Some activities may seem innocent from a staff member's perspective, but some of these activities can be perceived as flirtation or sexual insinuation from a student or parental point of view. The purpose of the following lists of unacceptable and acceptable behaviors is not to restrain innocent, positive relationships between staff and students, but to prevent relationships that could lead to, or may be perceived as, inappropriate or sexual misconduct.

Staff members must understand their own responsibilities for ensuring they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for any required disciplinary purposes. Thus, it is critical that all employees study this policy thoroughly and apply its spirit and intent in their daily activities.

Unacceptable Behaviors

These lists, and any subsequent lists, are not meant to be all-inclusive, but rather illustrative of the types of behavior addressed by this policy.

- Giving gifts to an individual student that are of a personal and intimate nature
- Kissing of ANY kind
- Any type of unnecessary physical contact with a student in a private situation
- Intentionally being alone with a student away from school
- Making, or participating in, sexually inappropriate comments
- Sexual jokes, or jokes/comments with sexual overtones or double-entendres
- Seeking emotional involvement (which can include intimate attachment) with a student beyond the normative care and concern required of an educator
- Listening to or telling stories that are sexually oriented
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding

- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Giving students a ride to/from school or school activities without parental permission
- Being alone in a room with a student at school with the door closed
- Allowing students in your home without signed parental permission for a pre-planned and pre-communicated educational activity which must include another educator, parent, or other responsible adult
- Remarks about the physical attributes or physiological development of anyone
- Excessive attention toward a particular student
- Sending emails, text messages, Facebook responses, or letters to students if the content is not about school activities

Acceptable and Recommended Behaviors

- Obtaining parent's written consent for any school activity (exclusive of tutorials)
- Obtaining formal approval (site and parental) to take students off school property for activities such as field trips or competitions
- Emails, text-messages, phone conversations, and other communications to and with students, if permitted, must be professional and pertain to school activities or classes (communication should be initiated via school-based technology and equipment)
- Keeping the door open when alone with a student
- Keeping reasonable and appropriate space between you and the student
- Stopping and correcting students if they cross your own personal boundaries
- Keeping parents informed when a significant issue develops about a student
- Keeping after-class discussions with a student professional and brief
- Immediately asking for advice from senior-staff or administration if you find yourself in a difficult situation related to boundaries
- Involving your supervisor in discussion about boundaries that have the potential to become more severe (including but not limited to: grooming or other red flag behaviors observed in colleagues, written material that is disturbing, or a student's fixation on an adult)
- Making detailed notes about an incident that in your best judgment could evolve into a more serious situation later
- Recognizing the responsibility to stop unacceptable behavior of students and/or co-workers
- Asking another staff member to be present, or within close supervisory distance, when you must be alone with a student after regular school hours
- Prioritizing professional behavior during all moments of student contact
- Asking yourself if any of your actions, which are contrary to these provisions, are worth sacrificing your job and career

Reporting

When any staff member becomes aware of another staff member, volunteer, guest or vendor having crossed the boundaries specified in this policy, or has a reasonable suspicion of misconduct, he or she must report the suspicion to their immediate supervisor, Principal or the Executive Director promptly. Reasonable suspicion means it is based on facts which would lead a reasonable person to believe the conduct occurred. Prompt reporting is essential to protect students, the suspected staff member, any witnesses, and the School as a whole. Employees must also report to the administration any awareness of, or concern about, student behavior that crosses boundaries, or any situation in which a student appears to be at risk for sexual abuse.

Investigating

The School will promptly investigate and document the investigation of any allegation of sexual misconduct or inappropriate behavior, using such support staff or outside assistance, as it deems necessary and appropriate under the circumstances. Throughout this fact-finding process, the investigating administrator, and all other privy to the investigation, shall protect the privacy interests of any affected student(s) and/or staff member(s) including any potential witnesses, as much as possible.

Consequences

Staff members who have violated this policy will be subject to appropriate disciplinary action, and where appropriate, will be reported to authorities for potential legal action.

STAKEHOLDER AND PUBLIC RELATIONS

The School's image in front of students, parents (i.e. our "stakeholders") and the general public is critical to our success. All employees are expected to be prompt, polite, courteous and attentive to our customers and the public. It is possible an employee may come into contact with a dissatisfied or hostile individual based on the nature of the employee's work. If this happens, employees must immediately notify their supervisor, Principal or the Executive Director. TCS will absolutely not tolerate conduct toward School stakeholders or the general public that might be interpreted as unlawful discrimination or harassment. The Principal will open and investigation into the instance and document any findings. After the investigation has concluded the report and the findings will be filed with the Principal. If an employee witnesses conduct in violation of this policy, they should immediately bring it to the attention of their supervisor or the Executive Director.

PROHIBITED CONDUCT

The following is a list of conduct that is prohibited and will not be tolerated by the School. This list of prohibited conduct is illustrative only and applies to all employees of the School; other types of conduct that threaten security, personal safety, employee welfare and the School's operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees of the School. If an employee is working under a contract with the School which grants procedural rights prior to termination, the procedural terms in the contract shall apply.

- Falsification of employment records, employment information, or other School records.
- Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
- Recording the work time of another employee or allowing any other employee to record your work time, or allowing falsification of any time card, either your own or another's.
- Theft, deliberate or careless damage, or loss of any School property or the property of any employee or customer.
- Provoking a fight or fighting during working hours or on School property.

- Participating in horseplay or practical jokes on School time or on School premises where such conduct might be a safety risk or might be interpreted as offensive.
- Using or possessing firearms or any other dangerous weapons or explosives of any kind on School premises at any time or while acting on behalf of the School.
- Violation of the Substance and Alcohol policy.
- Violations of the unlawful harassment/discrimination/retaliation policy.
- Insubordination, including but not limited to, failure or refusal to obey the orders or instructions of a supervisor or member of administration, or the use of abusive or threatening or abusive language toward a supervisor or member of administration.
- Inefficiency including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
- Unreported absence on scheduled workdays unless otherwise excused.
- Excessive tardiness or absenteeism unless otherwise excused.
- Unauthorized use of School equipment, time, materials, facilities, or the School name.
- Sleeping or malingering on the job.
- Failure to observe working schedules, including the required rest and meal periods.
- Soliciting other employees for membership, funds, or other similar activity in connection with any outside organization during your working time or the working time of the employee(s) solicited. Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on School property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
- Distributing unauthorized literature or any written or printed material during working time or in work areas ("Working time" does not include your meal and break periods).
- Posting any notices on School premises without prior written approval of management, unless posting is on a School bulletin board designated for employee postings.
- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Failure to timely notify your supervisor when you are unable to report to work.
- Failure of an employee to obtain permission to leave work for any reason during normal working hours.
- Abuse of sick leave.
- Violation of the Communications Policy.
- Failure to provide a physician's certificate when requested or required to do so.
- Violating the School's Personal Standards or dress code.
- Breaching confidentiality.
- Making derogatory racial, ethnic, religious, or inappropriate remarks or gestures; any violation of the Equal Employment Opportunity policy; or using profane or abusive language at any time on School premises or during working hours.
- Violation of any safety, health, security, or School rule.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Negligence or other conduct leading to the endangerment of harm of a child or children.
- Working overtime without authorization or refusing to work assigned overtime.
- Unsatisfactory job performance.

- Willfully or maliciously making false statements regarding any co-worker or submitting a complaint known to be false.
- Gambling on School premises.
- Immoral or indecent conduct.
- Conviction of a criminal act.
- Engaging in sabotage or espionage (industrial or otherwise).
- Any other conduct detrimental to other employees or the School's interests or its efficient operations.
- Refusal to speak to supervisors or other employees.
- Dishonesty.
- Failure to possess or maintain the credential/certificate required of the position.

OFF-DUTY CONDUCT

While the School does not seek to interfere with the off-duty and personal conduct of its employees, certain types of off-duty conduct may interfere with the School's legitimate business interests. For this reason, employees are expected to conduct their personal affairs in a manner that does not adversely affect the School or its own integrity, reputation, or credibility. Illegal or immoral off-duty conduct by an employee that adversely affects the School's legitimate business interests or the employee's ability to perform his or her work will not be tolerated.

While employed by the School, employees are expected to devote their energies to their jobs with the School. For this reason, second jobs are strongly discouraged. The following types of additional employment elsewhere are strictly prohibited:

- Additional employment that conflicts with an employee's work schedule, duties, and responsibilities at our School.
- Additional employment that creates a conflict of interest or is incompatible with the employee's position with our School.
- Additional employment that impairs or has a detrimental effect on the employee's work performance with our School.
- Additional employment that requires the employee to conduct work or related activities on the School's property during the employer's working hours or using our School's facilities and/or equipment; and
- Additional employment that directly or indirectly competes with the business or the interests of our School.

Employees who wish to engage in additional employment that may create a real or apparent conflict of interest must submit a written request to the School explaining the details of the additional employment. If the additional employment is authorized, the School assumes no responsibility for it. TCS shall not provide workers' compensation coverage or any other benefit for injuries occurring from or arising out of additional employment. Authorization to engage in additional employment can be revoked at any time. Full-time employees must devote their full professional effort to their position at TCS. If any employee wishes to participate in outside work activities, they are required to obtain written approval from the Executive Director prior to starting those activities. Approval will be granted unless the activity conflicts with TCS's interests. In general, outside work activities are not allowed when they:

• Prevent an employee from performing work for which they are employed at TCS.

- Involve organizations that are doing or seek to do business with TCS including actual or potential vendors.
- Violate provisions of law or TCS policies or rules.
- When the employee is on a medical leave (FMLA/CFRA/PDL or any other medical leave).

Employees' obligations to TCS must be given priority. Full-time employees are hired and continue employment with the understanding that TCS is their primary employer and that other employment, commercial involvement or volunteer activity that is in conflict with the business interests of the school is strictly prohibited.

EXPENSE REIMBURSEMENT POLICY

TCS will reimburse employees for certain reasonably necessary business expenses incurred in the furtherance of TCS business. In order to be eligible for reimbursement, employees must follow the protocol set forth in the School's relevant fiscal and accounting policies and procedures. In general, the immediate supervisor must have previously approved all expenses, prior to the employee spending money. All receipts pertaining to the reimbursement must be original and detailed, and should be submitted to the appropriate supervisor for review and approval, prior to submission for final approval and payment.

POLICY PROHIBITING THE PROVISION OF FUNDS OR OTHER THINGS OF VALUE TO STUDENTS AND STAKEHOLDERS

Policy Statement

It is the policy of TCS that employees shall not provide any funds or thing of value to any student or his or her parent or guardian. TCS does not and shall not provide, for example, "sign up bonuses" to parents or guardians or other incentives unrelated to education.

Additionally, a student, parent or guardian shall not use his or her status as a student, parent or guardian with TCS in order to obtain funds or thing of value from TCS. For example, this policy prohibits an individual from utilizing his or her status as a parent or guardian to obtain a vendor contract with TCS for compensation. It also prohibits an individual from utilizing his or her status as a parent or guardian to refer or encourage any students enrolled in TCS, or their parents or guardians, to select that individual or his or her company or another provider of services, in connection with the student's education at TCS, resulting in the individual's receipt of funds or thing of value from TCS.

Procedures

The prior approval of the Executive Director or his or her designee must be obtained for any of the following in order to ensure that it does not conflict with this policy:

- 1. Any funds or thing of value provided to a student, parent or guardian which has not previously been approved. This applies in any situation in which a student, parent or guardian would any funds or thing of value, whether in their capacity as a student, parent, guardian, vendor, service provider or other circumstance.
- 2. Any proposed incentive to be offered to students or parents.

In requesting approval, the educational purpose of any such funds, thing of value or incentive must be provided to the Executive Director or his or her designee.

SECTION 10 – SAFETY

SUBSTANCE AND ALCOHOL POLICY

It is the intent of TCS to promote a safe, healthy and productive work environment for all employees. The School recognizes that the illegal and/or excessive use of drugs and/or alcohol is not conducive to safe working conditions, employees' health, efficient operations, or School success.

For purposes of this policy, "illegal drugs" includes, but is not limited to, substances that are prohibited by law (such as cocaine, heroin, etc.), controlled substances, marijuana (including medicinal marijuana and marijuana vaping or other recreational marijuana use), and prescription drugs (if they are not prescribed for the person using them and/or not being used as prescribed). "Drug paraphernalia" means any accessory for the use, possession, manufacture, distribution, dispensation, purchase, or sale of illegal drugs. "Under the influence" means that the employee is affected by alcohol, prescription medication that impairs cognitive or physical functions, and/or illegal drugs in any detectable manner.

The School complies with all Federal and State regulations regarding drug use while on the job. This policy prohibits the following:

- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol during working hours, including meal and break periods, or in the presence of pupils;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol on School property at any time;
- Use, possession, purchase, or offer for sale of illegal drugs, drug paraphernalia, or alcohol while attending a School function or event:
- Storing alcohol (if unauthorized), illegal drugs, or drug paraphernalia in a locker, desk, automobile, or other repository on the School's premises:
- Refusing to submit to an inspection or testing when requested by administration:
- Being under the influence of illegal drugs, prescription medication that impairs cognitive or physical functions and/or alcohol during working hours, while on the School's premises and/or attending a School function or event.

Employees taking physician-prescribed medications, which impairs the employee's job performance, (including medical prescribed marijuana) should not report to work. In addition, if an employee is required to take any kind of prescription or nonprescription medication that will affect their ability to perform their job, they are required to report this to the Principal. The Principal will determine if it is necessary to temporarily place the employee on another assignment or take other action as appropriate to protect the employee's safety and the safety of other employees and students. Employees taking physician-prescribed medication which will not impair their job performance may be required to present a statement from the prescribing physician to the employee's supervisor indicating the duration of the prescription and stating that the use of the prescription will not impair the employee's ability to perform his or her specific job duties. This policy does not require or request the prescribing physician or the employee to identify any prescription drug or the medical condition for which it is prescribed. No employee shall use or have in his or her possession on the School premises any prescription medication other than medications currently prescribed by a physician for the employee.

This policy will not be construed to prohibit the use of alcohol at social or business functions. However, employees must remember their obligation to conduct themselves appropriately at all times while at School-sponsored functions or while representing the School.

The School may at times conduct unannounced searches of School property for alcohol, illegal drugs, drug paraphernalia, and/or unauthorized controlled substances or to ensure compliance with any other School-related policy. This may include desks, storage areas and rooms normally used to store employees' personal property. As a result, employees do not have an expectation of privacy in this regard.

Violation of this Substance and Alcohol Policy may result in disciplinary action, up to and including termination, at the School's sole discretion.

Employees should be aware that participation in a rehabilitation program will not necessarily prevent the imposition of disciplinary action, including termination, for violation of this policy. Employees who undergo voluntary counseling or treatment and who continue to work, if any, must meet all established standards of conduct and job performance.

Compliance with this Substance and Alcohol Policy is a condition of employment at the School. Failure or refusal of an employee to cooperate fully, sign any required document, submit to any inspection, or follow any prescribed course of substance abuse treatment will result in discipline, up to and including termination.

Because the use, sale, purchase, possession, or furnishing of an illegally obtained substance is a violation of the law, the School may report such illegal drug activities to an appropriate law enforcement agency.

The School may require a test by intoxicator, blood test, urinalysis, medical examination of those persons whom the School reasonably suspects of using, possessing, or being under the influence of a drug or alcohol or is acting in such manner that they may harm themselves or another employee.

Any refusal to submit to such testing will be considered a positive screen. An employee's consent to submit to such a test is required as a condition of employment, and an employee's refusal to consent may result in disciplinary action, including termination for a first refusal or any subsequent refusal. The School shall determine the manner in which such testing is conducted with the goal being to ensure that the test results are accurate.

Such a test may be required of employees involved in any work-related accident or unsafe practice where the safety of the employee of other employees was jeopardized. Periodic retesting may also be required following positive test results or after any violation of this policy or rehabilitation.

SMOKING

All School buildings and facilities are non-smoking facilities. This includes nicotine and non-nicotine cigarettes including (herbal cigarettes) as well as e-cigarettes, vaping and/or pipes (both tobacco and marijuana products). Smoking is prohibited within twenty (20) feet of a school building and within twenty-five (25) feet of a school playground or event location.

SECURITY

All employees are responsible for helping to maintain a secure workplace. Be aware of persons loitering for no apparent reason. All staff are expected to question any unknown person seen in the workplace who does not have a visitor's pass. If an employee is leaving late at night or is in any other situation that presents a security concern or results in the employee feeling uncomfortable, please seek the assistance of the Executive Director, other employees, or call 911. Report any suspicious persons or activities to the Executive Director. Never attempt to force an individual to leave the workplace if s/he is uncooperative. Employees should immediately contact their supervisor or school administrators for assistance or call 911. Employees must secure their desk or work area at the end of the day or when called away from their work area for an extended length of time, and not leave valuable and/or personal articles that may be accessible in or around their work area. Employees shall not use their cell phone or similar device to engage in any form of audio or video recording on school property without the prior written approval of the Executive Director and the written consent of the individual being recorded. Please report any problems with our security systems to the Executive Director.

PARKED VEHICLES

Employees are responsible for their own parked vehicles and the personal possessions within while parked on TCS property or while performing work away from TCS property. Employees should be cautious and keep School property and/or personal possessions out of sight and lock their cars. Insuring vehicles and personal property against loss and damage is recommended for an employee's own protection.

PERSONAL AUTOMOBILE

Employees who use their own automobiles for travel on authorized School business will be reimbursed for mileage at the rate established by the Internal Revenue Services and in accordance with the School's reimbursement policies. Employee must have prior approval from their supervisor for the use of personal vehicles and must carry, at their own expense, the minimum insurance coverage for property damage and public liability.

PERSONAL PROPERTY

TCS cannot be responsible and will assume no liability for any loss or damage to employee personal property resulting from theft, fire, or any other cause on TCS's premises, including the parking area, or away from school property while on school business. TCS employees are prohibited from using personal property for work-related purposes unless approved in advance by the Executive Director.

SAFETY POLICY

TCS is firmly committed to maintaining a safe and healthy working environment. All employees of the School are expected to be safety conscious on the job at all times. All unsafe conditions or hazards should be corrected immediately. Employees must report all unsafe conditions or hazards to their supervisor and the Executive Director immediately, even if they believe they have corrected the problem. If an employee suspects a concealed danger is present on School premises, or in a product, facility, piece of equipment, process, or business practice for which the School is

responsible, they must bring it to the attention of their supervisor and the Executive Director immediately. Supervisors should arrange for the correction of any unsafe condition or concealed danger immediately and immediately contact the Executive Director regarding the problem.

All workplace injuries and illnesses must be immediately reported to a supervisor and the Principal.

TCS has in place a written Injury and Illness Prevention Program as required by law. Please contact the Principal for further information.

ERGONOMICS

TCS has invested in providing a work environment that is safe for all employees. To lessen the risk of ergonomic hazards, the School will make necessary adjustments to an individual's workstation, educate employees on ergonomic safety, and modify processes when deemed necessary to ensure the well-being and safety of our employees. Employees should report any ergonomic concerns to the Executive Director.

CHEMICAL EXPOSURE WARNING

Employees should be aware that work areas might contain chemicals known to the State of California to cause cancer or to cause birth defects or other reproductive harm. If employees have any questions or concerns about possible chemical exposure in their work area, they should contact the Executive Director.

SECTION 11 – TERMINATION OF EMPLOYMENT

VOLUNTARY RESIGNATION

TCS will consider an employee to have voluntarily resigned his or her employment if the employee does any of the following: (1) elects to resign from TCS; or (2) fails to report for work without notice to TCS for three consecutive work days. TCS requests that employees provide at least two (2) weeks written notice of a voluntary resignation. All TCS property must be returned immediately upon resigning employment. TCS retains the right to accept resignation immediately and pay the amount of straight time compensation an employee would have earned in lieu of further performance.

INVOLUNTARY TERMINATION

An employee may be terminated involuntarily for, among other reasons, poor performance, misconduct or other violations of TCS's Rules of Conduct as set forth herein. Notwithstanding the foregoing, or anything else contained in this handbook, TCS reserves the right to terminate any employee at any time, with or without advance notice and with or without cause.

EXIT INTERVIEWS

All employees who leave employment at TCS may be asked to take part in an exit interview with their supervisor to communicate their challenges and growth while employed at TCS. Information shared during an exit interview will be treated as confidential to the extent possible.

VERIFICATION AND REFERENCE POLICY

All requests for employment verification, references or personal information verification or disclosures must be directed to the Principal. Only the Principal or Executive Director are authorized to provide verifications or references, or disclose personal information, pertaining to current or former employees.

With respect to verification requests, TCS will disclose only the dates of employment and the title of the last position held. TCS will verify or disclose additional information about the employee only if the employee provides written authorization for TCS to provide the information. However, TCS will provide information about current or former employees as required by law or court order. TCS will not provide any letters of reference for current or former employees. Please refer all questions about this policy to the Principal.

SECTION 12 – INTERNAL COMPLAINT REVIEW

The purpose of the "Internal Complaint Review Policy" is to afford all employees of the School the opportunity to seek internal resolution of their work-related concerns. All employees have free access to the Executive Director or Board of Directors to express their work-related concerns.

Specific complaints of unlawful harassment, discrimination, and retaliation are addressed under the School's "Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation."

Internal Complaints

(Complaints by Employees Against Employees)

This section of the policy is for use when a School employee raises a complaint or concern about a co-worker.

If reasonably possible, internal complaints should be resolved at the lowest possible level, including attempts to discuss/resolve concerns with the immediate supervisor. However, in the event an informal resolution may not be achieved or is not appropriate, the following steps will be followed by the Executive Director or designee:

- 1. The complainant will bring the matter to the attention of the Executive Director as soon as possible after attempts to resolve the complaint with the immediate supervisor have failed or if not appropriate; and
- 2. The complainant will reduce his or her complaint to writing, indicating all known and relevant facts. The Executive Director or designee will then investigate the facts and provide a solution or explanation;
- 3. If the complaint is about the Executive Director, the complainant may file his or her complaint in a signed writing to the President of the School's Board of Directors, who will then confer with the Board and may conduct a fact-finding or authorize a third party investigator on behalf of the Board. The Board President or investigator will report his or her findings to the Board for review and action, if necessary.

This policy cannot guarantee that every problem will be resolved to the employee's satisfaction. However, the School values each employee's ability to express concerns and the need for resolution without fear of adverse consequence to employment.

Policy for Complaints Against Employees

(Complaints by Third Parties Against Employees)

This section of the policy is for use when a non-employee raises a complaint or concern about a School employee.

If complaints cannot be resolved informally, complainants may file a written complaint with the office of the Executive Director or Board President (if the complaint concerns the Executive Director) as soon as possible after the events that give rise to the complainant's concerns. The written complaint should set forth in detail the factual basis for the complaint.

In processing the complaint, Executive Director (or designee) shall abide by the following process:

- 1. The Executive Director or designee shall use his or her best efforts to talk with the parties identified in the complaint and to ascertain the facts relating to the complaint.
- 2. In the event that the Executive Director (or designee) finds that a complaint against an employee is valid, the Executive Director (or designee) may take appropriate disciplinary action against the employee. As appropriate, the Executive Director (or designee) may also simply counsel/reprimand employees as to their conduct without initiating formal disciplinary measures.
- 3. The Executive Director's (or designee's) decision relating to the complaint shall be final unless it is appealed to the Board of Directors. The decision of the Board shall be final.

General Requirements

- 1. Confidentiality: All complainants will be notified that information obtained from the complainants and thereafter gathered will be maintained in a manner as confidential as possible, but in some circumstances absolute confidentiality cannot be assured.
- 2. Non-Retaliation: All complainants will be advised that they will be protected against retaliation as a result of the filing of any complaints or participation in any complaint process.
- 3. Resolution: The Board (if a complaint is about the Executive Director) or the Executive Director or designee will investigate complaints appropriately under the circumstances and pursuant to the applicable procedures, and if necessary, take appropriate remedial measures to ensure effective resolution of any complaint.

APPENDIX A

HARASSMENT/DISCRIMINATION/RETALIATION COMPLAINT FORM

It is the policy of the School that all of its employees be free from harassment, discrimination, and retaliation. This form is provided for you to report what you believe to be harassment, discrimination, or retaliation so that the School may investigate and take appropriate disciplinary or other action when the facts show that there has been harassment, discrimination, or retaliation.

If you are an employee of the School, you may file this form with the Executive Director or Board President.

Please review the School's policies concerning harassment, discrimination, and retaliation for a definition of such unlawful conduct and a description of the types of conduct that are considered unlawful.

TCS will undertake every effort to handle the investigation of your complaint in a confidential manner. In that regard, the School will disclose the contents of your complaint only to those persons having a need to know. For example, to conduct its investigation, the School will need to disclose portions of your factual allegations to potential witnesses, including anyone you have identified as having knowledge of the facts on which you are basing your complaint, as well as the alleged offender.

In signing this form below, you authorize the School to disclose to others the information you have provided herein, and information you may provide in the future. Please note that the more detailed information you provide, the more likely it is that the School will be able to address your complaint to your satisfaction.

Charges of harassment, discrimination, and retaliation are taken very seriously by the School both because of the harm caused by such unlawful conduct, and because of the potential sanctions that may be taken against the offender. It is therefore very important that you report the facts as accurately and completely as possible and that you cooperate fully with the person or persons designated to investigate your complaint.

Your Name:	Date:
Date of Alleged Incident(s):	
Name of Person(s) you believe hara else:	ssed, or discriminated or retaliated against, you or someone
List any witnesses that were present:	
Where did the incident(s) occur?	

Please describe the events or conduct that are the bafactual detail as possible (i.e. specific statements; what verbal statements; what did you do to avoid the situation	at, if any, physical contact was involved; any
I acknowledge that I have read and that I understand School to disclose the information I have provi investigation.	•
I hereby certify that the information I have provide complete to the best of my knowledge and belief.	ed in this complaint is true and correct and
	Date:
Signature of Complainant	
Print Name	
Received by:	Date:

APPENDIX B

INTERNAL COMPLAINT FORM

Your Name:	Date:
Date of Alleged Incident(s):	
Name of Person(s) you have a complaint aga	inst:
List any witnesses that were present:	
Where did the incident(s) occur?	
detail as possible (i.e. specific statements;	re the basis of your complaint by providing as much factual what, if any, physical contact was involved; any verbal ation, etc.) (Attach additional pages, if needed):
its investigation. I hereby certify that the infe	information I have provided as it finds necessary in pursuing formation I have provided in this complaint is true and correct and belief. I further understand providing false information in up to and including termination.
	Date:
Signature of Complainant	
Print Name	
To be completed by School:	
Received by:	Date

Cover Sheet

Job Description for Director of School Compliance and Accountability

Section: IV. Operations

Item: B. Job Description for Director of School Compliance and Accountability

Purpose: Vote

Submitted by:

Related Material: Director of School Compliance and Accountability.pdf



Director of School Compliance and Accountability Job Description

Title of Position: Director of School Compliance and Accountability

Summary of Position:

The Director of School Compliance and Accountability provides leadership and management in the development of goals, plans, WASC related accountability, Charter renewal, Calpads accountability and the implementation of the accountability systems for The Cottonwood School in accordance with federal and state laws and guidelines. Data derived from these systems will guide policy decisions and result in continuous improvement in instruction. The position will monitor state requirements to maintain school compliance and manage all state deadlines.

Directly Responsible to: Executive Director

Calendar: Administrator

Pay Scale: Director

Calendar: 225 workdays

Staff Assigned: Certificated and Classified Special Education Employees

and other personnel as assigned

Duties and Responsibilities:

- Directs and manages the development of goals, plans, and the implementation of the accountability systems E
- Provides oversight for special programs and collects data and analyzes programs E
- Supports the design and implementation of the accountability systems to improve effectiveness instruction and efficiency of support services and operations **E**
- Manages the development of tools designed to measure compliance with the various schools' improvement objectives E
- Leads data analysis efforts by collecting and validating student and school level data and

- oversees the development of data measuring tools designed to gauge fulfillment of the various schools' educational goals and objectives **E**
- Supports various schools' leadership and staff improvement objectives
- Provides analysis and interpretation of federal, state, and local policies to ensure compliance with legal mandates E
- Communicates to school leaders, staff, and the public the internal accountability and evaluation systems including the SIS system and Calpads **E**
- Provides leadership in the reporting and publication of key performance indicators for the schools E
- Provides official school and student level data regarding academic progress to school boards, of directors, school leadership teams, key stakeholders, the public, and other audiences E
- Supervises and evaluates classified and certificated staff as assigned
- Develops, maintains, and monitors all assigned budgets and timelines
- Strives to improve leadership skills through self-initiated professional development activities
- Performs other duties as assigned

Qualifications:

- Minimum of 5 years of teaching experience
- Minimum of 3 years of administrative experience
- Experience/coursework specializing in educational research and data analysis
- Ability to stay organized in a fast-paced environment
- Comfortable with online/virtual meeting platforms including Google Hangouts, Blackboard,
 Zoom, etc.
- Knowledge of various learning modalities/educational philosophies
- Ability to be proactive and innovative
- Ability to build strong teams to meet performance goals
- Professional oral and written communication skills in English, including academic report writing
- Proficiency in Microsoft Office (Word, Excel, Outlook, PowerPoint), Google (docs, sheets, forms, drives), and data management environments
- Knowledge of federal and state laws and guidelines related to school accountability
- Experience working with directly with student information systems and data analysis systems
- Experience compiling and presenting reports to stakeholders

Education:

- Possess a valid California teaching credential and meet any other credential requirements
- Possess a valid California administrative services credential
- Possess a Bachelor's Degree or higher from an accredited college or university
- Preference given to an advanced degree in education, education administration, or related field

Physical Demands:

Occasionally sitting for extended periods of time

Frequently walking, standing, stooping, or bending

Variable hours

Physical agility and stamina (occasionally to frequently)

Occasionally lifting, pushing or pulling objects weighing up to 15 pounds, seldom weighing up to 30 lbs

Occasionally climbing, reaching overhead (above the shoulders), twisting, crouching or kneeling Dexterity of hands and fingers to operate a computer keyboard (occasionally to frequently) Continually listening and speaking to exchange information and make presentations

Physical Demands Frequency Definitions Based on an 8 hour day:

Never = 0%

Seldom = 1 - 10% (< 45 minutes)

Occasionally = 11 - 33% (up to 3.0 hours)

Frequently = 34 - 66% (up to 6 hours)

Continuously = 67 - 100% (> 6 hours)

Right to Revise:

This job description is not meant to be all-inclusive and the School reserves the right to revise this job description as necessary without advance notice.

The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer without notice

E = Essential

Cover Sheet

Uniform Complaint Policy and Procedures

Section: IV. Operations

Item: C. Uniform Complaint Policy and Procedures

Purpose: Vote

Submitted by:

Related Material: UCP Policy 20-21 - Cottonwood.pdf



<u>Universal Complaint</u> <u>Uniform Complaint</u> <u>Policy and Procedures</u>

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The Cottonwood School ("Charter School") complies with applicable federal and state laws and regulations. Charter School is the local agency primarily responsible for compliance with federal and state laws and regulations governing educational programs. Pursuant to this policy, persons responsible for compliance and/or conducting investigations shall be knowledgeable about the laws and programs, which they are assigned to investigate. may otherwise specifically provide in other policies, these uniform complaint procedures (UCP) shall be used to investigate and resolve only the complaints specified in the Universal Complaint Board Policy.

Scope

This complaint procedure is adopted to provide a uniform system of complaint processing ("UCP") for the following types of complaints:

- 1. Complaints alleging unlawful discrimination, harassment, intimidation or bullying against any protected group on the basis of the actual or perceived characteristics of age, ancestry, color, mental disability, physical disability, ethnic group identification, immigration status, citizenship, gender expression, gender identity, gender, genetic information, nationality, national origin, race or ethnicity, religion, medical condition, marital status, sex, or sexual orientation, or on the basis of a person's association with a person or group with one or more of these actual or perceived characteristics in any Charter Schoolprogram or activity.
- 2. Complaints alleging a violation of state or federal law or regulation governing the following programs:
 - Accommodations for Pregnant, Parenting or Lactating Students;
 - Adult Education;
 - Career Technical and Technical Education;
 - Career Technical and Technical Training;
 - Child Care and Development Programs;
 - Consolidated Categorical Aid;
 - Education of Students in Foster Care, Students who are Homeless, former Juvenile
 Court Students now enrolled in a public school, Migratory Children and Children of
 Military Families;
 - Every Student Succeeds Act;
 - Migrant Education Programs;
 - Regional Occupational Centers and Programs; and/or
 - School Safety Plans.
- 3. Complaints alleging that a student enrolled in a public school was required to pay a pupil fee for participation in an educational activity as those terms are defined below.

- a. "Educational activity" means an activity offered by the charter school that constitutes an integral fundamental part of elementary and secondary education, including, but not limited to, curricular and extracurricular activities.
- b. "Pupil fee" means a fee, deposit or other charge imposed on students, or a student's parents/guardians, in violation of Education Code section 49011 and Section 5 of Article IX of the California Constitution, which require educational activities to be provided free of charge to all students without regard to their families' ability or willingness to pay fees or request special waivers, as provided for in *Hartzell v. Connell* (1984) 35 Cal.3d 899. A pupil fee includes, but is not limited to, all of the following:
 - i. A fee charged to a student as a condition for registering for school or classes, or as a condition for participation in a class or an extracurricular activity, regardless of whether the class or activity is elective or compulsory or is for credit.
 - ii. A security deposit, or other payment, that a student is required to make to obtain a lock, locker, book, class apparatus, musical instrument, uniform or other materials or equipment.
 - iii. A purchase that a student is required to make to obtain materials, supplies, equipment or uniforms associated with an educational activity.
- c. A pupil fees complaint and complaints regarding local control and accountability plans ("LCAP") only, may be filed anonymously (without an identifying signature), if the complaint provides evidence or information leading to evidence to support an allegation of noncompliance with Education Code sections 52060 52077, including an allegation of a violation of Education Code sections 47606.5 or 47607.3, as referenced in Education Code section 52075, regarding local control and accountability plans.
- d. If Charter School finds merit in a pupil fees complaint, or the California Department of Education ("CDE") finds merit in an appeal, Charter School shall provide a remedy to all affected students, parents/guardians that, where applicable, includes reasonable efforts by Charter School to ensure full reimbursement to all affected students and parents/guardians, subject to procedures established through regulations adopted by the state board.
- e. Nothing in this Policy shall be interpreted to prohibit solicitation of voluntary donations of funds or property, voluntary participation in fundraising activities, or Charter School and other entities from providing student prizes or other recognition for voluntarily participating in fundraising activities.

4. Complaints alleging noncompliance with the requirements governing the Local Control Funding Formula ("LCFF") or LCAP under Education Code sections 47606.5 and 47607.3, as applicable. If Charter School adopts a School Plan for Student Achievement in addition to its LCAP, complaints of noncompliance with the requirements of the School Plan for Student Achievement under Education Code sections 64000, 64001, 65000, and 65001 shall also fall under this Policy.

Complaints alleging noncompliance regarding child nutrition programs established pursuant to Education Code sections 49490-49590 are governed by Title 7, Code of Federal Regulations ("C.F.R.") sections 210.19(a)(4), 215.1(a), 220.13(c), 225.11(b), 226.6(n), and 250.15(d) and Title 5, California Code of Regulations ("C.C.R.") sections 15580 - 15584.

Complaints alleging noncompliance regarding special education programs established pursuant to Education Code sections 56000-56865 and 59000-59300 are governed by the procedures set forth in 5 C.C.R. sections 3200-3205 and 34 C.F.R. sections 300.151-300.153.

Charter School acknowledges and respects every individual's rights to privacy. Unlawful discrimination, harassment, intimidation or bullying complaints shall be investigated in a manner that protects (to the greatest extent reasonably possible and as permitted by law) confidentiality of the parties, including but not limited to the identity of the complainant, and maintains the integrity of the process. Charter School cannot guarantee anonymity of the complainant. This includes keeping the identity of the complainant confidential. However, Charter School will attempt to do so as appropriate. Charter School may find it necessary to disclose information regarding the complaint/complainant to the extent required by law or necessary to carry out the investigation or proceedings, as determined by the Executive Director or designee on a case-by-case basis. Charter School shall ensure that complainants are protected from retaliation.

The purpose of The Cottonwood School Governing Board approving this Universal Complaint Administrative Regulation is to accomplish the following:

Identify the Compliance Officers

Outline the Notification Process of the Universal Complaint Process

Outline the Cost for Copies of the Charter School's UCP

Outline the Charter School's Responsibilities

Outline the Procedures for Filing of Complaints

Outline the Procedures for Mediation

Outline the Procedures for Investigating a Complaint

Outline the Procedures for the Report of Findings

Outline the Procedures for Notice of the Final Written Decision

Outline the Corrective Actions

Outline the Process for Appeals to the California Department of Education

Compliance Officers:

The Charter School designates the individual(s) identified below as the employee(s) responsible for coordinating the Charter School's response to complaints and for complying with state and federal civil rights laws. The individual(s) are also listed in the Whistleblower Policy as the responsible employee(s) to handle complaints regarding unlawful discrimination (such as discriminatory harassment, intimidation, or bullying). The individual(s) shall receive and coordinate the investigateion of complaints and shall ensure compliance with law.

Director of Human Resources 1740 Huntington Dr. # 205, Duarte CA 91010 888-215-3040 hr@inspireschools.org

The compliance officer who receives a complaint may assign another compliance officer to investigate and resolve the complaint. The compliance officer shall promptly notify the complainant and respondent, if applicable, if another compliance officer is assigned to the complaint.

Should a complaint be filed against the Executive Director, the compliance officer for that case shall be the President of the Charter School Board of Directors.

In no instance shall a compliance officer be assigned to a complaint in which he/she has a bias or conflict of interest that would prohibit him/her from fairly investigating or resolving the complaint. Any complaint against a compliance officer or that raises a concern about the compliance officer's ability to investigate the complaint fairly and without bias shall be filed with the Executive Director or designee who shall determine how the complaint will be investigated.

The Executive Director or designee shall ensure that employees assigned to investigate and resolve complaints receive training and are knowledgeable about the laws and programs at issue in the complaints to which they are assigned. Training provided to such employees shall cover current state and federal laws and regulations governing the program, applicable processes for investigating and resolving complaints, including those alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), applicable standards for reaching decisions on complaints, and appropriate corrective measures. Assigned employees may have access to legal counsel as determined by the Executive Director or designee.

The compliance officer or, if necessary, any appropriate administrator shall determine whether interim measures are necessary during and pending the result of an investigation. If interim measures are determined to be necessary, the compliance officer or the administrator shall consult with the Executive Director, the Executive Director's designee, or, if appropriate, the regional or department director to implement one or more interim measures. The interim measures shall

remain in place until the compliance officer determines that they are no longer necessary or until the Charter School issues its final written decision, whichever occurs first.

Notifications:

The Charter School's UCP <u>Policy and Procedures policy and Aadministrative Regulation shall</u> be posted in all school offices, including staff lounges. (Education Code 234.1).

The Executive Director or designee shall annually provide written notification of the Charter School's UCP to students, employees, parents/guardians of students, advisory committee members, appropriate school officials or representatives, and other interested parties. The notification shall include information regarding the prohibition of discrimination, harassment, intimidation, and bullying; unlawful student fees; local control and accountability plan (LCAP) requirements; and requirements related to the educational rights of foster youth, homeless students, former juvenile court school students, and children of military families. (Education Code 262.3, 48853, 48853.5, 49010-49013, 49069.5, 51225.1, 51225.2, 52075; 5 CCR 4622)

The Executive Director or designee shall make available copies of this Policy free of charge. The annual notice of this Policy may be made available on Charter Schools's website.

The annual notice shall be in English. When necessary under Education Code section 48985, if fifteen (15) percent or more of the students enrolled in Charter School speak a single primary language other than English, this annual notice will also be provided to the parent/guardian of any such students in their primary language.

The notice shall <u>include the following</u>:

- 1. A list of the types of complaints that fall under the scope of the UCP and the state and federal provisions that govern complaints regarding child nutrition programs and special education programs.
- 2. A statement clearly identifying any California State preschool programs that Charter School is operating as exempt from licensing pursuant to Health and Safety Code section 1596.792(o) and corresponding Title 5 health and safety regulations, and any California State preschool programs that Charter School is operating pursuant to Title 22 licensing requirements.
- 3. A statement that Charter School is primarily responsible for compliance with federal and state laws and regulations.
- 4. A statement that aA student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral

fundamental part of the Charter School's educational program, including curricular and extracurricular activities.

- 4.5.A statement identifying the compliance officer, and the identity(ies) of the person(s) currently occupying that position, if known., position(s), or unit(s) responsible for receiving complaints
- 6. A statement that the complainant has a right to appeal Charter School's decision to the CDE by filing a written appeal within thirty (30) calendar days of the date of Charater School's decision, except if Charter School has used its UCP to address a complaint that is not subject to the UCP requirements.
- 7. A statement that a complainant who appeals Charter School's decision on a UCP complaint to the CDE shall receive a written appeal decision within sixty (60) calendar days of the CDE's receipt of the appeal, unless extended by written agreement with the complainant or the CDE documents exceptional circumstances and informs the complainant.
- 8. A statement that if a UCP complaint is filed directly with the CDE and the CDE determines that it merits direct intervention, the CDE shall complete an investigation and provide a written decision to the complainant within sixty (60) calendar days of receipt of the complaint, unless the parties have agreed to extend the timeline or the CDE documents exceptional circumstances and informs the complainant.
- 9. A statement that if Charter School finds merit in a UCP complaint, or the CDE finds merit in an appeal, Charter School shall take corrective actions consistent with the requirements of existing law that will provide a remedy to the affected student and/or parent/guardian as applicable.
- 2.10. A statement aAdvising e the complainant of any civil law remedies that may be available to him/her under state or federal antidiscrimination harassment, intimidation, or bullying laws, if applicable, and of the appeal pursuant to Education Code 262.3.
- Advise the complainant of the appeal process, including, if applicable, the
 complainant's right to take a complaint directly to the California Department of
 Education (CDE) or to pursue remedies before civil courts or other public agencies,
 such as the U.S. Department of Education's Office for Civil Rights (OCR) in cases
 involving unlawful discrimination (such as discriminatory harassment, intimidation, or
 bullying).
 - **Include statements that:**

The Charter School has the primary responsibility to ensure compliance with applicable state and federal laws and regulations governing educational programs.

The complaint review shall be completed within 60 calendar days from the date of receipt of the complaint unless the complainant agrees in writing to an extension of the timeline.

A complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) must be filed not later than six months from the date it occurred, or six months from the date the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Executive Director or designee for good cause upon written request by the complainant setting forth the reasons for the extension.

Complaints should be filed in writing and signed by the complainant. If a complainant is unable to put his/her complaint in writing, for example, due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint.

If a complaint is not filed in writing but the Charter School receives notice of any allegation that is subject to the UCP, the Charter School shall take affirmative steps to investigate and address the allegations, in a manner appropriate to the particular circumstances.

If the allegation involves retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) and the investigation confirms that discrimination has occurred, the Charter School will take steps to prevent recurrence of discrimination and correct its discriminatory effects on the complainant, and on others, if appropriate.

A student enrolled in a public school shall not be required to pay a fee for his/her participation in an educational activity that constitutes an integral fundamental part of the Charter School's educational program, including curricular and extracurricular activities.

The Board is required to adopt and annually update the LCAP in a manner that includes meaningful engagement of parents/guardians, students, and other stakeholders in the development and/or review of the LCAP.

A foster youth shall receive information about educational rights related to his/her educational placement, enrollment in and checkout from school, as well as the responsibilities of the Charter School liaison for foster youth to ensure and facilitate these requirements and to assist the student in ensuring proper transfer of his/her credits, records, and grades when he/she transfers between schools or between the Charter School and another district.

A foster youth, homeless student, former juvenile court school student, or child of a military family who transfers into a district high school or between district high schools as applicable shall be notified of the Charter School's responsibility to:

- Accept any coursework or part of the coursework that the student has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency, and to issue full or partial credit for the coursework completed
- Not require the student to retake any course or a portion of a course which he/she has satisfactorily completed in another public school, juvenile court school, or a nonpublic, nonsectarian school or agency
- If the student has completed his/her second year of high school before the transfer, provide the student information about the Charter School-adopted coursework and Board-imposed graduation requirements from which he/she may be exempted pursuant to Education Code 51225.1
- The complainant has a right to appeal the Charter School's decision to CDE by filing a
 written appeal within 15 calendar days of receiving the Charter School's decision.
 - In any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the respondent also shall have the right to file an appeal with CDE in the same manner as the complainant, if he/she is dissatisfied with the Charter School's decision.
- The appeal to CDE must include a copy of the complaint filed with the Charter School and a copy of the Charter School's decision.
- 3.11. A statement that Cost for Copies of the Charter School's UCP: cCopies of the Charter School's UCP shall be are available free of charge.

<u>Procedures</u>The annual notification, complete contact information of the compliance officer(s), and information related to Title IX as required pursuant to Education Code 221.61 shall be posted on the Charter School web site and may be provided through the Charter School-supported social media, if available.

The following procedures shall be used to address all complaints which allege that Charter School has violated federal or state laws or regulations enumerated in the section "Scope," above. The compliance officer shall maintain a record of each complaint and subsequent related actions for at least three (3) calendar years.

All parties named shall be notified when a complaint is filed, when a complaint meeting or hearing is scheduled, and when a decision or ruling is made.

The Executive Director or designee shall ensure that all students and parents/guardians, including students and parents/guardians with limited English proficiency, have access to the relevant information provided in the Charter School's policy, regulation, forms, and notices concerning the UCP.

If 15 percent or more of students enrolled in the Charter School speak a single primary language other than English, the Charter School's policy, regulation, forms, and notices concerning the UCP shall be translated into that language, in accordance with Education Code 234.1 and 48985. In all other instances, the Charter School shall ensure meaningful access to all relevant UCP information for parents/guardians with limited English proficiency.

1. The Charter School's Responsibilities: All UCP related complaints shall be investigated and resolved within 60 calendar days of the Charter School's receipt of the complaint unless the complainant agrees in writing to an extension of the timeline. (5 CCR 4631)

For complaints alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Charter School shall inform the respondent when the complainant agrees to an extension of the timeline for investigating and resolving the complaint.

The compliance officer shall maintain a record of each complaint and subsequent related actions, including steps taken during the investigation and all information required for compliance with 5 CCR 4631 and 4633.

All parties involved in the allegations shall be notified when a complaint is filed and when a decision or ruling is made. However, the compliance officer shall keep all complaints or allegations of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) confidential except when disclosure is necessary to carry out the investigation, take subsequent corrective action, conduct ongoing monitoring, or maintain the integrity of the process. (5 CCR 4630, 4964)

All complainants shall be protected from retaliation.

• Step 1: Filing of Complaints:

Any individual, including a person's duly authorized representative or an interested third party, public agency, or organization may file a written complaint of alleged noncompliance or unlawful discrimination, harassment, intimidation or bullying pursuant to this Policy.

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

A complaint alleging of unlawful discrimination, harassment, intimidation, or bullying may (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination, harassment, intimidation, or bullying,

or by a person who believes that an individual or any specific class of individuals has been subjected to itunlawful discrimination, harassment, intimidation, or bullying, or by a duly authorized representative who alleges that an individual student has been subjected to discrimination, harassment, intimidation, or bullying. The complaint investigation of alleged unlawful discrimination, harassment, intimidation, or bullying shall be initiated by filing a complaint no no later than six (6) months from the date when the alleged unlawful discrimination, harassment, intimidation, or bullying occurred, or six (6) months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination, harassment, intimidation, or bullying, unless the time for filing is extended by the Executive Director. The timeperiod for filing may be extended for up to ninety (90) days following the expiration of the six-month period by the Executive Director or designee for good cause upon written request by the complainant setting forth the reasons for the extension. The Executive Director shall respond immediately upon a receipt of a request for extension. (5 CCR 4630)

The complaint shall be presented to the compliance officer who shall maintain a log of complaints received, providing each with a code number and a date stamp.

All Ceomplaints filed pursuant to this Policy shall be filed inmust be in writing and signed by the complainant. A signature may be handwritten, typed (including in an email) or electronically generated. Only complaints regarding pupil fees or LCAP compliance may be filed anonymously as set forth in this Policy. If a complainant is unable to put a complaint in writing due to conditions such as a disability or illiteracy, the Charter School staff shall assist him/her in the filing of the complaint. (5 CCR 4600)

All other complaints under this Policy shall be filed not later than one (1) year from the date the alleged violation occurred. For complaints relating to the LCAP, the date of the alleged violation is the date on which the Charter School Board of Directors approved the LCAP or the annual update was adopted by Charter School.

Complaints shall also be filed in accordance with the following rules, as applicable:

- A complaint alleging violation of applicable state or federal law or regulations governing the programs specified in the accompanying Board policy (item #1 of the section "Complaints Subject to the UCP") may be filed by any individual, public agency, or organization. (5 CCR 4630)
- Any complaint alleging noncompliance with law regarding the prohibition against requiring students to pay student fees, deposits, and charges or any requirement related to the LCAP may be filed anonymously if the complaint provides evidence, or information leading to evidence, to support an allegation of noncompliance. A complaint about a violation of the prohibition against the charging of unlawful student fees may be filed with the principal of the school or with the Executive Director or designee. However, any such complaint shall be filed no later than one year from the date the alleged violation occurred. (Education Code 49013, 52075; 5 CCR 4630)

- A complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) may be filed only by a person who alleges that he/she personally suffered the unlawful discrimination or by a person who believes that an individual or any specific class of individuals has been subjected to it. The complaint shall be initiated no later than six months from the date when the alleged unlawful discrimination occurred, or six months from the date when the complainant first obtained knowledge of the facts of the alleged unlawful discrimination. The time for filing may be extended for up to 90 days by the Executive Director or designee for good cause upon written request by the complainant setting forth the reasons for the extension. (5 CCR 4630)
- When a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) is filed anonymously, the compliance officer shall pursue an investigation or other response as appropriate, depending on the specificity and reliability of the information provided and the seriousness of the allegation.
- When the complainant of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying) or the alleged victim, when he/she is not the complainant, requests confidentiality, the compliance officer shall inform him/her that the request may limit the Charter School's ability to investigate the conduct or take other necessary action. When honoring a request for confidentiality, the Charter School shall nevertheless take all reasonable steps to investigate and resolve/respond to the complaint consistent with the request.

• Step 2: Mediation

:-Within three (3) business days after the compliance officer receives the complaint, he/she may informally discuss with all the parties the possibility of using mediation. Mediation shall be offered to resolve complaints that involve more than one student and no adult. However, mediation shall not be offered or used to resolve any complaint involving an allegation of sexual assault or where there is a reasonable risk that a party to the mediation would feel compelled to participate. If the parties agree to mediation, the compliance officer shall make all arrangements for this process.

Before initiating the mediation of a complaint alleging retaliation or unlawful discrimination, (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall ensure that all parties agree to make the mediator a party to relevant related confidential information. The compliance officer shall also notify all parties of the right to end the informal process at any time.

If the mediation process does not resolve the problem within the parameters of lawcomplaint to the satisfaction of the complainant, the compliance officer shall proceed with his/herthe investigation of the complaint.

The use of mediation shall not extend the Charter School's timelines for investigating and resolving the complaint unless the complainant agrees in writing to such an extension of time. If mediation is successful and the complaint is withdrawn, then the Charter School shall take only the actions agreed upon through the mediation. If mediation is unsuccessful, the Charter School shall then continue with subsequent steps specified in this administrative regulation.

<u>Step 3:</u> Investigation of Complaint:

The compliance officer is encouraged to hold an investigative meeting within ten (10) business days of receiving the complaint or an unsuccessful attempt to mediate the complaint. This meeting shall provide an opportunity for the complainant and/or the complainant's representative to repeat the complaint orally. Within ten business days after the compliance officer receives the complaint, the compliance officer shall begin an investigation into the complaint.

Within one business day of initiating the investigation, the <u>The</u> compliance officer shall provide the complainant and/or his/her representative with the opportunity to present the information contained in the complaint to the compliance officer and shall notify the complainant and/or his/her representative of the opportunity to present the compliance officer with any evidence, or information leading to evidence, to support the allegations in the complaint. Such evidence or information may be presented at any time during the investigation.

In conducting the investigation, the compliance officer shall collect all available documents and review all available records, notes, or statements related to the complaint, including any additional evidence or information received from the parties during the course of the investigation. He/she shall individually interview all available witnesses with information pertinent to the complaint, and may visit any reasonably accessible location where the relevant actions are alleged to have taken place. At appropriate intervals, the compliance officer shall inform both parties of the status of the investigation.

To investigate a complaint alleging retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the compliance officer shall interview the alleged victim(s), any alleged offenders, and other relevant witnesses privately, separately, and in a confidential manner. As necessary, additional staff or legal counsel may conduct or support the investigation.

A complainant's refusal to provide the <u>Charter School's investigator compliance officer</u> with documents or other evidence related to the allegations in the complaint, <u>or the complainants</u> failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in the dismissal of the complaint because of a lack of evidence to support the allegation.

Similarly, a respondent's refusal to provide the Charter School's investigator Charter School's refusal to provide the compliance officer with access to documents records and/or other evidence information related to the allegations in the complaint, failure or refusal to cooperate in the investigation, or engagement in any other obstruction of the investigation may result in a finding, based on evidence collected, that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

In accordance with law, the Charter School shall provide the investigator with access to records and other information related to the allegation in the complaint and shall not in any way obstruct the investigation. Failure or refusal of the Charter School to cooperate in the investigation may result in a finding based on evidence collected that a violation has occurred and in the imposition of a remedy in favor of the complainant. (5 CCR 4631)

The compliance officer shall apply a "preponderance of the evidence" standard in determining the veracity of the factual allegations in a complaint. This standard is met if the allegation is more likely to be true than not.

• Step 4: Report of Findings Final Written Decision:

OPTION 1: Unless extended by written agreement with the complainant, the compliance officer shall prepare and send to the complainant, and respondent if there is one, a written report, as described in the section "Final Written Decision" below, within 60 calendar days of the Charter School's receipt of the complaint. (5 CCR 4631)

OPTION 2: Unless extended by written agreement with the complainant, a final decision shall be sent to the complainant within 60 calendar days of the Charter School's receipt of the complaint. Within 30 calendar days of receiving the complaint, the compliance officer shall prepare and send to the complainant a written report, as described in the section "Final Written Decision" below. If the complainant is dissatisfied with the compliance officer's decision, he/she may, within five business days, file his/her complaint in writing with the Board.

The Board may consider the matter at its next regular Board meeting or at a special Board meeting convened in order to meet the 60-day time limit within which the complaint must be answered. When required by law, the matter shall be considered in closed session. The Board may decide not to hear the complaint, in which case the compliance officer's decision shall be final.

If the Board hears the complaint, the compliance officer shall send the Board's decision to the complainant within 60 calendar days of the Charter School's initial receipt of the complaint or

within the time period that has been specified in a written agreement with the complainant. (5 CCR 4631)

In resolving any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), the respondent also shall be sent the Charter School's decision and, in the same manner as the complainant, may file a complaint with the Board if dissatisfied with the decision.

Final Written Decision: The Charter School's decision on how it will resolve the complaint shall be in writing and shall be sent to the complainant and respondent. (5 CCR 4631)

In consultation with the Charter School's legal counsel, information about the relevant part of a decision may be communicated to a victim who is not the complainant and to other parties who may be involved in implementing the decision or are affected by the complaint, as long as the privacy of the parties is protected. In a complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying), notice of the Charter School's decision to the alleged victim shall include information about any sanction to be imposed upon the respondent that relates directly to the alleged victim.

If the complaint involves a limited-English-proficient student or parent/guardian and the student involved attends a school at which 15 percent or more of the students speak a single primary language other than English, then the decision shall also be translated into that language. In all other instances, the Charter School shall ensure meaningful access to all relevant information for parents/guardians with limited English proficiency. Charter School shall issue an investigation report (the "Decision") based on the evidence. Charter School's Decision shall be in writing and sent to the complainant within sixty (60) calendar days of Charter School's receipt unless the timeframe is extended with the written agreement of the complainant. Charter School's Decision shall be written in English and in the language of the complainant whenever feasible or as required by law.

For all complaints, Tthe Delection shall include: (5 CCR 4631):

The findings of fact based on the evidence gathered. In reaching a factual determination, the following factors may be taken into account:

- Statements made by any witnesses
- The relative credibility of the individuals involved

- How the complaining individual reacted to the incident
- Any documentary or other evidence relating to the alleged conduct
- Past instances of similar conduct by any alleged offenders
- Past false allegations made by the complainant
- The findings of fact based on the evidence gathered.
- The conclusion providing a clear determination of each allegation as to whether Charter School is in compliance with the relevant law.(s) of law
- •
- <u>Disposition of the complaintCorrective actions, if Charter School finds merit in the complaint and any are warranted or required by law.</u>
- Notice of the complainants right to appeal Charter School's Decision within thirty (30) calendar days to the CDE, except when Charter School has used its UCP to address complaints that are not subject to the UCP requirements.
- Procedures to be followed for initiating such an appeal.

If an employee is disciplined as a result of the complaint, the Decision shall simply state that effective action was taken and that the employee was informed of Charter School's expectations. The Decision shall not give any further information as to the nature of the disciplinary action except as required by applicable law.

Rationale for such disposition

For complaints of retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the disposition of the complaint shall include a determination for each allegation as to whether retaliation or unlawful discrimination has occurred.

The determination of whether a hostile environment exists may involve consideration of the following:

• The manner in which the misconduct affected one or more students' education

- The type, frequency, and duration of the misconduct
- The relationship between the alleged victim(s) and offender(s)
- The number of persons engaged in the conduct and at whom the conduct was directed
- The size of the school, location of the incidents, and context in which they occurred
- Other incidents at the school involving different individuals

Corrective action(s), including any actions that have been taken or will be taken to address the allegations in the complaint and including, with respect to a student fees complaint, a remedy that comports with Education Code 49013 and 5 CCR 4600

For complaints of unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the decision may, as required by law, include:

- The corrective actions imposed on the respondent
- <u>Individual remedies offered or provided to the complainant or another person who</u> was the subject of the complaint, but this information should not be shared with the respondent.
- Systemic measures the school has taken to eliminate a hostile environment and prevent recurrence

Notice of the complainant's and respondent's right to appeal the Charter School's decision to CDE within 15 calendar days, and procedures to be followed for initiating such an appeal

The decision may also include follow-up procedures to prevent recurrence or retaliation and for reporting any subsequent problems.

For complaints alleging unlawful discrimination based on state law (such as discriminatory harassment, intimidation, and bullying), the decision shall also include a notice to the complainant that:

- He/she may pursue available civil law remedies outside of the Charter School's complaint procedures, including seeking assistance from mediation centers or public/private interest attorneys, 60 calendar days after the filing of an appeal with CDE. (Education Code 262.3)

- The 60 days moratorium does not apply to complaints seeking injunctive relief in state courts or to discrimination complaints based on federal law. (Education Code 262.3)

- Complaints alleging discrimination based on race, color, national origin, sex, gender, disability, or age may also be filed with the U.S. Department of Education, Office for Civil Rights at www.ed.gov/oer within 180 days of the alleged discrimination.

4. Corrective Actions: When a complaint is found to have merit, the compliance officer shall adopt any appropriate corrective action permitted by law. Appropriate corrective

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate remedies that may be offered to the victim but not communicated to the respondent may include, but are not limited to, the following:

actions that focus on the Charter School's environment may include, but are not limited to, actions to reinforce the Charter School's policies; training for faculty, staff, and students;

updates to school policies; or school climate surveys.

- Counseling
- Academic support
- Health services

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- <u>Information regarding available resources and how to report similar incidents or retaliation</u>
- Separation of the victim from any other individuals involved, provided the separation does not penalize the victim
- Restorative justice
- Follow-up inquiries to ensure that the conduct has stopped and there has been no retaliation
- Determination of whether any past actions of the victim that resulted in discipline were related to the treatment the victim received and described in the complaint

For complaints involving retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), appropriate corrective actions that focus on a student offender may include, but are not limited to, the following:

- Transfer from a class or school as permitted by law
- Parent/guardian conference
- Education regarding the impact of the conduct on others
- Positive behavior support
- Referral to a student success team

- Denial of participation in extracurricular or co-curricular activities or other privileges as permitted by law
- Disciplinary action, such as suspension or expulsion, as permitted by law

When an employee is found to have committed retaliation or unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), the Charter School shall take appropriate disciplinary action, up to and including dismissal, in accordance with applicable law and collective bargaining agreement.

The Charter School may also consider training and other interventions for the larger school community to ensure that students, staff, and parents/guardians understand the types of behavior that constitute unlawful discrimination (such as discriminatory harassment, intimidation, or bullying), that the Charter School does not tolerate it, and how to report and respond to it.

When a complaint is found to have merit, an appropriate remedy shall be provided to the complainant or other affected person.

If a complaint alleging noncompliance with the laws regarding student fees, deposits, and other charges, physical education instructional minutes for students in elementary schools, or any requirement related to the LCAP is found to have merit, the Charter School shall provide a remedy to all affected students and parents/guardians subject to procedures established by regulation of the State Board of Education. (Education Code 49013, 51223, 52075)

For complaints alleging noncompliance with the laws regarding student fees, the Charter School shall attempt in good faith, by engaging in reasonable efforts, to identify and fully reimburse all affected students and parents/guardians who paid the unlawful student fees within one year prior to the filing of the complaint. (Education Code 49013; 5 CCR 4600)

Appeals to the California Department of Education

5. : Any complainant who is dissatisfied with the Charter School's final written decision Decision of a complaint regarding any specified federal or state educational program subject to the UCP the complainant may file an appeal in writing with CDE within thirty (30)15 calendar days of receiving the Charter School's decision. The appeal shall be accompanied by a copy of the complaint filed with the Charter School and a copy of the Decision. When appealing to the CDE, the complainant must specify and explain the basis for appeal, including at least one of the following: (Education Code 222, 48853, 48853.5, 49013, 49069.5, 51223, 51225.1, 51225.2, 51228.3, 52075; 5 CCR 4632)

- 1. Charter School failed to follow its complaint procedures.
- 2. Relative to the allegations of the complaint, Charter School's Decision lacks material findings of fact necessary to reach a conclusion of law.
- 3. The material findings of fact in Charter School's Decision are not supported by substantial evidence.
- 4. The legal conclusion in Charter School's Decision is inconsistent with the law.
- 5. In a case in which Charter School's Decision found noncompliance, the corrective actions fail to provide a proper remedy.

When a respondent in any complaint alleging unlawful discrimination (such as discriminatory harassment, intimidation, and bullying) is dissatisfied with the Charter School's final written decision, he/she, in the same manner as the complainant, may file an appeal with CDE.

The complainant or respondent shall specify the basis for the appeal of the decision and how the facts of the Charter School's decision are incorrect and/or the law has been misapplied. The appeal shall be sent to CDE with a copy of the original locally filed complaint and a copy of the Charter School's decision in that complaint. (5 CCR 4632)

Upon notification by CDE that the complainant or respondent has appealed the Charter School's <u>Decision</u>, the Executive Director or designee shall forward the following documents to CDE within ten (10) calendar days of the date of notification: (5 CCR 4633)

- A copy of the original complaint
- A copy of the written <u>Delection</u>
- A summary of the nature and extent of the investigation conducted by the Charter School, if not covered by the decision

- A copy of the investigation file including, but not limited to, all notes, interviews, and documents submitted by the parties and gathered by the investigator
- A report of any action taken to resolve the complaint
- A copy of the Charter School's uniform complaint procedures
- Other relevant information requested by CDE

If the CDE determines the appeal raises issues not contained in the local complaint, the CDE will refer those new issues back to Charter School for resolution as a new complaint. If the CDE notifies Charter School that its Decision failed to address an allegation raised by the complaint and subject to the UCP process, Charter School will investigate and address such allegation(s) in accordance with the UCP requirements and provide the CDE and the appellant with an amended Decision addressing such allegation(s) within twenty (20) calendar days of the CDE's notification. The amended Decision will inform the appellant of the right to separately appeal the amended Decision with respect to the complaint allegation(s) not addressed in the original Decision.

Within thirty (30) calendar days of the date of the CDE's appeal Decision pursuant to 5 C.C.R. section 4633(f)(2) or (3), either party may request reconsideration by the State Superintendent of Public Instruction ("SSPI") or the SSPI's designee. The request for reconsideration shall specify and explain the reason(s) for contesting the findings of fact, conclusions of law, or corrective actions in the CDE's appeal Decision. The SSPI will not consider any information not previously submitted to the CDE by a party during the appeal unless such information was unknown to the party at the time of the appeal and, with due diligence, could not have become known to the party. Pending the SSPI's response to a request for reconsideration, the CDE appeal Decision remains in effect and enforceable, unless stayed by a court.

The CDE may directly intervene in the complaint without waiting for action by Charter School] when one of the conditions listed in 5 C.C.R. section 4650 exists, including but not limited to cases in which through no fault of the complainant, Charter School has not taken action within sixty (60) calendar days of the date the complaint was filed with Charter School.

Civil Law Remedies

A complainant may pursue available civil law remedies outside of Charter School's complaint procedures. Complainants may seek assistance from mediation centers or public/private interest attorneys. Civil law remedies that may be imposed by a court include, but are not limited to, injunctions and restraining orders. For unlawful discrimination complaints arising under state law, however, a complainant must wait until sixty (60) calendar days have elapsed from the filing of an appeal with the CDE before pursuing civil law remedies. The moratorium does not apply to injunctive relief and is applicable only if Charter School has appropriately, and in a timely manner, apprised the complainant of their right to file a complaint.

[INSERT CHARTER SCHOOL LETTERHEAD]

UNIFORM COMPLAINT PROCEDURE FORM

_ast Name:	First Name/MI:	
Student Name (if applicable):	Grade:	Date of Birth:
treet Address/Apt. #:		
City:	State:	Zip Code:
Iome Phone:Co	ell Phone: Worl	<u> Phone:</u>
chool/Office of Alleged Violation:		
For allegation(s) of noncompliance, plea	ase check the program or activity refer	red to in your complaint, if
	Education of Students in Foster Care, Students who are Homeless, former Juvenile Court Students now enrolled in a Public School, Migratory Children and Children of Military Families Every Student Succeeds Act Local Control Funding Formula/ Local Control and Accountability Plan Migrant Education Programs	
	imidation or bullying described in your o	
Ancestry	Immigration Status/Citizenship	Sexual Orientation (Actual or
— Color	Marital Status	Perceived)
— Disability (Mental or Physical)	Medical Condition	Based on association with a person or group with one or more of these
Ethnic Group Identification	Nationality / National Origin	actual or perceived characteristics
Gender / Gender Expression /	Race or Ethnicity	
Gender Identity	Religion	
Please give facts about the complaint. were present, etc., that may be helpful	Provide details such as the names of thos to the complaint investigator.	e involved, dates, whether witnesses

2. Have you discussed your complaint or brought your codid you take the complaint, and what was the result?	mplaint to any Charter School personnel? If you have, to whom
3. Please provide copies of any written documents that ma	ay be relevant or supportive of your complaint.
I have attached supporting documents.	Yes No
Signature:	Date:

Mail complaint and any relevant documents to the Compliance Officer:

Director of Human Resources 1740 Huntington Dr. # 205, Duarte CA 91010 888-215-3040 hr@inspireschools.org

Cover Sheet

Policy for the Inspection of Public Records

Section: IV. Operations

Item: D. Policy for the Inspection of Public Records

Purpose: Vote

Submitted by:

Related Material: Policy for Inspection of Public Records 20-21 - Cottonwood.pdf

THE COTTONWOOD SCHOOL

Policy for Inspection of Public Records

I. Purpose

This Policy sets forth The Cottonwood School's ("School") policies and procedures regarding requests for inspection of the School's public records under the California Public Records Act ("PRA") (Government Code section 6250 et seq.). The School recognizes the public's right to access public records and intends to provide public members with reasonable access to public records consistent with the law. If any provision of this Policy conflicts with the law, the law shall take precedence.

II. How to Request Records

Requests for the School's public records must be submitted to:

Principal
The Cottonwood School
1740 E Huntington Dr. #205, Duarte, CA 91010
7006 Rossmore Lane, El Dorado Hills, CA 95762

Phone: (616) 525-1176 (530) 285-2578 Fax: (616) 465-4544 (530) 285-2580

Email: pra@inspireschools.org pra@cottonwood.school

The Principal or designee may then determine the most appropriate employee of the School to assist in assembling any public records for production. To ensure that requests can be responded to appropriately, the School encourages that all requests be made in writing by submitting a Public Records Request Form, attached as Appendix A. While a request need not be in writing, if the requestor chooses not to reduce the request to writing, the Principal or designee shall reduce the request to writing and confirm the request with the requestor. To the extent possible, the requestor should specify, in writing, the records sought with sufficient detail to enable the School to identify particular records.

III. Right to Inspect

To the extent required by law, the School will make available all public records open to inspection by any person during normal business hours and by appointment only. However, if records are not readily available, or if portions of the records to be inspected must be redacted to protect exempt material, then the School must be given a reasonable period of time to perform these functions prior to inspection. Such records shall be examined in the presence of the staff member regularly responsible for their maintenance. Copies of public records may be obtained by any person, subject to compliance with the procedures set forth in this Policy and consistent with the law.

IV. Records Exempt from Disclosure

There are numerous circumstances under which public records are exempt from disclosure. Whether an exemption applies will be determined on a case-by-case basis.

The School will determine which records or a portion thereof are exempt from disclosure consistent with the PRA and other relevant state and federal laws. The notification of denial or withholding of records must be in writing and shall provide the reason for the denial or withholding of records and shall set forth the names and titles or positions of each person responsible for the denial.

V. Procedures for Responding to Requests for Inspection or Copies of Records

The School will follow a two-step process when responding to a PRA request. First, within 10 calendar days of receiving any request to inspect or copy a public record, the School shall acknowledge receipt of the request and inform the requestor whether the School has disclosable public records in its possession that are responsive to the request and when it will make them available. If the School determines that it will not provide some records, it shall provide the grounds for withholding them and shall set forth the names and titles or positions of each person responsible for the denial. Second, if the School determines that it has disclosable documents, it shall make the documents available within a reasonable time. If the School determines that it will not provide some records, it shall provide the grounds for withholding them and shall set forth the names and titles or positions of each person responsible for the denial.

In unusual circumstances, the School may extend the 10-day limit for up to an additional 14 days by providing written notice to the requestor setting forth the reasons for the extension and the date on which a determination is expected to be made. <u>Unusual circumstances include</u>, but only to the extent reasonably necessary to properly process the request, the following:

- 1. The need to search for and collect the requested records from field facilities or other locations that are separate from the office processing the request;
- 2. The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request;
- 3. The need for consultation, which shall be conducted with all practicable speed, with another agency having a substantial interest in the determination of the request, or among two or more components of the School having substantial subject matter interest therein;
- 4. The need to compile data, to write programming language or a computer program, or to construct a computer report to extract data.

If the request is ambiguous or unfocused, the School shall make a reasonable effort to elicit additional clarifying information from the requestor that will identify public records responsive to the request. To the extent reasonable under the circumstances, the School shall do all of the following in assisting the requestor:

- 1. Assist the member of the public to identify records and information that are responsive to the request or to the purpose of the request, if stated;
- 2. Describe the information technology and physical location in which the records exist; and
- 3. Provide suggestions for overcoming any practical basis for denying access to the records or information sought.

These requirements are deemed to have been satisfied if the School is unable to identify the requested information after making a reasonable effort to elicit additional clarifying information from the requestor that will help identify the record or records.

The School may charge a reasonable fee (not to exceed the direct costs of duplication) for preparation of copies of identifiable public records. Deposit of applicable fees is required prior to preparation and delivery of any requested records. Requests to waive applicable fees related to the direct cost of duplication shall be submitted to the Principal's Office.

In response to a request for public records sent or received on an employee's personal devices or accounts, the School shall disclose all public records that can be located with reasonable effort and that are otherwise subject to disclosure under the California Public Records Act. The School's search for such public records shall be reasonably calculated to locate responsive documents. To fulfill such a request for public records, employees of the School may be asked to search for and disclose all responsive disclosable public records maintained on the employee's personal devices or accounts.

Policy Approved by Board on September 21, 2019 October 20, 2020.

APPENDIX A

THE COTTONWOOD SCHOOL PUBLIC RECORDS REQUEST FORM

Fee Schedule						
Document Production Duplication Cost Paper and electronic records (black): \$0.15 per page						
	Paper and electronic records (color): \$0.25 per page					
	Records provided on CDs: \$1.00 per disc					
	Records provided on DVD: \$2.00 per disc					
Computer Programming	Direct costs associated with production					
Mailing Documents	Envelope (letter sized) \$0.05 per envelope					
	Envelope (9x12 or 12x13) \$0.10 per envelope					
	Postage determined based on actual cost					
The cost to construct a reco	rd, and the cost of programming and computer services necessary to					
produce a copy of the will be	be determined on a case-by-case basis pursuant to Government Code					
section 6253.9.						
Requestor's Information						
Name:	Title:					
Organization:						
Address:						
Phone:	Fax: Email:					
Records Requested						

I am requesting to inspect the following documents:
I am also seeking copies of the documents listed above.
I understand that The Cottonwood School will respond to all public records requests in compliance with the timelines provided under state law and consistent with its policies.
I understand that in accordance with the School's Policy for Inspection of Public Records, the School may charge a fee for copies for the direct cost of duplication of public records as specified above. Payment is required in advance of delivery of any duplication of the requested records. If more than 15 pages are requested, the School may require a deposit before making copies.

Cover Sheet

Teacher Induction Policy

Section: IV. Operations

Item: E. Teacher Induction Policy

Purpose: Vote

Submitted by:

Related Material: Teacher Induction Policy - Cottonwood.pdf

BACKGROUND:

The Cottonwood School's induction program is a two (2) year program that provides reimbursement up to \$8,500 to participating teachers who satisfactorily complete the program and then remain employed by The Cottonwood School for up to an additional two (2) years.

The participating teacher will be provided an induction coach through CTI not through The Cottonwood School.



Teacher Induction Policy

The Governing Board of The Cottonwood School's commitment to providing a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught.

The purpose of this Teacher Induction Policy is to accomplish the following:

- 1. Outline the California Credentialing System
- 2. Outline the Induction Program
- 3. Establish the Individual Learning Plan of a Participating Teacher
- 4. Establish an Early Completion Option
- 5. Outline the Qualifications, Selection and Training of Coaches
- 6. Outline the Selection of Participating Teachers
- 7. Outline Participating Teacher Competence for the Clear Credential Recommendation
- 1. California Credentialing System: California has a two-tiered credentialing system for teachers. Preliminary programs prepare candidates to obtain an initial teaching credential through successful completion of required coursework, fieldwork, and a performance demonstration of their knowledge, skills, and abilities. The second tier of preparation is a two-year job-embedded individualized induction program that is focused on extensive support and mentoring to new teachers in their first and second year of teaching. The Cottonwood School has partnered with the Center for Teacher Innovation ("CTI") to offer an induction program which is designed to provide a two-year, individualized, job-embedded system of mentoring, support and professional learning that begins in the teacher's first year of teaching.
- 2. Induction Program Generally: The Cottonwood School's <u>i</u>Induction program is a two (2) year program that <u>is_provides reimbursementfree of charge</u> to participating teachers <u>who satisfactorily complete the program and then remain employed by The Cottonwood School for up to an additional two (2) years, as provided below. Within the first thirty (30) days of the participant's enrollment in The Cottonwood School's induction program, the participant shall have a coach assigned by CTI according to the credentials held, grade level served and/or subject area taught, as appropriate to the participating teacher's employment. Each participating teacher shall receive an average of not less than one (1) hour per week of individualized support and mentoring coordinated and/or provided by the coach.</u>
- 3. Individual Learning Plan: Within the first sixty (60) days of the participating teacher's enrollment in the induction program, goals for each participating teacher must be developed within the context of the Individual Learning Plan ("ILP"). The ILP shall be designed and implemented only for the professional growth and development of the participating teacher and not for evaluation for employment purposes.

The ILP is developed based on needs determined by the teacher and program provider, in consultation with the site administrator and guided by the Preliminary Program Transition Plan. The ILP must address identified candidate competencies that support the recommendation for the credential. CTI coaching support for participating teachers must include both "just in time" and longer-term analysis of teaching practice to help candidates develop enduring professional skills. The program's design shall serve to strengthen the participating teacher's professional practice and contribute to the participating teacher's retention in the profession.

The ILP must address the *California Standards for the Teaching Profession* and provide the road map for the participating teachers' induction work during their time in the program, along with guidance for the coach in providing support. The ILP must be collaboratively developed at the beginning of the Induction by the participating teacher and coach, with input from The Cottonwood School regarding the participating teacher's job assignment, and guidance from the program staff.

The ILP must include the following:

- a. Candidate professional growth goals;
- b. A description of how the participating teacher will meet those goals;
- c. Defined and measurable outcomes for the participating teacher; and
- d. Planned opportunities to reflect on progress and modify the ILP as needed.
- **4. Early Completion Option:** The Cottonwood School shall make available and advise participants of an early completion option for "experienced and exceptional" candidates who meet the program's established criteria. In order to qualify for the early completion option, participating teachers must be in year one (1) of the induction program, have five (5) years of verified superior teaching experience, and have a letter of recommendation from their FILL IN TITLE, e.g. Principal Supervisor Regional Coordinator, Program Specialist or Senior Director.
- 5. Qualifications, Selection and Training Role of Coaches: Coaches are supplied by CTI and are selected on the basis of induction program assigns qualified coaches and provides guidance and clear expectations for the coaching experience based on the program's design. Qualifications for coaches shall include the following:
 - a. Knowledge of the context and content area of the participating teacher's assignment;
 - b. Demonstrated commitment to professional learning and collaboration;
 - c. Possession of a Clear Teaching Credential;
 - d. Ability, willingness, and flexibility to meet candidate needs for support; and
 - e. Minimum of three (3) years of effective teaching experience.

Coaches are required to provide "just in time" support for candidates, in accordance with the ILP, along with longer-term guidance to promote enduring professional skills. Coaches facilitate participating teacher growth and development through modeling, guided reflection

on practice, and feedback on classroom instruction. The coaches connect participating teachers with available resources to support their professional growth and accomplishment of the ILP.

- **6. Selection of Participating Teachers:** Each candidate is reviewed in the Commission on Teacher Credentialing database for credential verification and reviewed for early completion option eligibility.
- 7. Participating Teacher Competence for the Clear Credential Recommendation: The induction program shall assess the participating teacher's progress towards mastery of the *California Standards for the Teaching Profession* to support the recommendation for the clear credential. The documentation of participating teacher progress must reflect the learning and professional growth goals indicated within the ILP and evidence of the participating teacher's successful completion of the activities outlined in the ILP.

Prior to recommending a candidate for a Clear Credential, The Cottonwood School must verify that the participating teacher has satisfactorily completed all program activities and requirements, and that the program has documented the basis on which the recommendation for the clear credential is made. The Cottonwood School's verification is based on a review of observed and documented evidence, collaboratively assembled by the participating teacher, the coach and/or other colleagues, according to the program's design.

As part of <u>T</u>the <u>i</u>Induction program's recommendation verification process also includes a systematic process of reviewing documentation. If a participating teacher is not recommended for a Clear Credential, the participating teacher may rewrite or expand the reflection, revisit the context and illustrate a better understanding of the context and/or next steps. Alternatively, the participating teacher may complete a written appeal form available <u>from the Executive Director</u>-providing additional evidence, as that participating teacher feels is appropriate. In the discretion of <u>The Cottonwood School</u>the <u>Induction Program</u>, a participating teacher may repeat portions of the program.

8. Reimbursement: Participating teachers will be reimbursed for the full cost of the program up to \$8,500 upon The Cottonwood School receiving verification that the teacher satisfactorily completed all program activities and requirements and received a recommendation for a Clear Credential. In consideration for such reimbursement, the participating teacher will teach at The Cottonwood School for one (1) full additional school year for each year that The Cottonwood School provided reimbursement. If the participating teacher is unable to fulfill his/her obligations due to serious illness, pregnancy, or another natural cause, the time period to complete the required years of service for repayment of the assistance-shall be extended by a maximum period of one (1) year. If a participating teacher otherwise resigns or involuntarily separates from employment prior to fulfilling their required year(s) of service, the teacher will owe The Cottonwood School for a prorated amount of the reimbursement. Unless otherwise agreed to in writing, the amount owed The Cottonwood School pursuant to this Policy shall become immediately due and payable upon termination of the participating teacher's employment with The Cottonwood School whether by resignation or involuntary separation.

Cover Sheet

September Financials

Section: V. Finance

Item: A. September Financials

Purpose: Discuss

Submitted by:

Related Material: Cottonwood_Financial Package_September 2020.pdf



The Cottonwood School

Monthly Financial Presentation – September 2020

COTTONWOOD - Highlights



- Revenue Projections increased by \$142k.
- Expense Projections decreased by (\$71k).
- Annual Surplus projected at 1.6MM (prior month \$1.38MM)
- Senate Bill-740 Requirements:
 - 40/80 Expense Ratio ✓

Cert.	Instr.
51.2%	80.9%
2,717,496	228,603

- 25:1 Pupil-Teacher ratio ✓

Pupil:Teacher Ratio								
21.09	:1							



COTTONWOOD - Revenue



Variance Analysis:

Federal Revenue: Recognition of Learning Loss Mitigation Fund (LLMF) Cycle (2) expenditures.

Revenue

State Aid-Rev Limit Federal Revenue Other State Revenue Other Local Revenue

Total Revenue

Year-to-Date											
	Actual		Budget	Fav/(Unf)							
\$	2,503,267	\$	2,497,639	\$	5,628						
	142,272	_	28,768		113,503						
	146,132	_	146,562		(430)						
		_	_		_						
\$	2,791,671	<u>\$</u>	2,791,671	\$	118,702						

Annual/Full Year											
	Forecast		Budget	Fav/(Unf)							
\$	22,001,905	\$	22,001,905	\$	-						
	430,918		288,646		142,272						
	1,953,214		1,953,214		-						
			<u>-</u>								
\$	24,386,038	\$	24,243,766	\$	142,272						



COTTONWOOD - Expenses



Variance Analysis:

- Certificated & Classified Salaries + Benefits: Decline of (3) Instructors + (1) support specialist staff compared to budget.
- Books and Supplies (YTD): Timing of FY20-21 actual expenditures compared to prior year budgeted timetable.
- Sub agreements: Other Educational Consultants/Enrichment Services not yet billed.
- Operations: Adjustment of Charter Safe FY20-21 premium payments based on actual invoice.
- Professional Services: Adjustment of oversight fee (No Change from prior month)
- Interest: Adjustment in anticipated amount and associated cost of factored receivable.

Expenses

Certificated Salaries
Classified Salaries
Benefits
Books and Supplies
Subagreement Services
Operations
Facilities
Professional Services
Depreciation
Interest

Total Expenses

		Ye	ar-to-Date		
	Actual		Budget	F	av/(Unf)
		_			
\$	2,153,165	\$	2,220,202	\$	67,036
	71,931	_	85,689		13,758
	636,798	_	720,022		83,224
	755,105	_	566,194		(188,911)
	471,061	_	972,630		501,569
	58,551	r -	27,050		(31,501)
	21,000	_	30,225		9,225
	530,800	_	551,163		20,363
	-	_	3,475		3,475
	465	_	173,741		173,276
<u>\$</u>	4,698,877	<u>\$</u>	6,001,904	\$	651,514

Ai	าทเ	ıal/Full Year		
Forecast		Budget	Fa	av/(Unf)
\$ 9,242,961	\$	9,406,116	\$	163,155
286,116		342,758		56,641
2,902,679		3,017,979		115,300
3,047,757		3,024,541		(23,217)
4,556,180		4,665,083		108,902
271,147		108,200		(162,947)
102,675		120,900		18,225
2,232,144		2,594,921		362,777
10,425		13,900		3,475
129,913	_	347,482		217,569
\$ 22,781,997	\$	23,641,878	\$	859,881



COTTONWOOD - Fund Balance

Projected surplus + year-end fund balance exceed budget.

Total Surplus(Deficit)

Beginning Fund Balance

Ending Fund Balance

As a % of Annual Expenses

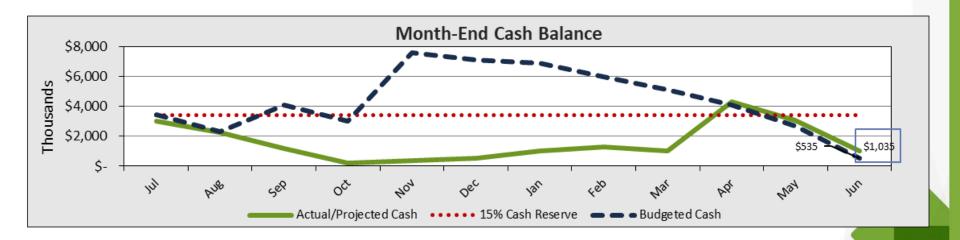
Year-to-Date										
Actual	Budget	Fav/(Unf)								
\$ (1,907,206)	\$ (3,210,233)	\$	770,216							
1,756,719	1,756,719									
<u>\$ (150,487)</u>	<u>\$ (1,453,514)</u>									
-0.7%	-6.1%									

Annual/Full Year											
	Forecast		Budget	Fav/(Unf)							
\$	1,604,041	\$	601,888	\$ 1,002,152							
	1,756,719		1,756,719								
<u>\$</u>	3,360,760	<u>\$</u>	2,358,608								
	14.8%		10.0%								



COTTONWOOD- Cash Balance

- Receivable sale anticipated in April 2021 due to State Deferrals.
- Cash balance projected to remain positive through receivable sales.





COTTONWOOD - Compliance Reporting



Due Date	Description	Completed By
Oct-07	California Basic Educational Data System (CBEDS) data due to CDE - The first Wed in Oct is CBEDS Information Day, used to collect information on student and staff demographics. Schools must complete the School Information Form (SIF). The SIF is used to report the count of classified staff, kindergarten program type, educational calendars, work visa applications, multilingual instructional programs, and languages of instruction.	Cottonwood
Oct-31	CBEDS-ORA - Collection of FTE of classified staff, estimated teacher hires, Kindergarten program types, H-1B work visa application, education calendar, multilingual instructional programs, languages of instruction and district of choice transfer requests and transportation data.	Cottonwood
Nov-01	Kindergarten Immunization Assessment - To review and submit required vaccine doses and report on permanent medical exemptions.	Cottonwood
Nov-01	Mental Health Plans due to SELPA - Schools requesting Level 2 and Level 3 mental health funding must file their annual plan with their SELPA by this date. Specific due dates may vary by SELPA.	Cottonwood
Nov-15	Review and/or Update Non-Profit IRS Form 990 Policies - The IRS Form 990 is the annual information return filed by most non-profit charter schools. The IRS Form 990 includes a Governance, Management and Disclosure section. Charter Schools are required to disclose the following policies: Conflict of Interest Policy, Whistleblower Policy, Document Retention and Destruction Policy, Expense Reimbursement Policy, Gift Receiving Policy, and Compensation Approval Policy. A Form 990 must be filed by the 15th day of the 5th month after the close of the NPO's fiscal year. Most schools extend this deadline to the following May 15th.	Cottonwood
Set by Authorizer (by Dec 15)	1st Interim Financial Report - Local educational agencies (LEAs) are required to file two reports during a fiscal year (interim reports) on the status of the LEA's financial health. The first interim report for the period ending October 31 is due by the date set by the charter authorizer (no later than December 15th).	Charter Impact
Set by Authorizer (by Dec 15)	LCFF Budget Overview for Parents - Senate Bill (SB) 98 added ECSection 43509, which changed the adoption date for the Budget Overview for Parents for the 2020–21 school year. For 2020–21, local governing boards or governing bodies are required to adopt and submit the Budget Overview for Parents on or before December 15, 2020, in conjunction with the LEA's first interim budget report.	Charter Impact



COTTONWOOD - Appendix



- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging
- Due-To/Due-From



Monthly Cash Flow/Forecast FY20-21

3311 Medicare

Books and Supplies

4305 Software

Subagreement Services

5105 Security

4302 School Supplies

4310 Office Expense

4311 Business Meals

5102 Special Education

5107 Instructional Services

3401 Health and Welfare

3501 State Unemployment

3601 Workers' Compensation

4400 Noncapitalized Equipment

5106 Other Educational Consultants

9,705

60,908

5,841

10,352

74,110

7,511

81,621

8,350

15,602

102,017

125,969

195,705

10,304

92,556

1,663

6,951

226,225

286,336

38,020

325

4,327

7,814

35,141

102,540

145,495

329,008

11,048

78,303

3,162

214,868

283,240

42,333

18,300

344,477

23,156

74,164

102,278

199,598

604

43

11,812

75,625

3,136

11,405

248,977

157,672

18,458

3,342

92,991

272,521

51,792

321,846

103,079

476,733

17

58

11,812

75,625

3,136

11,405

248,977

128,128

18,458

3,342

75,566

225,553

51,792

261,541

103,079

416,428

17

58

11,812

75,625

3,136

11,405

248,977

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Revised 10/12/2020																
ADA = 2425.60	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Revenues															ADA = 2	425.60
State Aid - Revenue Limit																
8011 LCFF State Aid	-	857,979	857,979	1,544,362	1,544,362	1,544,362	1,544,362	1,544,362	724,277	277,383	277,383	277,383	6,148,651	17,142,846.55	17,159,583	(16,737)
8012 Education Protection Account	-	-	-	121,280	-	-	121,280	-	-	121,280	-	-	121,280	485,120.00	485,120	-
8096 In Lieu of Property Taxes	-	262,436	524,873	349,915	349,915	349,915	349,915	349,915	612,352	306,176	306,176	306,176	306,176	4,373,938.94	4,357,202	16,737
	-	1,120,415	1,382,852	2,015,557	1,894,277	1,894,277	2,015,557	1,894,277	1,336,629	704,839	583,559	583,559	6,576,107	22,001,905.49	22,001,905	-
Federal Revenue																
8181 Special Education - Entitlement	-	-	-	25,892	25,892	25,892	25,892	25,892	31,838	31,838	31,838	31,838	31,838	288,646.40	288,646	-
8296 Other Federal Revenue	-	-	142,272	-	-	-	-	-	-	-	-	-	-	142,271.51	-	142,272
	-	-	142,272	25,892	25,892	25,892	25,892	25,892	31,838	31,838	31,838	31,838	31,838	430,917.91	288,646	142,272
Other State Revenue																
8311 State Special Education	-	73,066	73,066	131,905	131,905	131,905	131,905	131,905	132,972	132,972	132,972	132,972	132,972	1,470,520.00	1,470,520	-
8560 State Lottery	-	-	-	-	-	-	120,271	-	-	120,271	-	-	242,152	482,694.40	482,694	-
8598 Prior Year Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8599 Other State Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-	-		
	-	73,066	73,066	131,905	131,905	131,905	252,177	131,905	132,972	253,243	132,972	132,972	375,124	1,953,214.40	1,953,214	
Other Local Revenue																
	-	-	-	-	-	-	-	-	-	-	=	-	-	-		
Total Revenue	-	1,193,481	1,598,190	2,173,354	2,052,074	2,052,074	2,293,626	2,052,074	1,501,439	989,920	748,368	748,368	6,983,069	24,386,037.80	24,243,766	142,272
			_,							000,000	110,000	110,000	2,000,000			
Expenses																
Certificated Salaries																
1100 Teachers' Salaries	551,283	550,290	579,013	555,101	555,101	555,101	555,101	555,101	555,101	555,101	555,101	555,101	-	6,676,492.59	6,734,728	58,235
1175 Teachers' Extra Duty/Stipends	8,875	25,359	62,234	86,596	86,596	86,596	86,596	86,596	86,596	86,596	86,596	86,596	-	875,829.51	875,515	(315)
1200 Pupil Support Salaries	69,989	76,886	66,161	84,636	84,636	84,636	84,636	84,636	84,636	84,636	84,636	84,636	-	974,761.38	741,487	(233,274)
1300 Administrators' Salaries	33,367	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	33,500	-	401,867.31	400,500	(1,367)
1900 Other Certificated Salaries	9,470	27,923	25,315	27,923	27,923	27,923	27,923	27,923	27,923	27,923	27,923	27,923	-	314,009.84	653,886	339,876
	672,985	713,958	766,223	787,755	787,755	787,755	787,755	787,755	787,755	787,755	787,755	787,755	-	9,242,960.63	9,406,116	163,155
Classified Salaries																
2200 Support Salaries	22,820	25,313	23,798	23,798	23,798	23,798	23,798	23,798	23,798	23,798	23,798	23,798	-	286,116.36	342,758	56,641
	22,820	25,313	23,798	23,798	23,798	23,798	23,798	23,798	23,798	23,798	23,798	23,798	-	- 286,116.36	342,758	56,641
Benefits																
3101 STRS	107,542	113,294	120,922	145,526	145,526	145,526	145,526	145,526	145,526	145,526	145,526	145,526	-	1,651,488.63	1,730,725	79,237
3301 OASDI	1,357	1,458	1,391	1,473	1,473	1,473	1,473	1,473	1,473	1,473	1,473	1,473	-	17,459.89	# 21,251	3,791
2244 14 11	0.705	40 204	44.040	44.040	44.043	44.040	44.040	44.040	44.040	44.040	44.040	44.040		407.000.00	4 44 050	2 000

Powered by BoardOnTrack 224 of 284

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(7,202)

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50

175

Monthly Cash Flow/Forecast FY20-21

Revised 10/12/2020 ADA = 2425.60

ADA = 2425.60	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Year-End Accruals	Annual Budget	Original Budget Total	Favorable / (Unfav.)
Operations and Housekeeping																
5201 Auto and Travel	-	_	101	708	708	708	708	708	708	708	708	708	_	6,476.45	8,500	2,024
5300 Dues & Memberships	_	225	4,800	67	67	67	67	67	67	67	67	67	_	5,625.00	800	(4,825)
5400 Insurance	6,650	17,004	27,358	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	6,650	_	110,862.00	79,800	(31,062)
5502 Janitorial Services	-	,	1,500	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	1,533	_	15,300.00	18,400	3,100
5900 Communications	_	_	-	-	-	-	-	-	-	-	-,555	-,555	_		-	-
5901 Postage and Shipping		825	87	58	58	58	58	58	58	58	58	58		1,437.71	700	(738)
3301 Tostage and Shipping	6,650	18,054	33,847	9,017	9,017	9,017	9,017	9,017	9,017	9,017	9,017	9,017	_	139,701.16	108,200	(31,501)
Facilities, Repairs and Other Leases	0,030	10,034	33,047	3,017	5,017	3,017	3,017	3,017	5,017	3,017	3,017	3,017		133,701.10	100,200	(31,301)
5601 Rent	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7,000	7 000	7,000	7,000		84,000.00	96,000	12,000
	7,000	7,000	7,000			•	7,000 58			7,000	•		-			
5603 Equipment Leases	-	-	-	58	58	58		58	58	58	58	58	-	525.00	700	175
5604 Other Leases	-	-	-	808	808	808	808	808	808	808	808	808	-	7,275.00	9,700	2,425
5610 Repairs and Maintenance	7.000	7,000	7.000	1,208	1,208	1,208	1,208	1,208	1,208	1,208	1,208	1,208	-	10,875.00	14,500	3,625
- 4	7,000	7,000	7,000	9,075	9,075	9,075	9,075	9,075	9,075	9,075	9,075	9,075	-	102,675.00	120,900	18,225
Professional/Consulting Services																
5801 IT	-	-	-	58	58	58	58	58	58	58	58	58	-	525.00	700	175
5803 Legal	-	50,411	28,509	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	-	127,669.73	65,000	(62,670)
5804 Professional Development	-	144	4,919	158	158	158	158	158	158	158	158	158	-	6,488.00	1,900	(4,588)
5805 General Consulting	-	1,000	25,809	4,644	4,644	4,644	4,644	4,644	4,644	4,644	4,644	4,644	-	68,606.25	55,730	(12,876)
5806 Special Activities/Field Trips	-	269	-	12,727	10,343	9,378	8,072	7,060	7,774	9,613	11,631	29,822	-	106,689.63	106,690	-
5807 Bank Charges	585	1,026	930	280	280	280	280	280	280	280	280	280	-	5,061.14	3,220	(1,841)
5808 Printing	-	-	-	50	50	50	50	50	50	50	50	50	-	450.00	575	125
5809 Other taxes and fees	-	-	1,500	60	60	60	60	60	60	60	60	60	-	2,040.00	690	(1,350)
5810 Payroll Service Fee	331	2,232	1,080	1,373	1,373	1,373	1,373	1,373	1,373	1,373	1,373	1,373	-	16,003.27	17,253	1,249
5811 Management Fee	138,748	135,253	134,992	140,942	140,942	140,942	140,942	140,942	140,942	140,942	140,942	140,942	-	1,677,466.93	1,681,607	4,140
5812 District Oversight Fee	-	-	, -	20,156	18,943	18,943	20,156	18,943	13,366	7,048	5,836	5,836	90,794	220,019.05	660,057	440,038
5814 SPED Encroachment	3,062	-	_	-	· <u>-</u>	-	-	-	· -	-	-	, -	(3,062)	•	· <u>-</u>	-
5815 Teacher	, -	_	_	125	125	125	125	125	125	125	125	125	-	1,125.00	1,500	375
	142,726	190,335	197,739	185,990	182,393	181,429	181,335	179,110	174,248	169,769	170,574	188,765	87,732	2,232,144.00	2,594,921	362,777
Depreciation	2 12/120	150,555	207,700	200,000	102,000	101, 110	101,000	173,110	17 1,2 10	100). 00	270,07	100). 00	07,702			
6900 Depreciation Expense	1,261	1,261	(2,521)	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	_	10,425.00	13,900	3,475
osoo Beprediation Expense	1,261	1,261	(2,521)	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	_	10,425.00	13,900	3,475
Interest	1,201	1,201	(2,321)	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130	1,130		10,423.00		3,413
7438 Interest Expense	155	155	155							129,448				129,912.96	347,482	217,569
7436 litterest Expense	155	155	155							129,448		-	-	129,912.96	347,482	217,569
	155	133	155		<u>-</u>			<u>-</u>	-	129,446		-	-	129,912.90	347,462	217,303
Total Francisco	1,256,890	1,656,803	1,785,184	2,015,025	1,904,154	1,859,816	1,813,517	1,762,614	1,783,621	1,988,171	1,950,288	2 706 720	87,732	22,650,551.56	23,641,878	991,327
Total Expenses	1,250,890	1,050,803	1,/85,184	2,015,025	1,904,154	1,859,810	1,813,517	1,702,014	1,783,021	1,988,171	1,950,288	2,786,738	87,732	22,030,331.30	23,041,878	991,327
Monthly Surplus (Deficit)	(1,256,890)	(463,322)	(186,994)	158,329	147,921	192,258	480,109	289,460	(282,183)	(000 251)	(1,201,919)	(2,038,370)	6,895,337	1,735,486.25	601,888	1,133,598
Monthly Surplus (Dentity	(1,230,830)	(403,322)	(100,554)	130,323	147,321	192,236	460,109	203,400	(202,103)	(990,231)	(1,201,313)	(2,038,370)	0,033,337	7.66%	001,000	1,133,336
Cook Floor Advisors and														7.66%		
Cash Flow Adjustments	(4.256.000)	(462.222)	(405.004)	450 220	4.47.004	402.250	400 400	200 460	(202.402)	(000 054)	(4 204 040)	(2.020.270)	6 005 007	4 707 406 07		
Monthly Surplus (Deficit)	(1,256,890)	(463,322)	(186,994)	158,329	147,921	192,258	480,109	289,460	(282,183)	(998,251)	(1,201,919)	(2,038,370)	6,895,337	1,735,486.25	Cert.	Instr.
Cash flows from operating activities															51.2%	80.9%
Depreciation/Amortization	1,261	1,261	(2,521)	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	1,158	-	10,425.00	2,717,496	228,603
Public Funding Receivables	2,682,652	375,282		-	-			-	-	-	-	-	(6,983,069)	(3,925,134.75)		
Grants and Contributions Rec.	(1,414,308)	-	551,653	-	-	-	-	-	-	-	-	-	-	(862,654.58)		
Prepaid Expenses	(204,841)	(112,797)	(45,284)	-	-	-	-	-	-	-	-	-	-	(362,922.13)		
Other Assets	(100,000)	-	-	-	-	-	-	-	-	-	-	-	-	(100,000.00)		
Accounts Payable	(68,421)	(160,810)	(570,324)	-	-	-	-	-	-	-	-	-	87,732	(711,822.65)	Pupil:Tea	acher Ratio
Accrued Expenses	15,582	215,816	(148,505)	-	-	-	-	-	-	-	-	-	-	82,893.59	21.09	:1
Deferred Revenue	-	-	10,595	-	-	-	-	-	-	-	-	-	-	10,595.49		
Cash flows from investing activities																
Cash flows from financing activities																
Proceeds from Factoring	-	-	-	-		-	-	-		4,314,940		-	-	4,314,940.00		
Payments on Factoring	-	(645,100)	(645,100)	(1,116,574)							-	-	-	(2,406,774.00)		
Payments on Debt	155	155	155	-	-	-	-	-	-	-			_	464.84		
2,2			203													
Total Change in Cash	(344,810)	(789,516)	(1,036,324)	(957,086)	149,079	193,417	481,267	290,619	(281,024)	3,317,847	(1,200,761)	(2,037,211)				
Cook Doginaina of Manual	2 204 245	2 020 525	2 247 020	1 240 606	252.640	402.000	F0C 40F	1 077 272	1 207 004	1 000 007	4 404 04 4	2 204 05 4				
Cash, Beginning of Month	3,381,345	3,036,535	2,247,020	1,210,696	253,610	402,689	596,105	1,077,372	1,367,991	1,086,967	4,404,814	3,204,054				
Cash, End of Month	3,036,535	2,247,020	1,210,696	253,610	402,689	596,105	1,077,372	1,367,991	1,086,967	4,404,814	3,204,054	1,166,842				

Powered by BoardOnTrack 225 of 284

Budget vs Actual

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Davisson							
Revenues State Aid - Revenue Limit							
LCFF Revenue	\$ 857,979	\$ 857,979	\$ (0)	\$ 1,715,958	\$ 1,715,958	\$ (0)	\$ 17,159,583
Education Protection Account	<i>و اور ا</i> دی	\$ 837,373	\$ (0) -	÷ 1,715,958	- 1,713,938	Ş (O) -	485,120
In Lieu of Property Taxes	524,873	521,120	3,753	787,309	781,681	5,628	4,357,202
Total State Aid - Revenue Limit	1,382,852	1,379,100	3,752	2,503,267	2,497,639	5,628	22,001,906
Federal Revenue	_,-,-,	_,_,_,	- ,	_,,	_,,	3,5_5	,,
Federal Special Education - IDEA	-	14,384	(14,384)	-	28,768	(28,768)	288,646
Other Federal Revenue	142,272	-	142,272	142,272	-	142,272	-
Total Federal Revenue	142,272	14,384	127,887	142,272	28,768	113,503	288,646
Other State Revenue							
State Special Education - AB602	73,066	73,281	(215)	146,132	146,562	(430)	1,470,520
State - State Lottery	-	-			-		482,694
Total Other State Revenue	73,066	73,281	(215)	146,132	146,562	(430)	1,953,214
Total Revenues	\$ 1,598,190	\$ 1,466,765	\$ 131,425	\$ 2,791,671	\$ 2,672,969	\$ 118,702	\$ 24,243,766
Expenses							
Certificated Salaries							
Certificated Teachers' Salaries	\$ 579,013	\$ 561,227	\$ (17,785)	\$ 1,680,586	\$ 1,683,682	\$ 3,096	\$ 6,734,728
Certificated Teachers' Extra Duties/Stipends	62,234	87,551	25,317	96,468	87,551	(8,917)	875,515
Certificated Pupil Support Salaries	66,161	61,791	(4,371)	213,036	185,372	(27,665)	741,487
Certificated Supervisors' and Administrators' Sa Other Certificated Salaries		33,375	(125)	100,367	100,125	(242)	400,500
Total Certificated Salaries	25,315 766,223	54,491 798,435	29,176 32,212	2,153,165	163,472	100,764 67,036	653,886
Classified Salaries	700,223	790,433	32,212	2,155,165	2,220,202	67,036	9,406,116
Classified Support Salaries	23,798	28,563	4,765	71,931	85,689	13,758	342,758
Total Classified Salaries	23,798	28,563	4,765	71,931	85,689	13,758	342,758
Benefits	25,755	_0,000	.,, . 55	, _,,	33,333	20,700	J,, J
State Teachers' Retirement System, certificated	120,922	146,912	25,990	341,757	408,517	66,760	1,730,725
OASDI/Medicare/Alternative, certificated positi	1,391	1,771	380	4,205	5,313	1,107	21,251
Medicare certificated positions	11,048	11,991	944	31,057	33,435	2,379	141,359
Health and Welfare Benefits, certificated position	78,303	76,875	(1,428)	231,766	230,625	(1,141)	922,500
State Unemployment Insurance, certificated po	43	3,283	3,240	7,548	9,849	2,301	65,660
Workers' Compensation Insurance, certificated		11,578	8,416	20,465	32,282	11,818	136,484
Total Benefits	214,868	252,410	37,542	636,798	720,022	83,224	3,017,979
Books & Supplies							
School Supplies	283,240	167,678	(115,562)	643,687	355,599	(288,088)	1,962,068
Software	42,333	18,458	(23,875)	87,863	55,375	(32,488)	221,500
Office Expense	604	3,342	2,738	928	10,025	9,097	40,100
Business Meals	-	58	58	-	175	175	700
Noncapitalized Equipment	18,300	68,383	50,083	22,627	145,021	122,394	800,172
Total Books & Supplies Subagreement Services	344,477	257,919	(86,558)	755,105	566,194	(188,911)	3,024,541
Special Education	23,156	51,792	28,636	39,320	155,375	116,055	621,500
Security	23,130	17	17	-	50	50	200
Other Educational Consultants	74,164	240,659	166,495	124,906	510,370	385,463	2,816,042
Instructional Services	102,278	102,278	0	306,835	306,835	0	1,227,341
Total Subagreement Services	199,598	394,745	195,148	471,061	972,630	501,569	4,665,083
Operations & Housekeeping							
Auto and Travel Expense	101	708	607	101	2,125	2,024	8,500
Dues & Memberships	4,800	67	(4,733)	5,025	200	(4,825)	800
Insurance	27,358	6,650	(20,708)	51,012	19,950	(31,062)	79,800
Janitorial/Trash Removal	1,500	1,533	33	1,500	4,600	3,100	18,400
Postage and Shipping	87	58	(29)	913	175	(738)	700
Total Operations & Housekeeping	33,847	9,017	(24,830)	58,551	27,050	(31,501)	108,200
Facilities, Repairs & Other Leases							
Rent	7,000	8,000	1,000	21,000	24,000	3,000	96,000
Equipment Leases	-	58	58	-	175	175	700
Other Leases	-	808	808	-	2,425	2,425	9,700
Repairs and Maintenance	7 000	1,208	1,208	- 31 000	3,625	3,625	14,500
Total Facilities, Repairs & Other Leases Professional/Consulting Services	7,000	10,075	3,075	21,000	30,225	9,225	120,900

Budget vs Actual

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
IT	-	58	58	-	175	175	700
Legal	28,509	5,417	(23,092)	78,920	16,250	(62,670)	65,000
Professional Development	4,919	158	(4,761)	5,063	475	(4,588)	1,900
General Consulting	25,809	4,644	(21,165)	26,809	13,933	(12,876)	55,730
Special Activities	-	9,118	9,118	269	19,336	19,067	106,690
Bank Charges	930	233	(697)	2,541	700	(1,841)	3,220
Printing	-	42	42	-	125	125	575
Other Taxes and Fees	1,500	50	(1,450)	1,500	150	(1,350)	690
Payroll Service Fee	1,080	1,438	357	3,643	4,313	670	17,253
Management Fee	134,992	140,134	5,142	408,993	420,402	11,409	1,681,607
District Oversight Fee	-	41,373	41,373	-	74,929	74,929	660,057
SELPA Fees	-	-	-	3,062	-	(3,062)	-
Public Relations		125	125	<u> </u>	375	375	1,500
Total Professional/Consulting Services	197,739	202,790	5,050	530,800	551,163	20,363	2,594,921
Depreciation							
Depreciation Expense	(2,521)	1,158	3,679	-	3,475	3,475	13,900
Total Depreciation	(2,521)	1,158	3,679	-	3,475	3,475	13,900
Interest							
Interest Expense	155	-	(155)	465	173,741	173,276	347,482
Total Interest	155	-	(155)	465	173,741	173,276	347,482
Total Expenses	\$ 1,785,184	\$ 1,955,113	\$ 169,929	\$ 4,698,877	\$ 5,350,390	\$ 651,514	\$ 23,641,878
Change in Net Accets	(400.004)	(400.340)	204 254	(1 007 300)	(2.677.422)	770 245	604 000
Change in Net Assets	(186,994)	(488,348)	301,354	(1,907,206)	(2,677,422)	770,215	601,888
Net Assets, Beginning of Period	36,507			1,756,719			
Net Assets, End of Period	\$ (150,487)			\$ (150,487)			

Statement of Financial Position

September 30, 2020

	Current Balance	_	nning Year alance		YTD Change	YTD % Change
Assets						
Current Assets						
Cash & Cash Equivalents	\$ 1,210,746	\$	3,381,345		\$ (2,170,599)	-64%
Accounts Receivable	728,073		1,465,569		(737,496)	-50%
Public Funding Receivables	478,304		3,536,238		(3,057,934)	-86%
Factored Receivables	(1,161,200)		(4,051,500)		2,890,300	-71%
Due To/From Related Parties	320,152		320,152		-	0%
Prepaid Expenses	398,349		35,427		362,922	1024%
Total Current Assets	1,974,425		4,687,231		(2,712,807)	-58%
Long-Term Assets						
Deposits	213,056		113,056		100,000	88%
Total Long Term Assets	213,056		113,056		100,000	88%
Total Assets	\$ 2,187,481	\$	4,800,287	=	\$ (2,612,807)	-54%
Liabilities						
Current Liabilities						
Accounts Payable	\$ 169,987	\$	969,541		\$ (799,554)	-82%
Accrued Liabilities	1,227,426		1,144,532		82,894	7%
Deferred Revenue	10,595		-		10,595	0%
Notes Payable, Current Portion	92,950		92,950		-	0%
Total Current Liabilities	1,500,958		2,207,023		(706,065)	-32%
Long-Term Liabilities						
Notes Payable, Net of Current Portion	837,010		836,545		465	0%
Total Long-Term Liabilities	837,010		836,545		465	0%
Total Liabilities	2,337,967		3,043,568	-	(705,601)	-23%
Total Net Assets	(150,487)		1,756,719	-	(1,907,206)	-109%
Total Liabilities and Net Assets	\$ 2,187,481	\$	4,800,287	=	\$ (2,612,807)	-54%

Statement of Cash Flows

				Month Ended 09/30/20		YTD Ended 09/30/20
Cash Flows from Operating Activities						
Change in Net Assets	\$	(186,994)	\$	(1,907,206)		
Adjustments to reconcile change in net assets to net cash flows	•	, , ,		(, , , ,		
from operating activities:						
Depreciation		(2,521)		-		
Decrease/(Increase) in Operating Assets:						
Public Funding Receivables		-		3,057,934		
Grants, Contributions & Pledges Receivable		(93,397)		(2,152,804)		
Prepaid Expenses		(45,284)		(362,922)		
Other Assets		-		(100,000)		
(Decrease)/Increase in Operating Liabilities:						
Accounts Payable		(570,324)		(799,554)		
Accrued Expenses		(148,505)		82,894		
Deferred Revenue		10,595		10,595		
Total Cash Flows from Operating Activities		(1,036,428)		(2,171,064)		
Cash Flows from Financing Activities Proceeds from (payments on) Long-Term Debt Total Cash Flows from Financing Activities		155 155		465 465		
Total cush flows from Financing Activities		133		403		
Change in Cash & Cash Equivalents		(1,036,274)		(2,170,599)		
Cash & Cash Equivalents, Beginning of Period		2,247,020		3,381,345		
Cash and Cash Equivalents, End of Period	\$	1,210,746	\$	1,210,746		

Check Register, Wells Fargo Bank account x9482

21			
Check Number	Vendor Name	Check Date	Check Amount
Nullibei			
10352	Logic of English	9/17/2020	VOID
10363	Carter's Carpet Restoration	9/17/2020	VOID
10376	Roseville Academy of Dance	9/17/2020	VOID
10378	Secretary of State	9/17/2020	VOID
10393	Citrus Heights Community Center	9/17/2020	VOID
10395	City of West Sacramento	9/17/2020	VOID
10407	Hillary Anderson	9/17/2020	VOID
10416	Live Oak Waldorf School	9/17/2020	VOID
11295	El Dorado County office of Education	9/1/2020	1,500.00
11296	El Dorado County office of Education	9/1/2020	178,043.84
11297	A Brighter Child, Inc	9/3/2020	1,140.51
11298	Absolute Mathematics	9/3/2020	160.00
11299	Alina Ilchuk	9/3/2020	600.00
11300	All About Learning Press, Inc.	9/3/2020	17.83
11301	Brave Writer LLC	9/3/2020	381.65
11302	Canvas & Keys	9/3/2020	362.75
11303	CBC Therapeutic Horseback Riding Academy LLC	9/3/2020	400.00
11304	Charter Impact, Inc.	9/3/2020	1,311.46
11305	CONFIDENTIAL	9/3/2020	144.00
11306	Comprehensive Autism Related Education (CARE) Inc.	9/3/2020	117.50
11307	Dana Jarrett	9/3/2020	180.00
11307	Day by Day Spanish	9/3/2020	210.00
11309	Debra King	9/3/2020	1,475.00
11310	eDynamic Learning	9/3/2020	1,105.00
11310	El Dorado Hills Chamber of Commerce	9/3/2020	225.00
11311	EMH Sports USA, Inc.	9/3/2020	1,020.00
11312	Enome, Inc. (Goalbook)	9/3/2020	7,950.00
11313	Eric Anderson	9/3/2020	390.00
11314	Eric Anderson	9/3/2020	390.00
11315	Eric Anderson		
		9/3/2020	390.00
11317	Eric Anderson	9/3/2020	60.00
11318	Eric Anderson	9/3/2020	120.00
11319	Eric Anderson	9/3/2020	150.00
11320	Erie Cicelski	9/3/2020	270.00
11321	Evitta Gantt	9/3/2020	600.00
11322	Family Taekwondo Academy	9/3/2020	99.00
11323	Hands 4 Building, LLC	9/3/2020	275.98
11324	Hawkins School of Performing Arts	9/3/2020	229.21
11325	Haynes Family of Programs	9/3/2020	330.00
11326	Hear Say Speech and Language Services	9/3/2020	1,092.50
11327	Heather Williams	9/3/2020	140.00
11328	Institute for Excellence in Writing	9/3/2020	140.70
11329	James Daniel MacKinnon	9/3/2020	1,500.00
11330	Keeping Pace Learning Center	9/3/2020	675.00
11331	Keeping Pace Learning Center	9/3/2020	595.00
11332	Kim Snow's Music Studio	9/3/2020	467.50
11333	KiwiCo, Inc	9/3/2020	302.53
11334	Kovar's Laguna	9/3/2020	538.00
11335	Lab Rat Academy	9/3/2020	380.00
11336	Lakeshore	9/3/2020	952.58
11337	Laura Spillane-Wydick	9/3/2020	540.00
11338	Learning Without Tears	9/3/2020	136.96
11339	LessonHouse	9/3/2020	936.00
11340	Lola Sadikova	9/3/2020	576.00
11341	Loretta Oborn	9/3/2020	180.00

Check Register, Wells Fargo Bank account x9482

Check			
Number	Vendor Name	Check Date	Check Amount
11342	Lotus Educational Services, Inc.	9/3/2020	450.00
11343	Moving Beyond the Page	9/3/2020	1,146.48
11344	MoxieBox Art, Inc	9/3/2020	306.06
11345	Music and More Arts Academy	9/3/2020	205.00
11346	Nancy Barcal	9/3/2020	1,265.00
11347	NCDC	9/3/2020	310.86
11348	Nicole the Math Lady, LLC	9/3/2020	79.00
11349	Nunez Martial Arts Academy	9/3/2020	89.00
11350	Oak Meadow Inc.	9/3/2020	575
11351	Olga Petrenko	9/3/2020	555.00
11352	Outschool, Inc.	9/3/2020	90.00
11353	Provenance	9/3/2020	267,325.41
11354	Rainbow Resource Center	9/3/2020	222.96
11355	Singapore Math Live, LLC	9/3/2020	40.00
11356	Singapore Math, Inc.	9/3/2020	254.70
11357	Supported Life Institute	9/3/2020	159.00
11358	Teaching Textbooks	9/3/2020	306.48
11359	The Curiosity Collective	9/3/2020	1,080.00
11360	Therapeutic Language Clinic, Inc.	9/3/2020	495.00
11361	Timberdoodle.com	9/3/2020	3,687.61
11362	Toliy's Guitar	9/3/2020	440.00
11363	Triumph Academy	9/3/2020	2,666.47
11364	Voice Academy, LLC	9/3/2020	160.00
11365	VOID	VOID	VOID
11366	VOID	VOID	VOID
11367	VOID	VOID	VOID
11368	VOID	VOID	VOID
11369	Amazon Capital Services	9/3/2020	4,349.12
11370	VOID	VOID	VOID
11371	Amazon Capital Services	9/3/2020	1,987.60
11372	Reading Horizons	9/4/2020	5,953.75
11373	42 Development LLC	9/10/2020	323.27
11374	8x8 Inc.	9/10/2020	280.86
11375	VOID	VOID	VOID
11376	VOID	VOID	VOID
11377	A Brighter Child, Inc	9/10/2020	9,045.39
11378	Absolute Mathematics	9/10/2020	40
11379	ASK	9/10/2020	21.95
11380	ASK	9/10/2020	21.95
11381	Belinda Costa	9/10/2020	65.06
11382	Brave Writer LLC	9/10/2020	1,536.90
11383	Burger Physical Therapy and Rehabilitation INC	9/10/2020	4625
11384	Charter Impact, Inc.	9/10/2020	33568.32
11385	Crafty School Crates	9/10/2020	1158.3
11386	Crafty School Crates	9/10/2020	1158.3
11387	Department of Labor and Industries	9/10/2020	163.96
11388	Eaton Interpreting Services, Inc.	9/10/2020	3087
11389	Education.com	9/10/2020	119.99
11390	Educational Development Corporation	9/10/2020	42.97
11391	Elemental Science	9/10/2020	244.13
11392	Evan-Moor	9/10/2020	1,360.57
11393	Global Teletherapy	9/10/2020	4,068.00
11394	Gravitas Publications, Inc.	9/10/2020	167.92
11395	Growing Healthy Children Therapy Services, Inc.	9/10/2020	656.50
11396	History Unboxed LLC	9/10/2020	1,809.09
11397	Home Science Tools	9/10/2020	255.36
1100,		5, 10, 2020	233.30

Check Register, Wells Fargo Bank account x9482

Check			
Number	Vendor Name	Check Date	Check Amount
11398	Institute for Excellence in Writing	9/10/2020	240.44
11399	Jabbergym	9/10/2020	790.00
11400	Jane Johnson Speech Therapy	9/10/2020	1,225.00
11401	Jostens	9/10/2020	269.16
11402	Kitchen Kid, LLC	9/10/2020	144.54
11403	Lakeshore	9/10/2020	198.71
11404	LEGO Education	9/10/2020	65.20
11405	Little Passports	9/10/2020	1,693.63
11406	Math-U-See Inc.	9/10/2020	2,424.00
11407	MEL Science U.S. LLC	9/10/2020	279.20
11408	N2Y	9/10/2020	5,912.13
11409	NewSongs Music	9/10/2020	100.00
11410	Nunez Martial Arts Academy	9/10/2020	175.00
11411	Oak Meadow Inc.	9/10/2020	13,112.00
11412	Olga Petrenko	9/10/2020	420.00
11413	Peace Hill Press, Inc. dba Well Trained Mind Press	9/10/2020	25.00
11414	Provenance	9/10/2020	114,215.89
11415	Rachel Eldridge	9/10/2020	210.00
11416	Rainbow Resource Center	9/10/2020	327.93
11417	School Pathways, LLC	9/10/2020	2,974.68
11418	SchoolMate	9/10/2020	16,228.31
11419	Singapore Math, Inc.	9/10/2020	25.88
11420	Studies Weekly	9/10/2020	838.27
11421	Supported Life Institute	9/10/2020	159.00
11422	Teacher Synergy, LLC	9/10/2020	859.21
11423	Teaching Textbooks	9/10/2020	172.32
11424	The Curiosity Collective Timberdoodle.com	9/10/2020	1,115.00
11425 11426	Time4Learning	9/10/2020 9/10/2020	1,457.90 25.00
11426	TouchMath Acquisition LLC	9/10/2020	216.68
11427	Well-Trained Mind Academy	9/10/2020	367.50
11428	VOID	9/10/2020 VOID	VOID
11429	VOID	VOID	VOID
11431	Amazon Capital Services	9/11/2020	2,283.44
11432	VOID	VOID	VOID
11433	VOID	VOID	VOID
11434	VOID	VOID	VOID
11435	Amazon Capital Services	9/11/2020	2,609.61
11436	VOID	VOID	VOID
11437	VOID	VOID	VOID
11438	VOID	VOID	VOID
11439	Amazon Capital Services	9/11/2020	1,746.60
11440	VOID	VOID	VOID
11441	Amazon Capital Services	9/11/2020	1,673.94
11442	VOID	VOID	VOID
11443	A Brighter Child, Inc	9/17/2020	13,044.61
11444	All About Learning Press, Inc.	9/17/2020	97.69
11445	Amazon Capital Services	9/17/2020	44.72
11446	Assiya Kistanova	9/17/2020	945.00
11447	Ballet Rejoice School for the Arts	9/17/2020	20.00
11448	Beautiful Feet Books, Inc.	9/17/2020	1,721.23
11449	Becker Academy of Guitar	9/17/2020	150.00
11450	Blue Learning	9/17/2020	357.23
11451	Brave Writer LLC	9/17/2020	523.25
11452	BrightThinker	9/17/2020	1661.4
11453	BYU Independent Study	9/17/2020	164.00

Check Register, Wells Fargo Bank account x9482

Check	Vendor Name	Check Date	Check Amount
Number 11454	Charter Impact, Inc.	9/17/2020	1,500.0
11454	Charter impact, inc. CharterSafe	9/17/2020	23,761.0
11456	CMStep	9/17/2020	350.0
11457	Educational Development Corporation	9/17/2020	99.8
11457	EMH Sports USA, Inc.	9/17/2020	255.0
11459	Empire Gymnastics Center	9/17/2020	200.0
11460	Great Books Academy	9/17/2020	3,385.0
11461	Haynes Family of Programs	9/17/2020	3,383.0 165.0
11462	Heart Beats Music School	9/17/2020	690.0
11463	Home Science Tools	9/17/2020	187.8
11464	Institute for Excellence in Writing		1192.0
11465	Kim Snow's Music Studio	9/17/2020	1192.0
		9/17/2020	
11466	Kim Spears	9/17/2020	101.4
11467	Kovar's Laguna	9/17/2020	33
11468	Lakeshore	9/17/2020	39.1
11469	Learn Piano Live	9/17/2020	596.8
11470	Learning Without Tears	9/17/2020	28.0
11471	Logic of English	9/17/2020	117.
11472	MEL Science U.S. LLC	9/17/2020	413.
11473	Minds on Education	9/17/2020	90.2
11474	Music Lab Rocklin	9/17/2020	480.0
11475	NewSongs Music	9/17/2020	288.0
11476	Peace Hill Press, Inc. dba Well Trained Mind Press	9/17/2020	29.0
11477	Provenance	9/17/2020	42,172.
11478	VOID	VOID	VO
11479	Rainbow Resource Center	9/17/2020	4,409.
11480	Specialized Therapy Services, Inc.	9/17/2020	200.0
11481	Studies Weekly	9/17/2020	32
11482	Teacher Synergy, LLC	9/17/2020	20.9
11483	The Lampo Group, LLC	9/17/2020	137.
11484	Well-Trained Mind Academy	9/17/2020	1,095.0
11485	WriteShop	9/17/2020	191.
11486	Carter's Carpet Restoration	9/17/2020	1,520.0
11487	Citrus Heights Community Center	9/17/2020	936.0
11488	City of West Sacramento	9/17/2020	25.0
11489	Hillary Anderson	9/17/2020	280.0
11490	Live Oak Waldorf School	9/17/2020	1,881.
11491	Logic of English	9/17/2020	251.4
11492	Roseville Academy of Dance	9/17/2020	138.0
11493	Secretary of State	9/17/2020	20.0
11494	Lakeshore	9/18/2020	229.3
11495	Lakeshore	9/21/2020	1.3
11496	Clarksville Charter School	9/24/2020	31,702.9
11497	Feather River Charter School	9/24/2020	246,861.0
11498	Heartland Charter School	9/24/2020	42,910.8
11499	Mission Vista Academy	9/24/2020	21,459.
11500	Pacific Coast Academy	9/24/2020	73,563.
11501	Winship Community School	9/24/2020	30,628.
11502	VOID	VOID	VO
11503	A Brighter Child, Inc	9/25/2020	10,827.
11504	Alona Kravchuk	9/25/2020	961.
11505	Amazon Capital Services	9/25/2020	144.
11506	Brandy Ruscica	9/25/2020	1,513.
11507	BrightThinker	9/25/2020	2,308.3
11508	Charter Impact, Inc.	9/25/2020	225.0
	Club Z! Tutoring	9/25/2020	368.0

Check Register, Wells Fargo Bank account x9482

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
11510	Home Science Tools	9/25/2020	42.51
11511	Home Tutoring Plus, Inc.	9/25/2020	672.00
11512	HTP Services, Inc	9/25/2020	448.00
11513	Lakeshore	9/25/2020	28.53
11514	Law Offices of Young, Minney & Corr, LLP	9/25/2020	28,509.00
11515	Little Passports	9/25/2020	141.91
11516	MEL Science U.S. LLC	9/25/2020	314.10
11517	Miriana Cota	9/25/2020	1,240.00
11518	Owings Martial Arts	9/25/2020	637.50
11519	Rainbow Resource Center	9/25/2020	904.09
11520	Roseville Academy of Dance	9/25/2020	345.00
11521	School Pathways, LLC	9/25/2020	9,170.73
11522	Studies Weekly	9/25/2020	64.54
11523	Teacher Synergy, LLC	9/25/2020	115.22
11524	The Lampo Group, LLC	9/25/2020	137.49
11525	Therapeutic Language Clinic, Inc.	9/25/2020	220.00
11526	WriteShop	9/25/2020	50.86
11527	James Daniel MacKinnon	9/25/2020	1,500.00
11528	Lakehills Community Covenant Church Inc	9/25/2020	7,000.00
11529	Bitsbox	9/30/2020	128.85
11530	Brave Writer LLC	9/30/2020	1,225.85
11531	BYU Independent Study	9/30/2020	6,482.00
11532	CB Music	9/30/2020	54.50
11533	Charter Schools Development Center	9/30/2020	4,800.00
11534	CharterSmart	9/30/2020	8,000.00
11535	DBL Enterprises, Inc. dba Allstars Driving School	9/30/2020	49.00
11536	Edmentum Inc	9/30/2020	720.00
11537	Education.com	9/30/2020	119.99
11538	Encore Music Center	9/30/2020	245
11539	Growing Minds, LLC	9/30/2020	120.00
11540	Hear Say Speech and Language Services	9/30/2020	190.00
11541	CONFIDENTIAL	9/30/2020	4,200.00
11542	Lakeshore	9/30/2020	28.73
11543	McColgan & Assocaites Inc	9/30/2020	521.30
11544	Peace Hill Press, Inc. dba Well Trained Mind Press	9/30/2020	184.04
11545	Provenance	9/30/2020	109,547.08
11546	Roseville Academy of Dance	9/30/2020	320.25
11547	Scholastic	9/30/2020	82.39
11548	Studies Weekly	9/30/2020	128.93
11549	Take Note Troupe	9/30/2020	350.00
11550	Teacher Synergy, LLC	9/30/2020	29.99
11551	Timberdoodle.com	9/30/2020	2,467.31
11552	Well-Trained Mind Academy	9/30/2020	1,837.50
11553	West Point Driving School	9/30/2020	20.00
11554	WriteShop	9/30/2020	127.80

Total Disbursements in September \$ 1,505,185.32

Accounts Payable Aging

September 30, 2020

Vandar Nama	Invoice/Credit Number	Date Due	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
Vendor Name	invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Aria's to the Pointe	0044	10/9/2020	\$ 1,066	\$ -	\$ -	\$ -	\$ -	\$ 1,066
Corey Oiler	005	10/18/2020	120	γ - -	- -	- -	- -	120
Corey Oiler	006	10/18/2020	180	<u>-</u>	_	_	_	180
Chestnut Nature Kids	0082004	10/18/2020	225	- -	-	-	-	225
Alec Monterrojas	011	10/1/2020	120	_	-	-	-	120
Alex Robul	011	9/29/2020	180	_	_	_	_	180
Alex Robul	012	9/29/2020	150	_ _	_	_	_	150
Alex Robul	013	9/29/2020	120	_	_	_	_	120
Jonathan Holowaty	042	10/9/2020	75	_	_	_	_	75
Ballet Rejoice School for the Arts	0560	9/16/2020	576	_	-	-	-	576
Math-U-See Inc.	0636740-IN	9/20/2020	153	_	_	_	_	153
Math-U-See Inc.	0639923-IN	9/28/2020	58	_	_	_	_	58
Math-U-See Inc.	0652102-IN	10/20/2020	173	_	_	_	_	173
Math-U-See Inc.	0652127-IN	10/20/2020	167	<u>-</u>	_	_	_	167
Math-U-See Inc.	0652132-IN	10/20/2020	55	<u>-</u>	_	_	_	55
Math-U-See Inc.	0652133-IN	10/20/2020	94	_	_	_	_	94
Math-U-See Inc.	0652748-IN	10/23/2020	199	_	_	_	_	199
Math-U-See Inc.	0653369-IN	10/24/2020	119	_	_	_	_	119
Math-U-See Inc.	0653855-IN	10/25/2020	119	_	_	_	_	119
Math-U-See Inc.	0653954-IN	10/25/2020	199	_	_	_	_	199
Math-U-See Inc.	0653964-IN	10/25/2020	119	_	_	_	_	119
Math-U-See Inc.	0653965-IN	10/25/2020	94	_	_	_	_	94
Math-U-See Inc.	0659760-IN	11/4/2020	96	_	_	_	_	96
Math-U-See Inc.	0662208-IN	11/10/2020	58	_	_	_	_	58
Math-U-See Inc.	0662211-IN	11/10/2020	49	_	_	_	_	49
Math-U-See Inc.	0662216-IN	11/10/2020	119	_	_	_	_	119
Math-U-See Inc.	0662994-IN	11/13/2020	68	_	_	_	_	68
Math-U-See Inc.	0662996-IN	11/13/2020	199	_	_	_	_	199
Math-U-See Inc.	0663076-IN	11/13/2020	49	_	_	_	_	49
Math-U-See Inc.	0664242-IN	11/15/2020	110	_	_	-	_	110
Chestnut Nature Kids	082001	10/1/2020	225	_	_	-	_	225
Esther Judson	091120-BH	10/11/2020	720	_	_	-	_	720
Eureka! Education by Cynthia	09142020	10/14/2020	484	_	_	-	_	484
Maria Madruga	1-8-31-2020	9/30/2020	495	_	_	-	_	495

Powered by BoardOnTrack 235 of 284

Accounts Payable Aging

September 30, 2020

		Data Dua		1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Stephanie Strong	10	10/9/2020	120	-	-	-	-	120
School of Rock Elk Grove & Roseville	1001	10/21/2020	325	-	-	-	-	325
School of Rock Elk Grove & Roseville	1002	10/21/2020	325	-	-	-	-	325
School of Rock Elk Grove & Roseville	1003	10/21/2020	325	-	-	-	-	325
eat2explore	100744	9/27/2020	315	-	-	-	-	315
eat2explore	100745	9/27/2020	212	-	-	-	-	212
eat2explore	100753	10/11/2020	110	-	-	-	-	110
eat2explore	100756	10/16/2020	30	-	-	-	-	30
Academics in a Box Inc	10209	9/23/2020	87	-	-	-	-	87
HomeschoolSupercenter.com	10209134	6/4/2020	(50)	-	-	-	-	(50)
Little Global Citizens LLC	1022	10/16/2020	239	-	-	-	-	239
Home Science Tools	1039975A	9/16/2020	23	-	-	-	-	23
Home Science Tools	1040258A	9/16/2020	50	-	-	-	-	50
Home Science Tools	1042698A	9/19/2020	186	-	-	-	-	186
Home Science Tools	1043312A	9/20/2020	77	-	-	-	-	77
Home Science Tools	1043318A	9/20/2020	55	-	-	-	-	55
Home Science Tools	1043649A	10/2/2020	276	-	-	-	-	276
Home Science Tools	1045462A	9/25/2020	101	-	-	-	-	101
Home Science Tools	1045659A	9/25/2020	138	-	-	-	-	138
Home Science Tools	1045660A	9/25/2020	52	-	-	-	-	52
Home Science Tools	1045662A	9/25/2020	47	-	-	-	-	47
Home Science Tools	1050590A	10/8/2020	165	-	-	-	-	165
Home Science Tools	1051305A	10/9/2020	42	-	-	-	-	42
Home Science Tools	1053028A	10/10/2020	93	-	-	-	-	93
Home Science Tools	1054487A	10/15/2020	64	-	-	-	-	64
Home Science Tools	1054870A	10/15/2020	57	-	-	-	-	57
Home Science Tools	1054871A	10/18/2020	76	-	-	-	-	76
Home Science Tools	1054872A	10/16/2020	26	-	-	-	-	26
Home Science Tools	1055362A	10/17/2020	44	-	-	-	-	44
Home Science Tools	1055363A	10/17/2020	86	-	-	-	-	86
Home Science Tools	1055380A	10/17/2020	126	-	-	-	-	126
Home Science Tools	1055387A	10/17/2020	128	-	-	-	-	128
Home Science Tools	1055523A	10/17/2020	64	-	-	-	-	64
Oak Meadow Inc.	109121	10/16/2020	161	-	-	-	-	161
Monica Zarate	11	9/30/2020	90	-	-	-	-	90

Powered by BoardOnTrack 236 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Stephanie Strong		10/9/2020	240	-	-	-	-	240
Little Passports	113324240	9/30/2020	194	-	-	-	-	194
Drivers Ed Direct	1142	10/4/2020	40	-	-	-	-	40
Bon Voyage World Languages Academ	y 1146	10/12/2020	700	-	-	-	-	700
Bon Voyage World Languages Academ	y 1147	10/12/2020	700	-	-	-	-	700
Bon Voyage World Languages Academ	y 1148	10/12/2020	1,170	-	-	-	-	1,170
Drivers Ed Direct	1151	10/10/2020	39	-	-	-	-	39
Drivers Ed Direct	1156	10/10/2020	39	-	-	-	-	39
LEGO Education	1190435294	10/6/2020	469	-	-	-	-	469
Amazon Capital Services	11C4-TL9T-GLNJ	10/26/2020	(129)	-	-	-	-	(129)
Stephanie Strong	12	10/9/2020	240	-	-	-	-	240
Heather Williams	1218	9/28/2020	109	-	-	-	-	109
Heather Williams	1219	10/17/2020	109	-	-	-	-	109
R & D Educational Systems Inc	12312	9/30/2020	149	-	-	-	-	149
Heather Williams	1238	10/10/2020	92	-	-	-	-	92
Teacher Synergy, LLC	123955038	9/15/2020	60	-	-	-	-	60
Heather Williams	1241	10/10/2020	70	-	-	-	-	70
Teacher Synergy, LLC	124193650	9/17/2020	20	-	-	-	-	20
Heather Williams	1242	10/10/2020	70	-	-	-	-	70
Teacher Synergy, LLC	124989143	9/23/2020	24	-	-	-	-	24
Teacher Synergy, LLC	124991818	9/23/2020	18	-	-	-	-	18
Teacher Synergy, LLC	124993137	9/23/2020	22	-	-	-	-	22
Teacher Synergy, LLC	125086545	9/24/2020	26	-	-	-	-	26
Teacher Synergy, LLC	125137135	9/24/2020	44	-	-	-	-	44
Teacher Synergy, LLC	125137572	9/24/2020	57	-	-	-	-	57
Teacher Synergy, LLC	125137810	9/24/2020	20	-	-	-	-	20
Teacher Synergy, LLC	125586069	9/29/2020	2	-	-	-	-	2
Teacher Synergy, LLC	125594897	9/29/2020	60	-	-	-	-	60
Teacher Synergy, LLC	125595993	9/29/2020	32	-	-	-	-	32
Teacher Synergy, LLC	125597225	9/29/2020	47	-	-	-	-	47
Teacher Synergy, LLC	125599187	9/29/2020	17	-	-	-	-	17
Teacher Synergy, LLC	125606901	9/29/2020	18	-	-	-	-	18
Teacher Synergy, LLC	125611160	9/29/2020	2	-	-	-	-	2
Teacher Synergy, LLC	125934389	10/1/2020	81	-	-	-	-	81
Teacher Synergy, LLC	125934539	10/1/2020	114	-	-	-	-	114

Powered by BoardOnTrack 237 of 284

Accounts Payable Aging

September 30, 2020

		2.1.5		1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	To 1
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Teacher Synergy, LLC	125934666	10/1/2020	60	-	-	-	-	60
Teacher Synergy, LLC	125934866	10/1/2020	74	-	-	-	-	74
Teacher Synergy, LLC	125946364	10/1/2020	29	-	-	-	-	29
Teacher Synergy, LLC	125949115	10/1/2020	38	-	-	-	-	38
Teacher Synergy, LLC	125961952	10/1/2020	88	-	-	-	-	88
Teacher Synergy, LLC	125962197	10/1/2020	188	-	-	-	-	188
Teacher Synergy, LLC	125979104	10/1/2020	7	-	-	-	-	7
Teacher Synergy, LLC	126419973	10/14/2020	69	-	-	-	-	69
Teacher Synergy, LLC	126577483	10/6/2020	8	-	-	-	-	8
Teacher Synergy, LLC	126683065	10/6/2020	44	-	-	-	-	44
Teacher Synergy, LLC	126878758	10/7/2020	22	-	-	-	-	22
Teacher Synergy, LLC	126882276	10/7/2020	72	-	-	-	-	72
Teacher Synergy, LLC	126884569	10/7/2020	47	-	-	-	-	47
Teacher Synergy, LLC	126884584	10/7/2020	78	-	-	-	-	78
Teacher Synergy, LLC	126885702	10/7/2020	10	-	-	-	-	10
Teacher Synergy, LLC	126900224	10/7/2020	5	-	-	-	-	5
Teacher Synergy, LLC	127019664	10/8/2020	108	-	-	-	-	108
Teacher Synergy, LLC	127019878	10/8/2020	83	-	-	-	-	83
Teacher Synergy, LLC	127113984	10/9/2020	155	-	-	-	-	155
Teacher Synergy, LLC	127121695	10/9/2020	28	-	-	-	-	28
Beautiful Feet Books, Inc.	12749	9/21/2020	383	-	-	-	-	383
Dawn Cheshire	128	9/27/2020	165	-	-	-	-	165
Mr D Math, LLC	1282	10/12/2020	1,171	-	-	-	-	1,171
Beautiful Feet Books, Inc.	12822	9/25/2020	295	-	-	-	-	295
Beautiful Feet Books, Inc.	12823	9/25/2020	46	-	-	-	-	46
Beautiful Feet Books, Inc.	12844	9/25/2020	159	-	-	-	-	159
Jabbergym	12963	10/10/2020	2,457	-	-	-	-	2,457
Kaizen Martial Arts Academy	1326CM	9/30/2020	240	-	-	-	-	240
Kaizen Martial Arts Academy	1327CM	9/30/2020	240	-	-	-	-	240
Kaizen Martial Arts Academy	1328CM	9/30/2020	240	_	-	-	-	240
Amazon Capital Services	13CH-Q7TM-G1FT	10/16/2020	36	-	-	-	-	36
Amazon Capital Services	13CH-Q7TM-X339	10/16/2020	11	-	-	-	-	11
Amazon Capital Services	141K-LYTR-YTGJ	10/18/2020	21	-	-	-	-	21
E-Therapy LLC	14470	9/30/2020	486	-	-	-	-	486
Amazon Capital Services	146N-NQGH-91FT	10/21/2020	80	_	_	_	_	80

Powered by BoardOnTrack 238 of 284

Accounts Payable Aging

September 30, 2020

Amazon Capital Services 146N-NOGH-T9PP 10/22/2020 46 - - - 4 Amazon Capital Services 14JR-CR46-DM79 10/28/2020 322 - - - 32 Amazon Capital Services 14JR-CR46-TFMI 10/29/2020 17 - - - - 1 Amazon Capital Services 14PR-3YGG-HWFC 10/20/2020 21 - <t< th=""><th>Vorder Name</th><th>Invoice/Credit Number</th><th>Data Dua</th><th>Current</th><th>1 - 30 Days</th><th>31 - 60 Days</th><th>61 - 90 Days</th><th>Over 90 Days</th><th>Total</th></t<>	Vorder Name	Invoice/Credit Number	Data Dua	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
Amazon Capital Services 14JR-CR46-FIMI 10/28/2020 322 - - - - 322 Amazon Capital Services 14JR-CR46-FIMI 10/29/2020 16 - - - - 1 Amazon Capital Services 14JR-3YGG-HWC 10/9/2020 21 -	Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Amazon Capital Services 14JR-CR46-TFML 10/29/2020 16 - - - - 1 1 Amazon Capital Services 14PR-3VG6-HWPC 10/9/2020 9 - - - - 2 2 Amazon Capital Services 14PR-3VG6-HWPC 10/10/2020 9 -	Amazon Capital Services	146N-NQGH-T9PP	10/22/2020	46	-	-	-	-	46
Amazon Capital Services 14MI-QM11-RRAR 9/22/2020 17 - - - - 1 2 - </td <td>•</td> <td>14JR-CR46-DM79</td> <td>· · ·</td> <td>322</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>322</td>	•	14JR-CR46-DM79	· · ·	322	-	-	-	-	322
Amazon Capital Services 14PR-3YGG-HWFC 10/9/2020 21 - - - 2 2 Amazon Capital Services 14PR-3YGG-MPQD 10/10/2020 61 -	Amazon Capital Services	14JR-CR46-TFML	10/29/2020	16	-	-	-	-	16
Amazon Capital Services 14PR-3YGG-MXCK 10/10/2020 9 - </td <td>Amazon Capital Services</td> <td>14MJ-QM11-RR4R</td> <td>9/22/2020</td> <td>17</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>17</td>	Amazon Capital Services	14MJ-QM11-RR4R	9/22/2020	17	-	-	-	-	17
Amazon Capital Services 14PR-3YGG-XXXG 10/10/2020 61 - - 6 6 Amazon Capital Services 14PR-3YGG-XYD9 10/10/2020 71 - - - 10 17 CB Music 15934 9/12/2020 3,739 - - - - 3,73 Amazon Capital Services 16C3-491T-43MN 10/10/2020 27 - - - - - - 2 2 3,73 Amazon Capital Services 16C3-491T-47MN 10/11/2020 27 -	Amazon Capital Services	14PR-3YGG-HWFC	10/9/2020	21	-	-	-	-	21
Amazon Capital Services 14PR-3YGG-XYD9 10/10/20/20 (18) - - - - (14) -	Amazon Capital Services	14PR-3YGG-MPQD	10/10/2020	9	-	-	-	-	9
Amazon Capital Services 14WC-F9P4-DJJM 10/23/2020 71 - - - - 77 78 -	Amazon Capital Services	14PR-3YGG-XKXG	10/10/2020	61	-	-	-	-	61
CB Music 15934 9/12/2020 3,739 - - - - 3,737 Amazon Capital Services 16C3-49LT-43MN 10/10/2020 27 - - - - - 2 Amazon Capital Services 16C3-49LT-CMPM 10/11/2020 24 - - - - - - 4 Amazon Capital Services 16C3-49LT-FAVM 10/11/2020 27 - <td< td=""><td>Amazon Capital Services</td><td>14PR-3YGG-XYD9</td><td>10/10/2020</td><td>(18)</td><td>-</td><td>-</td><td>-</td><td>-</td><td>(18)</td></td<>	Amazon Capital Services	14PR-3YGG-XYD9	10/10/2020	(18)	-	-	-	-	(18)
Amazon Capital Services 16C3-49LT-43MN 10/10/2020 27 - - - - 2 2 Amazon Capital Services 16C3-49LT-CMPM 10/11/2020 25 - - - - 2 2 Amazon Capital Services 16C3-49LT-FAVM 10/11/2020 27 - - - - 2 2 Amazon Capital Services 16G7-KHCM-DY6N 10/8/2020 29 - - - - - 2 2 Amazon Capital Services 16G7-KHCM-DY6N 10/8/2020 19 -	Amazon Capital Services	14WC-F9P4-DJJM	10/23/2020	71	-	-	-	-	71
Amazon Capital Services 16C3-49LT-PTMN 10/11/2020 25 -	CB Music	15934	9/12/2020	3,739	-	-	-	-	3,739
Amazon Capital Services 16C3-49LT-CMPM 10/11/2020 44 - - - - 44 Amazon Capital Services 16C3-49LT-F4VM 10/11/2020 27 - - - - 2 Amazon Capital Services 16G7-KHCM-DY6N 10/8/2020 19 - - - - - 2 2 Amazon Capital Services 16GP-QWF6-6W4N 10/3/2020 19 -	Amazon Capital Services	16C3-49LT-43MN	10/10/2020	27	-	-	-	-	27
Amazon Capital Services 16C3-49LT-F4VM 10/11/2020 27 - - - - 2 Amazon Capital Services 16G7-KHCM-DV6N 10/8/2020 29 - - - - - 2 Amazon Capital Services 16G9-DUMF6-F0WN 10/7/2020 19 -	Amazon Capital Services	16C3-49LT-9TMN	10/11/2020	25	-	-	-	-	25
Amazon Capital Services 16G7-KHCM-DY6N 10/8/2020 29 - - - - - 2 Amazon Capital Services 16G9-QHF-MHCY 10/3/2020 19 - <t< td=""><td>Amazon Capital Services</td><td>16C3-49LT-CMPM</td><td>10/11/2020</td><td>44</td><td>-</td><td>-</td><td>-</td><td>-</td><td>44</td></t<>	Amazon Capital Services	16C3-49LT-CMPM	10/11/2020	44	-	-	-	-	44
Amazon Capital Services 16GD-911F-MHCY 10/3/2020 19 - - - - 1 Amazon Capital Services 16PJ-QWF6-6W4N 10/7/2020 9 - - - - - Amazon Capital Services 16PJ-QWF6-74FV 10/8/2020 32 - - - - - 4 Amazon Capital Services 16PJ-QWF6-76IL 10/8/2020 32 - <td>Amazon Capital Services</td> <td>16C3-49LT-F4VM</td> <td>10/11/2020</td> <td>27</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>27</td>	Amazon Capital Services	16C3-49LT-F4VM	10/11/2020	27	-	-	-	-	27
Amazon Capital Services 16PJ-QWF6-6W4N 10/7/2020 9 - <td>Amazon Capital Services</td> <td>16G7-KHCM-DY6N</td> <td>10/8/2020</td> <td>29</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>29</td>	Amazon Capital Services	16G7-KHCM-DY6N	10/8/2020	29	-	-	-	-	29
Amazon Capital Services 16PJ-QWF6-74FV 10/8/2020 40 - - - - - 4 Amazon Capital Services 16PJ-QWF6-76JL 10/8/2020 32 - <	Amazon Capital Services	16GD-911F-MHCY	10/3/2020	19	-	-	-	-	19
Amazon Capital Services 16PJ-QWF6-76JL 10/8/2020 32 - - - - - 3 Amazon Capital Services 16PJ-QWF6-99FN 10/8/2020 56 - <td>Amazon Capital Services</td> <td>16PJ-QWF6-6W4N</td> <td>10/7/2020</td> <td>9</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>9</td>	Amazon Capital Services	16PJ-QWF6-6W4N	10/7/2020	9	-	-	-	-	9
Amazon Capital Services 16PJ-QWF6-99FN 10/8/2020 35 - <td< td=""><td>Amazon Capital Services</td><td>16PJ-QWF6-74FV</td><td>10/8/2020</td><td>40</td><td>-</td><td>-</td><td>-</td><td>-</td><td>40</td></td<>	Amazon Capital Services	16PJ-QWF6-74FV	10/8/2020	40	-	-	-	-	40
Amazon Capital Services 16PJ-QWF6-C373 10/8/2020 56 - <td< td=""><td>Amazon Capital Services</td><td>16PJ-QWF6-76JL</td><td>10/8/2020</td><td>32</td><td>-</td><td>-</td><td>-</td><td>-</td><td>32</td></td<>	Amazon Capital Services	16PJ-QWF6-76JL	10/8/2020	32	-	-	-	-	32
Amazon Capital Services 16PJ-QWF6-D6HG 10/8/2020 6 - - - - - Amazon Capital Services 16PJ-QWF6-D7HF 10/8/2020 15 - - - - - 1 Amazon Capital Services 16PJ-QWF6-HXRN 10/8/2020 12 -	Amazon Capital Services	16PJ-QWF6-99FN	10/8/2020	35	-	-	-	-	35
Amazon Capital Services 16PJ-QWF6-D7HF 10/8/2020 15 - - - - 1 Amazon Capital Services 16PJ-QWF6-HXRN 10/8/2020 47 - - - - 4 Amazon Capital Services 16PJ-QWF6-Q9WJ 10/8/2020 12 - - - - - 1 Amazon Capital Services 16QX-KXK3-9WPT 10/5/2020 32 - - - - - - 3 Amazon Capital Services 16V7-C3L9-KK3K 10/10/2020 59 -	Amazon Capital Services	16PJ-QWF6-C373	10/8/2020	56	-	-	-	-	56
Amazon Capital Services 16PJ-QWF6-HXRN 10/8/2020 47 - - - - 4 Amazon Capital Services 16PJ-QWF6-Q9WJ 10/8/2020 12 - - - - - 1 Amazon Capital Services 16QX-KXK3-9WPT 10/5/2020 32 -	Amazon Capital Services	16PJ-QWF6-D6HG	10/8/2020	6	-	-	-	-	6
Amazon Capital Services 16PJ-QWF6-Q9WJ 10/8/2020 12 - - - - - 1 Amazon Capital Services 16QX-KXK3-9WPT 10/5/2020 32 - - - - - 3 Amazon Capital Services 16TM-YTXV-WVTY 10/16/2020 59 - - - - - - 5 Amazon Capital Services 16V7-C3L9-KK3K 10/10/2020 60 - - - - - - 6 Amazon Capital Services 16V7-C3L9-LXVG 10/10/2020 69 - <td< td=""><td>Amazon Capital Services</td><td>16PJ-QWF6-D7HF</td><td>10/8/2020</td><td>15</td><td>-</td><td>-</td><td>-</td><td>-</td><td>15</td></td<>	Amazon Capital Services	16PJ-QWF6-D7HF	10/8/2020	15	-	-	-	-	15
Amazon Capital Services 16QX-KXK3-9WPT 10/5/2020 32 - - - - - 3 Amazon Capital Services 16TM-YTXV-WVTY 10/16/2020 59 - - - - - - 5 Amazon Capital Services 16V7-C3L9-KK3K 10/10/2020 60 - - - - - 6 Amazon Capital Services 16V7-C3L9-LXVG 10/10/2020 69 -	Amazon Capital Services	16PJ-QWF6-HXRN	10/8/2020	47	-	-	-	-	47
Amazon Capital Services 16TM-YTXV-WVTY 10/16/2020 59 - - - - - 5 Amazon Capital Services 16V7-C3L9-KK3K 10/10/2020 60 - - - - - - 6 Amazon Capital Services 16V7-C3L9-LXVG 10/10/2020 69 - - - - - 6 Amazon Capital Services 16V7-C3L9-NGTV 10/10/2020 41 -	Amazon Capital Services	16PJ-QWF6-Q9WJ	10/8/2020	12	-	-	-	-	12
Amazon Capital Services 16V7-C3L9-KK3K 10/10/2020 60 - - - - - 6 Amazon Capital Services 16V7-C3L9-LXVG 10/10/2020 69 - - - - - - 6 Amazon Capital Services 16V7-C3L9-NGTV 10/10/2020 41 - - - - - - 4 Amazon Capital Services 16V7-C3L9-QMPQ 10/10/2020 14 - - - - - - 1 Amazon Capital Services 16V7-C3L9-RKMW 10/10/2020 38 - - - - - - 3 Amazon Capital Services 16V7-C3L9-T1RY 10/10/2020 20 -	Amazon Capital Services	16QX-KXK3-9WPT	10/5/2020	32	-	-	-	-	32
Amazon Capital Services 16V7-C3L9-LXVG 10/10/2020 69 - - - - - 6 Amazon Capital Services 16V7-C3L9-NGTV 10/10/2020 41 - - - - - - 4 Amazon Capital Services 16V7-C3L9-QMPQ 10/10/2020 14 - - - - - - - 1 Amazon Capital Services 16V7-C3L9-RKMW 10/10/2020 38 - - - - - - - 3 Amazon Capital Services 16V7-C3L9-T1RY 10/10/2020 20 - <	Amazon Capital Services	16TM-YTXV-WVTY	10/16/2020	59	-	-	-	-	59
Amazon Capital Services 16V7-C3L9-NGTV 10/10/2020 41 - - - - 4 Amazon Capital Services 16V7-C3L9-QMPQ 10/10/2020 14 - - - - - 1 Amazon Capital Services 16V7-C3L9-RKMW 10/10/2020 38 - - - - - - 3 Amazon Capital Services 16V7-C3L9-T1RY 10/10/2020 20 - - - - - 2 Amazon Capital Services 174N-YTFC-4D7M 10/7/2020 27 - - - - - - 2	Amazon Capital Services	16V7-C3L9-KK3K	10/10/2020	60	-	-	-	-	60
Amazon Capital Services 16V7-C3L9-QMPQ 10/10/2020 14 - - - - - 1 Amazon Capital Services 16V7-C3L9-RKMW 10/10/2020 38 - - - - - - 3 Amazon Capital Services 16V7-C3L9-T1RY 10/10/2020 20 - - - - - - 2 Amazon Capital Services 174N-YTFC-4D7M 10/7/2020 27 - - - - - - 2	Amazon Capital Services	16V7-C3L9-LXVG	10/10/2020	69	-	-	-	-	69
Amazon Capital Services 16V7-C3L9-RKMW 10/10/2020 38 - - - - - 3 Amazon Capital Services 16V7-C3L9-T1RY 10/10/2020 20 - - - - - - 2 Amazon Capital Services 174N-YTFC-4D7M 10/7/2020 27 - - - - - - - 2	Amazon Capital Services	16V7-C3L9-NGTV	10/10/2020	41	-	-	-	-	41
Amazon Capital Services 16V7-C3L9-T1RY 10/10/2020 20 - - - - - 2 Amazon Capital Services 174N-YTFC-4D7M 10/7/2020 27 - - - - - - 2	Amazon Capital Services	16V7-C3L9-QMPQ	10/10/2020	14	-	-	-	-	14
Amazon Capital Services 174N-YTFC-4D7M 10/7/2020 27 2	Amazon Capital Services	16V7-C3L9-RKMW	10/10/2020	38	-	-	-	-	38
	Amazon Capital Services	16V7-C3L9-T1RY	10/10/2020	20	-	-	-	-	20
Amazon Capital Services 174N-YTFC-CQCP 10/8/2020 22 2	Amazon Capital Services	174N-YTFC-4D7M	10/7/2020	27	-	-	-	-	27
	Amazon Capital Services	174N-YTFC-CQCP	10/8/2020	22	-	-	-	-	22

Powered by BoardOnTrack 239 of 284

Accounts Payable Aging

September 30, 2020

	Invoice/Credit Number			1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	T-4 !
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Amazon Capital Services	174N-YTFC-CYNN	10/8/2020	50	-	-	-	-	50
Amazon Capital Services	174N-YTFC-DC6D	10/8/2020	28	-	-	-	-	28
Amazon Capital Services	174N-YTFC-DLRQ	10/8/2020	29	-	-	-	-	29
Amazon Capital Services	174N-YTFC-LJHY	10/8/2020	11	-	-	-	-	11
Amazon Capital Services	174N-YTFC-LNFY	10/8/2020	12	-	-	-	-	12
Amazon Capital Services	17JK-V6PM-9D7M	10/5/2020	29	-	-	-	-	29
Amazon Capital Services	17JK-V6PM-CRHL	10/6/2020	30	-	-	-	-	30
Amazon Capital Services	17JK-V6PM-CV1D	10/6/2020	18	-	-	-	-	18
Amazon Capital Services	17JK-V6PM-FJ3H	10/6/2020	17	-	-	-	-	17
Amazon Capital Services	17JK-V6PM-XT4T	10/7/2020	26	-	-	-	-	26
Crafty School Crates	18022	10/10/2020	697	-	-	-	-	697
Crafty School Crates	18023	10/10/2020	441	-	-	-	-	441
Crafty School Crates	18024	10/10/2020	383	-	-	-	-	383
Karina Sheremet	1927	9/29/2020	585	-	-	-	-	585
Karina Sheremet	1932	10/10/2020	490	-	-	-	-	490
Karina Sheremet	1933	10/15/2020	1,260	-	-	-	-	1,260
Amazon Capital Services	19JL-3MPH-LVV9	10/25/2020	11	-	-	-	-	11
Vadim Geletyuk	1A	10/1/2020	440	-	-	-	-	440
Amazon Capital Services	1C96-M3MF-6FYW	10/4/2020	28	-	-	-	-	28
Amazon Capital Services	1C96-M3MF-FYD9	10/5/2020	75	-	-	-	-	75
Amazon Capital Services	1C96-M3MF-MWM6	10/5/2020	18	-	-	-	-	18
Amazon Capital Services	1CWC-HX37-HDR3	10/9/2020	9	-	-	-	-	9
Amazon Capital Services	1CWC-HX37-J9WT	10/9/2020	63	-	-	-	-	63
Amazon Capital Services	1CWC-HX37-MRYT	10/10/2020	14	-	-	-	-	14
Amazon Capital Services	1CWC-HX37-P4FM	10/10/2020	45	-	-	-	-	45
Amazon Capital Services	1CXY-VLWT-G339	10/9/2020	35	-	-	-	-	35
Amazon Capital Services	1CXY-VLWT-G3FN	10/9/2020	45	-	-	-	-	45
Amazon Capital Services	1CXY-VLWT-JVL9	10/10/2020	52	-	-	-	-	52
Amazon Capital Services	1CXY-VLWT-RGQQ	10/10/2020	8	-	-	-	-	8
Amazon Capital Services	1D7H-LYCN-9QXR	10/11/2020	13	-	-	-	-	13
Amazon Capital Services	1D7H-LYCN-9RLJ	10/11/2020	9	-	-	-	-	9
Amazon Capital Services	1G67-G3FH-4WDQ	10/15/2020	10	-	-	-	-	10
Amazon Capital Services	1GKF-HLGH-LJ33	10/14/2020	27	-	-	-	-	27
Amazon Capital Services	1GKF-HLGH-NGFG	10/15/2020	57	-	-	-	-	57
Amazon Capital Services	1GV6-J6X1-D3NY	10/8/2020	24	-	-	-	-	24

Powered by BoardOnTrack 240 of 284

Accounts Payable Aging

September 30, 2020

v · · ·	/2	D 1 E	•	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Amazon Capital Services	1GV6-J6X1-DK4N	10/8/2020	22	-	-	-	-	22
Amazon Capital Services	1GV6-J6X1-F6QN	10/8/2020	6	-	-	-	-	6
Amazon Capital Services	1GV6-J6X1-VXNY	10/9/2020	8	-	-	-	-	8
Amazon Capital Services	1H1F-4JMF-1LDY	10/13/2020	16	-	-	-	-	16
Amazon Capital Services	1H1F-4JMF-FWQ4	10/14/2020	130	-	-	-	-	130
Amazon Capital Services	1H1F-4JMF-HY7Y	10/14/2020	59	-	-	-	-	59
Amazon Capital Services	1H1F-4JMF-JQVR	10/14/2020	12	-	-	-	-	12
Amazon Capital Services	1HGF-FTHX-DXYV	10/12/2020	13	-	-	-	-	13
Amazon Capital Services	1HGF-FTHX-F4Q4	10/12/2020	12	-	-	-	-	12
Amazon Capital Services	1JPX-C4QT-R4KR	10/29/2020	17	-	-	-	-	17
Amazon Capital Services	1JXM-MRFV-D6CH	10/4/2020	37	-	-	-	-	37
Amazon Capital Services	1JY9-Y6NM-DT7Q	10/19/2020	130	-	-	-	-	130
Amazon Capital Services	1JY9-Y6NM-KH9L	10/20/2020	32	-	-	-	-	32
Amazon Capital Services	1KLV-D4PR-JJM7	10/11/2020	28	-	-	-	-	28
Amazon Capital Services	1KLV-D4PR-K4R4	10/11/2020	14	-	-	-	-	14
Amazon Capital Services	1LTQ-C164-KL6J	10/22/2020	23	-	-	-	-	23
Amazon Capital Services	1LTQ-C164-TRV9	10/22/2020	15	-	-	-	-	15
Amazon Capital Services	1LTQ-C164-X3CW	10/22/2020	23	-	-	-	-	23
Amazon Capital Services	1LX6-YQ19-9QLF	10/11/2020	44	-	-	-	-	44
Amazon Capital Services	1LX6-YQ19-F9R7	10/11/2020	16	-	-	-	-	16
Amazon Capital Services	1LX6-YQ19-NCY4	10/11/2020	20	-	-	-	-	20
Amazon Capital Services	1M1W-L3DP-KG7G	10/20/2020	26	-	-	-	-	26
Amazon Capital Services	1ML9-J3TK-99YH	10/25/2020	24	-	-	-	-	24
Amazon Capital Services	1MVX-NQKF-PCMM	10/16/2020	5	-	-	-	-	5
Amazon Capital Services	1N17-37V3-6F4J	10/22/2020	13	_	-	-	-	13
Amazon Capital Services	1P7G-7TF9-9VCW	10/9/2020	46	_	-	-	-	46
Amazon Capital Services	1P7G-7TF9-DYRL	10/9/2020	6	-	-	-	-	6
Amazon Capital Services	1P7G-7TF9-LHCM	10/10/2020	37	_	-	-	-	37
Amazon Capital Services	1P7G-7TF9-RN1J	10/10/2020	7	_	-	-	-	7
Amazon Capital Services	1P7G-7TF9-TCD7	10/10/2020	53	-	-	-	-	53
Amazon Capital Services	1P7G-7TF9-TGT1	10/10/2020	16	-	-	-	-	16
Amazon Capital Services	1PC9-JQPQ-1D6G	10/13/2020	(143)	-	-	-	-	(143
Amazon Capital Services	1PC9-JQPQ-P99X	10/14/2020	7	-	-	-	-	. 7
Amazon Capital Services	1PCF-VX66-1QRC	10/19/2020	79	-	-	-	-	79
Amazon Capital Services	1PK3-1GFL-G17M	10/9/2020	33	_	_	_	_	33

Powered by BoardOnTrack 241 of 284

Accounts Payable Aging

September 30, 2020

Amazon Capital Services 1PK3-1GFL-HCP9 10/9/2020 6 6 Amazon Capital Services 1PK3-1GFL-K199 10/9/2020 8 8 Amazon Capital Services 1PK3-1GFL-K1YP 10/9/2020 24 24 Amazon Capital Services 1PK3-1GFL-KKXC 10/9/2020 (2) (2) Amazon Capital Services 1PK3-1GFL-KWV 10/10/2020 67 67 Amazon Capital Services 1PK3-1GFL-N9DM 10/10/2020 67 67 Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 8 8 Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 8 8 Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 16 8 Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 8 8 Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 28 28 Amazon Capital Services 1PK3-1GFL-NTVW 20/10/2020 28 28 Amazon Capital Services 1PK3-1GFL-NTVW 20/10/2020 28	Mar day Name	Invaige / Curr dit Niver have	Data Dua	Comment	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
Amazon Capital Services 1PK3-1GFL-K13P 10/9/2020 8 - - - 2 3 3 3 3 3 3 3 3 3 3 3 3 4 3 3 3 4 3 3 3 3 4 3 3 3 3 3 4 3 3 3 4 3 3 3 3 3 3 3 3 <th>Vendor Name</th> <th>Invoice/Credit Number</th> <th>Date Due</th> <th>Current</th> <th>Past Due</th> <th>Past Due</th> <th>Past Due</th> <th>Past Due</th> <th>iotai</th>	Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	iotai
Amazon Capital Services 1PK3-1GFL-KLYP 10/9/2020 24 - - - 24 4 - - - 24 4 - - - - - 10/2 4 - <t< td=""><td>Amazon Capital Services</td><td>1PK3-1GFL-HCP9</td><td>10/9/2020</td><td>6</td><td>-</td><td>-</td><td>-</td><td>-</td><td>6</td></t<>	Amazon Capital Services	1PK3-1GFL-HCP9	10/9/2020	6	-	-	-	-	6
Amazon Capital Services 1PK3-1GFL-KKXC 10/9/2020 (2) (2) Amazon Capital Services 1PK3-1GFL-KXWV 10/10/2020 67 (2) Amazon Capital Services 1PK3-1GFL-NDWN 10/10/2020 20 (2) Amazon Capital Services 1PK3-1GFL-NDWN 10/10/2020 88 (2) Amazon Capital Services 1PK3-1GFL-RDWN 10/10/2020 88 (2) Amazon Capital Services 1PK3-1GFL-RDWL 10/10/2020 166 168 8 Amazon Capital Services 1PW1-LGDV-XDWL 10/6/2020 28	Amazon Capital Services	1PK3-1GFL-K199	10/9/2020	8	-	-	-	-	8
Amazon Capital Services 1PK3-1GFL-XWW 10/10/2020 67 - - - 67 Amazon Capital Services 1PK3-1GFL-N9DM 10/10/2020 20 - - - - 20 Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 18 - - - - 8 8 Amazon Capital Services 1PVH-LGDV-KTUQ 10/6/2020 28 - - - - - 16 Amazon Capital Services 1PVH-LGDV-XMTK 10/8/2020 (11) - - - - - 11 Amazon Capital Services 1PVH-GDV-KTVK 10/12/2020 31 - </td <td>Amazon Capital Services</td> <td>1PK3-1GFL-K1YP</td> <td>10/9/2020</td> <td>24</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>24</td>	Amazon Capital Services	1PK3-1GFL-K1YP	10/9/2020	24	-	-	-	-	24
Amazon Capital Services IPK3-1GFL-N9DM 10/10/2020 20 - - - 0 20 Amazon Capital Services IPK3-1GFL-NTWW 10/10/2020 16 - - - 0 8 8 Amazon Capital Services IPWH-LGDV-CVLQ 10/6/2020 28 - - - - 16 Amazon Capital Services IPWH-LGDV-XMVK 10/8/2020 (11) - - - - 31 Amazon Capital Services IPWH-GDV-XMVK 10/12/2020 31 - - - - - 31 Amazon Capital Services IPVY-6/16-KTK3 10/12/2020 42 -<	Amazon Capital Services	1PK3-1GFL-KKXC	10/9/2020	(2)	-	-	-	-	(2)
Amazon Capital Services 1PK3-1GFL-NTVW 10/10/2020 8 - - - - 8 1 16 - - - 16 16 16 - - - 16 16 16 - - - 16 16 16 - - - 2 2 2 - - - - 2 2 2 -	Amazon Capital Services	1PK3-1GFL-LXWV	10/10/2020	67	-	-	-	-	67
Amazon Capital Services 1PK3-1GFL-RGML 10/10/2020 16 - - - 1 6 28 2 2 - - 2 28 38 313 313 4 2 <t< td=""><td>Amazon Capital Services</td><td>1PK3-1GFL-N9DM</td><td>10/10/2020</td><td>20</td><td>-</td><td>-</td><td>-</td><td>-</td><td>20</td></t<>	Amazon Capital Services	1PK3-1GFL-N9DM	10/10/2020	20	-	-	-	-	20
Amazon Capital Services 1PVH-LGDV-CYLQ 10/6/2020 28 - - - 28 - - - 28 -	Amazon Capital Services	1PK3-1GFL-NTVW	10/10/2020	8	-	-	-	-	8
Amazon Capital Services 1PVH-LGDV-K3VK 10/8/2020 31 - - - - 1111 Amazon Capital Services 1PVH-LGDV-XM7K 10/12/2020 22 -	Amazon Capital Services	1PK3-1GFL-RGML	10/10/2020	16	-	-	-	-	16
Amazon Capital Services 1PVH-GDV-XM7K 10/7/2020 31 3 31 Amazon Capital Services 1PVY-6Y16-DTFC 10/12/2020 22 2 22 Amazon Capital Services 1PVY-6Y16-K7K3 10/12/2020 42 2 22 Amazon Capital Services 1PVY-6Y16-K7K3 10/12/2020 42	Amazon Capital Services	1PVH-LGDV-CYLQ	10/6/2020	28	-	-	-	-	28
Amazon Capital Services 1PYV-6VJ6-DTFC 10/12/2020 22 - - - - 22 Amazon Capital Services 1PVV-6VJ6-K7K3 10/12/2020 42 - - - - 42 Amazon Capital Services 1QM-M636-6L4W 10/19/2020 15 - - - - - 13 Amazon Capital Services 1QHK-KPTC-7FWK 10/5/2020 15 - <td< td=""><td>Amazon Capital Services</td><td>1PVH-LGDV-K3VK</td><td>10/8/2020</td><td>(11)</td><td>-</td><td>-</td><td>-</td><td>-</td><td>(11)</td></td<>	Amazon Capital Services	1PVH-LGDV-K3VK	10/8/2020	(11)	-	-	-	-	(11)
Amazon Capital Services 1PYV-6Y16-K7K3 10/12/2020 42 - - - - 42 -	Amazon Capital Services	1PVH-LGDV-XM7K	10/7/2020	31	-	-	-	-	31
Amazon Capital Services 1Q7M-M636-6L4W 10/19/2020 13 - - - - 13 - - - - - 15 -	Amazon Capital Services	1PYV-6YJ6-DTFC	10/12/2020	22	-	-	-	-	22
Amazon Capital Services 1QHK-KPTC-6MWR 10/5/2020 15 - - - - 15 -<	Amazon Capital Services	1PYV-6YJ6-K7K3	10/12/2020	42	-	-	-	-	42
Amazon Capital Services 1QHK-KPTC-77PK 10/5/2020 43 - - - - 43 Amazon Capital Services 1QHK-KPTC-79T9 10/5/2020 13 - - - - - 13 Amazon Capital Services 1QHK-KPTC-CWGC 10/6/2020 12 - - - - - - 12 Amazon Capital Services 1QHK-KPTC-PRM3 10/6/2020 21 -	Amazon Capital Services	1Q7M-M636-6L4W	10/19/2020	13	-	-	-	-	13
Amazon Capital Services 1QHK-KPTC-79T9 10/5/2020 13 - - - - - 13 -<	Amazon Capital Services	1QHK-KPTC-6MWR	10/5/2020	15	-	-	-	-	15
Amazon Capital Services 1QHK-KPTC-CWGC 10/6/2020 12 - - - - 12 - - - - - 12 - - - - - 21 - - - - - 21 - - - - - - 21 -	Amazon Capital Services	1QHK-KPTC-77PK	10/5/2020	43	-	-	-	-	43
Amazon Capital Services 1QHK-KPTC-PRM3 10/6/2020 21 - - - - 21 - <t< td=""><td>Amazon Capital Services</td><td>1QHK-KPTC-79T9</td><td>10/5/2020</td><td>13</td><td>-</td><td>-</td><td>-</td><td>-</td><td>13</td></t<>	Amazon Capital Services	1QHK-KPTC-79T9	10/5/2020	13	-	-	-	-	13
Amazon Capital Services 1QQJ-LY46-XMKK 10/18/2020 12 - - - - - 12 - <	Amazon Capital Services	1QHK-KPTC-CWGC	10/6/2020	12	-	-	-	-	12
Amazon Capital Services 1QTV-PLW3-C9P1 10/14/2020 16 - - - - - 16 - - - - - - 16 - - - - - - - 16 -	Amazon Capital Services	1QHK-KPTC-PRM3	10/6/2020	21	-	-	-	-	21
Amazon Capital Services 1QTV-PLW3-LWLY 10/14/2020 11 - - - - 11 Amazon Capital Services 1QVW-4GVG-PH63 10/19/2020 15 - - - - 15 Amazon Capital Services 1R79-XNWK-T3VL 10/29/2020 15 - - - - 15 Amazon Capital Services 1RN1-XR7D-1LL3 10/10/2020 81 - - - - 81 Amazon Capital Services 1RN1-XR7D-6HFG 10/10/2020 17 - - - - 17 Amazon Capital Services 1RN1-XR7D-9WCX 10/11/2020 17 - - - - 17 Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - <td< td=""><td>Amazon Capital Services</td><td>1QQJ-LY46-XMKK</td><td>10/18/2020</td><td>12</td><td>-</td><td>-</td><td>-</td><td>-</td><td>12</td></td<>	Amazon Capital Services	1QQJ-LY46-XMKK	10/18/2020	12	-	-	-	-	12
Amazon Capital Services 1QVW-4GVG-PH63 10/19/2020 15 - - - - 15 Amazon Capital Services 1R79-XNWK-T3VL 10/29/2020 15 - - - - 15 Amazon Capital Services 1RN1-XR7D-1LL3 10/10/2020 81 - - - - 81 Amazon Capital Services 1RN1-XR7D-6HFG 10/10/2020 17 - - - - 17 Amazon Capital Services 1RN1-XR7D-9WCX 10/11/2020 17 - - - - - 17 Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - - - - - 56 Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 - <td< td=""><td>Amazon Capital Services</td><td>1QTV-PLW3-C9P1</td><td>10/14/2020</td><td>16</td><td>-</td><td>-</td><td>-</td><td>-</td><td>16</td></td<>	Amazon Capital Services	1QTV-PLW3-C9P1	10/14/2020	16	-	-	-	-	16
Amazon Capital Services 1R79-XNWK-T3VL 10/29/2020 15 - - - - 15 Amazon Capital Services 1RN1-XR7D-1LL3 10/10/2020 81 - - - - 81 Amazon Capital Services 1RN1-XR7D-6HFG 10/10/2020 17 - - - - 17 Amazon Capital Services 1RN1-XR7D-9WCX 10/11/2020 17 - - - - - 17 Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - - - - - 56 Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 -	Amazon Capital Services	1QTV-PLW3-LWLY	10/14/2020	11	-	-	-	-	11
Amazon Capital Services 1RN1-XR7D-1LL3 10/10/2020 81 - - - - - 81 Amazon Capital Services 1RN1-XR7D-6HFG 10/10/2020 17 - - - - 17 Amazon Capital Services 1RN1-XR7D-9WCX 10/11/2020 17 - - - - - 17 Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - - - - - 56 Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 - - - - - - 16 Amazon Capital Services 1TH7-F1W9-6D4V 10/19/2020 31 -	Amazon Capital Services	1QVW-4GVG-PH63	10/19/2020	15	-	-	-	-	15
Amazon Capital Services 1RN1-XR7D-6HFG 10/10/2020 17 - - - - 17 Amazon Capital Services 1RN1-XR7D-9WCX 10/11/2020 17 - - - - 17 Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - - - - - 56 Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 - - - - - 16 Amazon Capital Services 1TH7-F1W9-6D4V 10/19/2020 31 - - - - 31 Amazon Capital Services 1TH7-F1W9-N1VL 10/20/2020 23 -	Amazon Capital Services	1R79-XNWK-T3VL	10/29/2020	15	-	-	-	-	15
Amazon Capital Services 1RN1-XR7D-9WCX 10/11/2020 17 - - - - 17 Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - - - - - 56 Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 - - - - - 16 Amazon Capital Services 1TH7-F1W9-6D4V 10/19/2020 31 - - - - - 31 Amazon Capital Services 1TH7-F1W9-N1VL 10/20/2020 23 - - - - - 2 23 Amazon Capital Services 1TPJ-NW79-WFQ4 10/11/2020 7 - - - - - 7 Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - - - - - - - - - - - - - - -	Amazon Capital Services	1RN1-XR7D-1LL3	10/10/2020	81	-	-	-	-	81
Amazon Capital Services 1TDW-3TD3-3PLG 10/23/2020 56 - - - - - 56 Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 - - - - - 16 Amazon Capital Services 1TH7-F1W9-6D4V 10/19/2020 31 - - - - - 31 Amazon Capital Services 1TH7-F1W9-N1VL 10/20/2020 23 - - - - - - 23 Amazon Capital Services 1TPJ-NW79-WFQ4 10/11/2020 7 - - - - - 7 Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - <td>Amazon Capital Services</td> <td>1RN1-XR7D-6HFG</td> <td>10/10/2020</td> <td>17</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>17</td>	Amazon Capital Services	1RN1-XR7D-6HFG	10/10/2020	17	-	-	-	-	17
Amazon Capital Services 1TGJ-Q4HP-WDMP 10/13/2020 16 - - - - - 16 Amazon Capital Services 1TH7-F1W9-6D4V 10/19/2020 31 - - - - - - 31 Amazon Capital Services 1TH7-F1W9-N1VL 10/20/2020 23 - - - - - - 23 Amazon Capital Services 1TPJ-NW79-WFQ4 10/11/2020 7 - - - - - 7 Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - - - - - - - 13	Amazon Capital Services	1RN1-XR7D-9WCX	10/11/2020	17	-	-	-	-	17
Amazon Capital Services 1TH7-F1W9-6D4V 10/19/2020 31 - - - - - 31 Amazon Capital Services 1TH7-F1W9-N1VL 10/20/2020 23 - - - - - - - 23 Amazon Capital Services 1TPJ-NW79-WFQ4 10/11/2020 7 - - - - - - 7 Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - - - - - - 13	Amazon Capital Services	1TDW-3TD3-3PLG	10/23/2020	56	-	-	-	-	56
Amazon Capital Services 1TH7-F1W9-N1VL 10/20/2020 23 - - - - - 23 Amazon Capital Services 1TPJ-NW79-WFQ4 10/11/2020 7 - - - - - - 7 Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - - - - - 13	Amazon Capital Services	1TGJ-Q4HP-WDMP	10/13/2020	16	-	-	-	-	16
Amazon Capital Services 1TPJ-NW79-WFQ4 10/11/2020 7 - - - - - 7 Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - - - - - 13	Amazon Capital Services	1TH7-F1W9-6D4V	10/19/2020	31	-	-	-	-	31
Amazon Capital Services 1V47-NFJM-D3CM 10/6/2020 6 - - - - 6 Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 - - - - - 13	Amazon Capital Services	1TH7-F1W9-N1VL	10/20/2020	23	-	-	-	-	23
Amazon Capital Services 1V47-PRXD-D7MM 10/21/2020 13 13	Amazon Capital Services	1TPJ-NW79-WFQ4	10/11/2020	7	-	-	-	-	7
	Amazon Capital Services	1V47-NFJM-D3CM	10/6/2020	6	-	-	-	-	6
Amazon Capital Services 1V47-PRXD-LVMG 10/22/2020 16 16	Amazon Capital Services	1V47-PRXD-D7MM	10/21/2020	13	-	-	-	-	13
	Amazon Capital Services	1V47-PRXD-LVMG	10/22/2020	16	-	-	-	-	16

Powered by BoardOnTrack 242 of 284

Accounts Payable Aging

September 30, 2020

Vondou Nove	Imposing / Cup dit November	Data Dus	Симисте	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Tetal
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Amazon Capital Services	1V47-PRXD-NRN9	10/22/2020	21	-	-	-	-	21
Amazon Capital Services	1V47-PRXD-TDKM	10/22/2020	129	-	-	-	-	129
Amazon Capital Services	1V63-WWGG-HR6C	10/17/2020	15	-	-	-	-	15
Amazon Capital Services	1VP1-WVVG-DGGG	10/14/2020	36	-	-	-	-	36
Amazon Capital Services	1VP1-WVVG-T9FM	10/15/2020	43	-	-	-	-	43
Amazon Capital Services	1W9R-993L-XGXM	10/22/2020	67	-	-	-	-	67
Amazon Capital Services	1W9R-993L-YPGF	10/22/2020	22	-	-	-	-	22
Amazon Capital Services	1WFW-96QN-37KP	10/16/2020	(15)	-	-	-	-	(15)
Amazon Capital Services	1WFW-96QN-94N7	10/17/2020	30	-	-	-	-	30
Amazon Capital Services	1WFW-96QN-XD3Q	10/17/2020	14	-	-	-	-	14
Amazon Capital Services	1WJX-HMQ6-6M1J	10/15/2020	52	-	-	-	-	52
Amazon Capital Services	1WJX-HMQ6-PHVT	10/16/2020	29	-	-	-	-	29
Amazon Capital Services	1WJX-HMQ6-YGKX	10/16/2020	9	-	-	-	-	9
Amazon Capital Services	1WTV-6QN9-W936	10/19/2020	11	-	-	-	-	11
Amazon Capital Services	1X4H-FTR9-CHM7	10/19/2020	8	-	-	-	-	8
Amazon Capital Services	1X4H-FTR9-H3LD	10/20/2020	55	-	-	-	-	55
Amazon Capital Services	1X4H-FTR9-HRPF	10/20/2020	44	-	-	-	-	44
Amazon Capital Services	1XD4-FTHH-6D41	10/18/2020	16	-	-	-	-	16
Amazon Capital Services	1XJL-6DD1-4DX7	10/12/2020	14	-	-	-	-	14
Amazon Capital Services	1XJL-6DD1-J4N9	10/12/2020	6	-	-	-	-	6
Amazon Capital Services	1XJL-6DD1-MDNQ	10/13/2020	49	-	-	-	-	49
Amazon Capital Services	1XJL-6DD1-PM4G	10/13/2020	15	-	-	-	-	15
Amazon Capital Services	1Y4V-M1JC-7C14	10/21/2020	15	-	-	-	-	15
Amazon Capital Services	1YGQ-P7VG-39MJ	10/18/2020	37	-	-	-	-	37
Amazon Capital Services	1YGQ-P7VG-3HXM	10/18/2020	9	-	-	-	-	9
Amazon Capital Services	1YMM-VTLN-C9M4	10/7/2020	27	-	-	-	-	27
Amazon Capital Services	1YMM-VTLN-CQD9	10/8/2020	50	-	-	-	-	50
Amazon Capital Services	1YMM-VTLN-DWQ4	10/8/2020	8	-	-	-	-	8
Amazon Capital Services	1YMM-VTLN-H6H9	10/8/2020	14	-	-	-	-	14
Amazon Capital Services	1YMM-VTLN-LNTN	10/8/2020	30	-	-	-	-	30
Amazon Capital Services	1YMM-VTLN-MC3J	10/8/2020	70	-	-	-	-	70
Amazon Capital Services	1YMM-VTLN-Q61H	10/8/2020	15	-	-	-	-	15
Amazon Capital Services	1YMM-VTLN-QY4H	10/8/2020	114	-	-	-	-	114
Amazon Capital Services	1YMM-VTLN-TM6L	10/8/2020	95	-	-	-	-	95
Amazon Capital Services	1YPG-M676-JLLX	10/8/2020	51	-	-	-	-	51

Powered by BoardOnTrack 243 of 284

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Date Due	CHMMarat	1 - 30 Days	31 - 60 Days	61 - 90 Days	os Over 90 Days	Total
		Date Due	Current	Past Due	Past Due	Past Due	Past Due	lotal
Amazon Capital Services	1YPG-M676-JP4R	10/8/2020	26	-	-	-	-	26
Amazon Capital Services	1YPG-M676-LKTC	10/8/2020	8	-	-	-	-	8
Amazon Capital Services	1YPG-M676-NT1H	10/8/2020	13	-	-	-	-	13
Amazon Capital Services	1YQF-JLR9-69FX	10/24/2020	186	-	-	-	-	186
Amazon Capital Services	1YQQ-7LJ7-DKMN	10/14/2020	24	-	-	-	-	24
CCVAA	2	10/4/2020	750	-	-	-	-	750
Maria Madruga	2-9-16-2020	10/16/2020	495	-	-	-	-	495
Shooting Stars Tutoring	20	10/9/2020	2,100	-	-	-	-	2,100
eDynamic Learning	20-0728	9/29/2020	85	-	-	-	-	85
eDynamic Learning	20-0729	9/29/2020	85	-	-	-	-	85
eDynamic Learning	20-0730	9/29/2020	340	-	-	-	-	340
eDynamic Learning	20-0731	9/29/2020	170	-	-	-	-	170
eDynamic Learning	20-0732	9/29/2020	85	-	-	-	-	85
eDynamic Learning	20-0733	9/29/2020	170	-	-	-	-	170
eDynamic Learning	20-0734	9/29/2020	85	-	-	-	-	85
eDynamic Learning	20-0735	9/29/2020	85	-	-	-	-	85
eDynamic Learning	20-0736	9/29/2020	265	-	-	-	-	265
eDynamic Learning	20-0772	10/2/2020	85	-	-	-	-	85
WriteShop	20-0873	9/24/2020	57	-	-	-	-	57
WriteShop	20-0936	10/14/2020	170	-	-	-	-	170
Canvas & Keys	20-4347	10/8/2020	330	-	-	-	-	330
Canvas & Keys	20-4353	10/8/2020	165	-	-	-	-	165
CrossFit Roseville	200901	10/17/2020	370	-	-	-	-	370
Learn Piano Live	200902	10/2/2020	370	-	-	-	-	370
Learn Piano Live	200909	10/9/2020	249	-	-	-	-	249
Learn Piano Live	200918	10/18/2020	135	-	-	-	-	135
Owings Martial Arts	2019-272834	9/30/2020	300	-	-	-	-	300
Mueller Fitness	2020-261923	10/1/2020	237	-	-	-	-	237
Owings Martial Arts	2020-272819	9/30/2020	450	-	-	-	-	450
Owings Martial Arts	2020-272866	9/30/2020	263	-	-	-	-	263
Kit E. Glass	2020-29-ICS	10/10/2020	140	-	-	-	-	140
Kit E. Glass	2020-30-ICS	10/10/2020	385	-	-	-	-	385
Kit E. Glass	2020-31-ICS	10/10/2020	175	-	-	-	-	175
Frieda Yang	202009-Fountain	10/18/2020	360	-	-	-	-	360
Kovars Martial Arts-Roseville	2020julaug	10/15/2020	938	-	-	-	-	938

Powered by BoardOnTrack 244 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Kovars Martial Arts-Roseville	2020sep	10/15/2020	1,251	-	-	-	-	1,251
Think Outside, LLC	20358	10/5/2020	148	-	-	-	-	148
Think Outside, LLC	20359	10/5/2020	148	-	-	-	-	148
Thinkwell Corporation	204597	10/3/2020	125	-	-	-	-	125
Leighton Dance Project	2101	9/10/2020	200	-	-	-	-	200
Olga Petrenko	212	10/2/2020	630	-	-	-	-	630
Olga Petrenko	213	10/2/2020	630	-	-	-	-	630
Olga Petrenko	214	10/3/2020	420	-	-	-	-	420
Olga Petrenko	215	10/3/2020	420	-	-	-	-	420
Olga Petrenko	217	10/11/2020	420	-	-	-	-	420
Olga Petrenko	218	10/11/2020	420	-	-	-	-	420
Moving Beyond the Page	219393	9/20/2020	396	-	-	-	-	396
Moving Beyond the Page	219494	9/20/2020	33	-	-	-	-	33
Moving Beyond the Page	219691	9/21/2020	207	-	-	-	-	207
Alina Ilchuk	22 - 2020	10/1/2020	600	-	-	-	-	600
Moving Beyond the Page	220440	9/25/2020	352	-	-	-	-	352
Moving Beyond the Page	221016	9/27/2020	87	-	-	-	-	87
Moving Beyond the Page	221100	9/27/2020	170	-	-	-	-	170
Moving Beyond the Page	221859	10/2/2020	280	-	-	-	-	280
Moving Beyond the Page	222067	10/3/2020	287	-	-	-	-	287
Moving Beyond the Page	222476	10/5/2020	301	-	-	-	-	301
Moving Beyond the Page	223577	10/11/2020	710	-	-	-	-	710
Moving Beyond the Page	224210	10/15/2020	6	-	-	-	-	6
Moving Beyond the Page	224323	10/15/2020	49	-	-	-	-	49
Moving Beyond the Page	224328	10/15/2020	200	-	-	-	-	200
Moving Beyond the Page	224404	10/15/2020	682	-	-	-	-	682
Moving Beyond the Page	224761	10/17/2020	229	-	-	-	-	229
Nicole the Math Lady, LLC	2570	10/2/2020	50	-	-	-	-	50
8x8 Inc.	2754568	10/1/2020	604	-	-	-	-	604
The Curiosity Collective	29	10/17/2020	1,800	-	-	-	-	1,800
Bob Sweat M.Ed.MAT, Tutoring	2920	10/13/2020	1,005	-	-	-	-	1,005
Vadim Geletyuk	2B	10/1/2020	400	-	-	-	-	400
Betty's Music Studio	3	10/8/2020	540	-	-	-	-	540
Rainbow Resource Center	3075354	9/16/2020	165	-	-	-	-	165
Rainbow Resource Center	3075373	9/16/2020	40	_	-	_	-	40

Powered by BoardOnTrack 245 of 284

Accounts Payable Aging

September 30, 2020

Nambow Resource Center 3075481 3075492					1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Rainbow Resource Center 3075388 9/16/2020 229 229	Vendor Name	Invoice/Credit Number	Date Due	Current	•	•	•	-	Total
Rainbow Resource Center 3075411 9/16/2020 59 59 8 8 8 8 8 8 8 8 8 8 8 8 9/19/2020 143 59 8 8 8 8 8 8 8 8 8 8 8 8 9/19/2020 143 59 8 8 9 8 8 8 8 8 8 8 8 8 8 8 8 8 8 8	Rainbow Resource Center	3075388	9/16/2020	229	-	-	-	-	229
Rainbow Resource Center 3075430 9/16/2020 55 -	Rainbow Resource Center	3075405	9/16/2020	120	-	-	-	-	120
Rainbow Resource Center 3075400 9/16/2020 28 -	Rainbow Resource Center	3075411	9/16/2020	59	-	-	-	-	59
Rainbow Resource Center 3075470 9/16/2020 28 -	Rainbow Resource Center	3075430	9/16/2020	143	-	-	-	-	143
Rainbow Resource Center 3075481 9/16/2020 130 -	Rainbow Resource Center	3075440	9/16/2020	55	-	-	-	-	55
Rainbow Resource Center 3075660 9/16/2020 97 978	Rainbow Resource Center	3075450	9/16/2020	28	-	-	-	-	28
Rainbow Resource Center 3075660 9/16/2020 55 - 6 6 6 55 55 8 75 8 75 8 75 8 75 8 75 8	Rainbow Resource Center	3075470	9/16/2020	130	-	-	-	-	130
Rainbow Resource Center 3075672 9/16/2020 55 -	Rainbow Resource Center	3075481	9/16/2020	97	-	-	-	-	97
Rainbow Resource Center 3075672 9/16/2020 198 1988 Rainbow Resource Center 3075675 9/16/2020 53 533 Rainbow Resource Center 3075683 9/16/2020 317 313 Rainbow Resource Center 3075683 9/16/2020 103 103 Rainbow Resource Center 3075689 9/16/2020 103 103 Rainbow Resource Center 3075693 9/16/2020 57 264 Rainbow Resource Center 3075700 9/16/2020 57 57 Rainbow Resource Center 3075702 9/16/2020 57	Rainbow Resource Center	3075660	9/16/2020	55	-	-	-	-	55
Rainbow Resource Center 3075675 9/16/2020 53 -	Rainbow Resource Center	3075665	9/16/2020	55	-	-	-	-	55
Rainbow Resource Center 3075683 9/16/2020 317 3178 Rainbow Resource Center 3075699 9/16/2020 103 1038 Rainbow Resource Center 3075693 9/16/2020 264 1038 Rainbow Resource Center 3075700 9/16/2020 57 578 Rainbow Resource Center 3075702 9/16/2020 57 5578 Rainbow Resource Center 3075868 9/16/2020 42 5578 Rainbow Resource Center 3075874 9/16/2020 42	Rainbow Resource Center	3075672	9/16/2020	198	-	-	-	-	198
Rainbow Resource Center 3075689 9/16/2020 103 103 Rainbow Resource Center 307500 9/16/2020 264 103 Rainbow Resource Center 3075700 9/16/2020 57 57 Rainbow Resource Center 3075702 9/16/2020 57 57 Rainbow Resource Center 3075702 9/16/2020 42 55 Rainbow Resource Center 3075888 9/16/2020 42	Rainbow Resource Center	3075675	9/16/2020	53	-	-	-	-	53
Rainbow Resource Center 3075693 9/16/2020 264 264 Rainbow Resource Center 3075700 9/16/2020 57 265 Rainbow Resource Center 3075702 9/16/2020 65 658 Rainbow Resource Center 3075868 9/16/2020 42 658 Rainbow Resource Center 3075874 9/16/2020 42	Rainbow Resource Center	3075683	9/16/2020	317	-	-	-	-	317
Rainbow Resource Center 3075700 9/16/2020 57 57 Rainbow Resource Center 3075702 9/16/2020 65 65 Rainbow Resource Center 3075868 9/16/2020 42 65 Rainbow Resource Center 3075868 9/16/2020 42	Rainbow Resource Center	3075689	9/16/2020	103	-	-	-	-	103
Rainbow Resource Center 3075702 9/16/2020 65 65 Rainbow Resource Center 3075868 9/16/2020 42 65 Rainbow Resource Center 3075874 9/16/2020 42 65 Rainbow Resource Center 3075874 9/16/2020 88 42 Rainbow Resource Center 3075878 9/16/2020 88 42 Rainbow Resource Center 3075883 9/16/2020 119	Rainbow Resource Center	3075693	9/16/2020	264	-	-	-	-	264
Rainbow Resource Center 3075868 9/16/2020 42 42 Rainbow Resource Center 3075874 9/16/2020 42 42 Rainbow Resource Center 3075878 9/16/2020 88 88 Rainbow Resource Center 3075883 9/16/2020 119 88 Rainbow Resource Center 3075893 9/16/2020 119 119 Rainbow Resource Center 3075902 9/16/2020 62	Rainbow Resource Center	3075700	9/16/2020	57	-	-	-	-	57
Rainbow Resource Center 3075874 9/16/2020 42 42 Rainbow Resource Center 3075878 9/16/2020 88 42 Rainbow Resource Center 3075878 9/16/2020 119 88 Rainbow Resource Center 307583 9/16/2020 119 119 Rainbow Resource Center 3075902 9/16/2020 62 62 Rainbow Resource Center 3075907 9/16/2020 76 62 Rainbow Resource Center 3082296 9/17/2020 226 226 Rainbow Resource Center 308538 9/18/2020 56 65 Rainbow Resource Center 3088592 9/19/2020 76	Rainbow Resource Center	3075702	9/16/2020	65	-	-	-	-	65
Rainbow Resource Center 3075878 9/16/2020 88 888 Rainbow Resource Center 3075883 9/16/2020 119 889 Rainbow Resource Center 3075902 9/16/2020 62 62 Rainbow Resource Center 3075907 9/16/2020 76 62 Rainbow Resource Center 3082296 9/17/2020 226 62 Rainbow Resource Center 308238 9/18/2020 56 68 Rainbow Resource Center 3085338 9/18/2020 56 68 Rainbow Resource Center 3088592 9/19/2020 76	Rainbow Resource Center	3075868	9/16/2020	42	-	-	-	-	42
Rainbow Resource Center 3075883 9/16/2020 119 119 Rainbow Resource Center 3075902 9/16/2020 62 119 Rainbow Resource Center 3075907 9/16/2020 76 62 Rainbow Resource Center 308296 9/17/2020 226 76 Rainbow Resource Center 308538 9/18/2020 56 56 Rainbow Resource Center 3088538 9/18/2020 76 56 Rainbow Resource Center 3088592 9/19/2020 76 56 Rainbow Resource Center 3088613 9/19/2020 76	Rainbow Resource Center	3075874	9/16/2020	42	-	-	-	-	42
Rainbow Resource Center 3075902 9/16/2020 62 62 Rainbow Resource Center 3075907 9/16/2020 76 62 Rainbow Resource Center 3082296 9/17/2020 226 226 Rainbow Resource Center 3085338 9/18/2020 56 56 Rainbow Resource Center 3088592 9/19/2020 76 56 Rainbow Resource Center 3088613 9/19/2020 76 76 Rainbow Resource Center 3088613 9/19/2020 76 76 Rainbow Resource Center 3088625 9/19/2020 76	Rainbow Resource Center	3075878	9/16/2020	88	-	-	-	-	88
Rainbow Resource Center 3075907 9/16/2020 76 76 Rainbow Resource Center 308296 9/17/2020 226 226 Rainbow Resource Center 3085338 9/18/2020 56 56 Rainbow Resource Center 3088592 9/19/2020 76 56 Rainbow Resource Center 3088613 9/19/2020 47 76 Rainbow Resource Center 3088625 9/19/2020 47 65 Rainbow Resource Center 3088646 9/19/2020 55 65 Rainbow Resource Center 308864 9/19/2020 53 65 Rainbow Resource Center 3088672 9/19/2020 36 53 Rainbow Resource Center 3088676 9/19/2020 55	Rainbow Resource Center	3075883	9/16/2020	119	-	-	-	-	119
Rainbow Resource Center 3082296 9/17/2020 226 226 Rainbow Resource Center 3085338 9/18/2020 56 226 Rainbow Resource Center 3088592 9/19/2020 76 76 Rainbow Resource Center 3088613 9/19/2020 47 65 Rainbow Resource Center 3088625 9/19/2020 65 65 Rainbow Resource Center 3088646 9/19/2020 53 53 Rainbow Resource Center 3088644 9/19/2020 83 36 Rainbow Resource Center 3088672 9/19/2020 36 36 Rainbow Resource Center 3088684 9/19/2020 55 55 Rainbow Resource Center 3088684 9/19/2020 65 55 Rainbow Resource Center 3088684 9/19/2020 55 55 Rainbow Resource Center 3088684 9/19/2020 65 55 Rainbow Resource Center 3088684 9/19/2020 65 55 Rainbow Resource Center 3088756 9/19/2020 187 55 Rainbow Resource Center 3088756 9/19/2020 187	Rainbow Resource Center	3075902	9/16/2020	62	-	-	-	-	62
Rainbow Resource Center 3085338 9/18/2020 56 - - - - 56 Rainbow Resource Center 3088592 9/19/2020 76 - - - - 76 Rainbow Resource Center 3088613 9/19/2020 47 - - - - 47 Rainbow Resource Center 3088625 9/19/2020 65 - - - - 65 Rainbow Resource Center 3088646 9/19/2020 53 - - - - 53 Rainbow Resource Center 3088664 9/19/2020 83 - - - - 83 Rainbow Resource Center 3088672 9/19/2020 36 - - - - 55 Rainbow Resource Center 3088676 9/19/2020 55 - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - - 55 Rainbow Resource Center 3088756 9/19/2020 187 -<	Rainbow Resource Center	3075907	9/16/2020	76	-	-	-	-	76
Rainbow Resource Center 3088592 9/19/2020 76 - - - - 76 Rainbow Resource Center 3088613 9/19/2020 47 - - - - 47 Rainbow Resource Center 3088625 9/19/2020 65 - - - - - 65 Rainbow Resource Center 3088646 9/19/2020 53 - - - - - 53 Rainbow Resource Center 3088664 9/19/2020 83 - - - - - 83 Rainbow Resource Center 3088672 9/19/2020 36 - - - - - - 36 Rainbow Resource Center 3088676 9/19/2020 55 - - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - <t< td=""><td>Rainbow Resource Center</td><td>3082296</td><td>9/17/2020</td><td>226</td><td>-</td><td>-</td><td>-</td><td>-</td><td>226</td></t<>	Rainbow Resource Center	3082296	9/17/2020	226	-	-	-	-	226
Rainbow Resource Center 3088613 9/19/2020 47 - - - - 47 Rainbow Resource Center 3088625 9/19/2020 65 - - - - - 65 Rainbow Resource Center 3088646 9/19/2020 53 - - - - - 53 Rainbow Resource Center 3088664 9/19/2020 83 - - - - 83 Rainbow Resource Center 3088672 9/19/2020 36 - - - - 36 Rainbow Resource Center 3088676 9/19/2020 55 - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - 65 Rainbow Resource Center 3088756 9/19/2020 187 - - - - - - - 187	Rainbow Resource Center	3085338	9/18/2020	56	-	-	-	-	56
Rainbow Resource Center 3088625 9/19/2020 65 - - - - - 65 Rainbow Resource Center 3088646 9/19/2020 53 - - - - - 53 Rainbow Resource Center 3088664 9/19/2020 83 - - - - - 83 Rainbow Resource Center 3088672 9/19/2020 36 - - - - - - 36 Rainbow Resource Center 3088676 9/19/2020 55 - - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - - - 65 Rainbow Resource Center 3088756 9/19/2020 187 - - - - - - - 187 - - - - - - 187 - - - - - - - - - - - - - - - <td< td=""><td>Rainbow Resource Center</td><td>3088592</td><td>9/19/2020</td><td>76</td><td>-</td><td>-</td><td>-</td><td>-</td><td>76</td></td<>	Rainbow Resource Center	3088592	9/19/2020	76	-	-	-	-	76
Rainbow Resource Center 3088646 9/19/2020 53 - - - - - 53 Rainbow Resource Center 3088664 9/19/2020 83 - - - - - 83 Rainbow Resource Center 3088672 9/19/2020 36 - - - - - - 36 Rainbow Resource Center 3088676 9/19/2020 55 - - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - - - 65 Rainbow Resource Center 3088756 9/19/2020 187 - - - - - - - 187	Rainbow Resource Center	3088613	9/19/2020	47	-	-	-	-	47
Rainbow Resource Center 3088664 9/19/2020 83 - - - - - 83 Rainbow Resource Center 3088672 9/19/2020 36 - - - - - - - - 36 Rainbow Resource Center 3088676 9/19/2020 55 - - - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - - - 65 Rainbow Resource Center 3088756 9/19/2020 187 - - - - - - 187	Rainbow Resource Center	3088625	9/19/2020	65	-	-	-	-	65
Rainbow Resource Center 3088672 9/19/2020 36 - - - - - 36 Rainbow Resource Center 3088676 9/19/2020 55 - - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - - 65 Rainbow Resource Center 3088756 9/19/2020 187 - - - - - 187	Rainbow Resource Center	3088646	9/19/2020	53	-	-	-	-	53
Rainbow Resource Center 3088676 9/19/2020 55 - - - - - 55 Rainbow Resource Center 3088684 9/19/2020 65 - - - - - - 65 Rainbow Resource Center 3088756 9/19/2020 187 - - - - - - 187	Rainbow Resource Center	3088664	9/19/2020	83	-	-	-	-	83
Rainbow Resource Center 3088684 9/19/2020 65 65 Rainbow Resource Center 3088756 9/19/2020 187 187	Rainbow Resource Center	3088672	9/19/2020	36	-	-	-	-	36
Rainbow Resource Center 3088756 9/19/2020 187 187	Rainbow Resource Center	3088676	9/19/2020	55	-	-	-	-	55
	Rainbow Resource Center	3088684	9/19/2020	65	-	-	-	-	65
Rainbow Resource Center 3088771 9/19/2020 177 177	Rainbow Resource Center	3088756	9/19/2020	187	-	-	-	-	187
	Rainbow Resource Center	3088771	9/19/2020	177	-	-	-	-	177

Powered by BoardOnTrack 246 of 284

Accounts Payable Aging

September 30, 2020

,, , ,,		2		1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	- , .
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Rainbow Resource Center	3088850	9/19/2020	82	-	-	-	-	82
Rainbow Resource Center	3088874	9/19/2020	153	-	-	-	-	153
Rainbow Resource Center	3088877	9/19/2020	22	-	-	-	-	22
Rainbow Resource Center	3088882	9/19/2020	51	-	-	-	-	51
Rainbow Resource Center	3088891	9/19/2020	82	-	-	-	-	82
Rainbow Resource Center	3090883	9/20/2020	198	-	-	-	-	198
Rainbow Resource Center	3090909	9/20/2020	58	-	-	-	-	58
Rainbow Resource Center	3090942	9/20/2020	218	-	-	-	-	218
Rainbow Resource Center	3090947	9/20/2020	54	-	-	-	-	54
Rainbow Resource Center	3090961	9/20/2020	143	-	-	-	-	143
Rainbow Resource Center	3091609	9/20/2020	94	-	-	-	-	94
Rainbow Resource Center	3091636	9/20/2020	140	-	-	-	-	140
Rainbow Resource Center	3091646	9/20/2020	49	-	-	-	-	49
Rainbow Resource Center	3091652	9/20/2020	105	-	-	-	-	105
Rainbow Resource Center	3091656	9/20/2020	35	-	-	-	-	35
Rainbow Resource Center	3091666	9/20/2020	68	-	-	-	-	68
Rainbow Resource Center	3094276	9/23/2020	81	-	-	-	-	81
Rainbow Resource Center	3094281	9/23/2020	81	-	-	-	-	81
Rainbow Resource Center	3094293	9/23/2020	487	-	-	-	-	487
Rainbow Resource Center	3094309	9/20/2020	20	-	-	-	-	20
Rainbow Resource Center	3094553	9/23/2020	22	-	-	-	-	22
Rainbow Resource Center	3094559	9/23/2020	36	-	-	-	-	36
Rainbow Resource Center	3094564	9/23/2020	123	-	-	-	-	123
Rainbow Resource Center	3094569	9/23/2020	111	-	-	-	-	111
Rainbow Resource Center	3098046	9/24/2020	60	-	-	-	-	60
Rainbow Resource Center	3098726	9/24/2020	25	-	-	-	-	25
Rainbow Resource Center	3098755	9/24/2020	345	-	-	-	-	345
Rainbow Resource Center	3102268	9/25/2020	56	-	-	-	-	56
Rainbow Resource Center	3102285	9/25/2020	34	-	-	-	-	34
Rainbow Resource Center	3102296	9/25/2020	44	-	-	-	-	44
Rainbow Resource Center	3102310	9/25/2020	44	-	-	-	-	44
Rainbow Resource Center	3102325	9/25/2020	67	-	-	-	-	67
Rainbow Resource Center	3102331	9/25/2020	26	-	-	-	-	26
Rainbow Resource Center	3102340	9/25/2020	44	-	-	-	-	44
Rainbow Resource Center	3102353	9/25/2020	53	_	_	_	_	53

Powered by BoardOnTrack 247 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Rainbow Resource Center	3102358	9/25/2020	26	-	-	-	-	26
Rainbow Resource Center	3102572	9/25/2020	179	-	-	-	-	179
Rainbow Resource Center	3102577	9/25/2020	118	-	-	-	-	118
Rainbow Resource Center	3104646	9/26/2020	58	-	-	-	-	58
Rainbow Resource Center	3104653	9/26/2020	217	-	-	-	-	217
Rainbow Resource Center	3106766	9/27/2020	107	-	-	-	-	107
Rainbow Resource Center	3107030	9/27/2020	139	-	-	-	-	139
Rainbow Resource Center	3107053	9/27/2020	114	-	-	-	-	114
Rainbow Resource Center	3107057	9/27/2020	13	-	-	-	-	13
Rainbow Resource Center	3107061	9/27/2020	42	-	-	-	-	42
Rainbow Resource Center	3107063	9/27/2020	60	-	-	-	-	60
Rainbow Resource Center	3107076	9/27/2020	48	-	-	-	-	48
Rainbow Resource Center	3107093	9/27/2020	824	-	-	-	-	824
Rainbow Resource Center	3107100	9/27/2020	329	-	-	-	-	329
Rainbow Resource Center	3109367	9/30/2020	34	-	-	-	-	34
Rainbow Resource Center	3109406	9/30/2020	152	-	-	-	-	152
Rainbow Resource Center	3109421	9/30/2020	34	-	-	-	-	34
Rainbow Resource Center	3109434	9/30/2020	223	-	-	-	-	223
Rainbow Resource Center	3109588	9/30/2020	111	-	-	-	-	111
Rainbow Resource Center	3109596	9/30/2020	98	-	-	-	-	98
Rainbow Resource Center	3109605	9/30/2020	186	-	-	-	-	186
Rainbow Resource Center	3109613	9/30/2020	187	-	-	-	-	187
Rainbow Resource Center	3112391	10/1/2020	173	-	-	-	-	173
Rainbow Resource Center	3113256	10/1/2020	129	-	-	-	-	129
Rainbow Resource Center	3113686	10/1/2020	20	-	-	-	-	20
Rainbow Resource Center	3113705	10/1/2020	171	-	-	-	-	171
Rainbow Resource Center	3115792	10/2/2020	112	-	-	-	-	112
Eaton Interpreting Services, Inc.	311651	9/7/2020	1,500	-	-	-	-	1,500
Rainbow Resource Center	3121075	10/4/2020	75	-	-	-	-	75
Rainbow Resource Center	3121080	10/4/2020	77	-	-	-	-	77
Rainbow Resource Center	3121084	10/4/2020	52	-	-	-	-	52
Rainbow Resource Center	3121094	10/4/2020	55	-	-	-	-	55
Rainbow Resource Center	3121099	10/4/2020	23	-	-	-	-	23
Rainbow Resource Center	3121105	10/3/2020	96	-	-	-	-	96
Rainbow Resource Center	3121108	10/4/2020	165	-	-	-	-	165

Powered by BoardOnTrack 248 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Rainbow Resource Center	3121117	10/4/2020	57	-	-	-	-	57
Rainbow Resource Center	3121119	10/4/2020	42	-	-	-	-	42
Rainbow Resource Center	3121125	10/4/2020	98	-	-	-	-	98
Rainbow Resource Center	3121129	10/4/2020	49	-	-	-	-	49
Rainbow Resource Center	3122536	10/8/2020	79	-	-	-	-	79
Rainbow Resource Center	3122541	10/8/2020	15	-	-	-	-	15
Rainbow Resource Center	3122562	10/8/2020	94	-	-	-	-	94
Rainbow Resource Center	3122564	10/8/2020	55	-	-	-	-	55
Rainbow Resource Center	3122569	10/8/2020	55	-	-	-	-	55
Rainbow Resource Center	3122579	10/8/2020	226	-	-	-	-	226
Rainbow Resource Center	3122582	10/8/2020	139	-	-	-	-	139
Rainbow Resource Center	3122613	10/8/2020	18	-	-	-	-	18
Rainbow Resource Center	3122616	10/8/2020	15	-	-	-	-	15
Rainbow Resource Center	3122687	10/8/2020	64	-	-	-	-	64
Rainbow Resource Center	3122916	10/8/2020	310	-	-	-	-	310
Rainbow Resource Center	3122923	10/8/2020	47	-	-	-	-	47
Rainbow Resource Center	3122927	10/8/2020	37	-	-	-	-	37
Rainbow Resource Center	3127171	10/9/2020	196	-	-	-	-	196
Rainbow Resource Center	3128781	10/10/2020	234	-	-	-	-	234
Rainbow Resource Center	3130276	10/10/2020	66	-	-	-	-	66
Rainbow Resource Center	3130281	10/10/2020	79	-	-	-	-	79
Rainbow Resource Center	3130288	10/10/2020	78	-	-	-	-	78
Rainbow Resource Center	3132381	10/11/2020	111	-	-	-	-	111
Rainbow Resource Center	3132399	10/11/2020	156	-	-	-	-	156
Rainbow Resource Center	3132408	10/11/2020	119	-	-	-	-	119
Rainbow Resource Center	3132426	10/11/2020	75	-	-	-	-	75
Rainbow Resource Center	3132439	10/11/2020	228	-	-	-	-	228
Rainbow Resource Center	3132473	10/11/2020	134	-	-	-	-	134
Rainbow Resource Center	3132494	10/11/2020	200	-	-	-	-	200
Rainbow Resource Center	3132977	10/14/2020	29	-	-	-	-	29
Rainbow Resource Center	3132980	10/14/2020	45	-	-	-	-	45
Rainbow Resource Center	3132989	10/14/2020	222	-	-	-	-	222
Rainbow Resource Center	3132996	10/14/2020	97	-	-	-	-	97
Rainbow Resource Center	3133001	10/14/2020	112	-	-	-	-	112
Rainbow Resource Center	3133005	10/14/2020	306	-	-	_	_	306

Powered by BoardOnTrack 249 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Rainbow Resource Center	3133020	10/14/2020	112	-	-	-	-	112
Rainbow Resource Center	3134093	10/14/2020	35	-	-	-	-	35
Rainbow Resource Center	3134100	10/14/2020	35	-	-	-	-	35
Rainbow Resource Center	3137841	10/15/2020	64	-	-	-	-	64
Rainbow Resource Center	3137847	10/15/2020	76	-	-	-	-	76
Rainbow Resource Center	3137853	10/15/2020	53	-	-	-	-	53
Rainbow Resource Center	3140477	10/16/2020	106	-	-	-	-	106
Rainbow Resource Center	3140483	10/16/2020	131	-	-	-	-	131
Rainbow Resource Center	3140490	10/16/2020	54	-	-	-	-	54
Rainbow Resource Center	3140495	10/16/2020	45	-	-	-	-	45
Rainbow Resource Center	3140501	10/16/2020	28	-	-	-	-	28
Rainbow Resource Center	3140506	10/16/2020	95	-	-	-	-	95
Rainbow Resource Center	3140512	10/16/2020	28	-	-	-	-	28
Rainbow Resource Center	3140517	10/16/2020	77	-	-	-	-	77
Rainbow Resource Center	3140521	10/16/2020	77	-	-	-	-	77
Rainbow Resource Center	3140601	10/16/2020	50	-	-	-	-	50
Rainbow Resource Center	3140607	10/16/2020	104	-	-	-	-	104
Rainbow Resource Center	3140614	10/16/2020	122	-	-	-	-	122
Rainbow Resource Center	3140630	10/16/2020	176	-	-	-	-	176
Rainbow Resource Center	3140643	10/16/2020	91	-	-	-	-	91
Rainbow Resource Center	3140663	10/16/2020	264	-	-	-	-	264
Rainbow Resource Center	3142511	10/17/2020	38	-	-	-	-	38
Rainbow Resource Center	3142518	10/17/2020	34	-	-	-	-	34
Rainbow Resource Center	3142527	10/17/2020	220	-	-	-	-	220
Rainbow Resource Center	3142532	10/17/2020	439	-	-	-	-	439
Rainbow Resource Center	3144180	10/18/2020	57	-	-	-	-	57
Miaplaza Inc.	3229	10/7/2020	168	-	-	-	-	168
Miaplaza Inc.	3232	10/10/2020	168	-	-	-	-	168
Miaplaza Inc.	3234	10/11/2020	168	-	-	-	-	168
Therapeutic Language Clinic, Inc.	3335	9/30/2020	290	-	-	-	-	290
Provenance	3435	10/15/2020	727	-	-	-	-	727
Lakeshore	3490800820	9/18/2020	114	-	-	-	-	114
Studies Weekly	350783	9/16/2020	65	-	-	-	-	65
Studies Weekly	352272	9/19/2020	65	-	-	-	-	65
Studies Weekly	352297	9/19/2020	65	-	-	-	-	65

Powered by BoardOnTrack 250 of 284

Accounts Payable Aging

September 30, 2020

Vendor Name			Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
Vendor Name	Invoice/Credit Number	Date Due		Past Due	Past Due	Past Due	Past Due	
Studies Weekly	355386	9/26/2020	32	-	-	-	-	32
Studies Weekly	355403	9/26/2020	65	-	-	-	-	65
Jane Johnson Speech Therapy	35646	9/30/2020	440	-	-	-	-	440
Studies Weekly	357852	10/2/2020	32	-	-	-	-	32
Studies Weekly	358406	10/3/2020	32	-	-	-	-	32
Lakeshore	3618120820	9/20/2020	19	-	-	-	-	19
Lakeshore	3621090820	9/20/2020	106	-	-	-	-	106
Lakeshore	3673640820	9/24/2020	41	-	-	-	-	41
Sacramento State Aquatic Center	371801	10/9/2020	124	-	-	-	-	124
Activities for Learning Inc.	381052	9/17/2020	197	-	-	-	-	197
Activities for Learning Inc.	381053	9/17/2020	34	-	-	-	-	34
Activities for Learning Inc.	381091	9/18/2020	38	-	-	-	-	38
Activities for Learning Inc.	381412	10/3/2020	27	-	-	-	-	27
Activities for Learning Inc.	381523	10/15/2020	111	-	-	-	-	111
Vadim Geletyuk	3C	10/1/2020	400	-	-	-	-	400
Viktoria Dzhumara	41	10/1/2020	240	-	-	-	-	240
CBC Therapeutic Horseback Riding Academy LLC		9/30/2020	500	-	-	-	-	500
CBC Therapeutic Horseback Riding Acad 42		10/16/2020	1,000	-	-	-	-	1,000
Viktoria Dzhumara		10/15/2020	1,200	-	-	-	-	1,200
Voice Academy, LLC	44	9/30/2020	160	-	-	-	-	160
Lakeshore	4796320920	10/16/2020	28	-	-	-	-	28
Lakeshore	4797820920	10/18/2020	106	-	-	-	-	106
Vadim Geletyuk	4D	10/2/2020	600	-	-	-	-	600
Waza Brazilian Jiu Jitsu	5-RENTA	10/2/2020	125	-	-	-	-	125
Peace Hill Press, Inc. dba Well Trained	I N 52736	9/16/2020	109	-	-	-	-	109
Peace Hill Press, Inc. dba Well Trained N 52738		9/16/2020	44	-	-	-	-	44
Peace Hill Press, Inc. dba Well Trained N 52739		9/16/2020	50	-	-	-	-	50
Peace Hill Press, Inc. dba Well Trained N 52760		9/17/2020	21	-	-	-	-	21
Peace Hill Press, Inc. dba Well Trained N 52761		9/17/2020	20	-	-	-	-	20
Peace Hill Press, Inc. dba Well Trained N 52762		9/17/2020	177	-	-	-	-	177
Peace Hill Press, Inc. dba Well Trained N 52763		9/17/2020	95	-	-	-	-	95
Peace Hill Press, Inc. dba Well Trained N 52912		10/3/2020	30	-	-	-	-	30
Peace Hill Press, Inc. dba Well Trained N 53016		10/15/2020	109	-	-	-	-	109
Peace Hill Press, Inc. dba Well Trained N 53019		10/15/2020	8	-	-	-	-	8
A Brighter Child, Inc	53933	10/15/2020	172	-	-	-	-	172

Powered by BoardOnTrack 251 of 284

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
				Past Due				
A Brighter Child, Inc	53966	9/25/2020	86	-	-	-	-	86
A Brighter Child, Inc	53967	9/25/2020	48	-	-	-	-	48
A Brighter Child, Inc	54056	9/25/2020	68	-	-	-	-	68
A Brighter Child, Inc	54064	9/25/2020	130	-	-	-	-	130
A Brighter Child, Inc	54085	10/17/2020	130	-	-	-	-	130
A Brighter Child, Inc	54123	9/26/2020	80	-	-	-	-	80
A Brighter Child, Inc	54124	9/25/2020	76	-	-	-	-	76
A Brighter Child, Inc	54125	9/25/2020	155	-	-	-	-	155
A Brighter Child, Inc	54190	9/25/2020	200	-	-	-	-	200
A Brighter Child, Inc	54191	9/25/2020	310	-	-	-	-	310
A Brighter Child, Inc	54359	9/18/2020	20	-	-	-	-	20
A Brighter Child, Inc	54361	9/18/2020	40	-	-	-	-	40
A Brighter Child, Inc	54452	9/25/2020	470	-	-	-	-	470
A Brighter Child, Inc	54453	9/25/2020	491	-	-	-	-	491
A Brighter Child, Inc	54458	9/18/2020	19	-	-	-	-	19
A Brighter Child, Inc	54459	9/25/2020	361	-	-	-	-	361
A Brighter Child, Inc	54460	9/18/2020	240	-	-	-	-	240
A Brighter Child, Inc	54468	9/25/2020	245	-	-	-	-	245
A Brighter Child, Inc	54474	9/25/2020	609	-	-	-	-	609
A Brighter Child, Inc	54475	9/18/2020	27	-	-	-	-	27
A Brighter Child, Inc	54509	9/25/2020	66	-	-	-	-	66
A Brighter Child, Inc	54510	9/25/2020	439	-	-	-	-	439
A Brighter Child, Inc	54511	9/25/2020	89	-	-	-	-	89
A Brighter Child, Inc	54512	9/25/2020	184	-	-	-	-	184
A Brighter Child, Inc	54522	9/30/2020	278	-	-	-	-	278
A Brighter Child, Inc	54524	9/30/2020	108	-	-	-	-	108
A Brighter Child, Inc	54546	9/25/2020	578	-	-	-	-	578
A Brighter Child, Inc	54547	10/7/2020	115	-	-	-	-	115
A Brighter Child, Inc	54548	10/1/2020	33	-	-	-	-	33
A Brighter Child, Inc	54549	10/1/2020	16	-	-	-	-	16
A Brighter Child, Inc	54552	9/26/2020	399	-	-	-	-	399
A Brighter Child, Inc	54559	9/25/2020	221	-	-	-	-	221
A Brighter Child, Inc	54561	9/25/2020	177	-	-	-	-	177
A Brighter Child, Inc	54562	9/25/2020	143	-	-	-	-	143
A Brighter Child, Inc	54579	10/3/2020	152	-	-	-	-	152

Powered by BoardOnTrack 252 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
A Brighter Child, Inc	54600	9/25/2020	98	-	-	-	-	98
A Brighter Child, Inc	54604	10/3/2020	95	-	-	-	-	95
A Brighter Child, Inc	54608	9/26/2020	73	-	-	-	-	73
A Brighter Child, Inc	54614	9/18/2020	32	-	-	-	-	32
A Brighter Child, Inc	54615	10/9/2020	16	-	-	-	-	16
A Brighter Child, Inc	54616	9/18/2020	28	-	-	-	-	28
A Brighter Child, Inc	54617	9/25/2020	108	-	-	-	-	108
A Brighter Child, Inc	54618	9/25/2020	112	-	-	-	-	112
A Brighter Child, Inc	54619	9/25/2020	164	-	-	-	-	164
A Brighter Child, Inc	54620	9/25/2020	59	-	-	-	-	59
A Brighter Child, Inc	54621	9/25/2020	59	-	-	-	-	59
A Brighter Child, Inc	54638	9/27/2020	295	-	-	-	-	295
A Brighter Child, Inc	54640	9/27/2020	45	-	-	-	-	45
A Brighter Child, Inc	54653	10/10/2020	546	-	-	-	-	546
A Brighter Child, Inc	54700	9/18/2020	169	-	-	-	-	169
A Brighter Child, Inc	54701	9/18/2020	119	-	-	-	-	119
A Brighter Child, Inc	54702	9/18/2020	122	-	-	-	-	122
A Brighter Child, Inc	54708	9/25/2020	274	-	-	-	-	274
A Brighter Child, Inc	54710	9/25/2020	106	-	-	-	-	106
A Brighter Child, Inc	54741	9/25/2020	252	-	-	-	-	252
A Brighter Child, Inc	54754	9/18/2020	125	-	-	-	-	125
A Brighter Child, Inc	54755	9/18/2020	122	-	-	-	-	122
A Brighter Child, Inc	54756	9/18/2020	59	-	-	-	-	59
A Brighter Child, Inc	54757	9/25/2020	109	-	-	-	-	109
A Brighter Child, Inc	54760	9/18/2020	364	-	-	-	-	364
A Brighter Child, Inc	54761	9/25/2020	396	-	-	-	-	396
A Brighter Child, Inc	54764	9/25/2020	196	-	-	-	-	196
A Brighter Child, Inc	54776	9/25/2020	81	-	-	-	-	81
A Brighter Child, Inc	54777	9/25/2020	68	-	-	-	-	68
A Brighter Child, Inc	54793	9/25/2020	430	-	-	-	-	430
A Brighter Child, Inc	54794	9/25/2020	349	-	-	-	-	349
A Brighter Child, Inc	54795	9/25/2020	660	-	-	-	-	660
A Brighter Child, Inc	54796	9/25/2020	173	-	-	-	-	173
A Brighter Child, Inc	54797	9/25/2020	330	-	-	-	-	330
A Brighter Child, Inc	54810	9/25/2020	264	-	-	-	-	264

Powered by BoardOnTrack 253 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
A Brighter Child, Inc	54811	9/25/2020	104	-	-	-	-	104
A Brighter Child, Inc	54815	9/25/2020	77	-	-	-	-	77
A Brighter Child, Inc	54820	9/25/2020	153	-	-	-	-	153
A Brighter Child, Inc	54826	9/27/2020	382	-	-	-	-	382
A Brighter Child, Inc	54827	9/18/2020	88	-	-	-	-	88
A Brighter Child, Inc	54828	10/10/2020	23	-	-	-	-	23
A Brighter Child, Inc	54839	10/9/2020	200	-	-	-	-	200
A Brighter Child, Inc	54852	10/17/2020	41	-	-	-	-	41
A Brighter Child, Inc	54853	10/16/2020	44	-	-	-	-	44
A Brighter Child, Inc	54861	9/27/2020	65	-	-	-	-	65
A Brighter Child, Inc	54871	10/9/2020	89	-	-	-	-	89
A Brighter Child, Inc	54872	10/9/2020	176	-	-	-	-	176
A Brighter Child, Inc	54880	10/16/2020	147	-	-	-	-	147
A Brighter Child, Inc	54882	9/27/2020	48	-	-	-	-	48
A Brighter Child, Inc	54884	9/27/2020	11	-	-	-	-	11
A Brighter Child, Inc	54886	9/27/2020	16	-	-	-	-	16
A Brighter Child, Inc	54895	10/3/2020	131	-	-	-	-	131
A Brighter Child, Inc	54899	9/27/2020	128	-	-	-	-	128
A Brighter Child, Inc	54906	10/9/2020	106	-	-	-	-	106
A Brighter Child, Inc	54925	9/27/2020	105	-	-	-	-	105
A Brighter Child, Inc	54927	10/3/2020	32	-	-	-	-	32
A Brighter Child, Inc	54935	10/3/2020	64	-	-	-	-	64
A Brighter Child, Inc	54938	10/16/2020	40	-	-	-	-	40
A Brighter Child, Inc	54939	9/27/2020	20	-	-	-	-	20
A Brighter Child, Inc	54940	10/3/2020	161	-	-	-	-	161
A Brighter Child, Inc	54943	10/3/2020	53	-	-	-	-	53
A Brighter Child, Inc	54944	10/3/2020	11	-	-	-	-	11
A Brighter Child, Inc	54955	9/27/2020	212	-	-	-	-	212
A Brighter Child, Inc	54957	10/9/2020	33	-	-	-	-	33
A Brighter Child, Inc	54961	9/27/2020	299	-	-	-	-	299
A Brighter Child, Inc	54963	9/27/2020	185	-	-	-	-	185
A Brighter Child, Inc	54969	10/10/2020	52	-	-	-	-	52
A Brighter Child, Inc	54972	9/27/2020	22	-	-	-	-	22
A Brighter Child, Inc	54973	9/25/2020	40	-	-	-	-	40
A Brighter Child, Inc	54977	9/27/2020	136	-	-	-	-	136

Powered by BoardOnTrack 254 of 284

Accounts Payable Aging

September 30, 2020

Mars de la Neuro	Invaire (Co. 19 Novel	Data Divis	C. mar t	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Tetal
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
A Brighter Child, Inc	54987	10/9/2020	63	-	-	-	-	63
A Brighter Child, Inc	55004	9/26/2020	371	-	-	-	-	371
A Brighter Child, Inc	55006	10/15/2020	117	-	-	-	-	117
A Brighter Child, Inc	55011	10/7/2020	78	-	-	-	-	78
A Brighter Child, Inc	55013	10/7/2020	168	-	-	-	-	168
A Brighter Child, Inc	55030	9/26/2020	205	-	-	-	-	205
A Brighter Child, Inc	55057	10/18/2020	148	-	-	-	-	148
A Brighter Child, Inc	55058	10/18/2020	75	-	-	-	-	75
A Brighter Child, Inc	55086	10/17/2020	190	-	-	-	-	190
A Brighter Child, Inc	55155	10/18/2020	992	-	-	-	-	992
A Brighter Child, Inc	55172	10/18/2020	268	-	-	-	-	268
A Brighter Child, Inc	55177	10/18/2020	116	-	-	-	-	116
A Brighter Child, Inc	55187	9/17/2020	112	-	-	-	-	112
A Brighter Child, Inc	55209	9/26/2020	161	-	-	-	-	161
A Brighter Child, Inc	55225	10/10/2020	193	-	-	-	-	193
A Brighter Child, Inc	55226	10/10/2020	19	-	-	-	-	19
A Brighter Child, Inc	55228	10/17/2020	520	-	-	-	-	520
A Brighter Child, Inc	55267	10/1/2020	65	-	-	-	-	65
A Brighter Child, Inc	55275	10/18/2020	162	-	-	-	-	162
A Brighter Child, Inc	55388	10/18/2020	219	-	-	-	-	219
A Brighter Child, Inc	55476	9/30/2020	129	_	-	-	-	129
A Brighter Child, Inc	55524	10/1/2020	70	-	-	-	-	70
A Brighter Child, Inc	55538	10/10/2020	29	-	-	-	-	29
A Brighter Child, Inc	55552	10/3/2020	192	_	-	-	-	192
A Brighter Child, Inc	55553	10/17/2020	69	_	-	-	-	69
A Brighter Child, Inc	55577	10/4/2020	184	-	-	-	-	184
A Brighter Child, Inc	55630	10/14/2020	334	_	-	-	-	334
A Brighter Child, Inc	55644	10/9/2020	229	_	-	-	-	229
A Brighter Child, Inc	55665	10/15/2020	293	_	-	-	-	293
A Brighter Child, Inc	55717	10/14/2020	190	_	-	-	-	190
Bookshelf Central	56531	10/8/2020	293	-	-	-	-	293
Waza Brazilian Jiu Jitsu	6-RENTA	10/2/2020	375	-	-	-	-	375
Pearson Education Inc.	6001566095	5/6/2020	(200)	-	-	-	-	(200)
MoxieBox Art, Inc	6233	10/1/2020	36	-	-	-	-	36
Brandy Ruscica	64	9/30/2020	943	_	_	-	_	943

Powered by BoardOnTrack 255 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Brandy Ruscica	65	10/17/2020	390	-	-	-	-	390
School Pathways, LLC	66339	10/15/2020	700	-	-	-	-	700
Vadim Geletyuk	6F	10/15/2020	175	-	-	-	-	175
Karla Raubitschek	7	9/30/2020	540	-	-	-	-	540
Waza Brazilian Jiu Jitsu	7-RENTA	10/2/2020	250	-	-	-	-	250
Shine Support Services, LLC	7007	10/1/2020	150	-	-	-	-	150
Institute for Excellence in Writing	702655	9/18/2020	302	-	-	-	-	302
Institute for Excellence in Writing	703552	9/20/2020	301	-	-	-	-	301
Institute for Excellence in Writing	703670	9/20/2020	203	-	-	-	-	203
Institute for Excellence in Writing	704597	9/19/2020	173	-	-	-	-	173
Institute for Excellence in Writing	705106	9/19/2020	117	-	-	-	-	117
Institute for Excellence in Writing	705268	9/20/2020	299	-	-	-	-	299
Institute for Excellence in Writing	705275	9/19/2020	193	-	-	-	-	193
Institute for Excellence in Writing	705333	9/20/2020	194	-	-	-	-	194
Institute for Excellence in Writing	707781	9/24/2020	37	-	-	-	-	37
Institute for Excellence in Writing	707929	9/24/2020	204	-	-	-	-	204
Institute for Excellence in Writing	709858	9/27/2020	22	-	-	-	-	22
Institute for Excellence in Writing	709964	9/26/2020	173	-	-	-	-	173
Institute for Excellence in Writing	711254	9/30/2020	74	-	-	-	-	74
Institute for Excellence in Writing	714577	10/10/2020	37	-	-	-	-	37
Institute for Excellence in Writing	715506	10/10/2020	194	-	-	-	-	194
Institute for Excellence in Writing	715510	10/10/2020	104	-	-	-	-	104
Institute for Excellence in Writing	715514	10/10/2020	59	-	-	-	-	59
Institute for Excellence in Writing	717887	10/10/2020	37	-	-	-	-	37
Institute for Excellence in Writing	717893	10/10/2020	37	-	-	-	-	37
Institute for Excellence in Writing	718483	10/10/2020	194	-	-	-	-	194
Institute for Excellence in Writing	718547	10/10/2020	37	-	-	-	-	37
Institute for Excellence in Writing	719667	10/15/2020	59	-	-	-	-	59
Institute for Excellence in Writing	721016	10/15/2020	59	-	-	-	-	59
Vadim Geletyuk	7G	10/15/2020	140	-	-	-	-	140
The Lampo Group, LLC	8703147	10/1/2020	30	-	-	-	-	30
The Lampo Group, LLC	8703348	10/1/2020	137	-	-	-	-	137
The Lampo Group, LLC	8741596	10/15/2020	40	-	-	-	-	40
The Lampo Group, LLC	8747013	10/17/2020	137	-	-	-	-	137
Bright Solutions For Dyslexia, LLC	88-86316	9/20/2020	476	-	-	-	-	476

Powered by BoardOnTrack 256 of 284

Accounts Payable Aging

September 30, 2020

				1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
Bright Solutions For Dyslexia, LLC	88-86592	9/20/2020	390	-	-	-	-	390
Bright Solutions For Dyslexia, LLC	88-86599	9/20/2020	338	-	-	-	-	338
Bright Solutions For Dyslexia, LLC	88-86676	9/24/2020	390	-	-	-	-	390
Bright Solutions For Dyslexia, LLC	88-86987	10/9/2020	392	-	-	-	-	392
Bright Solutions For Dyslexia, LLC	88-86988	10/9/2020	433	-	-	-	-	433
All About Learning Press, Inc.	903470	9/17/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903501	9/18/2020	145	-	-	-	-	145
All About Learning Press, Inc.	903505	9/18/2020	145	-	-	-	-	145
All About Learning Press, Inc.	903513	9/18/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903523	9/18/2020	286	-	-	-	-	286
All About Learning Press, Inc.	903562	9/19/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903563	9/19/2020	44	-	-	-	-	44
All About Learning Press, Inc.	903564	9/19/2020	56	-	-	-	-	56
All About Learning Press, Inc.	903565	9/19/2020	57	-	-	-	-	57
All About Learning Press, Inc.	903567	9/19/2020	18	-	-	-	-	18
All About Learning Press, Inc.	903771	9/30/2020	25	-	-	-	-	25
All About Learning Press, Inc.	903844	10/3/2020	85	-	-	-	-	85
All About Learning Press, Inc.	903847	10/3/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903848	10/3/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903851	10/3/2020	90	-	-	-	-	90
All About Learning Press, Inc.	903852	10/3/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903853	10/3/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903891	10/4/2020	130	-	-	-	-	130
Mercurius Inc.	91285	11/10/2020	152	-	-	-	-	152
Mercurius Inc.	91286	11/10/2020	148	-	-	-	-	148
Mercurius Inc.	91414	11/15/2020	33	-	-	-	-	33
Mercurius Inc.	91505	11/16/2020	95	-	-	-	-	95
Mystery Science Inc.	92691	9/24/2020	69	-	-	-	-	69
Mystery Science Inc.	96608	10/15/2020	49	-	-	-	-	49
Mystery Science Inc.	97992	10/17/2020	49	-	-	-	-	49
JacKris Publishing, LLC	991	9/21/2020	21	-	-	-	-	21
JacKris Publishing, LLC	992	9/21/2020	21	-	-	-	-	21
JacKris Publishing, LLC	995	10/10/2020	91	-	-	-	-	91
The STUDIO Martial Arts and Fitness	AG12-2020	10/8/2020	189	-	-	-	-	189
The STUDIO Martial Arts and Fitness	AG13-2020	10/8/2020	189	-	-	-	-	189

Powered by BoardOnTrack 257 of 284

Accounts Payable Aging

September 30, 2020

MEI Science U.S. LLC CG20200826006 9/25/2020 310 - - 1.00 MEI Science U.S. LLC CK20200819009 9/18/2020 314 - - - 3.02 Carol Ng CN-09 10/14/2020 1,210 - - - - 3.02 Sarcy Barcal Co-082020 9/30/2020 1,310 - - - - 1,310 Eric Hall & Associates LLC COT 2020-08FIR 10/11/2020 7,245 - - - 9,046 Kovar's Satori Academy CURTISAUG20 10/6/2020 298 -	Vandry Name	Invalian Cur III Novel	Data Divi	Commercial	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Takel
MEI Science U.S. LLC CG20200826006 9/25/2020 310 - - 1.00 MEI Science U.S. LLC CK20200819009 9/18/2020 314 - - - 3.02 Carol Ng CN-09 10/14/2020 1,210 - - - - 3.02 Sarcy Barcal Co-082020 9/30/2020 1,310 - - - - 1,310 Eric Hall & Associates LLC COT 2020-08FIR 10/11/2020 7,245 - - - 9,046 Kovar's Satori Academy CURTISAUG20 10/6/2020 298 -	Vendor Name	Invoice/Credit Number	Date Due	Current	Past Due	Past Due	Past Due	Past Due	lotai
MEL Science U.S. LLC CK2020819099 9/18/2020 134 - - 3 12 Carol Ng CK-09 10/14/2020 120 - - - 120 Snacy Barcal Co-08020 9/30/2020 1,310 - - - - 1,311 Eric Hall & Associates LLC COT 2020-08HR 10/11/2020 9,064 - - - - - 7,245 Eric Hall & Associates LLC COT 2020-08HR 10/11/2020 9,064 -	Amy Walters	AW8312020	9/30/2020	240	-	-	-	-	240
Carol Ng CN-09 10/14/2020 120 - - - 120 - 120 - 120 - 120<	MEL Science U.S. LLC	CG20200826006	9/25/2020	100	-	-	-	-	100
Nancy Barcal Co-082020 9/30/2020 1,310 - - - - 1,310 5 1 1,510 5	MEL Science U.S. LLC	CK20200819009	9/18/2020	314	-	-	-	-	314
Eric Hall & Associates LLC COT 2020-08FIS 10/8/2020 7,245 - - - 7,245 Eric Hall & Associates LLC COT 2020-08FIR 10/11/2020 9,064 - - - 0 9,064 Kovar's Startor Academy CW1 9/28/2020 60 - - - 0 29/28/2020 Linda Reams CW2 CW200091701 10/17/2020 100 - - - - - 0 0 0 0 -	Carol Ng	CN-09	10/14/2020	120	-	-	-	-	120
Eric Hall & Associates LLC COT 2020-08HR 10/11/2020 9,064 - - - 9,064 - - 9,064 - - 2,066 - - 2,066 - - 2,066 - - 2,066 -	Nancy Barcal	Co-082020	9/30/2020	1,310	-	-	-	-	1,310
Kovar's Satori Academy CURTISAUG20 10/6/2020 298 - - - 298 - - - 298 -<	Eric Hall & Associates LLC	COT 2020-08FIS	10/8/2020	7,245	-	-	-	-	7,245
Linda Reams CW1 9/28/2020 60 - - - - 60 MEL Science U.S. LLC CW2020091701 10/17/2020 100 - </td <td>Eric Hall & Associates LLC</td> <td>COT 2020-08HR</td> <td>10/11/2020</td> <td>9,064</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>9,064</td>	Eric Hall & Associates LLC	COT 2020-08HR	10/11/2020	9,064	-	-	-	-	9,064
MEL Science U.S. LLC CW202091701 10/17/2020 100 - - - - 10/10/2020 Educational Development Corporation DIR7199024 9/18/2020 100 - - - - 10/10/2020 Educational Development Corporation DIR71294899 10/8/2020 6 - <t< td=""><td>Kovar's Satori Academy</td><td>CURTISAUG20</td><td>10/6/2020</td><td>298</td><td>-</td><td>-</td><td>-</td><td>-</td><td>298</td></t<>	Kovar's Satori Academy	CURTISAUG20	10/6/2020	298	-	-	-	-	298
Educational Development Corporation DIR7019024 9/18/2020 100 - - - - 100 Educational Development Corporation DIR7159754 9/30/2020 94 - - - - 9/30/2020 Educational Development Corporation DIR7224899 10/8/2020 10 -	Linda Reams	CW1	9/28/2020	60	-	-	-	-	60
Educational Development Corporation DIR7159754 9/30/2020 94 - - - - 9/20/20 Educational Development Corporation DIR7224899 10/8/2020 6 -	MEL Science U.S. LLC	CW2020091701	10/17/2020	100	-	-	-	-	100
Educational Development Corporation DIR7224899 10/8/2020 6 -	Educational Development Corporation	DIR7019024	9/18/2020	100	-	-	-	-	100
Educational Development Corporation DIR7224945 10/8/2020 10 - - - - - 10/2020 -	Educational Development Corporation	DIR7159754	9/30/2020	94	-	-	-	-	94
Educational Development Corporation DIR7224945 10/8/2020 9 -	Educational Development Corporation	DIR7224899	10/8/2020	6	-	-	-	-	6
Educational Development Corporation DIR7239779 10/9/2020 19 - - - - - 19 -	Educational Development Corporation	DIR7224940	10/8/2020	10	-	-	-	-	10
Educational Development Corporation DIR7239819 10/9/2020 31 - - - - - 33 Education.com £10339 10/14/2020 120 - <td>Educational Development Corporation</td> <td>DIR7224945</td> <td>10/8/2020</td> <td>9</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>9</td>	Educational Development Corporation	DIR7224945	10/8/2020	9	-	-	-	-	9
Education.com £10339 10/14/2020 120 - - - - - 120 - <t< td=""><td>Educational Development Corporation</td><td>DIR7239779</td><td>10/9/2020</td><td>19</td><td>-</td><td>-</td><td>-</td><td>-</td><td>19</td></t<>	Educational Development Corporation	DIR7239779	10/9/2020	19	-	-	-	-	19
Education.com E10388 10/16/2020 60 -	Educational Development Corporation	DIR7239819	10/9/2020	31	-	-	-	-	31
Education.com E10403 10/16/2020 60 -	Education.com	E10339	10/14/2020	120	-	-	-	-	120
Education.com E10418 10/17/2020 120 - - - - 120 Eat at Joes Inc dba: Encore! Studio of Pe ENCO075 10/8/2020 102 - - - - - 10/20 PresenceLearning, Inc. EQINV002257 10/8/2020 482 - - - - 482 Sarah McFadyen Garrett7 10/26/2020 740 -	Education.com	E10388	10/16/2020	60	-	-	-	-	60
Eat at Joes Inc dba: Encore! Studio of PENCO075 10/8/2020 102 10/20 PresenceLearning, Inc. EQINVO02257 10/8/2020 482 482 Sarah McFadyen Garrett7 10/26/2020 740 740 McFadyen HOP1149 10/14/2020 65	Education.com	E10403	10/16/2020	60	-	-	-	-	60
PresenceLearning, Inc. EQINV002257 10/8/2020 482 - - - - 482 Sarah McFadyen Garrett7 10/26/2020 740 - - - - 742 Hooked on Phonics HOP1149 10/14/2020 65 -	Education.com	E10418	10/17/2020	120	-	-	-	-	120
Sarah McFadyen Garrett7 10/26/2020 740 - - - - 740 Hooked on Phonics HOP1149 10/14/2020 65 - - - - 65 - - - - 65 - <td< td=""><td>Eat at Joes Inc dba: Encore! Studio of Pe</td><td>ENC0075</td><td>10/8/2020</td><td>102</td><td>-</td><td>-</td><td>-</td><td>-</td><td>102</td></td<>	Eat at Joes Inc dba: Encore! Studio of Pe	ENC0075	10/8/2020	102	-	-	-	-	102
Hooked on Phonics HOP1149 10/14/2020 65 - - - - - 65 Wonder Crate 1132 10/17/2020 80 - - - - - 80 Elemental Science IN-2562 9/18/2020 96 - - - - - - 96 Elemental Science IN-2563 9/20/2020 429 - - - - - 429 Elemental Science IN-2564 9/20/2020 416 - - - - - 416 Elemental Science IN-2578 9/23/2020 71 - - - - - 72 Elemental Science IN-2587 9/24/2020 54 - <	PresenceLearning, Inc.	EQINV002257	10/8/2020	482	-	-	-	-	482
Wonder Crate I132 10/17/2020 80 - <td>Sarah McFadyen</td> <td>Garrett7</td> <td>10/26/2020</td> <td>740</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>740</td>	Sarah McFadyen	Garrett7	10/26/2020	740	-	-	-	-	740
Elemental Science IN-2562 9/18/2020 96 - - - - - 9/20/2020 - <td>Hooked on Phonics</td> <td>HOP1149</td> <td>10/14/2020</td> <td>65</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>65</td>	Hooked on Phonics	HOP1149	10/14/2020	65	-	-	-	-	65
Elemental Science IN-2563 9/20/2020 429 - - - - 429 - Elemental Science IN-2564 9/20/2020 416 - - - - - 416 - Elemental Science IN-2578 9/23/2020 71 - - - - - 72 Elemental Science IN-2587 9/24/2020 54 - - - - - - 54 Elemental Science IN-2588 9/24/2020 232 - - - - - - 232 Elemental Science IN-2594 9/24/2020 269 - <td>Wonder Crate</td> <td>l132</td> <td>10/17/2020</td> <td>80</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>80</td>	Wonder Crate	l132	10/17/2020	80	-	-	-	-	80
Elemental Science IN-2564 9/20/2020 416 - - - - - 416 - Elemental Science IN-2578 9/23/2020 71 - - - - - 72 Elemental Science IN-2587 9/24/2020 54 -	Elemental Science	IN-2562	9/18/2020	96	-	-	-	-	96
Elemental Science IN-2578 9/23/2020 71 - - - - - 72 Elemental Science IN-2587 9/24/2020 54 - - - - - - 54 Elemental Science IN-2588 9/24/2020 232 - - - - - - - 269 Elemental Science IN-2594 9/24/2020 269 - - - - - - - 136 Elemental Science IN-2611 9/24/2020 136 -	Elemental Science	IN-2563	9/20/2020	429	-	-	-	-	429
Elemental Science IN-2587 9/24/2020 54 - - - - - 54 Elemental Science IN-2588 9/24/2020 232 - - - - - - 232 Elemental Science IN-2594 9/24/2020 269 - - - - - - 269 Elemental Science IN-2611 9/24/2020 136 - - - - - - 136	Elemental Science	IN-2564	9/20/2020	416	-	-	-	-	416
Elemental Science IN-2588 9/24/2020 232 - - - - - 232 Elemental Science IN-2594 9/24/2020 269 - - - - - - 269 Elemental Science IN-2611 9/24/2020 136 - - - - - - 136	Elemental Science	IN-2578	9/23/2020	71	-	-	-	-	71
Elemental Science IN-2594 9/24/2020 269 - - - - - 269 Elemental Science IN-2611 9/24/2020 136 - - - - - - 136	Elemental Science	IN-2587	9/24/2020	54	-	-	-	-	54
Elemental Science IN-2611 9/24/2020 136 136	Elemental Science	IN-2588	9/24/2020	232	-	-	-	-	232
	Elemental Science	IN-2594	9/24/2020	269	-	-	-	-	269
	Elemental Science	IN-2611	9/24/2020	136	-	-	-	-	136
Elemental Science IN-2612 9/25/2020 27 27	Elemental Science	IN-2612	9/25/2020	27	-	-	-	-	27

Powered by BoardOnTrack 258 of 284

Accounts Payable Aging

September 30, 2020

Invoice/Creat Number Date Due Date Due Past Due					1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Elemental Science N-266	Vendor Name	Invoice/Credit Number	Date Due	Current	-	-		-	Total
Elemental Science IN-2663 10/5/2020 151 -	Elemental Science	IN-2626	9/26/2020	32	-	-	-	-	32
Elemental Science IN-2672 10/5/2020 152 -	Elemental Science	IN-2662	10/5/2020	27	-	-	-	-	27
Elemental Science IN-2693 10/14/2020 27 -	Elemental Science	IN-2663	10/5/2020	151	-	-	-	-	151
Elemental Science IN-2697 10/15/2020 67 -	Elemental Science	IN-2672	10/5/2020	152	-	-	-	-	152
Elemental Science IN-2698 10/15/2020 97 -	Elemental Science	IN-2693	10/14/2020	27	-	-	-	-	27
Corrinne Carrabello Inspire 77 10/2/2020 700 -	Elemental Science	IN-2697	10/15/2020	67	-	-	-	-	67
SP Learning line INV-US-10108 10/2/2020 488 0 0 0 0 0 0 0 0 0	Elemental Science	IN-2698	10/15/2020	97	-	-	-	-	97
Learning Without Tears INV86408 9/17/2020 12 -	Corrinne Carrabello	Inspire 77	10/2/2020	700	-	-	-	-	700
Learning Without Tears INV86416 9/17/2020 12 -	3P Learning Inc	INV-US-10108	10/2/2020	488	-	-	-	-	488
Learning Without Tears INV86867 9/19/2020 28 -	Learning Without Tears	INV86408	9/17/2020	12	-	-	-	-	12
Learning Without Tears INV87987 9/30/2020 32 -	Learning Without Tears	INV86416	9/17/2020	12	-	-	-	-	12
Learning Without Tears INV88837 10/8/2020 29 -	Learning Without Tears	INV86867	9/19/2020	28	-	-	-	-	28
Learning Without Tears INV89336 10/11/2020 19 -	Learning Without Tears	INV87987	9/30/2020	32	-	-	-	-	32
Logic of English INV9512 9/20/2020 321 - <	Learning Without Tears	INV88837	10/8/2020	29	-	-	-	-	29
Logic of English INV9576 9/26/2020 119	Learning Without Tears	INV89336	10/11/2020	19	-	-	-	-	19
MEL Science U.S. LLC JC2020828002 9/27/2020 314	Logic of English	INV9512	9/20/2020	321	-	-	-	-	321
Bennati's Martial Arts JKODET921110 10/11/2020 387	Logic of English	INV9576	9/26/2020	119	-	-	-	-	119
KiwiCo, Inc KiwiCo	MEL Science U.S. LLC	JC20200828002	9/27/2020	314	-	-	-	-	314
Kiwico, Inc KE-10667B41 9/30/2020 141 - - - - Kiwico, Inc KE-1604E25A 9/29/2020 64 - - - - Kiwico, Inc KE-1FA09AB6 9/30/2020 97 - - - - Kiwico, Inc KE-3524D289 9/29/2020 64 - - - - - Kiwico, Inc KE-404D0712 9/30/2020 119 - - - - - Kiwico, Inc KE-40D74EF7 9/25/2020 118 - - - - - Kiwico, Inc KE-48F54F3A 9/27/2020 65 - - - - Kiwico, Inc KE-5FFDE6DC 9/30/2020 118 - - - - Kiwico, Inc KE-64019B72 9/30/2020 118 - - - - Kiwico, Inc KE-65F0418 9/30/2020 118 - - - - Kiwico, Inc KE-60124E07 9/30/2020 221 - - <td>Bennati's Martial Arts</td> <td>JKODET921110</td> <td>10/11/2020</td> <td>387</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>387</td>	Bennati's Martial Arts	JKODET921110	10/11/2020	387	-	-	-	-	387
KiwiCo, Inc KE-1604E25A 9/29/2020 64 KiwiCo, Inc KE-1FA09AB6 9/30/2020 97	KiwiCo, Inc	KE-09514731	9/25/2020	237	-	-	-	-	237
KiwiCo, Inc KE-1FA09AB6 9/30/2020 97 - KiwiCo, Inc KE-3524D289 9/29/2020 64 - KiwiCo, Inc KE-404D0712 9/30/2020 119 - KiwiCo, Inc KE-40D74EF7 9/25/2020 118 - KiwiCo, Inc KE-40D74EF7 9/25/2020 118 - KiwiCo, Inc KE-48F54F3A 9/27/2020 65 - KiwiCo, Inc KE-5FPDE6DC 9/30/2020 118 - KiwiCo, Inc KE-64019B72 9/30/2020 118 - KiwiCo, Inc KE-665F0418 9/30/2020 118 - KiwiCo, Inc KE-671C4EC7 9/30/2020 221 - KiwiCo, Inc KE-6D418991 9/27/2020 65 - KiwiCo, Inc KE-700DE758 9/29/2020 172 - KiwiCo, Inc KE-700DE758 9/30/2020 172 - KiwiCo, Inc KE-700DE43 9/30/2020 172 - KiwiCo, Inc KE-700DE758 9/30/2020 172 - KiwiCo, Inc KE-700DE43	KiwiCo, Inc	KE-10667B41	9/30/2020	141	-	-	-	-	141
KiwiCo, Inc KE-3524D289 9/29/2020 64 - - - - KiwiCo, Inc KE-404D0712 9/30/2020 119 - - - - KiwiCo, Inc KE-40D74EF7 9/25/2020 118 - - - - - KiwiCo, Inc KE-48F54F3A 9/27/2020 65 - <td>KiwiCo, Inc</td> <td>KE-1604E25A</td> <td>9/29/2020</td> <td>64</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>64</td>	KiwiCo, Inc	KE-1604E25A	9/29/2020	64	-	-	-	-	64
KiwiCo, Inc KE-404D0712 9/30/2020 119 - - - - - KiwiCo, Inc KE-40D74EF7 9/25/2020 118 - - - - - KiwiCo, Inc KE-48F54F3A 9/27/2020 65 - - - - - KiwiCo, Inc KE-5FFDE6DC 9/30/2020 65 - - - - - KiwiCo, Inc KE-64019B72 9/30/2020 118 - - - - - KiwiCo, Inc KE-665F0418 9/30/2020 118 - - - - - KiwiCo, Inc KE-671C4EC7 9/30/2020 221 - - - - - KiwiCo, Inc KE-6D418991 9/27/2020 65 - - - - - KiwiCo, Inc KE-700DE758 9/29/2020 172 - - - - - KiwiCo, Inc KE-7A0D8E43 9/30/2020 172 - - - - - <td>KiwiCo, Inc</td> <td>KE-1FA09AB6</td> <td>9/30/2020</td> <td>97</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>97</td>	KiwiCo, Inc	KE-1FA09AB6	9/30/2020	97	-	-	-	-	97
KiwiCo, Inc	KiwiCo, Inc	KE-3524D289	9/29/2020	64	-	-	-	-	64
KiwiCo, Inc KE-48F54F3A 9/27/2020 65 - <	KiwiCo, Inc	KE-404D0712	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc KE-5FFDE6DC 9/30/2020 65 - - - - - KiwiCo, Inc KE-64019B72 9/30/2020 118 - - - - - KiwiCo, Inc KE-65F0418 9/30/2020 118 - - - - - KiwiCo, Inc KE-671C4EC7 9/30/2020 221 - - - - - KiwiCo, Inc KE-6D418991 9/27/2020 65 - - - - - KiwiCo, Inc KE-700DE758 9/29/2020 172 - - - - - KiwiCo, Inc KE-7A0D8E43 9/30/2020 172 - - - - -	KiwiCo, Inc	KE-40D74EF7	9/25/2020	118	-	-	-	-	118
KiwiCo, Inc KE-64019B72 9/30/2020 118 -	KiwiCo, Inc	KE-48F54F3A	9/27/2020	65	-	-	-	-	65
KiwiCo, Inc KE-665F0418 9/30/2020 118 -	KiwiCo, Inc	KE-5FFDE6DC	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc KE-671C4EC7 9/30/2020 221 - - - - - KiwiCo, Inc KE-6D418991 9/27/2020 65 - - - - - KiwiCo, Inc KE-700DE758 9/29/2020 172 - - - - - KiwiCo, Inc KE-7A0D8E43 9/30/2020 172 - - - - -	KiwiCo, Inc	KE-64019B72	9/30/2020	118	-	-	-	-	118
KiwiCo, Inc KE-6D418991 9/27/2020 65 - <	KiwiCo, Inc	KE-665F0418	9/30/2020	118	-	-	-	-	118
KiwiCo, Inc KE-700DE758 9/29/2020 172 - - - - - KiwiCo, Inc KE-7A0D8E43 9/30/2020 172 - - - - -	KiwiCo, Inc	KE-671C4EC7	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc KE-700DE758 9/29/2020 172 - - - - - KiwiCo, Inc KE-7A0D8E43 9/30/2020 172 - - - - - -		KE-6D418991	9/27/2020		-	-	-	-	65
KiwiCo, Inc KE-7A0D8E43 9/30/2020 172	KiwiCo, Inc	KE-700DE758	9/29/2020		-	-	-	-	172
		KE-7A0D8E43	9/30/2020		-	-	-	-	172
NIMICO, IIIC	KiwiCo, Inc	KE-8D5A1ABC	9/30/2020	65	-	-	-	-	65

Powered by BoardOnTrack 259 of 284

Accounts Payable Aging

September 30, 2020

Non-Control Name Non-Control Name Sub- Sub- Past Due P					1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Kiwico, Inc Kik-A2505FE 9/35/2020 119 119 Kiwico, Inc Kik-A6A93E3 9/30/2020 119 237 Kiwico, Inc Kik-A6A93E3 9/30/2020 119 237 Kiwico, Inc Kik-A6A93E3 9/30/2020 237 237 Kiwico, Inc Kik-Besilbas 9/30/2020 237 237 Kiwico, Inc Kik-Besilbas 9/30/2020 172 27 Kiwico, Inc Kik-Colstate 9/30/2020 172 27 Kiwico, Inc Kik-D1955C52 9/30/2020 172 Kiwico, Inc Kik-D1955C52 9/30/2020 172 Kiwico, Inc Kik-D1955C52 9/30/2020 172 Kiwico, Inc Kik-D1955C53 Kiwico, Inc Kik-D1955C53 Mico Kik-E5412873 9/30/2020 172 27 Kiwico, Inc Kik-E5412873 9/29/2020 172 Kiwico, Inc Kik-F110D0A 9/29/2020 172 Kiwico, Inc Kik-F110D0A 9/29/2020 172 Kiwico, Inc Kik-F110D0A 9/29/2020 172 Kiwico, Inc Kik-F410D0A 9/29/20	Vendor Name	Invoice/Credit Number	Date Due	Current	-	-	-	-	Total
KiwiCo, Inc KE-RE981DB3 9/30/2020 237 237 KiwiCo, Inc KE-RE981DB3 9/30/2020 237 237 KiwiCo, Inc KE-RE981DB3 9/30/2020 237 237 KiwiCo, Inc KE-C51CB4E 9/30/2020 172 277 KiwiCo, Inc KE-D1955C52 9/30/2020 172 172 KiwiCo, Inc KE-D1955C52 9/30/2020 172 172 KiwiCo, Inc KE-D1955C52 9/30/2020 172 172 KiwiCo, Inc KE-DF216F57 9/30/2020 172 172 KiwiCo, Inc KE-DF216F57 9/30/2020 172 172 KiwiCo, Inc KE-S642B73 9/29/2020 119 172 KiwiCo, Inc KE-1548AAA 9/30/2020 119 119 KiwiCo, Inc KE-15418AAA 9/30/2020 119 119 KiwiCo, Inc KE-1711DDA 9/29/2020 64 119 KiwiCo, Inc KE-1711DDA 9/29/2020 119	KiwiCo, Inc	KE-A23605EE	9/25/2020	119	-	-	-	-	119
Kiwico, Inc Kiwico	KiwiCo, Inc	KE-A64A93E3	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc KiwiCo	KiwiCo, Inc	KE-AF6C9975	9/27/2020	237	-	-	-	-	237
KiwiCo, Inc KE-01955C52 9/30/2020 172 172 (KiwiCo, Inc KiwiCo, Inc KE-003A2441 9/30/2020 172 188	KiwiCo, Inc	KE-BE981DB3	9/30/2020	237	-	-	-	-	237
KiwiCo, Inc KiwiCo	KiwiCo, Inc	KE-C261CB4E	9/30/2020	172	-	-	-	-	172
KiwiCo, Inc Kiwico	KiwiCo, Inc	KE-D1955C52	9/30/2020	172	-	-	-	-	172
KiwiCo, Inc KE-E5642B73 9/29/2020 119 -	KiwiCo, Inc	KE-DD03A241	9/30/2020	118	-	-	-	-	118
KiwiCo, Inc KE-F14BAAA4 9/30/2020 119 -	KiwiCo, Inc	KE-DF216F57	9/30/2020	172	-	-	-	-	172
KiwiCo, Inc KE-F110D0A 9/29/2020 64 9/25/2020 119 0 10/2020 119 0 10/2020 114 0 10/2020 115 0 10/2020 116 0 10/2020 117 0 10/2020 118 0 10/2020 118 0 10/2020 118 0 10/2020 118 0 10/2020 118 0 10/2020 118 0 10/2020 118 0 10/2020 118 0 119 0 119 0 118 0	KiwiCo, Inc	KE-E5642B73	9/29/2020	119	-	-	-	-	119
KiwiCo, Inc KE-FB4DAF27 9/25/2020 119 - - - 119 MEL Science U.S. LLC KH2020090901 10/9/2020 314 - - - - 314 MEL Science U.S. LLC MC202091002 10/10/2020 314 - - - - - 314 Discount School Supply P39739920101 9/20/2020 27 - - - - - 2 2 3 249 Bright Thinker SINV1776 9/17/2020 249 - - - - - - - 249 Bright Thinker SINV1798 9/18/2020 1,023 -	KiwiCo, Inc	KE-F148AAA4	9/30/2020	119	-	-	-	-	119
MEL Science U.S. LLC KH2020090901 10/9/2020 314 - - - 314 MEL Science U.S. LLC MC2020091002 10/10/2020 27 - - - - 314 Discount School Supply P39739920101 9/20/2020 27 - - - - 24 BrightThinker SINV1775 9/17/2020 249 - - - - 24 BrightThinker SINV1797 9/18/2020 1,023 - - - - - - 24 -	KiwiCo, Inc	KE-F7110D0A	9/29/2020	64	-	-	-	-	64
MEL Science U.S. LLC MC20091002 10/10/2020 314 314 Discount School Supply P39739920101 9/20/2020 27 27 Bright Thinker SINV1775 9/17/2020 249 249 Bright Thinker SINV1776 9/17/2020 249 249 Bright Thinker SINV1776 9/18/2020 1,023 249 Bright Thinker SINV1797 9/18/2020 1,023 1,023 Bright Thinker SINV1798 9/18/2020 465 465 Bright Thinker SINV1799 9/18/2020 465 465 Bright Thinker SINV1800 9/18/2020 249	KiwiCo, Inc	KE-FB4DAF27	9/25/2020	119	-	-	-	-	119
Discount School Supply P39739920101 9/20/2020 27 - - - 27 BrightThinker SINV1775 9/17/2020 249 - - - - 2449 BrightThinker SINV1776 9/17/2020 249 - - - - 249 BrightThinker SINV1797 9/18/2020 1,023 - - - - 1,023 BrightThinker SINV1798 9/18/2020 465 - - - - - 465 BrightThinker SINV1800 9/18/2020 249 - <th< td=""><td>MEL Science U.S. LLC</td><td>KH2020090901</td><td>10/9/2020</td><td>314</td><td>-</td><td>-</td><td>-</td><td>-</td><td>314</td></th<>	MEL Science U.S. LLC	KH2020090901	10/9/2020	314	-	-	-	-	314
BrightThinker SINV1775 9/17/2020 249 - - - 249 - - 249 - - 249 - - - 249 - - - 249 - - - 249 - - - 249 - - - - 249 -<	MEL Science U.S. LLC	MC2020091002	10/10/2020	314	-	-	-	-	314
BrightThinker SINV1776 9/17/2020 249 - - - - 249 - - - - 249 -	Discount School Supply	P39739920101	9/20/2020	27	-	-	-	-	27
BrightThinker SINV1797 9/18/2020 1,023 - - - - 1,023 - - - - 1,023 - - - - - 465 - - - - 465 - - - - 465 - - - - 465 - - - - 465 - - - - - 465 - - - - 465 - - - - - 465 -	BrightThinker	SINV1775	9/17/2020	249	-	-	-	-	249
BrightThinker SINV1798 9/18/2020 465 - - - 465 BrightThinker SINV1799 9/18/2020 465 - - - - 465 BrightThinker SINV1800 9/18/2020 249 - - - - 249 BrightThinker SINV1801 9/18/2020 124 - - - - 124 BrightThinker SINV1867 9/21/2020 119 - - - - 119 BrightThinker SINV1868 9/21/2020 357 - - - - 357 BrightThinker SINV1870 9/22/2020 249 - - - - 682 BrightThinker SINV1871 9/22/2020 249 - - - - 249 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - - 249	BrightThinker	SINV1776	9/17/2020	249	-	-	-	-	249
BrightThinker SINV1799 9/18/2020 465 - - - - 465 - - - 465 - - - 465 - - - 465 - - - 465 - - - 249 - - - - 249 - - - - 249 - - - - 249 - - - - 124 - - - - 124 - - - - 124 - - - - 124 - - - - - 124 -	BrightThinker	SINV1797	9/18/2020	1,023	-	-	-	-	1,023
BrightThinker SINV1800 9/18/2020 249 - - - 249 BrightThinker SINV1801 9/18/2020 124 - - - 124 BrightThinker SINV1867 9/21/2020 119 - - - - 119 BrightThinker SINV1868 9/21/2020 357 - - - - - 682 BrightThinker SINV1870 9/22/2020 249 - - - - 682 BrightThinker SINV1871 9/22/2020 249 - - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 249 BrightThinker SINV1990 9/24/2020 249 - - - - 249 BrightThinker SIN	BrightThinker	SINV1798	9/18/2020	465	-	-	-	-	465
BrightThinker SINV1801 9/18/2020 124 - - - 124 BrightThinker SINV1867 9/21/2020 119 - - - - 119 BrightThinker SINV1868 9/21/2020 357 - - - - 357 BrightThinker SINV1869 9/21/2020 682 - - - - 682 BrightThinker SINV1870 9/22/2020 249 - - - - 249 BrightThinker SINV1871 9/22/2020 465 - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 249 BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1953	BrightThinker	SINV1799	9/18/2020	465	-	-	-	-	465
BrightThinker SINV1867 9/21/2020 119 - - - - 119 BrightThinker SINV1868 9/21/2020 357 - - - - 357 BrightThinker SINV1869 9/21/2020 682 - - - - 682 BrightThinker SINV1870 9/22/2020 249 - - - - 249 BrightThinker SINV1871 9/22/2020 249 - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 357 BrightThinker SINV1990 9/24/2020 124 - - - - 249 BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SIN	BrightThinker	SINV1800	9/18/2020	249	-	-	-	-	249
BrightThinker SINV1868 9/21/2020 357 - - - - 357 BrightThinker SINV1869 9/21/2020 682 - - - - 682 BrightThinker SINV1870 9/22/2020 249 - - - - 249 BrightThinker SINV1871 9/22/2020 465 - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 357 BrightThinker SINV1899 9/24/2020 249 - - - - 249 BrightThinker SINV1900 9/24/2020 249 - - - - - 249 BrightThinker SINV1952 9/26/2020 357 - - - - - - - <t< td=""><td>BrightThinker</td><td>SINV1801</td><td>9/18/2020</td><td>124</td><td>-</td><td>-</td><td>-</td><td>-</td><td>124</td></t<>	BrightThinker	SINV1801	9/18/2020	124	-	-	-	-	124
BrightThinker SINV1869 9/21/2020 682 - - - - 682 BrightThinker SINV1870 9/22/2020 249 - - - - 249 BrightThinker SINV1871 9/22/2020 465 - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 357 BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - 357 BrightThinker SINV1954 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - -	BrightThinker	SINV1867	9/21/2020	119	-	-	-	-	119
BrightThinker SINV1870 9/22/2020 249 - - - - 249 BrightThinker SINV1871 9/22/2020 465 - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 357 BrightThinker SINV1899 9/24/2020 249 - - - - 249 BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - - - <t< td=""><td>BrightThinker</td><td>SINV1868</td><td>9/21/2020</td><td>357</td><td>-</td><td>-</td><td>-</td><td>-</td><td>357</td></t<>	BrightThinker	SINV1868	9/21/2020	357	-	-	-	-	357
BrightThinker SINV1871 9/22/2020 465 - - - - 465 BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - 357 BrightThinker SINV1899 9/24/2020 249 - - - - 249 BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 357	BrightThinker	SINV1869	9/21/2020	682	-	-	-	-	682
BrightThinker SINV1872 9/22/2020 249 - - - - 249 BrightThinker SINV1898 9/24/2020 357 - - - - - 357 BrightThinker SINV1899 9/24/2020 249 - - - - - 249 BrightThinker SINV1900 9/24/2020 124 - - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - </td <td>BrightThinker</td> <td>SINV1870</td> <td>9/22/2020</td> <td>249</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>249</td>	BrightThinker	SINV1870	9/22/2020	249	-	-	-	-	249
BrightThinker SINV1898 9/24/2020 357 - - - - 357 BrightThinker SINV1899 9/24/2020 249 - - - - 249 BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 249	BrightThinker	SINV1871	9/22/2020	465	-	-	-	-	465
BrightThinker SINV1899 9/24/2020 249 - - - - 249 BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 249	BrightThinker	SINV1872	9/22/2020	249	-	-	-	-	249
BrightThinker SINV1900 9/24/2020 124 - - - - 124 BrightThinker SINV1952 9/26/2020 357 - - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 249	BrightThinker	SINV1898	9/24/2020	357	-	-	-	-	357
BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 249	BrightThinker	SINV1899	9/24/2020	249	-	-	-	-	249
BrightThinker SINV1952 9/26/2020 357 - - - - 357 BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 249	BrightThinker	SINV1900	9/24/2020	124	-	-	-	-	124
BrightThinker SINV1953 9/26/2020 357 - - - - - 357 BrightThinker SINV1954 9/26/2020 249 - - - - - 249	BrightThinker	SINV1952	9/26/2020	357	-	-	-	-	357
BrightThinker SINV1954 9/26/2020 249 249	BrightThinker	SINV1953	9/26/2020	357	-	-	-	-	357
BrightThinker SINV1955 9/26/2020 465 465	BrightThinker	SINV1954	9/26/2020	249	-	-	-	-	249
	BrightThinker	SINV1955	9/26/2020	465	-	-	-	-	465

Powered by BoardOnTrack 260 of 284

Accounts Payable Aging

September 30, 2020

None None					1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	
Bright Thinker SINV1956 9/26/2020 249 - - 249 Bright Thinker SINV1957 9/26/2020 124 - - 124 Bright Thinker SINV1958 9/26/2020 124 - - 124 Bright Thinker SINV1959 9/26/2020 465 - - - 124 Bright Thinker SINV1963 9/26/2020 249 - - - 124 Bright Thinker SINV1963 9/26/2020 249 - - - 357 Bright Thinker SINV1963 9/26/2020 124 - - - 357 Bright Thinker SINV1987 9/27/2020 357 - - - 357 Bright Thinker SINV2021 10/1/2020 357 - - - 357 Bright Thinker SINV2022 10/1/2020 357 - - - 116 Bright Thinker SINV2023	Vendor Name	Invoice/Credit Number	Date Due	Current	=	-	-	-	Total
BrightThinker SINV1958 9/26/2020 124 - - 124 48 - - 124 48 - - - 124 48 - - - - - 465 -	BrightThinker	SINV1956	9/26/2020	249	-	-	-	-	249
BrightThinker SINV1959 9/26/2020 124 1248 BrightThinker SINV1963 9/26/2020 124 1248 BrightThinker SINV1963 9/26/2020 249 1248 BrightThinker SINV1963 9/26/2020 357 1248 BrightThinker SINV1987 9/27/2020 357 1248 BrightThinker SINV1997 9/28/2020 124 1248 BrightThinker SINV2021 10/1/2020 124 1248 BrightThinker SINV2021 10/1/2020 126 1248 BrightThinker SINV2022 10/1/2020 116 1248 BrightThinker SINV2023 10/1/2020 116 1248 BrightThinker SINV2023 10/1/2020 116 1248 BrightThinker SINV2023 10/1/2020 116 1248 BrightThinker SINV2024 10/1/2020 116 1248 BrightThinker SINV2024 10/1/2020 124 1248 BrightThinker SINV2024 10/1/2020 124 1248 BrightThinker SINV2026 10/1/2020 124 1248 BrightThinker SINV2026 10/1/2020 124 1248 BrightThinker SINV2027 10/10/2020 455 1248 BrightThinker SINV2229 10/10/2020 455	BrightThinker	SINV1957	9/26/2020	124	-	-	-	-	124
BrightThinker SINV1960 9/26/2020 249 -	BrightThinker	SINV1958	9/26/2020	124	-	-	-	-	124
BrightThinker SINV1963 9/26/2020 249 - - - 249 BrightThinker SINV1987 9/27/2020 357 - - - 357 BrightThinker SINV1997 9/28/2020 124 - - - - 124 BrightThinker SINV2021 10/1/2020 357 - - - - 157 BrightThinker SINV2021 10/1/2020 357 - - - - 157 BrightThinker SINV2023 10/1/2020 116 - - - - 116 BrightThinker SINV2024 10/1/2020 116 - - - - 1124 BrightThinker SINV2226 10/10/2020 124 - - - - 124 BrightThinker SINV2227 10/10/2020 124 - - - - - - - - - -	BrightThinker	SINV1959	9/26/2020	465	-	-	-	-	465
BrightThinker SINV1987 9/27/2020 357 - - 357 124 - - - 124 - - - 124 - - - 124 - - - - 124 -	BrightThinker	SINV1960	9/26/2020	124	-	-	-	-	124
BrightThinker SINV1997 9/28/2020 124 - - - 124 BrightThinker SINV2021 10/1/2020 116 - - - - 3575 BrightThinker SINV2023 10/1/2020 116 - - - - 116 BrightThinker SINV2024 10/1/2020 116 - - - - 116 BrightThinker SINV2060 10/4/2020 124 - - - 124 BrightThinker SINV2226 10/10/2020 124 - - - 124 BrightThinker SINV2228 10/10/2020 124 - - - - 124 BrightThinker SINV2228 10/10/2020 357 -	BrightThinker	SINV1963	9/26/2020	249	-	-	-	-	249
BrightThinker \$INV2021 10/1/2020 357 - - - 357 BrightThinker \$INV2022 10/1/2020 116 - - - - 116 BrightThinker \$INV2023 10/1/2020 116 - - - - 116 BrightThinker \$INV2024 10/1/2020 116 - - - - 116 BrightThinker \$INV2026 10/1/2020 124 - - - - 124 BrightThinker \$INV2226 10/10/2020 124 - - - - 124 BrightThinker \$INV2228 10/10/2020 465 -	BrightThinker	SINV1987	9/27/2020	357	-	-	-	-	357
BrightThinker SINV2022 10/1/2020 116 - - - 116 BrightThinker SINV2023 10/1/2020 232 - - - - 232 BrightThinker SINV2060 10/4/2020 116 - - - - 116 BrightThinker SINV2226 10/10/2020 124 - - - - 124 BrightThinker SINV2227 10/10/2020 124 - - - - 124 BrightThinker SINV2228 10/10/2020 465 - - - - 124 BrightThinker SINV2229 10/10/2020 357 - <td< td=""><td>BrightThinker</td><td>SINV1997</td><td>9/28/2020</td><td>124</td><td>-</td><td>-</td><td>-</td><td>-</td><td>124</td></td<>	BrightThinker	SINV1997	9/28/2020	124	-	-	-	-	124
BrightThinker SINV2023 10/1/2020 232 - - - 232 - - - - 232 - - - - - - 116 - - - - - 116 - - - - - 116 - - - - - 1124 - <td>BrightThinker</td> <td>SINV2021</td> <td>10/1/2020</td> <td>357</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>357</td>	BrightThinker	SINV2021	10/1/2020	357	-	-	-	-	357
BrightThinker SINV2024 10/1/2020 116 - - - 116 116 - - 116 - - 116 - - - 1124	BrightThinker	SINV2022	10/1/2020	116	-	-	-	-	116
BrightThinker SINV2060 10/4/2020 124 - - - 124 BrightThinker SINV2226 10/10/2020 124 - - - - 124 BrightThinker SINV2228 10/10/2020 455 - - - - 465 BrightThinker SINV2229 10/10/2020 357 - - - - 357 BrightThinker SINV2230 10/10/2020 124 - - - - - 124 BrightThinker SINV2239 10/11/2020 124 - - - - 124 BrightThinker SINV2239 10/11/2020 124 - - - - 124 BrightThinker SINV2240 10/11/2020 129 - - - - 249 BrightThinker SINV2245 10/14/2020 249 - - - - 249 BrightThinker	BrightThinker	SINV2023	10/1/2020	232	-	-	-	-	232
BrightThinker SINV2226 10/10/2020 124 - - - 124 - - - 124 - - - 124 - - - - 124 - - - - 124 - - - - 124 - - - - - 124 - </td <td>BrightThinker</td> <td>SINV2024</td> <td>10/1/2020</td> <td>116</td> <td>-</td> <td>-</td> <td>-</td> <td>-</td> <td>116</td>	BrightThinker	SINV2024	10/1/2020	116	-	-	-	-	116
BrightThinker SINV2227 10/10/2020 124 - - - 124 BrightThinker SINV2228 10/10/2020 465 - - - - 465 BrightThinker SINV2229 10/10/2020 357 - - - - 357 BrightThinker SINV2230 10/10/2020 124 - - - - 124 BrightThinker SINV2239 10/11/2020 249 - - - - 249 BrightThinker SINV2240 10/11/2020 249 - - - - 249 BrightThinker SINV2245 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 BrightThinker SINV2246	BrightThinker	SINV2060	10/4/2020	124	-	-	-	-	124
BrightThinker SINV2228 10/10/2020 465 - - - 465 - - 465 - - 465 - - - 465 - - - 465 - - - 465 - - - 357 - - - - - 357 - - - - - - - - - - - - - 124 - <td< td=""><td>BrightThinker</td><td>SINV2226</td><td>10/10/2020</td><td>124</td><td>-</td><td>-</td><td>-</td><td>-</td><td>124</td></td<>	BrightThinker	SINV2226	10/10/2020	124	-	-	-	-	124
BrightThinker SINV229 10/10/2020 357 - - - - 357 BrightThinker SINV2230 10/10/2020 124 - - - - - 124 - - - - - 124 - - - - - 124 - - - - - 124 - <	BrightThinker	SINV2227	10/10/2020	124	-	-	-	-	124
BrightThinker SINV2230 10/10/2020 124 - - - - 124 BrightThinker SINV2239 10/11/2020 124 - - - - 124 BrightThinker SINV2240 10/11/2020 249 - - - - 249 BrightThinker SINV2245 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 293 - - - - 249 BrightThinker SINV2246 10/14/2020 93 - - - - 249 BrightThinker SINV2246 10/14/2020 118 - - - - 118	BrightThinker	SINV2228	10/10/2020	465	-	-	-	-	465
BrightThinker SINV2239 10/11/2020 124 - - - - 124 BrightThinker SINV2240 10/11/2020 249 - - - - 249 BrightThinker SINV2245 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 KiwiCo, Inc ST-IE7RQJSI 9/16/2020 93 - - - - 93 KiwiCo, Inc ST-IFADJ6BY 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFAVDSRI 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFBGHAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFC4KEPI 9/16/2020 119 - - - - - 119 KiwiCo, I	BrightThinker	SINV2229	10/10/2020	357	-	-	-	-	357
BrightThinker SINV2240 10/11/2020 249 - - - - 249 BrightThinker SINV2245 10/14/2020 249 - - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 KiwiCo, Inc ST-IFADJSI 9/16/2020 93 - - - - 93 KiwiCo, Inc ST-IFADJSRI 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFBGSHAY 9/16/2020 119 - - - - 118 KiwiCo, Inc ST-IFBYW3QI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - - 98 KiwiCo, Inc	BrightThinker	SINV2230	10/10/2020	124	-	-	-	-	124
BrightThinker SINV2245 10/14/2020 249 - - - 249 BrightThinker SINV2246 10/14/2020 249 - - - - 249 KiwiCo, Inc ST-IE7RQJSI 9/16/2020 93 - - - - 93 KiwiCo, Inc ST-IFADJ6BY 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - - - KiwiCo, Inc S	BrightThinker	SINV2239	10/11/2020	124	-	-	-	-	124
BrightThinker SINV2246 10/14/2020 249 - - - - 249 KiwiCo, Inc ST-IE7RQJSI 9/16/2020 93 - - - - 93 KiwiCo, Inc ST-IFADJ6BY 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFADJSRI 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFBW3QI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFC4KEPI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - 98 KiwiCo, Inc ST-IFDDY6Y 9/16/2020 118 - - - - - - - -	BrightThinker	SINV2240	10/11/2020	249	-	-	-	-	249
KiwiCo, Inc ST-IE7RQJSI 9/16/2020 118 118 KiwiCo, Inc ST-IFADJ6BY 9/16/2020 118	BrightThinker	SINV2245	10/14/2020	249	-	-	-	-	249
KiwiCo, Inc ST-IFADJ6BY 9/16/2020 118 118 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 118 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 118 KiwiCo, Inc ST-IFBYW3QI 9/16/2020 119 119 KiwiCo, Inc ST-IFC4KEPI 9/16/2020 119	BrightThinker	SINV2246	10/14/2020	249	-	-	-	-	249
KiwiCo, Inc ST-IFAVDSRI 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFBYW3QI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFC4KEPI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - 98 KiwiCo, Inc ST-IFD75NOI 9/16/2020 64 - - - - 64 KiwiCo, Inc ST-IFD0DY6Y 9/16/2020 118 - - - - - 118 KiwiCo, Inc ST-IFERXB5Y 9/16/2020 221 - - - - - 221 KiwiCo, Inc ST-IFCHQFMII 9/16/2020 65 - - - - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 -	KiwiCo, Inc	ST-IE7RQJSI	9/16/2020	93	-	-	-	-	93
KiwiCo, Inc ST-IFBG5HAY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFBYW3QI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQPTY 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFD75NOI 9/16/2020 98 - - - - 98 KiwiCo, Inc ST-IFD0DY6Y 9/16/2020 64 - - - - 64 KiwiCo, Inc ST-IFEXB5Y 9/16/2020 118 - - - - 221 KiwiCo, Inc ST-IFFVKK4Y 9/16/2020 65 - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - 65	KiwiCo, Inc	ST-IFADJ6BY	9/16/2020	118	-	-	-	-	118
KiwiCo, Inc ST-IFBYW3QI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFC4KEPI 9/16/2020 119 - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - 98 KiwiCo, Inc ST-IFD75NOI 9/16/2020 64 - - - - 64 KiwiCo, Inc ST-IFD0DY6Y 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFEXB5Y 9/16/2020 221 - - - - 221 KiwiCo, Inc ST-IFFVKK4Y 9/16/2020 65 - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - 65	KiwiCo, Inc	ST-IFAVDSRI	9/16/2020	118	-	-	-	-	118
KiwiCo, Inc ST-IFC4KEPI 9/16/2020 119 - - - - - 119 KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - - 98 KiwiCo, Inc ST-IFD75NOI 9/16/2020 64 - - - - - 64 KiwiCo, Inc ST-IFD0DY6Y 9/16/2020 118 - - - - - 118 KiwiCo, Inc ST-IFFXKK4Y 9/16/2020 65 - - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - - 18	KiwiCo, Inc	ST-IFBG5HAY	9/16/2020	119	-	-	-	-	119
KiwiCo, Inc ST-IFCKQP7Y 9/16/2020 98 - - - - 98 KiwiCo, Inc ST-IFD75NOI 9/16/2020 64 - - - - 64 KiwiCo, Inc ST-IFD0DY6Y 9/16/2020 118 - - - - 118 KiwiCo, Inc ST-IFFXK64Y 9/16/2020 65 - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - 118	KiwiCo, Inc	ST-IFBYW3QI	9/16/2020	119	-	-	-	-	119
KiwiCo, Inc ST-IFD75NOI 9/16/2020 64 - - - - 64 KiwiCo, Inc ST-IFD0DY6Y 9/16/2020 118 - - - - - 118 KiwiCo, Inc ST-IFERXB5Y 9/16/2020 221 - - - - - 221 KiwiCo, Inc ST-IFFVKK4Y 9/16/2020 65 - - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - 118	KiwiCo, Inc	ST-IFC4KEPI	9/16/2020	119	-	-	-	-	119
KiwiCo, Inc ST-IFDODY6Y 9/16/2020 118 - - - - - 118 KiwiCo, Inc ST-IFERXB5Y 9/16/2020 221 - - - - - 221 KiwiCo, Inc ST-IFFVKK4Y 9/16/2020 65 - - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - 118	KiwiCo, Inc	ST-IFCKQP7Y	9/16/2020	98	-	-	-	-	98
KiwiCo, Inc ST-IFERXB5Y 9/16/2020 221 - - - - 221 KiwiCo, Inc ST-IFFVKK4Y 9/16/2020 65 - - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - 118	KiwiCo, Inc	ST-IFD75NOI	9/16/2020	64	-	-	-	-	64
KiwiCo, Inc ST-IFFVKK4Y 9/16/2020 65 - - - - 65 KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 - - - - - 118	KiwiCo, Inc	ST-IFDODY6Y	9/16/2020	118	-	-	-	-	118
KiwiCo, Inc ST-IFGHD7MI 9/16/2020 118 118	KiwiCo, Inc	ST-IFERXB5Y	9/16/2020	221	-	-	-	-	221
	KiwiCo, Inc	ST-IFFVKK4Y	9/16/2020	65	-	-	-	-	65
KiwiCo, Inc ST-IFGY5T3Y 9/16/2020 220 220	KiwiCo, Inc	ST-IFGHD7MI	9/16/2020	118	-	-	-	-	118
	KiwiCo, Inc	ST-IFGY5T3Y	9/16/2020	220	-	-	-	-	220

Powered by BoardOnTrack 261 of 284

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Date Due	Current	1 - 30 Days	31 - 60 Days	61 - 90 Days	Over 90 Days	Total
Vendor Name	invoice/ credit ivamber	Date Due	Current	Past Due	Past Due	Past Due	Past Due	Total
KiwiCo, Inc	ST-IFHKXILI	9/16/2020	119	-	-	-	-	119
KiwiCo, Inc	ST-IFIOKRKI	9/16/2020	172	-	-	-	-	172
Olga Shabanov	TC5-09-Nekr	10/9/2020	770	-	-	-	-	770
MEL Science U.S. LLC	TS2020091702	10/17/2020	279	-	-	-	-	279
Sarah McFadyen	Underwood1	10/7/2020	345	-	-	-	-	345
MEL Science U.S. LLC	VN20200825014	9/24/2020	314	-	-	-	-	314
History Unboxed LLC	wc-7933HU	9/17/2020	157	-	-	-	-	157
History Unboxed LLC	wc-8159HU	10/8/2020	268	-	-	-	-	268
History Unboxed LLC	wc-8182HU	10/8/2020	671	-	-	-	-	671
History Unboxed LLC	wc-8189HU	10/8/2020	\$ 123.56	\$ -	\$ -	\$ -	\$ -	\$ 123.56
	Total Outstanding Pa	ayables in September	169,987	\$ -	\$ -	\$ -	\$ -	\$ 169,987

The Cottonwood School

Due (To)/From All Inspire Charter School Locations
For the period ended September 30, 2020

	Accou	unt Balance
ervices	\$	320,152
	\$	320 152

9180 Due (to)/from Inspire Charter Services

Total Due (To)/From Balance

Cover Sheet

Mileage Reimbursement Policy

Section: V. Finance

Item: B. Mileage Reimbursement Policy

Purpose: Vote

Submitted by:

Related Material: Reimbursement Form - Cottonwood.pdf

Reimbursement Policy - Cottonwood.pdf



	EXPENSE REPORT/REIMBURSEMENT FORM									
Name:					Date					
Address:				<u>-</u> -						
Attach all original receip	pts or invoices in support of expenses.									
Date of Expense	Description	Office Supplies	Parking	Meals	Other	Miles	Per Mile	Total Mileage		
Биропос	Bosonpolon	Биррись				HIICS	0.575	-		
							0.575	-		
							0.575	-		
							0.575	-		
							0.575	-		
							0.575	-		
				ļ		1	0.575	-		
						 	0.575 0.575			
							0.575	-		
						1	0.575	-		
							0.575	-		
							0.575	-		
							0.575	-		
							0.575	-		
							0.575	-		
Total		\$ -	\$ -	\$ -	\$ -		0.575	\$ -		
Grand Total \$	Employee Signature]	I hereby co	ertify that th	e above is tru Date	ue statement o	f expenses incurred.			
	Approved By:				Date					



Reimbursement Policy

The Cottonwood School shall reimburse employees for required work-related mileage expenses that they incur as follows:

- 1. Travel will be reimbursed for work-related use of a private vehicle at the IRS mileage rate in effect at the time of travel. Parking fees and tolls paid are also reimbursable if supported by receipts.
- 2. Authorized School employees who travel in a vehicle other than their own may not claim mileage for work-related use of a private vehicle, but may claim reimbursement of actual fuel expenses necessary for the trip and expended by the employee. Receipts are required and should be claimed by the employee actually paying the expense.
- 3. Mileage to the regular or main place of work from home, and back, is considered commuting and may not be claimed.
- 4. Mileage to any temporary work location from home, and back, is considered commuting and may not be claimed except in the following cases:
 - a) if the employee is required to report to the regular or main place of work before reporting to any temporary work location, s/he is eligible for mileage from the regular or main place of work to the temporary work location;
 - b) if the employee is required to report to the regular or main place of work after working at any temporary work location and before going home, s/he is eligible for mileage from the temporary work location to the regular or main place of work.
- 5. Mileage in conjunction with authorized School travel to and from a school site, training, convention or meeting shall be based on the distance to the destination from the employee's home or the regular or main place of work, whichever is less, except in the following cases:
 - a) if the employee is required to report to his/her work location before leaving, s/he is eligible for mileage to the school site, training, convention/meeting from the work location.
 - b) if the employee is required to report to his/her work location before returning home, s/he is eligible for mileage based on the distance from the school, training, convention/meeting to the work location.
- 6. When two (2) or more employees are traveling to the same site by vehicle, they should use only as many vehicles as are required to accommodate the number of traveling employees and business needs of the School. If an employee chooses to use a separate private vehicle because of personal preferences or obligations, h/she shall not be eligible for mileage or fuel reimbursement for the travel unless the School determines that reimbursement is appropriate and justified.
- 7. If an employee chooses to use a private vehicle instead of an alternative mode of transportation chosen by the School because of personal preferences or obligations, his/her

mileage reimbursement shall not exceed the cost of using the alternative mode of transportation unless the School determines that the additional reimbursement is appropriate and justified.

All employees requesting mileage reimbursement are required to furnish a "Mileage Reimbursement" form containing the destination of each trip, its purpose and the miles driven, parking fees and tolls within one (1) month after the travel date, supported by receipts, as applicable, to Human Resources. Reimbursement will be made within the earliest possible payroll period after receipt of the claim and its approval. Employees who believe that the amount they have been reimbursed does not represent a complete reimbursement for their expenses should immediately contact the Human Resources Representative.

Cover Sheet

Updated Compensation Policy 2020-2021

Section: V. Finance

Item: C. Updated Compensation Policy 2020-2021

Purpose: Vote

Submitted by:

Related Material: Cottonwood-Compensation Policy-2020-2021 - Updated.pdf

BACKGROUND:

Updated the Director's Salary Schedule E-Basis for management positions in the Compensation Policy



2020-2021 Compensation Policy

Dedication to Non-discrimination

It is the policy of The Cottonwood School not to discriminate on the basis of race, religious creed (which includes religious dress and grooming practices), color, national origin (which includes, but is not limited to, national origin groups and aspects of national origin, such as height, weight, accent, or language proficiency), ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex (which includes pregnancy, childbirth, breastfeeding, and related medical conditions), gender, gender identity, gender expression, age, sexual orientation, military or veteran status (including state and federal active and reserve members as well as those ordered to duty or training), immigration/citizenship status or related protected activities (which includes undocumented individuals and human trafficking), protected medical leaves, domestic violence victim status, political affiliation, or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations.

Important Information

- This summary does not alter the at-will nature of the employment relationship and nothing in this summary shall limit the School's right to terminate employment at-will or limit the School's right to transfer, demote, suspend, administer discipline, and change the terms and conditions of employment at its sole discretion. This includes, without limitation, the School's right to modify the compensation of any employee at any time, with or without notice and with or without cause.
- The School Board adopts this compensation schedule for 2020-2021 only. Pay increases are not granted automatically each year; therefore, neither past nor future compensation can be calculated, assumed, or predicted on the basis of this schedule or any information contained herein. Compensation of any employee may also be adjusted at any time based on operational needs of the School.
- The Executive Director shall recommend compensation for all School staff, consistent with the budget approved by the School Board. -An employee's regular compensation is paid on a semi-monthly basis in accordance with the School's payroll practices and policies.
- The School reserves the right to change, suspend, revoke, terminate, or supersede provisions of this compensation schedule at any time. To the extent any of provisions herein differ from the terms of an employee's employment agreement, the terms of the agreement shall prevail.

Compensation Philosophy

A compensation philosophy is a statement that defines what an organization offers and chooses to reward via its compensation system. The School's compensation philosophy places emphasis on equity, transparency, excellence, and commitment. These five key values are the foundation for all School compensation structures and practices.

We offer...

- comprehensive compensation packages for all staff, including base salary and benefits. Certain employees may be eligible for bonuses and stipends, as set forth herein
- a dynamic culture and vibrant community of colleagues united by shared dedication to students, a commitment to innovation, and a strong growth mindset
- unique career pathways, growth and development opportunities, and leadership roles that encourage staff to challenge themselves
- equitable compensation, regardless of gender, race/ethnicity, national origin, sexual

- orientation, age, religion, disability or any other consideration made unlawful by federal, state, or local laws, ordinances, or regulations
- a transparent and clearly communicated compensation system, so that staff understand what factors may determine individual compensation and how and when potential changes to compensation will be effected

We recognize and reward...

- exceptional performance and contributions that enable excellent student outcomes
- commitment of staff who contribute to the long-term success of our students and our organization

For teachers...

Given the role they play in providing educational services, teachers are particularly critical to the success of our mission. As such, we offer teacher compensation to attract and retain talented educators, and we specially recognize and reward:

- exceptional teacher performance that leads to growth and excellence for students
- commitment of teachers who develop deep, high-quality educational experience (within or outside of the School) and assume critical leadership responsibilities

CERTIFICATED COMPENSATION

Teacher Definition:

For purposes of this schedule, a Teacher is defined as a person who has a valid credential or certificate that allows them to teach a specific subject matter or special education

Salary Placement Guidelines:

Upon hire, each employee's salary placement will be calculated based on the YEAR an employee fits, and in accordance to the professional and teaching experience gathered in previous years in the institutions outlined in this manual and on other factors such as prior performance (which includes a rehired employee).

The starting salary of a new employee may exceed the salary of a current employee in the same position based on the new employee's years of experience.

Creditable Years of Experience:

- The School has the option to grant one (1) YEAR for each one (1) year of approved creditable teaching or professional experience up to 10 (ten) years.
- An additional year may be granted for teachers who have school-desired experience in what the school determines to be "hard-to-staff" positions.
- One year of creditable professional or teaching experience will be granted for full-time employment, which is employment for 100% of an institution's normal work schedule during the school year
- A partial year of creditable professional or teaching experience can be granted for up to a year of part-time employment, which is less than 100% of an institution's normal work schedule during the school year.
- Creditable professional or teaching experience may be earned in:
 - California and US public, charter, and private elementary and secondary schools
 - Accredited foreign public, charter, and private elementary and secondary schools
 - California, US, and foreign accredited universities and colleges
 - Non-public special education contract schools for special education teachers
 - Other regionally accredited educational institutions
- Creditable teaching experience is experience as a teacher in one of the institutions outlined above.

- A maximum of 2 years of substitute teaching experience in California and US public, charter, and private elementary or secondary schools may be accepted.
- Two years of teacher assistant experience in the above institutions will be equal to 1 YEAR in the salary schedule up to a maximum of 2 YEARS.
- Other relevant professional experience may be considered by the Executive Director or designee.

The Executive Director or his or her designee may adjust a rehired teacher's placement on the pay scale as appropriate based on the employee's accumulated experience following the teacher's separation from the School, which may result in a higher or lower placement on the scale than the teacher would have otherwise been placed had the teacher been continuously employed.

Credential/Certification:

- Teachers holding a valid and active credential (i.e., preliminary, clear, lifetime) California teaching certificate at the time of hiring/rehiring will generally be compensated in accordance with the applicable teacher salary table (B Basis, C Basis or Special Education) for certificated teachers.
- The School may hire teachers with a bachelor's degree who do not hold a clear teaching credential. Staff holding an alternative certification (intern, emergency, or preliminary credential) are rated on the same salary teacher table as certificated teachers.
- A teacher is eligible to advance to the proper Pay Scale level once they meet the requirement for that specific Pay Scale Level and Group based on their creditable years of service and post-BA units, if applicable.
- For any given school year, teachers must submit any successfully completed post-BA units no later than October 31 in order for the units to applied to the teacher's salary in that school year. Any proof of successfully completed post-BA units submitted to the School after October 31 will not result in an adjustment to compensation until the following school year.
- Any increase in pay resulting from an advancement on the Pay Scale based on the successful completion of post-BA units will not take effect until after the School's receipt of sufficient documentation supporting the advancement. Pay increases for post-BA units will not be paid retroactively. For illustration purposes, if a teacher is awarded a degree on January 15 and provides proof of the degree on May 1, any advancement on the Pay Scale and increase in pay will be effective beginning the next school year. The teacher will not be paid at the higher rate of compensation retroactively (i.e., for the periods between January 15 and July 1).
- If a teacher is awarded a degree on August 15 and provides proof of the degree on October 15, any advancement on the Pay Scale and increase in pay will be effective beginning the first pay period following October 15. The teacher will not be paid at the higher rate of compensation during the periods between August 15 and October 15.

Advanced Degree/Certificate Stipends:

- Teachers who hold a Doctoral degree are entitled to additional compensation of \$5000 stipend in addition to their current annual salary on the Salary Table.
- The stipend is not included in your annual salary and may be processed separately from regular earnings.
- National Board Certificate (NBC) holders are entitled to a \$2,500 stipend in addition to their current annual salary on the Salary.
- The stipends will be paid as set forth in the Stipend Chart below.

Signing Bonus:

If the School decides to issue signing bonuses, the following requirements shall apply.

• Signing bonuses may be offered to teachers certified in an area of critical concern as defined

by the School, to promote diversity, or to address specific concerns at the school.

- The Executive Director shall designate the individuals authorized to receive the signing bonus.
- To qualify for a signing bonus, the teacher must:
 - be certified in the field they are hired to teach.
 - teach in that field of the bonus.

Supplemental Duty Stipends:

- Stipends are assigned and approved by the Executive Director or his/her designee at the beginning of the school year or semester or as otherwise noted in the chart below.
- Teachers who perform the supplemental duties outlined in the table below are eligible to receive the corresponding stipends as indicated and only if assigned/awarded to the teacher by the Executive Director or his/her designee. The number of stipends awarded under each category and/or the periods of service during the school year are at the sole discretion of the Executive Director or his/her designee.
- Supplemental duty stipends are authorized for the specific year assigned and are not renewed for the future years unless specifically authorized for those years. This means additional duties such as New Teacher Trainer, SPED Lead Teacher, etc. are assigned on a year by year basis and are not guaranteed responsibilities that carry over from year to year.
- Supplemental pay will cease when there is no need for the duty, the employee becomes ineligible or as otherwise determined in the sole discretion of the School.
- The School, in its sole discretion, may choose not to offer certain stipends
- Stipend amounts and requirements will be reviewed periodically and may be modified from time to time at the sole discretion of the School.
- Supplemental duty stipends are prorated and will be paid as set forth in the below Stipend Chart, once the Supplemental duty has started.

Stipend Chart

DESCRIPTION	AMOUNT	ELIGIBILITY	ELIGIBILITY START	PERIOD PAID
		Paid to a hired Community Coordinator who facilitates regular events for the Community Connections	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of
	*\$5000-\$10000	program. Carry a caseload of 24 students, can carry additional 7 or more with director approval.		service during the school year.
Community Coordinator		Paid to credentialed teachers who work with	Eligibility starts at the beginning of the	Paid biweekly over 10 months; September -
	\$500/teacher/semester	teachers who are working toward clearing their teaching credential.	school year or whenever job duties begin, whichever is later.	June. Will be prorated based on period of service during the school year.
nduction Coach Stipend		Paid to certificated multi-subject teachers, preferrably with	Flaibility starts at the beginning of the school	Daild beverable area 10 months. Contamb as
		Paid to certificated multi-subject teachers, preferrably with home school experience. Can carry 14 students on their roster, up to 19 with permission of director. Supervise 504 and SST meetings	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September- June. Will be prorated based on period of service during the school year.
Student Support Coordinator	\$ 15,000.00	179		
	\$ 15,000.00	Paid to certificated multi-subject teachers, preferrably with home school experience. Carries 14 students on their roster, up to 19 with permission of director. Provide students with tier 1,2 and 3 intervention	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
ntervention Support Coordinator				
		Assigned Position: Provided to credentialed teachers who meet with students to determine if they are meeting academic decathion course requirements	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Decathlon Coordinator Stipend	\$ 2,500.00	Assigned Position: paid to a designated HST	Eligibility starts at the beginning of the school	Paid biweekly over 10 months; September -
New Teacher Trainer	\$ 8,500.00	who applied and received the position to help train new teachers. Carries caseload of 18 students, can carry additional with permission of director at \$100/student/month.	year and once the coaching begins.	June. Will be prorated based on period of service during the school year.
		Assigned Position: paid to a designated HST who applied and received the position to help mentor new	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of
de Tanka Marka Tanka	\$500/teacher/semester	teachers.	year and once the coaching begins.	service during the school year.
New Teacher Mentor Teachers		Assigned Position- still carries SPED caseload		Paid biweekly over 10 months, September -
SPED Instuctional or Reading	\$1,000		Eligibility starts at the beginning of the school year.	June. Will be prorated based on period of service during the school year.
Specialist Coach		Provided for SPED teachers with SPED credential		Paid biweekly over 12 months; September -
ODED On deutic	\$ 1,000.00		Eligibility starts at the beginning of the school year.	June. Will be prorated based on period of service during the school year.
SPED Credential		Paid to special education teachers who provide services		
Extended School Year (ESY)	\$ 3,500.00	from the end of the academic school year to approximately July 15th	Eligibility is earned after service has been completed from start date to end date.	Half paid during the each of the two pay periods of June 30th and July 15th
Extended outloor rear (E01)	\$ 5,500.00			Paid biweekly over 10 months; September -
Specialized Academic Instruction (SAI)	\$ 5,000.00	Offered to teachers who perform in-person services for special needs students	Eligibility is earned after the service has been provided.	June. Will be prorated based on period of service during the school year.
10120 W 12	\$ 2,000.00	Assigned Position: given to a counselor who shows leadership abilities and is experienced enough to handle escalated cases.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
High School Lead Counselor	\$ 2,500.00	Assigned Position: given to HST who is committed to supporting the CHYA program and holding office hours for students.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
CHYA Coach	\$ 5,000.00	Assigned Position: HST who works with county and school to identify and support foster youth students. Carry a caseload of 24 students, can carry additional 7 or more with	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Foster Youth Liaison		director approval.		
	\$1000- summer start up, \$2000/year	Assigned Postion: HST who creates, organizes and keeps HST handbook up to date	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Handbook Specialist				
	\$ 15,000.00	Paid to certificated teacher who oversees virtual teachers and teaches online junior high courses. Carries a casload of 14 students, can carry additional 7 or more with director approval.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
JHVA Lead Teacher		Paid to certificated teachers who teach online junior high	Eligibility starts at the beginning of the school	Paid biweekly over 10 months; September -
	\$ 10,000.00	courses and carry a casload of 14 students, can carry additional 7 or more with director approval.	year.	June. Will be prorated based on period of service during the school year.
JHVA Teacher		Assigned Position: HST who works with EL coordinator to	Eligibility starts at the beginning of the school	Paid biweekly over 10 months; September -
	\$5000-10,000	provide EL support to families and staff. Carry a caseload of 18 students, can carry additional 7 or more with director approval.	year.	June, Will be prorated based on period of service during the school year.
EL Designee		Provided to HST's carrying over the full time caseload of 28.		Paid biweekly over 10.5 months; August 16 -
Extra Student Stipend	\$100/month/student over required roster limit		Becomes eligible once their rosters surpass required roster limits	June. Will be prorated based on period of service during the school year.
National Board Certification		Provided to teachers who have been awarded the National Board Certification	For current employees who obtain the certification before January 1 of the current school year.	The four payments of equal installments (two paid in December and two in March) of the total stipend amount will only be paid to current employees
(NBC)	\$2,500		For current employees who obtain the	The two payments of equal installments
National Board Certification		Provided to teachers who have been awarded the National Board Certification	certification after January 1 of the current school year.	(two in March) of the total stipend amount will only be paid to current employees
(NBC)	\$1,750			The four payments of equal installments (two
		Provided to teachers who hold a doctor's degree	For those who obtain their degree before January 1 of the current school year.	The four payments of equal installments (two paid in December and two in March) of the total stipend amount will only be paid to current employees
Doctoral Degree Stipend	\$5,000			The two payments of equal installments
	\$2,500	Provided to teachers who hold a doctor's degree	For those who obtain their degree after January 1 of the current school year.	(two in March) of the total stipend amount will only be paid to current employees

Voluntary Transfer to Lower Role Placement or Teaching position

• Employees approved to voluntarily transfer to a position in a lower placement on the salary scale will be placed in the new salary placement or teacher salary schedule, and the salary will be calculated as it is in the new placement or schedule.

July 1, 2020 HQT Teacher Salary Schedule B- Basis -10 Month Calendar* North Charters

Pay Scale Group	poe.				Pay Scale Level	e Level				
Points	1	2	3	4	2	9	7	8	6	10
∢	**UVC85	58240**	056 858	056 858	056 858	458 250	\$58.250	\$58.250	458 250	\$58.250
(Minimum)	01700	20270	007,000	000,000	002,000	007,000	007,000	002,004	000,000	002,000
m	58240**	58240**	050 835	056 853	658 250	056 858	056 8 2 \$	458 250	\$58.050	6 63 750
(+14 points)	24.700	202.10	000,000	000,000	002,000	002,000	002,000	002,004	, oca	00000
O	090 893	\$E8 750	030 034	030 033	020 020	030	056 950	030	GG2 440	000 000
(+28 points)	320,230	002,004	007,000	900,200	002,000	000	007,000	002,000	2-,500	002,000
Ω	056 835	£58 250	056 853	056 853	05C 833	056 838	\$58 250	¢62350	\$65 500	CE8 75.0
(+42 points)	320,230	002,000	002,000	000,000	002,000	000,000	007,000	000,200	200,000	00.000
ш	OFC 835	£58 250	050 050	030 833	658 250	050 050	CE1 550	SEE GOE	\$67 BEO	£74 750
(+56 points)	300,200	002,004	007,000	400,200	002,000	000,000	000,100	020,000	000,000	007,114
ш	030 033	010	030 034	030 033	010	000	000 200	000	300 024	670 760
(+70 ponits)	930,230	067,064	067,064	950,230	002,004	nnc'na¢	963,700	008,804	\$70,423	\$7.50 \$1.50
g	056 835	£58 250	050 853	050 853	659 750	\$62 ZZ	\$65.850	¢60 175	£72 BOO	678 250
(+84 points)	000,000	002,000	005,000	007,000	00 (,000	227.200	000,000	400,120	2,2,0	002,014
I	C58 250	¢58 250	\$58.250	658 750	\$64 650	054 750	\$68 000	\$71.400	\$75,000	\$78.750
(+98 points)	300,000	200,400	22,000	20,1,000	200,100	200	222,000	2011 J	2,000	20.150.10

Additional Pay Scale Levels

	i		
\$88,750		\$2,500	\$5,000
\$86,250		-	
\$83,750		lational Board Certification (documentation required)	cripts required)
\$81,250		ertification (docun	Doctorate Degree (conferred, transcripts required)
H Cont. (+98 points)	Stipends	National Board C	Doctorate Degree

H 4

H13

H12

H30 \$96,250 H25 \$93,750 H20 \$91,250 H15

*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

^{**} Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

^{***} Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

July 1, 2020 HST Teacher Salary Schedule C- Basis -10 Month Calendar* North Charters

\$58,240 \$61,188 \$62,717 \$66,535 \$71,236 767,778 \$78,552

Pay Scale Group								Pay Scale Level	e Level						
Points	1	2	3	4	5	9	7	8	6	10	11	12	13	14	
A (Minimum)	58240**	58240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	86
B (+14 points)	58240**	58240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	969'69'8	\$59,696	S61,188	\$61,188	જ
C (+28 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,188	\$61,188	\$61,188	\$62,717	\$62,717	ઝ
D (+42 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	859,696	\$61,188	\$62,717	\$64,598	\$66,535	S66,535	\$66,535	Š
E (+56 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,486	\$63,330	\$65,863	368,497	\$71,236	\$71,236	\$71,236	8
F (+70 ponits)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$61,486	\$63,945	\$66,502	\$69, 162	871,928	\$74,805	577,797	\$77,797	8.
G (+84 points)	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,696	\$62,083	\$64,566	\$67,148	\$69,833	\$72,626	\$75,531	\$78,552	\$78,552	S
H (+98 points)	\$58,240	\$58,240	\$58,240	\$59,696	\$62,083	\$64,566	\$67,148	\$69,833	\$72,626	\$75,531	\$78,552	\$81,694	\$84,961	\$88,359	Š
Additional Pay Scale Levels	cale Levels														

(+98 points)

National Board Certification (documentation required) Doctorate Degree (conferred, transcripts required) *Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar ** Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

*** Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

Full time HSTs must hold a minimum of 28 students and with approval of their Charler Leader can support 7 additional students at a \$100 stipend per student and per month #ERROR! ****During the rate-in-process for new hires Executive Directors may approve additional units earned beyond post-baccalaureate credits equivalent to 4-semester units for each year starting with year 15. A candidate can earn a maximum of 60 credits for experience based on Executive Director approval.

H30 \$103,550

H25 \$101,370

\$95,920

H20

H15

114 4

H13

H12

H

North Charters July 1, 2020 Special Education Teacher Salary Schedule D- Basis -10 Month Calendar*

Pay Scale Group					Pay Scale Level	e Level				
Points	-	2	3	4	5	9	7	8	6	10
A (Minimum)	58240**	58240**	096 69\$	\$59,950	\$59,950	\$59,950	859,950	\$59,950	\$59,950	096'89\$
B (+14 points)	58240**	58860**	096 69\$	\$59,950	096'69\$	\$59,950	859,950	\$59,950	\$59,950	\$65,945
C (+28 points)	096'69\$	096'698	\$59,950	\$59,950	096'69\$	\$59,950	859,950	\$59,950	\$65,247	\$68,670
D (+42 points)	096'69\$	056,658	\$59,950	\$59,950	096'69\$	\$59,950	096'698	\$64,419	\$67,853	\$71,395
E (+56 points)	\$59,950	058,658	\$59,950	\$59,950	096'69\$	\$59,950	\$63,547	\$67,989	\$70,414	\$74,120
F (+70 ponits)	\$59,950	056,658	\$59,950	\$59,950	096'69\$	\$62,566	\$65,891	\$69,379	\$73,003	\$76,845
G (+84 points)	096'69\$	056,638	058,65\$	\$59,950	\$61,585	\$64,828	\$68,234	\$71,804	\$75,592	\$79,570
H (+98 points)	096'69\$	056,658	058,65\$	\$60,495	\$63,656	\$67,035	870,578	\$74,284	\$78,208	\$82,295

Additional Pay Scale Levels

H Cont.	000 300	C97 74E	\$30.470	¢93 10£
(+98 points)	020,000	307,743	0.44.0	000 in 000
Stipends				
All Special Educa	All Special Education Teacher contracts	racts		\$1,000
SPED Instuctions	SPED Instuctional or Reading Specialist Coach (+above stipend)	cialist Coach (+ab	ove stipend)	\$1,000
National Board C	National Board Certification (documentation required)	nentation required	~	\$2,500
Doctorate Degree	Joctorate Degree (conferred, transcripts required)	cripts required)		\$5,000

*Annual salary is based on 195 work days. The 195 work days is a minimum number of work days, and team members may need to work days beyond the work calendar

^{**} Staff holding alternative certification (intern or emergency) are restricted to A1, A2, B1, and/or B2

^{***} Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

North Charters July 1, 2020 Special Education Salary Schedule E- Basis -11 Month Calendar*

Pay Scale Gr

Pay	Scale Group						Pay Sc	ale Level					
		1	2	3	4	5	6	7	8	9	10	11	13+
Row 1	Program Specialist	\$81,	088	\$84,	088	\$88,	293	\$92	,709	\$97	,342	\$102	,209
Row 2	School Psychologist	\$81,	088	\$84,	088	\$88,	293	\$92	,709	\$97	,342	\$102	,209
Row 3	Speech Pathologist	\$74,	146	\$78,	049	\$82,	157	\$86	,481	\$91	,033	\$95,	585
Row 4	Occupational Therapist	\$70,	688	\$74,	387	\$78,	302	\$82	,423	\$86	,761	\$91,	327
Row 5	School Nurse	\$70,	512	\$74,	038	\$77,	340	\$81.	,227	\$85	,288	\$89,	552

Stipends

Doctorate Degree (conferred, transcripts required)

\$5,000

North Charters July 1, 2020 RC/Counselor Salary Schedule F- Basis -10 Month Calendar^{*}

Pay Scale Group					Pay Scale Level					
	1	2	3	4	5	6	7	8	9	10
Regional Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500
Community Connections Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500
EL Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500
Testing Coordinator	\$78,500	\$80,500	\$82,500	\$84,500	\$86,500	\$88,500	\$90,500	\$92,500	\$94,500	\$96,500

Coordinator positions must hold a minimum of 14 students and with approval of their Charter Leader can support 7 additional students at a \$100 stipend per student and per month *Annual salary for coordinators is based on 205 work days. The 205 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

	1	2	3	4	5	6	7	8	9	10
School Counselor	\$62,500	\$65,000	\$67,000	\$69,000	\$71,000	\$73,000	\$75,000	\$77,000	\$79,000	\$81,000

Annual salary for School Counselor is based on 195 work days. The 195 work days is a minimum number of work days, team members may need to work additional days beyond the work calendar

National Board Certification (documentation required)
Doctorate Degree (conferred, transcripts required)

\$2,500

^{*}Annual salary is based on 207 work days. The 207 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar

^{**}Travel is a requirment of the assessment positions, travel will be reimbursed based on the reimbursement policy

^{***} Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

^{**} Annual salary advancements for longevity are not guaranteed and are subject to the school's operational needs and/or budget approved by the School Board

The Cot	tonwoo	od Scho	ool Dire	ctor's	Salary S	Schedu	le E-Ba	sis		
P	ay Scale	for Mai	nageme	nt Posit	ions for	2020-20	021			
Years of Service	1	2	3	4	5	6	7	8	9	10
Directors:	125,000	127,000	129,000	131,000	133,000	135,000	137,000	139,000	141,000	143,000
Are not required to carry a caseload										
225 work days required										
Assistant Directors:	110,000	112,000	114,000	116,000	118,000	120,000	122,000	124,000	126,000	128,000
Are not required to carrry a caseload										
220 work days required	'									
Stipend:										
Doctorate Degree \$5,000										

Additional Supplement Bonus ("Supplement"):

The Executive Director may recommend a Supplement for teachers as set forth in this section.

- A Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements listed are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the teachers' regular salary.
- Teacher supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the teacher and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior to providing the service.
- Additional Supplements may include things such as Winter Break Coverage, Extra Student Pay and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - 1. The Executive Director must first agree with the teacher on the terms
 - 2. The supplemental work must be separate from the normal job responsibilities.
 - 3. The work must be completed or in the progress of being completed.

Part-time Teachers:

For all part-time teachers.

- Part-time/Full time Status: Compensation for part-time teachers will be \$30.00 per hour. Estimated hours for part-time teachers each week includes a maximum of 10 hours per week for approved non-instructional activities (recruiting, planning, grading, parent conferences, etc.) and one (1) additional hour per week per enrolled student. This allotted time should be sufficient to complete each part-time teacher's duties. All time worked will be compensated at the part-time teacher's hourly rate. Part-time teachers will work no more than up to 17 hours of work per pay period in July and for up to 8.5 hours of training in August.
- Part-time teachers must accurately record and timely submit records of all time worked and observe all lunch and rest breaks as outlined in the School's employee handbook. Part-time employees may not work overtime (i.e., over 8 hours in a workday or 40 hours per workweek) without written authorization from their direct supervisor.

When a case load of 20 students is reached, employees may be rated in and placed on a salary table and given health care benefits contingent upon the teacher's expected maintenance of a case load at the norm of 28 students for full-time teachers. Carrying a case load of less than 28 students over a course of three (3) consecutive months may result in a return to part time status.

CLASSIFIED COMPENSATION

Experience and Placement

- Each classified employee will be placed on the salary schedule based on their creditable years of experience, which will be categorized as equivalent or applicable experience.
- Equivalent experience is the directly related experience of an employee to the position held or hired. Applicable experience is the other administrative, teaching, or professional experience which is not directly related to the position held or hired.
 - Example: Office Manager experience at a private school is accepted as equivalent experience for a person in the Office Manager position, but teaching experience will be applicable experience.
 - Example: SPED instructional aide at a school district, or a company may be equivalent experience for the SPED instructional aide position, but SPED center aide will be applicable experience.
- The evaluation of prior experience and placement on the Salary Scale will be recommended by the Human Resources Department and the Executive Director or designee makes the final decision, consistent with the School's approved budget.
- The following criteria will be considered in the evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full-time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Each equivalent year of creditable experience will be equal to 1 YEAR, and each year of creditable applicable experience will be equal to a 0.5 YEAR. If the total years of experience is a fraction of a whole, it will be rounded up.
 - Example: 3.5 YEARS will be rounded to 4.0 YEARS of experience.
- Rehired employee's years of experience in the same or higher salary placements will be treated as equivalent experience.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on the creditable years of experience as defined herein.
- Creditable experience may be earned from other schools, districts or any other employer.
- The Executive Director shall recommend the creation of new positions as needed and will evaluate and recommend placement of the new positions in the appropriate role, together with any necessary budget adjustments required, to be approved by the School Board

North Charters July 1, 2020 Classified Salary Schedule 12 Month Calendar

		-1	2	3	4	5	6	7	8	9	10
Office Tech 1	Hourly	\$15.024	\$15.385	\$15.745	\$16.226	\$16.707	\$17.308	\$17.788	\$18.269	\$19.471	\$20.072
	Annual	\$31,250	\$32,000	\$32,750	\$33,750	\$34,750	\$36,000	\$37,000	\$38,000	\$40,500	\$41,750
Office Tech 2	Hourly	\$18.029	\$18.510	\$19.111	\$19.591	\$20.072	\$20.673	\$21.274	\$21.875	\$22.476	\$23.077
	Annual	\$37,500	\$38,500	\$39,750	\$40,750	\$41,750	\$43,000	\$44,250	\$45,500	\$46,750	\$48,000
Office Tech 3	Hourly	\$19.231	\$19.832	\$20.433	\$21.034	\$21.635	\$22.296	\$22.957	\$23.678	\$24.399	\$25.120
	Annual	\$40,000	\$41,250	\$42,500	\$43,750	\$45,000	\$46,375	\$47,750	\$49,250	\$50,750	\$52,250
Office Tech 4	Hourly	\$24.038	\$24.760	\$25.481	\$26.322	\$27.043	\$27.885	\$28.726	\$29.567	\$30.409	\$31.250
	Annual	\$50,000	\$51,500	\$53,000	\$54,750	\$56,250	\$58,000	\$59,750	\$61,500	\$63,250	\$65,000
Coordinator	Annual	\$65,500	\$67,500	\$69,500	\$71,500	\$73,500	\$75,600	\$77,500	\$79,500	\$81,500	\$83,500
Manager	Annual	\$81,000	\$83,000	\$85,000	\$87,000	\$89,000	\$91,000	\$93,000	\$95,000	\$97,000	\$99,000

Role/Salary Placements

All positions are classified according to the corresponding role and/or salary placements based
on the required set of skills, education, effort, and responsibility of the job assignment as
indicated in the specific job description. All positions may be reclassified as necessary by the
Executive Director or designee. Some hard-to staff positions may be compensated out of the
salary schedule as approved by the Executive Director.

Advancements on Pay Scale

• An advancement on the Pay Scale is the placement of an employee from a position in a lower salary placement to a position in a higher salary placement and will be determined on the same basis and factors articulated herein.

Lateral Transfer

• A lateral transfer is the movement of an employee from one position to another within the same salary placement. The employee may continue to progress in the same salary placement as experience in the position is accumulated. Prior experience will not be re-evaluated for purposes of placement or advancement in the new salary placement.

Partial Assignments

• In cases where a classified employee has been given multiple assignments (e.g. a SPED coordinator with partial ESL duties), the employee will be placed on the salary schedule (or salary placement) with the higher salary.

Reassignments

- Employees approved to voluntarily transfer to a position in a lower placement on the salary scale, if applicable, will be placed in the new salary placement, and the salary will be calculated as it is in the new placement or schedule
- When an employee is reassigned for any reason to a position in a lower salary placement, the employee's salary will be lowered during the next payroll cycle, or when determined by the Executive Director to avoid disruption so long as it is not earlier than the next payroll period.

Rehires

• A former employee who returns to a position similar to the role held prior to separation will be placed on the salary scale as follows:

- The converted grade and step of individuals who separated employment will be identified for appropriate entry placement on the salary scale.
- All applicable work experience earned outside of The Cottonwood Schools, subsequent to separation, may be identified and used for credit as equivalent experience in accordance with the creditable years of service as described herein.

Experience – Nonexempt Employees

- Each nonexempt employee will be placed on the salary schedule based on their years of relevant experience. Although non-exempt employees may be paid a monthly salary (paid on a semi-monthly basis), all non-exempt salaried employees will be paid for all hours worked and are eligible for overtime in accordance with applicable law. Employees should receive approval from their supervisor before working overtime.
- The evaluation of prior experience will be made by the Executive Director or his/her designee. The following criteria, among others, may be considered in evaluation of prior experience:
 - The number of days worked in a year must be at least 180 days as a full time employee
 - The percentage of days worked
 - Position held
 - Type of the organization and accreditation
- Experience including secretarial, clerical, teaching, professional, and substitute experience may be credited.
- Each year of experience may be 1 YEAR in the schedule.
- The starting salary of a new employee may exceed the salary of a current employee in the same position based on their years of experience.
- Experience may be earned in other districts or other companies.
- The Executive Director or his or her designee may adjust a rehired non-exempt employee's placement on the pay scale as appropriate based on the employee's accumulated relevant experience following the employee's separation from the School, which may result in a higher or lower placement on the scale than the employee would have otherwise been placed had the employee been continuously employed. Adjustments to an employee's salary may be made in any subsequent school year.

Additional Supplement Bonus ("Supplement"):

The Executive Director may recommend a Supplement for classified staff members as set forth in this section.

- A Executive Director, in his or her sole discretion, shall determine what duties shall be supplemented based upon the operational needs of the school.
- A supplement is not automatic, and can be provided at the discretion and approval of the Executive Director, based on additional work beyond the regular work responsibilities.
- A supplement will be paid to the employee in accordance with the schedule provided by the School at the time of supplement award.
- The supplemental award shall not exceed \$35,000 or 50% of annual salary.
- All supplements awarded are paid for the performance of duties beyond the regular work day and normal job responsibilities and are not approved solely on the basis of position classification or previous supplement payment. Additional time spent fulfilling job duties does not constitute a basis for compensation beyond the classified staff members' regular salary.
- Classified staff member's supplements will be set forth in a Supplement Performance Order. The Supplement Performance Order Request shall be completed and signed by the classified staff member and the Executive Director prior to performing the supplemental duties.
- Supplements will be paid in installments or one lump sum if less than \$1,001. However, this option will not be available where it would cause the employee to receive compensation prior

to providing the service.

- Additional Supplements may include things such as Winter Break Coverage and Enrollment Milestones.
- To qualify for an extended duty supplement, the following criteria must be met as requested and assigned by the Executive Director:
 - 1. The Executive Director must first agree with the classified staff member on the terms
 - 3. The supplemental work must be separate from the normal job responsibilities.
 - 4. The work must be completed or in the progress of being completed.