



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064
Phone (619) 404-3190 * Fax (619) 749-1792

**Regular Scheduled Board Meeting
Cabrillo Point Academy
3152 Red Hill Ave. #150
Costa Mesa, CA 92626
October 29, 2020 – 1:00 pm**

**Through Teleconference
Join Zoom Meeting**

<https://zoom.us/j/96837597943>

Meeting ID: 968 3759 7943

**Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 968 3759 7943**

Find your local number: <https://zoom.us/j/96837597943>

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Board Training – Legislative Updates
5. Closed Session:
 - a. Conference with Legal Counsel - Anticipated Litigation (One Case) § 54956.9
6. Senior Director's Report
7. Discussion and Potential Action on the July Special Board Meeting and September Board Meeting Minutes
8. Discussion and Potential Action on the September Financials
9. Discussion on the Charter School Capital Presentation
10. Discussion and Potential Action on Invoices over \$100,000
11. Discussion and Potential Action on the Landlord Consent to Sub Lease Agreement
12. Discussion and Potential Action on the Sublease and Shared Use Agreement

13. Discussion and Potential Action on the Fiscal Policies and Procedures
14. Discussion and Potential Action on the Compensation Policy
15. Discussion and Potential Action on the Expense Reimbursement Policy
16. Discussion and Potential Action on the SELPA Participation Agreement
17. Discussion and Potential Action on the SELPA Local Plan Section B
18. Discussion and Potential Action on the 2020-2021 Extended School Year Dates
19. Discussion and Potential Action on CAC Representative
20. Discussion and Potential Action on Sale and Disposal of Surplus Property Policy
21. Discussion and Potential Action on the Promotion, Acceleration, and Retention Policy
22. Discussion and Potential Action on the Grade Appeal Policy
23. Announcement of Next Regular Scheduled Board Meeting
24. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items either in person through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. Any person on zoom wishing to speak please either utilize the chat option to communicate with the administrative team your desire to address the board or simply communicate orally your desire to address the board when the board asks for public comments. Speakers may be called in the order that requests are received. We ask that comments are limited to 2 minutes each, with no more than 15 minutes per single topic so that as many people as possible may be heard. If a member of the public utilizes a translator to address the board, those individuals are allotted 4 minutes each. If the board utilizes simultaneous translation equipment in a manner that allows the board to hear the translated public testimony simultaneously, those individuals are allotted 2 minutes each. By law, the Board is allowed to take action only on items on the agenda. The Board may, at its discretion, refer a matter to school staff or calendar the issue for future discussion.

Note: Cabrillo Point Academy Governing Board encourages those with disabilities to participate fully in the public meeting process. If you need a disability-related modification or accommodation, including auxiliary aids or services, to participate in the public meeting, please contact the Governing Board Office at 951-290-3013 at least 48 hours before the scheduled board meeting so that we may make every reasonable effort to accommodate you. (Government Code § 54954.2; Americans with Disabilities Act of 1990, § 202 (42 U.S.C. § 12132)).



CABRILLO POINT ACADEMY

Legislative Updates

October 29, 2020

Greta A. Proctor, Partner
Procopio, Cory, Hargreaves & Savitch, LLP

TOPICS WE WILL COVER

- What's new in:
 - Authorizing
 - Funding and Operations
 - Transparency
 - Special Education
- Other NCB hot topics

Authorizing

AB 1505

- Major overhaul of charter schools act, particularly for petitioning, renewals, and appeals went into effect 7/1/2020
 - Renewal considerations?
- 2-year moratorium on new NCB schools as of January 1, 2020
- Changes credentialing requirements, e.g. eliminates flexibility for teachers in non-core subjects as of January 1, 2020, grace period for current teachers
- Regulations forthcoming
- AB 1505 authorizer policies

AB 1507

- Aimed at charter schools operating outside authorizer's boundaries
- Removes location flexibility in most cases for new schools and sites and requires a transition or local approval of existing sites upon renewal
 - For grandfathered schools, at next renewal need to get written approval from district where school located, or submit petition to that local district
 - Per 47605.1(f), jurisdictional limitations do not apply to a charter school that provides instruction exclusively in partnership with WIOA, Youth Build, federal job corps or Conservation Corps, juvenile court school

Funding and Operations

SB 98: Deferrals

- Education budget trailer bill
- Signed by Governor on 6/29/20
- Avoided 10% cut to education funding that was proposed in Governor's May Revise, but at cost of deferrals
 - Deferrals begin in February 2021
 - Consider your local match
 - Borrowing options?
 - LEAs unable to meet cash flow obligations from February 2021 - June 2021 may apply for an exemption per Education Code section 14041.8
- No COLA for LCFF

SB 98: “Hold Harmless” ADA

- Freezes 2020-21 ADA for all LEAs at 2019-20 levels (as of February 29 cut-off)
 - Exception for brand new schools
 - Protects those LEAs that would otherwise experience a decline in ADA, but harms charter schools (and small districts) that grow in 2020-21
- Legal challenge

SB 98: Other Provisions

- Timing of expenditures and ban on “micro colleges”
- New Learning Loss Mitigation Funds
 - Some limited to classroom-based schools
- Increases primary state special education funding program base rates to at least \$625/ADA
- For charters heading into renewal, addresses lack of 2020 test data (use most recent 2 years)
- New notice requirement for “continuing schools”
- Some limited credentialing flexibility

SB 98: Learning Continuity Plan, LCAP, and Distance Learning

- LCP: required for all schools
 - Replaces LCAP for 2020-21
 - Lots of procedural requirements
 - Due by September 30, 2020
 - Must send to District and County within five days of approval, and post on homepage of school website
- LCAP Budget Overview for Parents still required
 - New template
 - Due December 15, 2020, at same time as 1st interim
- New distance learning requirements for classroom-based schools
 - Legal challenges to distance learning mandate

SB 820: Clean-up, but No Growth Funding for NCBs

- Signed by Governor on 9/19/20
- Education budget trailer clean-up bill (follow-on to SB 98)
- Contains a targeted partial fix for classroom-based schools, but excludes NCB schools
- Takeaway: NCB schools are not eligible for growth funding this year. NCBs will be funded for 2020-21 based on their 2019-20 second principal apportionment (fixed as of February 29)
- Legal challenges

SB 820: Other Notable Parts

- If a NCB school's funding determination expires on 6/30/21 or 6/30/22, school will receive its current funding level for 2 years but must still submit funding determination by 6/30 due date
- Apportionment deferral waivers: deferral exemption requests due 12/15/20
 - How to qualify? See EC 14041.8

SB 820: Other Notable Parts

- New Budget Overview for Parents template by 9/15/20 (reminder this is due 12/15/20)
- New LCAP template for next year is due from CDE by 1/1/21, to include LCP
- Some credentialing flexibility
- PE test suspended for 2020-21
- ELPAC initial assessment deadline extended by 45 days
 - Must still screen pupils at time of enrollment to informally determine EL status to ensure pupils receive language development support
- No recording of distance learning except as required by school

SB 75 (reminder)

- Last year's education budget trailer bill, effective July 1, 2019
- Charter schools may not discourage enrollment, or encourage disenrollment, for any reason
 - Must post “Complaint Notice and Form” (see CDE template) on the charter school's website, and provide copies at 3 points in time:
 - (1) when a parent, guardian, or pupil asks about enrollment;
 - (2) before conducting an enrollment lottery; and
 - (3) before disenrollment of a pupil.
 - May not require or request a pupil's records prior to enrollment
- Board-approved LCAP must be posted prominently on homepage; public hearing
- Extends translation requirements

Other Required Website Postings?

- New requirements as of 2020-21 school year

Transparency

SB 126

- Beginning January 1, 2020, California charter schools and CMOs considered to “manage” charters must comply with government agency transparency rules:
 - Brown Act
 - Public Records Act
 - Conflict of interest rules including Government Code section 1090, the Political Reform Act, and prohibition on holding “incompatible” offices
- New teleconferencing procedures for board meetings
- Need County-approved (or FPPC) conflict of interest code

Board Meetings: What's New?

- COVID-19 special rules
- AB 992 amends Brown Act
 - Approved by Governor on 9/18/20
 - New limits on Board members' use of social media/online forums, for school-related subject matter

Special Education

SB 98: amendment to Education Code 56345

- New required component for all initial IEPs developed after 6/29/20
 - Existing IEPs need to include as of their next regular review (annual/triennial).
- Description of how the IEP will be implemented under “emergency conditions” when instruction or services cannot be provided to a student either at the school or in person for more than 10 school days. The description must include all of the following:
 - Special education and related services;
 - Supplementary aids and services;
 - Post-secondary transition services; and
 - Extended school year services.
- Must take into account public health orders

AB 1172

- Effective as of 2020-21 school year
- Imposes new monitoring/reporting requirements on LEAs as it relates to NPS/NPA placements.
 - Conduct One Onsite Visit For First Time Placements: If school places a student at an NPS that it does not currently have any students enrolled in, it must conduct one onsite visit before the student is placed at the NPS.
 - Conduct One Onsite Visit Per Year with Reporting to CDE: Once a student has been enrolled at the NPS, school must conduct a minimum of one onsite visit during the school year.
 - The monitoring must include, at minimum: (1) reviewing the services provided to the student and the student's progress toward IEP and behavior plan goals; (2) observing the student during instruction; and (3) conducting a walkthrough of the facility. School must report its findings to CDE within 60 calendar days of the onsite visit. CDE has created a form template, which can be accessed here: <https://www.cde.ca.gov/sp/se/ds/documents/leaonsitemonitoring.pdf>
 - Verify Use of Evidence-Based Behavior Interventions: School must verify that the NPS has trained its staff to use evidence-based behavior practices and interventions by an appropriately licensed and certified individual consistent with California's laws governing restraint and seclusion.

COVID-19 Challenges

- Early strategies
- Current strategies
- OAH
- CDE
- Legal challenges

Other

School Re-opening and Cohorting/1:1s

- Layers of guidance
- CDC
- State level
 - Color-coded Tiers
 - School Reopening Framework
 - Guidance for Small Cohorts
- Local level
 - Elementary school waivers
 - San Diego County Public Health and San Diego County Office of Education joint guidance
 - San Diego County

SB 1383 – extends paid family leave entitlement

- Effective January 1, 2021
- Amends California Family Rights Act
- Current law requires employers with 50+ employees to offer protected leaves for eligible employees; now expanded to small employers with 5+ employees
- Employees still need to meet eligibility requirements, but types and lengths of available leave are expanded in various ways

AB 685 – Labor Code amendments

- If employer receives notice of potential COVID-19 exposure, i.e. an employee has tested positive, school must notify all employees on worksite of potential exposure within 1 business day
 - But do not identify employee!
- Requires school to provide info for employees on COVID-19 related benefits, and safety plan
- OSHA can close down business if high risk

Also new this year...

- Many, many other employment issues related to reopening school, employee leaves and accommodations, and remote work!

AB 1350 – retroactive diplomas

- Signed by the Governor on 9/11/20
- Authorizes the governing body of a charter school to retroactively grant a high school diploma to a student who:
 - was in their senior year of high school during the 2019–20 school year;
 - in good academic standing and on track to graduate at the end of the 2019–20 school year, as of March 1, 2020;
 - and unable to complete the statewide graduation requirements as a result of the COVID-19 crisis.

Vaccinations - SB 276 and SB 714

- Under current California law, there are a few exemptions to the immunization requirements. Relevant exemptions: (1) medical reasons, and (2) students who are in a “home-based private school or a pupil who is enrolled in an independent study program ... and does not receive classroom-based instruction”.
- New law tightens up medical exemption:
 - **After January 1, 2021:** must use the State medical exemption form and submit through State database
 - Audits
- Recent amendments to Audit Guide regulations

Notable Bills that Did Not Pass the Legislature:

- AB 1384: School Liability Protection for COVID-19
 - Would have provided COVID-19 liability protections for K-12 schools that establish/implement health and safety protocols
- AB 2990: Educational Enrichment Activities
 - Would have placed strict requirements and prohibitions on NCB schools' use of vendors, and vendor contracting
 - Know and follow your school's vendor policies and procedures

Notable Bills that Were Vetoed:

- AB 331 – Ethnic Studies Graduation Requirement
 - If signed, would have added the completion of a one-semester course in ethnic studies to the high school graduation requirements beginning with pupils graduating in the 2029–30 school year. Would have required schools to offer an ethnic studies course beginning with the 2025–26 school year.
 - Vetoed due to concerns that the draft curriculum was biased; directed to return.
- AB 1835 – Unspent LCFF Supplemental and Concentration Funds
 - Would have required schools to identify unspent LCFF supplemental and concentration grant funds by annually reconciling and reporting estimated to actual spending to CDE
 - Would require schools to identify in LCAP how these unspent funds would be expended for unduplicated pupils
 - Expect to see in next year's budget instead

Thank you!

Questions? Please feel free to contact us any time for guidance.



Greta A. Proctor

Partner

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Cabrillo Point Academy



Board Meeting: October 29, 2020

October Professional Development Meeting

- Met with all instructional school staff (HSTs, HQTs, SPED, Testing, Intervention)
- Topics Covered:
 - Professional Development
 - Student achievement
 - AWRs: real life scenarios and conversations
 - Testing
 - Report Cards
 - Student support and intervention
 - High School
 - Community Connections
 - Collaboration



Testing Update

- Physical Fitness Test (PFT) has been cancelled due to COVID 19
- Waiting on additional information and guidelines around CAASP
- STAR 360 completion for the Fall:
- New students have 2 weeks after enrollment date to complete the STAR 360

STAR360 Completion Percents
Fall 2020

Early Literary	90%
Reading	87%
Math	89%

ELAC Meeting: English Learner Advisory Committee

First meeting for 2020-21 was September 15, 2020



- A time to collaborate
- Parents, staff, and students were in attendance
- ELAC members do the following:
 - Discuss strategies for ELs
 - Provide input to the school administrators
 - Learn more about the programs offered to the EL students
- Future meetings: 11/17/2020, 1/19/2021, 3/16/2021, 5/18/2021

Cabrillo Staffing Update



- 3 new Homeschool Teachers (HSTs)
- 1 additional vendor specialist
- 1 additional accounting specialist

COVID-19 Update



COVID-19
Update

- Orange County and San Diego County are currently in the red tier
- Imperial County is still in the purple tier
- Riverside County has moved from red to purple. Families have been notified that in person enrichment services were stopped and are able to resume when the county is moved out of the purple tier
- Continue to complete in person SPED assessments
- Allowing in person enrichment services in OC and SD counties only
- All school events will remain virtual until further notice (teacher-family meetings, field trips, community connections, etc)
- Will continue to keep the families informed

Special Education Update

SEP - Special Education Plan - This plan is currently being finalized by a Cabrillo Point Team of General and Special Education Administrators and Teachers. This performance indicator will support the school's plan in enhancing services to students in the Special Education program.

ERMHS - Educationally Related Mental Health Services - In order to receive state funds to support mental health services, our school is submitting data this week that indicates the amount of services offered, the qualified personnel providing the services and the assurance that our students are receiving support regarding their individual needs.



We appreciate YOU!

Special Board Meeting – Cabrillo Point Academy
July 14, 2020 – 1:00 pm
3152 Red Hill Ave., #150, Costa Mesa, CA 92626
Through Teleconference Zoom

Attendance: Caroline Moon, Sherri McFadden, Lisa Rumsey, Gloria Antonini, Natasha Brunstetter – Teleconference

Absent: None

Also Present: Jenna Lorge, Erika Vanderspek, – Teleconference

Call to Order:

Caroline Moon called the meeting to order at 1:03pm.

Approval of the Agenda:

Caroline Moon motioned to approve agenda. Lisa Rumsey seconded.

-Unanimous.

Public Comments:

None

Discussion and Potential Action on the Board Resolution to Close the Oracle Account

Sherri McFadden motioned to approve with adding the following change to the Resolution Document: For the paragraph that states: “THEREFORE, BE IT RESOLVED, that the Cabrillo Point Academy shall close the restricted fund with the San Diego County Auditor and Treasurer named Inspire Charter School – South Oracle Account Fund (62-0. Oracle Account Number: 55687)” add “, and the total amount of \$6,329,702.04 will be transferred into the Cabrillo Point Academy Oracle Account Fund.” Caroline Moon seconded.

-Unanimous

Adjournment:

Caroline Moon motioned to adjourn at 1:14 pm. Natasha Brunstetter seconded.

Prepared by:

Lisa Rumsey

Noted by:

Board Secretary



CABRILLO POINT ACADEMY

13915 Danielson St., #200, Poway, California 92064

Phone (619) 404-3190 * Fax (619) 749-1792

Regular Scheduled Board Meeting – Cabrillo Point Academy

September 24, 2020 – 1:00 pm

3152 Red Hill Ave., #150, Costa Mesa, CA 92626

Attendance: Caroline Moon, Sherri McFadden, Lisa Rumsey, Gloria Antonini, Natasha Brunstetter
Through Teleconference

Also Present: Jenna Lorge, Erika Vanderspek
Through Teleconference

Call to Order

Caroline Moon called the meeting to order at 1:04 pm.

Approval of the Agenda

Natasha Brunstetter motioned to approve the agenda.

Sherri McFadden seconded.

-Unanimous

Public Comments

No public comments.

Board Training – Brown Act, Conflict of Interest, and Consent Agendas

Presentation by Jennifer McQuarrie:

- a. What is the Brown Act?
- b. Competing Policy Interests-Confidential information re: students/employees, candor in decision-making and debate, efficient decision making.
- c. Brown Act Triggers
- d. Who Must Comply
- e. What is a Meeting?
- f. Serial meetings prohibited
- g. Compliance – Notice, Agenda, Limits at Special Meetings, Posting, Minutes, Meeting Locations,
- h. Teleconferencing, Public Participation, Rights of the Public, Rights of the Public, Closed Session, Permissible Closed Session.
- i. Conflict Codes Generally
- j. Government Code Section 1090
- k. Political Reform Act
- l. Corporations Code
- m. Disqualification Requirements
- n. Consent Agenda - Jennifer McQuarrie advised working on language on agenda

Closed Session – Conference with Legal Counsel - Anticipated Litigation (Two Cases)

§ 54956.9

Caroline Moon motioned to enter into closed session at 2:24pm. Sherri McFadden seconded.
-unanimous.

Sherri McFadden motioned to end the closed session at 3:28 pm. Caroline Moon seconded.
-unanimous.

Report of any action taken

Caroline Moon reported that no action was taken.

Senior Director's Report

1. STAR 360 Update: Reading and math assessments required for all students 3 times per year. Teachers will send and discuss results with the families and assist with educational plan.

2. Enrollment Update: As of 9/21/20 enrollment was at 4,386. 121 students currently going through the enrollment process. Waitlist was closed and currently has 1,429 students. When enrollment slows down, the specialists will move over to assist the enrichment and vendor departments.
3. Vendor Update: "Vendor" tab has been added to the website. This includes the process to request a vendor, vendor requirements, invoicing information. If vendor is discontinued, families or staff are welcome to complete the survey to have the vendor re-evaluated. Completing the survey does not guarantee they will be reinstated.
4. Community Connections: Teachers are hosting 18 hands on and interactive virtual clubs for all grade levels. Reports made of great attendance and positive feedback.
5. COVID Update:
 - a) Riverside & Imperial counties are still in the purple tier. San Diego County & OC are in red tier. In-person enrichment services resumed this week only for students who reside in San Diego and Orange County. School events, teacher/family meetings, and teacher created field trips will continue to be virtual. Working on a plan to be prepared if OC is moved back to a more restrictive tier.

Sherri McFadden asked why school events, meetings, field trips can't be in-person. She would like it to be an option to do these things in person. Jenna will look into this to see if there is staff open to in-person.

6. Special Education In-Person Update: Pamela Gandara presented to the Board. Test site is at former library location. All Covid-19 processes are in place including parent affidavit, entry health screening, sanitizing, PPE orders to ensure safety for students, parents, and staff during assessment. 4-5 students can test at a time individually. In-person services have been reinstated by all providers.

No action taken.

Discussion and Potential Action on the August and September Board Meeting Minutes

Gloria Antonini motions to approve the Minutes.

Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the August Financials

Tyler Myers presented to the Board.

Increased annual revenue by \$42K. Increased annual expenses by \$831k. Annual projected surplus \$655k. Cabrillo is in compliance with the pupil:teacher ratio.

Cash balances (collected and sent) by next month should all be 0.

Sherri McFadden asked what the "Other Liabilities" category under Monthly Cash Flow/Forecast is for. Tyler will get back to her on this item.

Caroline Moon asked question about rent amounts. We are paying the full amount and will be reimbursed for the other school's amounts.

Gloria Antonini stepped out at 3:45pm. Caroline Moon motioned to approve the August Financials. Natasha Brunstetter seconded.

-Unanimous, (4-0, Gloria Antonini absent)

Discussion and Potential Action on the Due to Due From Plan

All schools, except for Granite Mountain and Triumph, are in agreement to send a check, wire, or deposit the money within the next couple days. Triumph is currently closed. Cabrillo will continue to work on collecting money from GM and Triumph. Gloria Antonini returned at 3:51pm.

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on Invoices over \$100,000

Sherri McFadden motioned to approve. Gloria Antonini seconded.

-Unanimous

Discussion and Potential Action on 2021-2022 Services Agreements

The Board was presented with the current services agreement with ICS/Provenance. Cabrillo Point Academy will need to seek bids for medical benefits, curriculum fulfillment, and student information systems. The authorizing agency is strongly in favor of Cabrillo Point Academy separating from Provenance. The Board would like to open up bids to outside companies, not from Inspire Charter Services, as soon as possible.

Caroline Moon motioned to open up bids to outside companies, not from ICS, as soon as possible. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the Learning Continuity and Attendance Plan

The board was presented with the final version of the Learning Continuity and Attendance Plan. Students continue to take regular assessments to assess for learning loss and to identify students in need of further support. Social Emotional Learning activities and supports are being shared with students.

Gloria Antonini motioned to approve. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the Universal Complaint Admin Regulation

The universal complaint process is now directed to the Cabrillo Point Academy Human Resources and/or the Cabrillo Point Academy office.

Caroline Moon motioned to approve. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the Information Technology Policy and Procedures

Change page that begins with Scope, 2nd paragraph, "Therefore, every user of Cabrillo Point Academy", change the grammar "user of CPA technology" or whatever seems appropriate.

Question from Sherri McFadden and Caroline Moon regarding transfer devices between students. Not pleased with the 50% or 100% being charged to a sibling for a transfer. Need more clarity also on how used the devices are they are ordering. Board members will email thoughts to Jenna and Erika.

Question about BitLockers. Do we have a quick responsive tech department that can respond to inquiries of families when they have access issues? Jenna replied Cabrillo has a busy tech department available.

Caroline Moon motioned to table this policy. Sherri McFadden seconded.

-Unanimous

Discussion and Potential Action on the Parent-Student Technology Use Policy

The board was presented with the technology use policy as outlined in the Parent-Student Handbook.

Sherri McFadden motioned to approve. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action the Staff Technology Use Policy

Sherri McFadden motioned to approve. Gloria Antonini seconded.

-Unanimous

Sherri McFadden left the meeting after this item at 4:47 pm.

Discussion and Potential Action on the 2020-2021 Employee Handbook

The board was presented with updates to the Employee Handbook which included staff cell phone use, dress code, hours for full-time and part-time employees, and change in disability insurance.

Caroline Moon motioned to approve. Natasha Brunstetter seconded.

-Unanimous

Discussion and Potential Action on the 2020-2021 Compensation Policy

The board was presented with an updated compensation policy which included minor edits to the phone, internet, and utilities stipend and the addition of a chart reflecting pre-approval of hours for part-time teachers.

Lisa Rumsey motioned to approve. Gloria Antonini seconded.

-Unanimous

Discussion and Potential Action on the 2020-2021 Expense Reimbursement Policy

The board was presented with a policy that specifies criteria and process for employee reimbursement.

Natasha Brunstetter motioned to approve. Caroline Moon seconded.

-Unanimous

Discussion and Potential Action on the Board Recruitment Process

The board was presented with the board recruitment process as outlined in the bylaws.

Lisa Rumsey motioned to approve. Gloria Antonini seconded.

-Unanimous

Announcement of Next Regular Scheduled Board Meeting

Next Regular Scheduled Board Meeting is Thursday, October 29, 2020 at 1:00 pm.

Adjournment

Caroline Moon motioned to adjourn at 5:01 pm. Natasha Brunstetter seconded.

-Unanimous

Prepared by:
Lisa Rumsey

Noted by:

Board Secretary



Cabrillo Point Academy

Monthly Financial Presentation – September 2020

CABRILLO POINT – Highlights

- Annual Projected Revenue: Increased by \$215k
- Annual Project Expenses: Increased by \$261k
- Annual Projected Surplus: \$609k

- SB740 Requirements:

In Compliance

Cert.	Instr.
45.8%	82.8%
2,640,720	1,290,801

*Must exceed
40% / 80%*

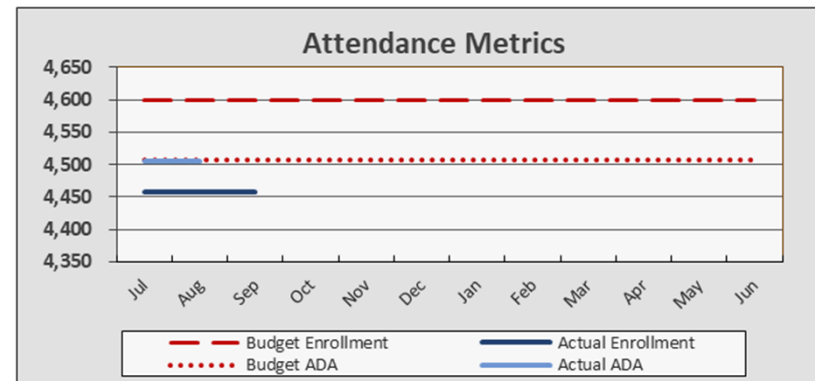
In Compliance

Pupil:Teacher Ratio
22.81 :1

*Must be equal to or less than
25:1*

CABRILLO POINT – Attendance

Enrollment & Per Pupil Data			
	<u>Actual</u>	<u>Forecast</u>	<u>Budget</u>
Average Enrollment	4458	4600	4600
ADA	4506	4506	4506
Attendance Rate	101.1%	98.0%	98.0%
Unduplicated %	33.4%	33.4%	33.4%
Revenue per ADA	\$10,093	\$10,093	\$10,033
Expenses per ADA	\$9,958	\$9,958	\$9,732



- Forecasted Annual Daily Attendance (ADA) – Last Year P2
- Unduplicated Pupil % - 33.4%

CABRILLO POINT – Revenue

- Year to date (+) variance due to timing of revenue received
- Main increase due to Learning Loss Mitigation Funds (LLMF)

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Revenue						
State Aid-Rev Limit	\$ 7,650,029	\$ 4,060,728	\$ 3,589,301	\$ 40,800,381	\$ 40,800,381	\$ -
Federal Revenue	218,292	-	218,292	753,384	535,325	218,059
Other State Revenue	531,759	281,610	250,149	3,908,550	3,894,479	14,072
Other Local Revenue	16,289	-	16,289	16,289	-	16,289
Total Revenue	\$ 8,416,369	\$ 4,342,338	\$ 4,074,030	\$ 45,478,604	\$ 45,230,185	\$ 248,419

CABRILLO POINT – Expenses

- Overall expenses are favorable year-to-date, but only due to a timing difference.
- Salary forecast based on 9/30 payroll

Expenses	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Certificated Salaries	\$ 3,496,498	\$ 3,829,271	\$ 332,773	\$ 15,440,020	\$ 15,317,084	\$ (122,936)
Classified Salaries	507,667	536,753	29,086	2,201,240	2,147,012	(54,228)
Benefits	1,120,476	1,292,175	171,699	5,562,809	5,221,816	(340,993)
Books and Supplies	1,496,109	1,367,100	(129,009)	6,509,885	6,030,022	(479,863)
Subagreement Services	720,648	2,431,660	1,711,012	10,433,086	10,611,959	178,873
Operations	108,770	107,575	(1,195)	453,257	430,300	(22,957)
Facilities	94,456	43,435	(51,021)	217,784	173,738	(44,046)
Professional Services	717,506	755,728	38,223	3,501,275	3,335,845	(165,430)
Depreciation	714	725	11	2,889	2,900	11
Interest	39,460	168,140	128,680	547,345	602,902	55,557
Total Expenses	\$ 8,302,303	\$ 10,532,562	\$ 2,230,259	\$44,869,591	\$43,873,579	\$ (996,011)

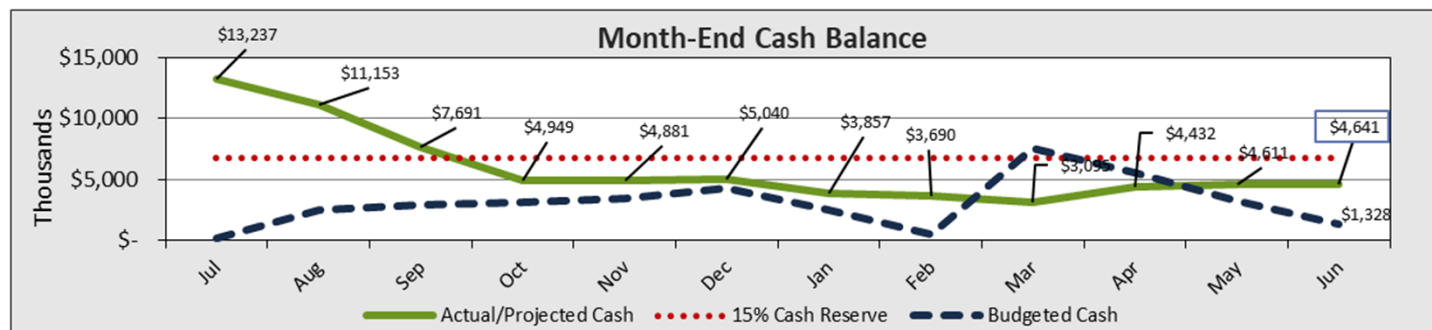
CABRILLO POINT – Fund Balance

- Ending fund balance within State requirements.
- Annual surplus is 1.36% of total revenue
- Beginning fund reflects updated unaudited actual balances

	Year-to-Date			Annual/Full Year		
	Actual	Budget	Fav/(Unf)	Forecast	Budget	Fav/(Unf)
Total Surplus(Deficit)	\$ 114,066	\$ (6,190,224)	\$ 6,304,289	\$ 609,013	\$ 1,356,606	\$ (747,592)
Beginning Fund Balance	<u>2,296,063</u>	<u>2,296,063</u>		<u>2,296,063</u>	<u>2,296,063</u>	
Ending Fund Balance	<u>\$ 2,410,129</u>	<u>\$ (3,894,161)</u>		<u>\$ 2,905,076</u>	<u>\$ 3,652,669</u>	
<i>As a % of Annual Expenses</i>	5.4%	-8.9%		6.5%	8.3%	

CABRILLO POINT – Cash Balance

- Cash balance remains positive at year end and above budget
- Next factoring forecasted for March 2021



CABRILLO POINT – Entity Balances

- Still three entities listed under the Due To/From section of the balance sheet.

Other Entities	Account Balance
Due (to)/from Inspire LA	(1,181)
Due (to)/from Inspire Charter Services	4,358,840
Due (to)/from Granite Mountain Charter School	40,014
Total Due (to)/from Balance	4,397,673

CABRILLO POINT – Cash Balance

- Other balances that were sitting in accounts receivable and payable were paid and collected in the month of October.

Entities in Payables	Account Balance
Cottonwood	\$ 13,342
Feather River	45,429
Mission Vista	1,224,809
Winship	37,825
Total Due Balances	<u>\$ 1,321,404</u>

Entities in Receivables	Account Balance
Blue Ridge Academy	\$ 771,903
Clarksville	9,528
Heartland	488,922
Lake View	23,878
Monarch River	12,717
Pacific Coast Academy	95,529
Triumph	114,320
Yosemite	327,176
Total Due Balances	<u>\$ 1,843,973</u>

CABRILLO POINT – Compliance Reporting

Area	Due Date	Description	Completed By	Board Must Approve	Signature Required
FINANCE	Oct-31	Public Charter School Grant Program and Dissemination Grant Program - Qtr 1 - The PCSGP Quarterly Expenditure Report (QER) is the accountability document that reflects the dollar amount spent towards work plan activities. A QER is due to the CDE's Charter Schools Division within 30 days of each respective quarter.	Charter Impact	No	Yes
DATA TEAM	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.	CPA	No	No
DATA TEAM	Nov-01	Kindergarten Immunization Assessment - To review and submit required vaccine doses and report on permanent medical exemptions.	CPA	No	No
FINANCE	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.	CPA	No	Yes
FINANCE	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.	CPA	Yes	No
FINANCE	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	Yes	Yes
FINANCE	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	Yes	No

CABRILLO POINT – Appendix

- Monthly Cash Flow / Forecast 20-21
- Budget vs. Actual
- Statement of Financial Position
- Statement of Cash Flows
- Check Register
- AP Aging

Cabrillo Point Academy

Monthly Cash Flow/Forecast FY20-21

Revised 10/27/20

ADA = 4505.91



Revenues

State Aid - Revenue Limit

8011	LCFF State Aid	1,953,877	1,953,877	3,516,979	3,511,019	3,511,019	3,511,019	3,511,019	1,560,252	936,151	936,151	936,151	9,663,991
8012	Education Protection Account	-	-	225,296	-	-	225,296	-	-	225,295	-	-	225,296
8019	State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-
8096	In Lieu of Property Taxes	-	-	-	177,328	70,931	70,931	70,931	141,873	70,936	70,936	70,936	70,936

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
1,953,877	1,953,877	3,742,275	3,688,348	3,581,951	3,581,951	3,807,246	3,581,951	1,702,125	1,232,383	1,007,088	1,007,088	9,960,223

Annual Forecast
39,012,526
901,182
886,673
40,800,381

Original Budget Total	Favorable / (Unfav.)
ADA = 4505.91	
39,012,526	-
901,182	-
-	-
886,673	-
40,800,381	-

Federal Revenue

8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	535,092
8290	Title I, Part A - Basic Low Income	96,798	-	(96,798)	-	-	-	-	-	-	-	-
8296	Other Federal Revenue	-	-	218,292	-	-	-	-	-	-	-	-

-	-	-	-	-	-	-	-	-	-	-	-	535,092
96,798	-	(96,798)	-	-	-	-	-	-	-	-	-	-
-	-	218,292	-	-	-	-	-	-	-	-	-	-
96,798	-	121,494	-	-	-	-	-	-	-	-	-	535,092

535,092
-
218,292
753,384

535,325	(233)
-	-
-	218,292
535,325	218,059

Other State Revenue

8311	State Special Education
8550	Mandated Cost
8560	State Lottery
8598	Prior Year Revenue
8599	Other State Revenue

120,942	150,544	244,338	253,449	253,449	253,449	253,449	253,449	206,641	206,641	206,641	206,641	206,466
-	-	-	-	-	-	-	103,823	-	-	-	-	-
-	-	-	-	-	-	-	-	233,173	-	233,173	-	466,346
255	1,712	-	-	-	-	-	-	-	-	-	-	-
-	13,968	-	-	26,000	-	-	-	-	-	10,000	-	4,000
121,197	166,224	244,338	253,449	279,449	357,272	486,622	253,449	206,641	449,814	206,641	206,641	676,812

2,816,100
103,823
932,692
1,967
53,968
3,908,550

2,817,500	(1,400)
103,823	-
932,156	(464)
-	1,967
40,000	13,968
3,894,479	14,072

Other Local Revenue

8660	Interest Revenue	7,638	8,650	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	-	-	-	-	-

7,638	8,650	-	-	-	-	-	-	-	-	-	-	-
7,638	8,650	-	-	-	-	-	-	-	-	-	-	-

16,289
16,289

-	16,289
-	16,289

Total Revenue

2,179,511	2,128,751	4,108,107	3,941,797	3,861,400	3,939,223	4,293,868	3,835,400	1,908,766	1,682,197	1,213,729	1,213,729	11,172,128
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45,478,604

45,230,185	248,419
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Expenses

Certificated Salaries

1100	Teachers' Salaries	820,009	878,119	935,993	958,977	958,977	958,977	958,977	958,977	958,977	958,977	958,977	-
1175	Teachers' Extra Duty/Stipends	34,453	66,698	115,120	127,127	127,127	127,127	127,127	127,127	127,127	127,127	127,127	-
1200	Pupil Support Salaries	45,970	54,419	50,283	62,641	62,641	62,641	62,641	62,641	62,641	62,641	62,641	-
1300	Administrators' Salaries	109,323	121,568	122,918	122,918	122,918	122,918	122,918	122,918	122,918	122,918	122,918	-
1900	Other Certificated Salaries	46,724	47,574	47,327	55,396	55,396	55,396	55,396	55,396	55,396	55,396	55,396	-

820,009	878,119	935,993	958,977	958,977	958,977	958,977	958,977	958,977	958,977	958,977	958,977	958,977	-
34,453	66,698	115,120	127,127	127,127	127,127	127,127	127,127	127,127	127,127	127,127	127,127	127,127	-
45,970	54,419	50,283	62,641	62,641	62,641	62,641	62,641	62,641	62,641	62,641	62,641	62,641	-
109,323	121,568	122,918	122,918	122,918	122,918	122,918	122,918	122,918	122,918	122,918	122,918	122,918	-
46,724	47,574	47,327	55,396	55,396	55,396	55,396	55,396	55,396	55,396	55,396	55,396	55,396	-
1,056,479	1,168,378	1,271,641	1,327,058	1,327,058	1,327,058	1,327,058	1,327,058	1,327,058	1,327,058	1,327,058	1,327,058	1,327,058	-

11,264,913
1,360,410
714,438
1,460,073
640,187
15,440,020

10,872,320	(392,593)
1,451,136	90,726
785,842	71,404
1,509,000	48,927
698,786	58,599
15,317,084	(122,936)

Classified Salaries

2100	Instructional Salaries	28,717	32,033	27,483	27,483	27,483	27,483	27,483	27,483	27,483	27,483	27,483	-
2200	Support Salaries	82,664	76,897	83,806	97,187	97,187	97,187	97,187	97,187	97,187	97,187	97,187	-
2300	Classified Administrators'	21,000	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	-
2400	Clerical and Office Staff Salaries	27,547	26,437	29,175	30,907	30,907	30,907	30,907	30,907	30,907	30,907	30,907	-
2900	Other Classified Salaries	9,220	8,990	11,498	11,498	11,498	11,498	11,498	11,498	11,498	11,498	11,498	-

28,717	32,033	27,483	27,483	27,483	27,483	27,483	27,483	27,483	27,483	27,483	27,483	27,483	-
82,664	76,897	83,806	97,187	97,187	97,187	97,187	97,187	97,187	97,187	97,187	97,187	97,187	-
21,000	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	21,100	-
27,547	26,437	29,175	30,907	30,907	30,907	30,907	30,907	30,907	30,907	30,907	30,907	30,907	-
9,220	8,990	11,498	11,498	11,498	11,498	11,498	11,498	11,498	11,498	11,498	11,498	11,498	-
169,148	165,457	173,062	188,175	188,175	188,175	188,175	188,175	188,175	188,175	188,175	188,175	188,175	-

335,580
1,118,048
253,100
361,319
133,193
2,201,240

224,243	(111,337)
1,325,702	207,654
252,000	(1,100)
345,067	(16,252)
-	(133,193)
2,147,012	(54,228)

Benefits

3101	STRS	165,070	183,915	175,806	221,051	221,051	221,051	221,051	221,051	221,051	221,051	221,051	-
3301	OASDI	10,261	10,019	10,522	11,968	11,968	11,968	11,968	11,968	11,968	11,968	11,968	-
3311	Medicare	17,267	18,908	20,561	22,646	22,646	22,646	22,646	22,646	22,646	22,646	22,646	-
3401	Health and Welfare	123,289	128,210	190,899	194,854	194,854	194,854	194,854	194,854	194,854	194,854	194,854	-
3501	State Unemployment	20,398	10,354	4,682	6,689	6,689	33,443	26,754	13,377	6,689	6,689	6,689	-
3601	Workers' Compensation	10,105	10,105	10,105	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	-
3901	Other Benefits	-	-	-	12,499	12,499	12,499	12,499	12,499	12,499	12,499	12,499	-

165,070	183,915	175,806	221,051	221,051	221,051	221,051	221,051	221,051	221,051	221,051	221,051	221,051	-
10,261	10,019	10,522	11,968	11,968	11,968	11,968	11,968	11,968	11,968	11,968	11,968	11,968	-
17,267	18,908	20,561	22,646	22,646	22,646	22,646	22,646	22,646	22,646	22,646	22,646	22,646	-
123,289	128,210	190,899	194,854	194,854	194,854	194,854	194,854	194,854	194,854	194,854	194,854	194,854	-
20,398	10,354	4,682	6,689	6,689	33,443	26,754	13,377	6,689	6,689	6,689	6,689	6,689	-
10,105	10,105	10,105	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	14,368	-
-	-	-	12,499	12,499	12,499	12,499	12,499	12,499	12,499	12,499	12,499	12,499	-
346,389	361,511	412,576	484,075	484,075	484,075	510,829	504,140	490,763	484,075	484,075	484,075	484,075	-

2,514,246
138,518
260,546
2,196,085
149,139
159,629
144,645
5,562,809

2,473,743	(40,503)
133,118	(5,400)
253,233	(7,313)
1,927,600	(268,485)
132,790	(16,349)
160,672	1,043
140,660	(3,985)
5,221,816	(340,993)

Revised 10/27/20

ADA = 4505.91

Facilities, Repairs and Other Leases

5601 Rent
5604 Other Leases
5605 Real/Personal Property Taxes
5610 Repairs and Maintenance

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 Forecast	Original Budget Total	Favorable / (Unfav.)
24,418	24,418	44,186	13,695	13,695	13,695	13,695	13,695	13,695	13,695	13,695	13,695	-	216,276	170,638	(45,637)
-	125	-	-	-	-	-	-	-	-	-	-	-	125	3,000	2,875
-	74	-	-	-	-	-	-	-	-	-	-	-	74	-	(74)
-	-	735	8	8	8	8	8	8	8	8	8	-	810	100	(710)
24,418	24,617	45,421	13,703	13,703	13,703	13,703	13,703	13,703	13,703	13,703	13,703	-	217,784	173,738	(44,046)
-	-	-	1,783	1,783	1,783	1,783	1,783	1,783	1,783	1,783	1,783	-	16,050	21,400	5,350
-	-	-	4,533	4,533	4,533	-	-	-	-	-	-	-	13,600	12,700	(900)
-	10,998	6,838	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	5,967	-	71,536	26,800	(44,736)
-	-	465	7,708	7,708	7,708	7,708	7,708	7,708	7,708	7,708	7,708	-	69,840	29,500	(40,340)
-	19,650	2,500	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	2,092	13,592	54,567	36,600	(17,967)
244	-	75	56,181	44,961	32,520	44,475	39,390	44,150	51,298	38,840	68,692	-	420,825	356,243	(64,582)
1,919	964	1,218	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	4,900	-	48,201	61,985	13,784
47	-	-	150	150	150	150	150	150	150	150	150	1,343	2,740	2,990	250
2,083	45	-	3,070	3,070	3,070	3,070	3,070	3,070	3,070	3,070	3,070	-	29,758	35,995	6,237
538	2,550	2,636	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,747	2,219	32,662	33,089	426
208,383	190,122	189,731	193,284	193,284	193,284	193,284	193,284	193,284	193,284	193,284	193,284	-	2,327,793	2,306,739	(21,053)
-	39,078	37,423	36,883	35,820	35,820	38,072	35,820	17,021	12,324	10,071	10,071	99,602	408,004	408,004	-
-	-	-	1,425	-	-	1,425	-	-	1,425	-	-	1,425	5,700	3,800	(1,900)
213,213	263,407	240,886	320,723	307,014	294,573	305,673	296,911	282,872	286,747	270,612	300,464	118,181	3,501,275	3,335,845	(165,430)
238	238	238	242	242	242	242	242	242	242	242	242	-	2,889	2,900	11
238	238	238	242	242	242	242	242	242	242	242	242	-	2,889	2,900	11
676	38,107	676	33,602	3,381	3,381	3,242	3,102	52,665	125,618	92,520	115,372	75,000	547,345	602,902	55,557
676	38,107	676	33,602	3,381	3,381	3,242	3,102	52,665	125,618	92,520	115,372	75,000	547,345	602,902	55,557
2,149,136	2,718,698	3,434,469	4,296,897	3,928,795	3,556,913	3,940,032	3,777,538	3,937,208	4,213,856	3,804,694	4,719,889	391,465	44,869,591	43,873,579	(996,011)
30,375	(589,947)	673,638	(355,101)	(67,395)	382,309	353,837	57,861	(2,028,442)	(2,531,659)	(2,590,965)	(3,506,160)	10,780,662	609,013	1,356,605	(747,592)
30,375	(589,947)	673,638	(355,101)	(67,395)	382,309	353,837	57,861	(2,028,442)	(2,531,659)	(2,590,965)	(3,506,160)	10,780,662	1.36%		
30,375	(589,947)	673,638	(355,101)	(67,395)	382,309	353,837	57,861	(2,028,442)	(2,531,659)	(2,590,965)	(3,506,160)	10,780,662	609,013		
238	238	238	242	242	242	242	242	242	242	242	242	-	2,889		
4,312,338	-	96,798	-	-	-	1,320,742	-	-	-	-	-	(11,172,128)	(5,442,250)		
2,287,522	(862)	849,504	522,569	-	-	-	-	-	-	-	-	-	3,658,733		
(413,657)	-	-	-	-	-	-	-	-	-	-	-	-	(413,657)		
(133,096)	42,257	(39,693)	-	-	-	-	-	-	-	-	-	-	(130,533)		
516,681	(564,352)	254,214	(1,796,064)	-	-	-	-	-	-	-	-	391,465	(1,198,055)		
216,908	252,483	(183,169)	-	-	-	-	-	-	-	-	-	-	286,223		
(2,228,600)	-	413,690	-	-	-	-	-	-	-	-	-	-	(1,814,910)		
-	2,634,400	-	2,634,400	-	-	-	-	1,656,765	4,093,183	2,994,600	3,761,000	-	17,774,348		
-	(3,859,700)	(5,527,300)	(3,748,700)	-	-	(2,634,400)	-	-	-	-	-	-	(15,770,100)		
676	676	676	-	-	-	-	-	-	-	-	-	-	2,029		
-	-	-	-	-	(223,830)	(224,017)	(224,203)	(224,390)	(224,577)	(224,764)	(224,952)	-	(1,570,733)		
4,589,386	(2,084,807)	(3,461,404)	(2,742,653)	(67,154)	158,721	(1,183,596)	(166,100)	(595,825)	1,337,189	179,112	30,130				
8,648,020	13,237,406	11,152,599	7,691,195	4,948,542	4,881,388	5,040,109	3,856,513	3,690,412	3,094,587	4,431,776	4,610,888				
13,237,406	11,152,599	7,691,195	4,948,542	4,881,388	5,040,109	3,856,513	3,690,412	3,094,587	4,431,776	4,610,888	4,641,018				

Cert.	Instr.
45.8%	82.8%
2,640,720	1,290,801

Pupil:Teacher Ratio
22.81 :1

Cabrillo Point Academy

Budget vs Actual

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Revenues							
State Aid - Revenue Limit							
LCFF State Aid	\$ 3,516,979	\$ 1,950,566	\$ 1,566,413	\$ 7,424,733	\$ 3,901,133	\$ 3,523,600	\$ 39,012,526
Education Protection Account	225,296	-	225,296	225,296	-	225,296	901,182
In Lieu of Property Taxes	-	106,397	(106,397)	-	159,596	(159,596)	886,673
Total State Aid - Revenue Limit	3,742,275	2,056,964	1,685,311	7,650,029	4,060,728	3,589,301	40,800,381
Federal Revenue							
Special Education - Entitlement	-	-	-	-	-	-	535,325
Title I, Part A - Basic Low Income	(96,798)	-	(96,798)	-	-	-	-
Other Federal Revenue	218,292	-	218,292	218,292	-	218,292	-
Total Federal Revenue	121,494	-	121,494	218,292	-	218,292	535,325
Other State Revenue							
State Special Education	244,338	140,805	103,533	515,824	281,610	234,214	2,817,500
Mandated Cost	-	-	-	-	-	-	103,823
State Lottery	-	-	-	-	-	-	933,156
Prior Year Revenue	-	-	-	1,967	-	1,967	-
Other State Revenue	-	-	-	13,968	-	13,968	40,000
Total Other State Revenue	244,338	140,805	103,533	531,759	281,610	250,149	3,894,479
Other Local Revenue							-
Interest Revenue	-	-	-	16,289	-	16,289	-
Total Other Local Revenue	-	-	-	16,289	-	16,289	-
Total Revenues	\$ 4,108,107	\$ 2,197,769	\$ 1,910,338	\$ 8,416,369	\$ 4,342,338	\$ 4,074,030	\$ 45,230,185
Expenses							
Certificated Salaries							
Teachers' Salaries	\$ 935,993	\$ 906,027	\$ (29,966)	\$ 2,634,120	\$ 2,718,080	\$ 83,960	\$ 10,872,320
Teachers' Extra Duty/Stipends	115,120	120,928	5,808	216,271	362,784	146,513	1,451,136
Pupil Support Salaries	50,283	65,487	15,204	150,672	196,460	45,789	785,842
Administrators' Salaries	122,918	125,750	2,832	353,809	377,250	23,441	1,509,000
Other Certificated Salaries	47,327	58,232	10,905	141,626	174,697	33,071	698,786
Total Certificated Salaries	1,271,641	1,276,424	4,783	3,496,498	3,829,271	332,773	15,317,084
Classified Salaries							
Instructional Salaries	27,483	18,687	(8,796)	88,233	56,061	(32,172)	224,243
Support Salaries	83,806	110,475	26,669	243,367	331,426	88,059	1,325,702
Supervisors' and Administrators' Salaries	21,100	21,000	(100)	63,200	63,000	(200)	252,000
Clerical and Office Staff Salaries	29,175	28,756	(419)	83,159	86,267	3,108	345,067
Other Classified Salaries	11,498	-	(11,498)	29,709	-	(29,709)	-
Total Classified Salaries	173,062	178,918	5,856	507,667	536,753	29,086	2,147,012
Benefits							
State Teachers' Retirement System, certificated positions	175,806	206,145	30,339	524,791	618,436	93,644	2,473,743
OASDI/Medicare/Alternative, certificated positions	10,522	11,093	571	30,802	33,279	2,477	133,118
Medicare/Alternative, certificated positions	20,561	21,103	542	56,736	63,308	6,573	253,233
Health and Welfare Benefits, certificated positions	190,899	160,633	(30,266)	442,398	481,900	39,502	1,927,600
State Unemployment Insurance, certificated positions	4,682	6,640	1,957	35,434	19,919	(15,516)	132,790
Workers' Compensation Insurance, certificated positions	10,105	13,389	3,284	30,315	40,168	9,853	160,672
Other Benefits, certificated positions	-	11,722	11,722	-	35,165	35,165	140,660
Total Benefits	412,576	430,725	18,149	1,120,476	1,292,175	171,699	5,221,816
Books & Supplies							
School Supplies	404,809	307,921	(96,888)	895,202	709,516	(185,685)	3,173,827
Software	50,737	59,243	8,506	288,009	177,730	(110,280)	710,919
Office Expense	4,659	600	(4,059)	5,857	1,800	(4,057)	7,200
Business Meals	-	258	258	-	775	775	3,100
Noncapitalized Equipment	236,555	207,133	(29,422)	307,042	477,279	170,237	2,134,976
Total Books & Supplies	696,761	575,156	(121,605)	1,496,109	1,367,100	(129,009)	6,030,022
Subagreement Services							
Special Education	395,476	186,950	(208,526)	465,577	560,850	95,273	2,243,400
Other Educational Consultants	146,195	811,909	665,714	255,071	1,870,810	1,615,740	8,368,559
Total Subagreement Services	541,671	998,859	457,188	720,648	2,431,660	1,711,012	10,611,959
Operations & Housekeeping							
Auto and Travel	-	608	608	-	1,825	1,825	7,300
Dues & Memberships	667	1,042	375	667	3,125	2,458	12,500
Insurance	39,594	29,767	(9,827)	96,580	89,300	(7,280)	357,200
Utilities	1,469	1,500	31	1,469	4,500	3,031	18,000
Communications	154	2,917	2,763	154	8,750	8,596	35,000
Postage and Shipping	9,655	25	(9,630)	9,901	75	(9,826)	300
Total Operations & Housekeeping	51,538	35,858	(15,680)	108,770	107,575	(1,195)	430,300

Cabrillo Point Academy
Budget vs Actual

For the period ended September 30, 2020

	Current Period Actual	Current Period Budget	Current Period Variance	Current Year Actual	YTD Budget	YTD Budget Variance	Total Budget
Facilities, Repairs & Other Leases							
Rent	44,186	14,220	(29,966)	93,022	42,660	(50,362)	170,638
Additional Rent	500	-	(500)	500	-	(500)	-
Other Leases	-	250	250	125	750	625	3,000
Real/Personal Property Taxes	-	-	-	74	-	(74)	-
Repairs and Maintenance	735	8	(727)	735	25	(710)	100
Total Facilities, Repairs & Other Leases	45,421	14,478	(30,943)	94,456	43,435	(51,021)	173,738
Professional/Consulting Services							
IT	-	1,783	1,783	-	5,350	5,350	21,400
Audit & Taxes	-	-	-	-	-	-	12,700
Legal	6,838	2,233	(4,605)	17,836	6,700	(11,136)	26,800
Professional Development	465	2,458	1,993	465	7,375	6,910	29,500
General Consulting	2,500	3,050	550	22,150	9,150	(13,000)	36,600
Special Activities/Field Trips	75	34,562	34,487	319	79,639	79,320	356,243
Bank Charges	1,218	4,492	3,274	4,101	13,475	9,374	61,985
Printing	-	217	217	47	650	603	2,990
Other Taxes and Fees	-	2,608	2,608	2,128	7,825	5,697	35,995
Payroll Service Fee	2,636	2,757	122	5,723	8,272	2,549	33,089
Management Fee	189,731	192,228	2,497	588,236	576,685	(11,551)	2,306,739
District Oversight Fee	37,423	20,570	(16,853)	76,500	40,607	(35,893)	408,004
County Fees	-	-	-	-	-	-	3,800
Total Professional/Consulting Services	240,886	266,959	26,074	717,506	755,728	38,223	3,335,845
Depreciation							
Depreciation Expense	238	242	4	714	725	11	2,900
Total Depreciation	238	242	4	714	725	11	2,900
Interest							
Interest Expense	676	3,381	2,705	39,460	168,140	128,680	602,902
Total Interest	676	3,381	2,705	39,460	168,140	128,680	602,902
Total Expenses	\$ 3,434,469	\$ 3,781,000	\$ 346,531	\$ 8,302,303	\$ 10,532,562	\$ 2,230,259	\$ 43,873,580
Change in Net Assets	673,638	(1,583,232)	2,256,869	114,066	(6,190,224)	6,304,289	1,356,605
Net Assets, Beginning of Period	2,296,063			2,855,635			
Net Assets, End of Period	\$ 2,969,700			\$ 2,969,700			

Cabrillo Point Academy**Statement of Financial Position**

September 30, 2020

	Current Balance	Beginning Year Balance	YTD Change	YTD % Change
Assets				
Current Assets				
Cash & Cash Equivalents	\$ 7,691,195	\$ 8,648,020	\$ (956,825)	-11%
Accounts Receivable	1,053,453	1,961,017	(907,564)	-46%
Public Funding Receivables	1,341,436	5,750,572	(4,409,136)	-77%
Factored Receivables	(3,748,700)	(8,272,700)	4,524,000	-55%
Due To/From Related Parties	4,397,674	3,984,017	413,657	10%
Prepaid Expenses	482,285	351,752	130,533	37%
Total Current Assets	11,217,343	12,422,679	(1,205,336)	-10%
Long-Term Assets				
Property & Equipment, Net	50,626	51,340	(714)	-1%
Deposits	118,688	118,688	-	0%
Total Long Term Assets	169,313	170,027	(714)	0%
Total Assets	\$ 11,386,656	\$ 12,592,706	\$ (1,206,050)	-10%
Liabilities				
Current Liabilities				
Accounts Payable	\$ 1,796,064	\$ 1,589,521	\$ 206,543	13%
Accrued Liabilities	2,117,601	1,831,379	286,223	16%
Deferred Revenue	443,654	2,258,564	(1,814,910)	-80%
Notes Payable, Current Portion	405,761	405,761	-	0%
Total Current Liabilities	4,763,080	6,085,224	(1,322,144)	-22%
Long-Term Liabilities				
Notes Payable, Net of Current Portion	3,653,876	3,651,847	2,029	0%
Total Long-Term Liabilities	3,653,876	3,651,847	2,029	0%
Total Liabilities	8,416,956	9,737,071	(1,320,116)	-14%
Total Net Assets	2,969,700	2,855,635	114,066	4%
Total Liabilities and Net Assets	\$ 11,386,656	\$ 12,592,706	\$ (1,206,050)	-10%

Cabrillo Point Academy

Statement of Cash Flows

For the period ended September 30, 2020

	Month Ended 09/30/20	YTD Ended 09/30/20
Cash Flows from Operating Activities		
Change in Net Assets	\$ 673,638	\$ 114,066
Adjustments to reconcile change in net assets to net cash flows from operating activities:		
Depreciation	238	714
Decrease/(Increase) in Operating Assets:		
Public Funding Receivables	96,798	4,409,136
Grants, Contributions & Pledges Receivable	(4,677,796)	(3,616,436)
Due from Related Parties	-	(413,657)
Prepaid Expenses	(39,693)	(130,533)
(Decrease)/Increase in Operating Liabilities:		
Accounts Payable	254,214	206,543
Accrued Expenses	(183,169)	286,223
Deferred Revenue	413,690	(1,814,910)
Total Cash Flows from Operating Activities	(3,462,080)	(958,854)
 Cash Flows from Financing Activities		
Proceeds from (payments on) Long-Term Debt	676	2,029
Total Cash Flows from Financing Activities	676	2,029
 Change in Cash & Cash Equivalents	(3,461,404)	(956,825)
Cash & Cash Equivalents, Beginning of Period	11,152,599	8,648,020
 Cash and Cash Equivalents, End of Period	\$ 7,691,195	\$ 7,691,195

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12442	Jennifer Mercer	9/1/2020	50.00
12443	Talentz Inc.	9/2/2020	99.00
12444	A Dawn Of Music Studios	9/3/2020	320.00
12445	A Plan in Place	9/3/2020	54.91
12446	A+ In Home Tutors, Inc	9/3/2020	260.00
12447	Academics In A Box Inc	9/3/2020	634.80
12448	Activities for Learning, Inc.	9/3/2020	229.63
12449	Aesthetic Climbing Gym LLC	9/3/2020	840.00
12450	Aliso Viejo Kumon Center	9/3/2020	350.00
12451	All About Learning Press, Inc.	9/3/2020	424.06
12452	Amanda Holiday	9/3/2020	240.00
12453	American/El Cajon Driving School	9/3/2020	1,870.00
12454	Annan Aboul-Nasr	9/3/2020	270.00
12455	Art With Larisse	9/3/2020	44.00
12456	Asma Ahmad	9/3/2020	139.05
12457	Beautiful Feet Books, Inc.	9/3/2020	1,928.99
12458	Big Little Ones LLC	9/3/2020	369.40
12459	Brave Writer LLC	9/3/2020	1,157.45
12460	Briana Harley	9/3/2020	450.00
12461	Bridges Equestrian Inc	9/3/2020	1,220.00
12462	Classical Learning Resource Center L.L.C.	9/3/2020	50.00
12463	Claudia Hernandez	9/3/2020	450.00
12464	Club Z! In-Home Tutoring Services	9/3/2020	350.00
12465	Corona Dance Academy	9/3/2020	65.00
12466	Diana Parmeter	9/3/2020	80.00
12467	Education.com Holdings, Inc.	9/3/2020	119.99
12468	Educational Development Corporation	9/3/2020	650.60
12469	eDynamic Learning	9/3/2020	2,365.00
12470	Elemental Science	9/3/2020	209.28
12471	Evan Sachs Piano Studio	9/3/2020	1,582.50
12472	Express Yourself Therapy	9/3/2020	80.00
12473	Family Literacy Centers	9/3/2020	175.00
12474	Fired Up Arts	9/3/2020	200.00
12475	Frazier Martial Arts	9/3/2020	189.62
12476	Freckled Frog	9/3/2020	62.50
12477	Gravitas Publications, Inc.	9/3/2020	168.98
12478	Guo's Elite dba World Elite Gymnastics RSM	9/3/2020	359.40
12479	Hands 4 Building, LLC	9/3/2020	142.99
12480	Home Science Tools	9/3/2020	726.35
12481	Hooked on Phonics	9/3/2020	86.18
12482	IL-Do Taekwondo	9/3/2020	890.00
12483	Inspyr Arts, LLC	9/3/2020	185.00
12484	Institute for Excellence in Writing	9/3/2020	1,106.72
12485	Interval Music	9/3/2020	312.50
12486	Intro 2 Skateboarding	9/3/2020	200.00
12487	Jacaranda Music Studios, LLC	9/3/2020	50.00
12488	JacKris Publishing, LLC	9/3/2020	80.94
12489	Janelle Wilson	9/3/2020	2,631.00
12490	Jon Hasz	9/3/2020	720.00
12491	Julie Gatlin	9/3/2020	275.00
12492	Juliet Aucreman	9/3/2020	700.00
12493	KiwiCo, Inc.	9/3/2020	2,720.51
12494	Kumon Mission Viejo-Civic Center	9/3/2020	260.00
12495	Lakeshore	9/3/2020	1,040.32
12496	Learning Without Tears	9/3/2020	162.99
12497	LEGO Education	9/3/2020	72.14

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12498	Lil' Chef School	9/3/2020	2,274.00
12499	Little Passports	9/3/2020	1,695.46
12500	Live Online Math	9/3/2020	235.00
12501	Logic of English	9/3/2020	900.16
12502	Los Rios Rock School	9/3/2020	400.00
12503	Mary Lemasters Tahir	9/3/2020	100.00
12504	Math-U-See Inc.	9/3/2020	435.00
12505	Mathnasium of Newport Beach	9/3/2020	150.00
12506	MEL Science U.S., LLC	9/3/2020	1,734.80
12507	Michele Liem	9/3/2020	92.00
12508	MobyMax, LLC	9/3/2020	9,750.00
12509	Modern Music Studio	9/3/2020	201.00
12511	Moving Beyond the Page	9/3/2020	7,977.52
12512	MoxieBox Art, Inc	9/3/2020	731.75
12513	Mystery Science Inc.	9/3/2020	207.00
12514	Nessy Learning LLC	9/3/2020	40.00
12515	OC Performing Arts, LLC	9/3/2020	101.25
12516	Oceanside Gymnastics	9/3/2020	660.00
12517	Pacific Conservatory	9/3/2020	49.50
12518	Pianoforte	9/3/2020	728.00
12519	Procopio, Cory, Hargreaves & Savitch LLP	9/3/2020	10,997.63
12525	Rainbow Resource Center	9/3/2020	17,353.78
12526	Riverside County Treasurer - Tax Collector	9/3/2020	73.59
12527	San Diego Surfing School	9/3/2020	908.28
12528	SenseAbilities	9/3/2020	340.00
12529	Singapore Math Live	9/3/2020	105.00
12530	TalkBox.Mom, Inc	9/3/2020	795.20
12531	TCi	9/3/2020	73.96
12532	Teacher Synergy, LLC	9/3/2020	1,577.75
12533	The Lampo Group, LLC	9/3/2020	507.41
12534	Thinkwell Corporation	9/3/2020	373.64
12535	Timberdoodle.com	9/3/2020	2,439.42
12536	Touch-type Read and Spell (TTRS)	9/3/2020	3,000.00
12537	Veronica Anne Richards	9/3/2020	300.00
12538	Vista Soccer Club	9/3/2020	1,400.00
12539	Waterworks Aquatics	9/3/2020	2,271.10
12540	Waterworks Aquatics Carlsbad	9/3/2020	394.72
12541	Waterworks Aquatics Huntington Beach	9/3/2020	2,277.73
12542	Well Trained Mind Press	9/3/2020	314.80
12543	WriteAtHome, Inc.	9/3/2020	179.00
12544	WriteShop	9/3/2020	62.63
12545	Yamaha Music Center - Irvine	9/3/2020	62.16
12546	Briana Harley	9/9/2020	1,050.00
12547	Academic Therapy Publications	9/11/2020	683.64
12548	Academics In A Box Inc	9/11/2020	39.95
12549	Activities for Learning, Inc.	9/11/2020	330.28
12550	Age of Learning for Schools, Inc	9/11/2020	17,000.00
12551	Aliso Viejo Kumon Center	9/11/2020	655.00
12552	All About Learning Press, Inc.	9/11/2020	2,449.22
12553	Alyssa Westphal	9/11/2020	215.00
12554	American Tiger Martial Arts & Fitness	9/11/2020	1,058.00
12555	Apex School of Movement San Diego	9/11/2020	110.00
12556	Apple Inc.	9/11/2020	1,945.35
12557	Art and Wilderness Institute	9/11/2020	596.00
12558	ARTime, LLC	9/11/2020	4,590.00
12559	ASU Preparatory Academy	9/11/2020	1,750.00
12560	Beakerz, LLC	9/11/2020	128.00

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12561	Beautiful Feet Books, Inc.	9/11/2020	3,090.78
12562	Bitsbox	9/11/2020	299.40
12563	BrainPOP LLC	9/11/2020	19,800.00
12564	Brave Writer LLC	9/11/2020	2,773.00
12565	Brittany Doan	9/11/2020	60.00
12566	Char Snyder-Jordan	9/11/2020	1,600.00
12567	Charter Schools Development Center	9/11/2020	8,000.00
12568	Christine Binder	9/11/2020	750.00
12569	CM School Supply Inc.	9/11/2020	40.15
12570	Coachella Valley Music Therapy	9/11/2020	140.00
12571	Comprehensive Therapy Associates, Inc.	9/11/2020	250.00
12572	Crossfit Murrieta/Murrieta Athletics, LLC	9/11/2020	100.00
12573	Dancing Shadow Conservatory	9/11/2020	108.00
12574	Daniel Newheiser	9/11/2020	145.00
12575	Dexter Music	9/11/2020	282.87
12576	Douglas W Stephey OD	9/11/2020	1,400.00
12577	eat2explore	9/11/2020	29.95
12578	Edmentum Inc	9/11/2020	480.00
12579	Education.com Holdings, Inc.	9/11/2020	179.93
12580	eDynamic Learning	9/11/2020	3,700.00
12581	EG	9/11/2020	450.00
12582	Elemental Science	9/11/2020	429.97
12583	Evan-Moor	9/11/2020	99.99
12584	Family Literacy Centers	9/11/2020	110.00
12585	For The Love Of Words	9/11/2020	1,320.00
12586	Frazier Martial Arts	9/11/2020	99.50
12587	Generation Genius, Inc	9/11/2020	310.00
12588	Green Acres Ranch, Inc	9/11/2020	225.00
12589	Green Art Labs	9/11/2020	40.00
12590	Gryphon Fitness Studio, LLC	9/11/2020	1,784.00
12591	Guillobel Brazilian Jiu-Jitsu International Inc	9/11/2020	398.00
12592	Guitar Center	9/11/2020	238.00
12593	Hands 4 Building, LLC	9/11/2020	342.97
12594	Historical Conquest	9/11/2020	77.58
12595	History Unboxed LLC	9/11/2020	5,260.41
12596	Home Science Tools	9/11/2020	787.81
12597	Hooked on Phonics	9/11/2020	32.70
12598	Inland Tutoring	9/11/2020	675.00
12599	Institute for Excellence in Writing	9/11/2020	65.88
12600	Jenny Tu	9/11/2020	340.00
12601	Jerry DeMink	9/11/2020	168.00
12602	Jesse Gandt	9/11/2020	540.00
12603	Joycelyn Choo	9/11/2020	107.00
12604	Julie Gatlin	9/11/2020	350.00
12605	Karate For All	9/11/2020	100.00
12606	Katie Kinnaman	9/11/2020	240.00
12607	Kirk D. Lunde	9/11/2020	1,125.00
12609	KiwiCo, Inc.	9/11/2020	8,436.38
12610	Lakeshore	9/11/2020	1,093.06
12611	Learning Without Tears	9/11/2020	186.53
12612	Leoangelo Reyes	9/11/2020	820.00
12613	Lexia Learners	9/11/2020	1,400.00
12614	Little Passports	9/11/2020	2,082.35
12615	Little Surf Co.	9/11/2020	500.00
12616	Live Education Inc.	9/11/2020	492.10
12617	Logic of English	9/11/2020	791.78
12618	Margie Enyeart	9/11/2020	312.21

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12619	Math-U-See Inc.	9/11/2020	1,330.00
12620	Mathnasium of Mission Viejo	9/11/2020	250.00
12621	Mathnasium of Newport Beach	9/11/2020	212.00
12622	MEL Science U.S., LLC	9/11/2020	972.10
12623	MobyMax, LLC	9/11/2020	9,750.00
12624	Morey's Music Store, Inc.	9/11/2020	261.48
12626	Moving Beyond the Page	9/11/2020	6,868.36
12627	Mubashera Chaudhry	9/11/2020	415.00
12628	Multi-Health Systems	9/11/2020	4,706.25
12629	Music-N-Smart	9/11/2020	130.00
12630	Mystery Science Inc.	9/11/2020	187.00
12631	Nicole Thomas	9/11/2020	148.00
12632	Oak Meadow Inc.	9/11/2020	406.00
12633	Outschool, Inc.	9/11/2020	144.00
12634	Outside the Box Creation	9/11/2020	47.95
12635	Pacific Conservatory	9/11/2020	412.50
12636	PAR, INC	9/11/2020	2,704.36
12637	Paul Ciolek	9/11/2020	410.00
12638	Peace Hill Press, Inc. dba Well Trained Mind Press	9/11/2020	435.84
12639	Portal Languages - Mission Viejo	9/11/2020	1,275.00
12642	Rainbow Resource Center	9/11/2020	7,683.92
12643	Reading Horizons	9/11/2020	8,489.25
12644	Rockstars of Tomorrow Riverside	9/11/2020	973.00
12645	Sally Piano Music	9/11/2020	621.00
12646	San Diego Civic Youth Ballet	9/11/2020	360.00
12647	Scholastic Inc.	9/11/2020	84.17
12648	School of Rock Oceanside	9/11/2020	414.00
12649	Sew Outside The Box	9/11/2020	153.31
12650	SHI International Corp	9/11/2020	35,806.42
12651	Signing Online	9/11/2020	75.00
12653	Singapore Math Inc.	9/11/2020	2,232.85
12654	SOR Schools VI, LLC	9/11/2020	590.00
12657	Studies Weekly	9/11/2020	3,177.31
12658	Supercharged Science	9/11/2020	111.00
12659	Talentz Inc.	9/11/2020	109.00
12661	Teacher Synergy, LLC	9/11/2020	993.65
12662	Terry Tsang Optometry	9/11/2020	125.00
12663	The Coder School - Irvine	9/11/2020	150.00
12664	The Critical Thinking Co.	9/11/2020	216.43
12665	The Lampo Group, LLC	9/11/2020	137.49
12666	Timberdoodle.com	9/11/2020	220.80
12667	Tkd Capistrano Corp.	9/11/2020	140.00
12668	Veronica Anne Richards	9/11/2020	60.00
12669	Watersafe Swim School	9/11/2020	2,207.00
12670	Westminster Arts Academy	9/11/2020	324.00
12671	White Dragon Martial Arts	9/11/2020	1,805.25
12672	WM Music Lessons	9/11/2020	480.00
12673	yonginjsj	9/11/2020	99.00
12674	Young Actors Space	9/11/2020	135.00
12675	Zaner-Bloser, Inc.	9/11/2020	215.46
12676	Char Snyder-Jordan	9/14/2020	2,640.00
12677	Spin STEAM	9/14/2020	9,876.50
12678	The Stronghold	9/14/2020	275.00
12679	Caroline Moon	9/15/2020	250.00
12680	Gloria M Antonini	9/15/2020	250.00
12681	Lisa Rumsey	9/15/2020	250.00
12682	Natasha Brunstetter	9/15/2020	250.00

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12683	Sherri McFadden	9/15/2020	250.00
12684	Cameron Brothers, LLC	9/16/2020	500.00
12685	Caroline Moon	9/16/2020	Void
12686	Gloria M Antonini	9/16/2020	Void
12687	Lisa Rumsey	9/16/2020	Void
12688	Natasha Brunstetter	9/16/2020	Void
12689	Sherri McFadden	9/16/2020	Void
12690	Academics In A Box Inc	9/17/2020	86.85
12691	Activities for Learning, Inc.	9/17/2020	802.46
12692	Al-Burooj Academy	9/17/2020	3,810.00
12693	Alyssa Westphal	9/17/2020	200.00
12694	Amy Roncevich	9/17/2020	280.00
12695	Apple Inc.	9/17/2020	1,059.92
12696	Arts & Learning Conservatory	9/17/2020	160.00
12697	Brave Writer LLC	9/17/2020	49.95
12698	Brian Marriott	9/17/2020	60.00
12699	Briana Harley	9/17/2020	300.00
12700	Carrie Damitz	9/17/2020	50.00
12701	Coachella Valley Music Therapy	9/17/2020	140.00
12702	Code Ninjas	9/17/2020	236.86
12703	Coding with Kids, LLC	9/17/2020	95.00
12704	Cody Noriega	9/17/2020	60.00
12705	Crossfit Murrieta/Murrieta Athletics, LLC	9/17/2020	125.00
12706	Dancing Shadow Conservatory	9/17/2020	54.00
12707	Drivers Ed Direct	9/17/2020	78.00
12708	Dunamix Dance Project	9/17/2020	350.00
12709	Education.com Holdings, Inc.	9/17/2020	119.00
12711	eDynamic Learning	9/17/2020	4,405.00
12712	For The Love Of Words	9/17/2020	80.00
12713	Houghton Mifflin Harcourt Publishing Co.	9/17/2020	124.01
12714	Inspyr Arts, LLC	9/17/2020	215.00
12715	Interval Music	9/17/2020	100.00
12716	J.E.M.S. Dance Center	9/17/2020	910.00
12717	Jennifer McQuarrie	9/17/2020	528.00
12718	Jenny Tu	9/17/2020	300.00
12719	Jerry DeMink	9/17/2020	84.00
12720	Jonathan Alaniz	9/17/2020	40.00
12721	Karis Academy	9/17/2020	5,225.00
12722	KHS	9/17/2020	1,000.00
12723	Kick It Up	9/17/2020	600.00
12725	KiwiCo, Inc.	9/17/2020	7,465.13
12726	Lakeshore	9/17/2020	351.98
12727	Learning Without Tears	9/17/2020	56.17
12728	LEGO Education	9/17/2020	537.45
12729	Lexia Learners	9/17/2020	350.00
12730	Live Education Inc.	9/17/2020	1,048.85
12731	Mad Dog Math	9/17/2020	9.99
12732	Major League Training LLC	9/17/2020	200.00
12733	Math-U-See Inc.	9/17/2020	1,481.00
12734	Mathnasium of Newport Beach	9/17/2020	938.00
12735	Michele Sanchez	9/17/2020	115.00
12736	Middlezong Investment Group LLC	9/17/2020	540.00
12737	Moving Beyond the Page	9/17/2020	3,909.91
12738	MoxieBox Art, Inc	9/17/2020	566.48
12739	Mudassarah Chaudhry	9/17/2020	Void
12740	Musical Theatre Orange County	9/17/2020	920.00
12741	Mystery Science Inc.	9/17/2020	138.00

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12742	NCS Pearson, Inc.	9/17/2020	2,871.25
12743	Oak Meadow Inc.	9/17/2020	1,014.00
12744	OC Performing Arts, LLC	9/17/2020	135.00
12745	Office Depot, Inc	9/17/2020	106.67
12746	One-on-One Tutoring	9/17/2020	1,400.00
12747	Pacific Conservatory	9/17/2020	184.25
12748	Peace Hill Press, Inc. dba Well Trained Mind Press	9/17/2020	85.04
12749	Pearson Education Inc.	9/17/2020	221.92
12750	Play-Well TEKnologies	9/17/2020	836.00
12751	Power of Leverage BJJ	9/17/2020	240.00
12752	Rainbow Resource Center	9/17/2020	1,602.19
12753	Renaissance	9/17/2020	34,337.50
12754	Rhinos Rugby Academy	9/17/2020	1,707.00
12755	Riverside Insights	9/17/2020	6,649.93
12756	Roos Music	9/17/2020	1,440.00
12757	Samara Rice	9/17/2020	2,666.00
12758	Sandy's Art Studio	9/17/2020	350.00
12759	Savvas Learning Company LLC	9/17/2020	80.17
12760	Savvas Learning Company LLC	9/17/2020	29.64
12761	School Pathways, LLC	9/17/2020	27,202.77
12762	Singapore Math Inc.	9/17/2020	417.45
12763	Soundscape Music	9/17/2020	140.00
12764	South OC Hybrid Homeschool	9/17/2020	1,737.50
12765	Studies Weekly	9/17/2020	646.16
12766	Teacher Synergy, LLC	9/17/2020	313.99
12767	Tegan Thacker	9/17/2020	40.00
12768	The Collective Movements	9/17/2020	1,670.00
12769	The Lampo Group, LLC	9/17/2020	277.45
12770	Thinkwell Corporation	9/17/2020	125.00
12771	Timberdoodle.com	9/17/2020	3,326.96
12772	Time4Writing.com	9/17/2020	119.00
12773	Verizon Wireless	9/17/2020	275.57
12774	Wagner's School of Music, LLC	9/17/2020	352.00
12775	Write On! Webb	9/17/2020	237.00
12776	Braille Abilities, LLC	9/18/2020	84,797.04
12777	Modern Development Company	9/23/2020	6,648.40
12778	One-on-One Tutoring	9/23/2020	200.00
12779	Poway Executive Plaza, LLC	9/23/2020	24,543.00
12780	A Brighter Child	9/25/2020	193.88
12781	ACES	9/25/2020	1,404.17
12782	All About Learning Press, Inc.	9/25/2020	1,017.35
12783	Alyssa Westphal	9/25/2020	200.00
12784	Annette Brower	9/25/2020	125.00
12785	Apex Learning Inc.	9/25/2020	300.00
12786	Apple Inc.	9/25/2020	99.00
12787	April Simpson	9/25/2020	257.88
12788	ASU Preparatory Academy	9/25/2020	350.00
12789	Autism Learning Partners LLC	9/25/2020	3,505.00
12790	Beautiful Feet Books, Inc.	9/25/2020	300.28
12791	Bitsbox	9/25/2020	254.55
12792	Briana Harley	9/25/2020	100.00
12793	Brighton Education LLC	9/25/2020	1,625.00
12794	Cassandra Bradford	9/25/2020	600.00
12795	CEG Martial Arts	9/25/2020	577.20
12796	CF Dance Academy	9/25/2020	478.69
12797	Chanel Wolfe	9/25/2020	277.52
12798	Charter's Choice Educational Services	9/25/2020	2,612.50

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
12799	Coast Music Therapy	9/25/2020	95.00
12800	Comprehensive Therapy Associates, Inc.	9/25/2020	375.00
12801	Cornerstone Therapies	9/25/2020	2,050.00
12802	Customized Vision Care Optometry	9/25/2020	450.00
12803	Daniel and Davis Optometry, Inc.	9/25/2020	290.00
12804	DG Therapy Group-Whittier	9/25/2020	375.00
12805	Dynamic Therapy Solutions	9/25/2020	1,120.00
12806	E-Therapy LLC	9/25/2020	37.50
12807	Education.com Holdings, Inc.	9/25/2020	119.99
12808	Educational Development Corporation	9/25/2020	26.24
12809	eDynamic Learning	9/25/2020	1,050.00
12810	Effectual Educational Consulting Services	9/25/2020	4,460.00
12811	EG	9/25/2020	450.00
12812	Elemental Science	9/25/2020	73.69
12813	eLuma LLC	9/25/2020	40,615.03
12814	EMH Sports USA, Inc.	9/25/2020	5,588.75
12815	Evan-Moor	9/25/2020	99.99
12816	Express Yourself Therapy	9/25/2020	720.00
12817	Firestorm Freerunning and Acrobatics	9/25/2020	882.00
12818	For The Love Of Words	9/25/2020	160.00
12819	Generation Genius, Inc	9/25/2020	240.00
12820	Global Teletherapy	9/25/2020	961.00
12821	Gryphon Fitness Studio, LLC	9/25/2020	251.00
12822	Heart and Hooves Therapy	9/25/2020	160.00
12823	Hether Henderson	9/25/2020	99.59
12824	Hiddleston Listening, Language, and Speech Center	9/25/2020	1,500.00
12825	HMSYSTEMS INC.	9/25/2020	75.00
12826	IL-Do Taekwondo	9/25/2020	175.00
12827	Infinity Kids	9/25/2020	2,560.00
12828	Irvine Therapy Services, Inc.	9/25/2020	1,155.00
12829	Island Therapies	9/25/2020	4,600.00
12830	Jacaranda Music Studios, LLC	9/25/2020	576.00
12831	Janet E. Kohtz, O.D. F.C.O.V.D	9/25/2020	750.00
12832	Jason Choi	9/25/2020	100.00
12833	Jessica Cervantes	9/25/2020	121.40
12834	Jump and Schout Therapy, Inc.	9/25/2020	292.50
12835	Karate For All	9/25/2020	364.00
12836	Kidslife	9/25/2020	350.00
12839	KiwiCo, Inc.	9/25/2020	7,772.94
12840	Krav Maga of Orange County LLC	9/25/2020	286.00
12841	Kumon Mission Viejo-Civic Center	9/25/2020	574.50
12842	Lakeshore	9/25/2020	361.70
12843	Learning Without Tears	9/25/2020	85.25
12844	LEGO Education	9/25/2020	119.53
12845	Lighthouse Therapy LLC	9/25/2020	15,131.96
12846	Lucid Speech and Language	9/25/2020	3,125.00
12847	Mad Dog Math	9/25/2020	89.99
12848	Marnie Young	9/25/2020	855.00
12849	Math-U-See Inc.	9/25/2020	168.00
12850	McColgan & Associates INC	9/25/2020	812.50
12851	McKee Music Therapy Services LLC	9/25/2020	390.00
12852	MEL Science U.S., LLC	9/25/2020	378.80
12853	Moving Beyond the Page	9/25/2020	2,148.34
12854	Mubashera Chaudhry	9/25/2020	3,015.25
12855	Mudassarah Chaudhry	9/25/2020	1,050.75
12856	Nichols Speech, Inc.	9/25/2020	135.00
12857	Nicole Fredericks	9/25/2020	1,050.00

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Check Number	Vendor Name	Check Date	Check Amount
12858	Nicole Thomas	9/25/2020	99.00
12859	Orange County Speech Services	9/25/2020	1,680.00
12860	Oxford Consulting Services, Inc.	9/25/2020	835.00
12861	Pacific Conservatory	9/25/2020	220.00
12862	Paul Ciolek	9/25/2020	85.00
12863	Peace Hill Press, Inc. dba Well Trained Mind Press	9/25/2020	161.70
12864	Pediatric Therapy Associates	9/25/2020	125.00
12865	Phoenix Feather Academy of Music	9/25/2020	620.50
12866	Portal Languages - Mission Viejo	9/25/2020	400.00
12867	Professional Tutors of America Inc.	9/25/2020	807.50
12868	Rainbow Resource Center	9/25/2020	4,405.88
12869	Rancho Santa Fe Optometry	9/25/2020	480.00
12870	Roos Music	9/25/2020	450.00
12871	S.T.A.R Academy	9/25/2020	6,930.00
12872	San Diego Gas & Electric	9/25/2020	1,060.98
12873	San Diego Gas & Electric	9/25/2020	407.90
12874	San Diego Surfing School, Inc	9/25/2020	418.76
12875	Scholastic Inc.	9/25/2020	56.37
12876	SKY Pediatric Inc.	9/25/2020	2,187.50
12877	SmallTalk Speech & Occupational Therapy	9/25/2020	2,160.00
12878	Social Communication Specialists	9/25/2020	500.00
12879	Sounds Smart Speech Therapy	9/25/2020	2,237.40
12880	South OC Hybrid Homeschool	9/25/2020	3,543.75
12881	Specialized Therapy Services, Inc.	9/25/2020	43,695.98
12882	Starfall Education Foundation	9/25/2020	35.00
12883	Stepping Stones Learning Academy	9/25/2020	8,250.00
12884	Storm Hockey, INC.	9/25/2020	80.00
12885	Stowell Learning Centers	9/25/2020	2,329.00
12886	Studio H Fine Art	9/25/2020	400.00
12887	Teacher Synergy, LLC	9/25/2020	540.68
12888	Teaching Textbooks	9/25/2020	2,341.57
12889	Temecula Music Academy	9/25/2020	140.00
12890	Terry Tsang Optometry	9/25/2020	375.00
12891	The Critical Thinking Co.	9/25/2020	920.90
12892	The Dragon Institute	9/25/2020	149.00
12893	The Lampo Group, LLC	9/25/2020	93.49
12894	The LaunchPad Therapy for Kids	9/25/2020	2,300.00
12895	Total Education Solutions, dba TES Therapy	9/25/2020	746.25
12896	TSW Therapy, Inc	9/25/2020	510.00
12897	Up & Movin'	9/25/2020	585.00
12898	UPS	9/25/2020	2,791.02
12899	Valued Voices	9/25/2020	4,002.50
12900	Wieser Educational	9/25/2020	169.02
12901	WriteAtHome, Inc.	9/25/2020	399.00
12902	WriteShop	9/25/2020	181.65
12903	Yamam Almouradi	9/25/2020	770.00
12904	Mubashera Chaudhry	9/28/2020	425.00
12909	Amazon Capital Services	9/29/2020	1,863.84
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	28.05
ACH	Amazon Capital Services	9/16/2020	9.04
ACH	Amazon Capital Services	9/16/2020	17.33
ACH	Amazon Capital Services	9/16/2020	58.75
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	7.49
ACH	Amazon Capital Services	9/16/2020	16.14
ACH	Amazon Capital Services	9/16/2020	17.67

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	20.47
ACH	Amazon Capital Services	9/16/2020	42.46
ACH	Amazon Capital Services	9/16/2020	14.14
ACH	Amazon Capital Services	9/16/2020	33.34
ACH	Amazon Capital Services	9/16/2020	40.57
ACH	Amazon Capital Services	9/16/2020	12.95
ACH	Amazon Capital Services	9/16/2020	24.20
ACH	Amazon Capital Services	9/16/2020	28.51
ACH	Amazon Capital Services	9/16/2020	6.69
ACH	Amazon Capital Services	9/16/2020	26.93
ACH	Amazon Capital Services	9/16/2020	9.94
ACH	Amazon Capital Services	9/16/2020	91.72
ACH	Amazon Capital Services	9/16/2020	6.24
ACH	Amazon Capital Services	9/16/2020	55.26
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	120.02
ACH	Amazon Capital Services	9/16/2020	58.13
ACH	Amazon Capital Services	9/16/2020	27.70
ACH	Amazon Capital Services	9/16/2020	12.50
ACH	Amazon Capital Services	9/16/2020	22.15
ACH	Amazon Capital Services	9/16/2020	43.09
ACH	Amazon Capital Services	9/16/2020	11.63
ACH	Amazon Capital Services	9/16/2020	17.44
ACH	Amazon Capital Services	9/16/2020	14.71
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	46.90
ACH	Amazon Capital Services	9/16/2020	39.15
ACH	Amazon Capital Services	9/16/2020	32.38
ACH	Amazon Capital Services	9/16/2020	6.44
ACH	Amazon Capital Services	9/16/2020	43.98
ACH	Amazon Capital Services	9/16/2020	11.63
ACH	Amazon Capital Services	9/16/2020	9.69
ACH	Amazon Capital Services	9/16/2020	17.99
ACH	Amazon Capital Services	9/16/2020	45.14
ACH	Amazon Capital Services	9/16/2020	55.19
ACH	Amazon Capital Services	9/16/2020	13.51
ACH	Amazon Capital Services	9/16/2020	6.51
ACH	Amazon Capital Services	9/16/2020	17.66
ACH	Amazon Capital Services	9/16/2020	3.95
ACH	Amazon Capital Services	9/16/2020	62.32
ACH	Amazon Capital Services	9/16/2020	19.56
ACH	Amazon Capital Services	9/16/2020	68.82
ACH	Amazon Capital Services	9/16/2020	39.74
ACH	Amazon Capital Services	9/16/2020	12.60
ACH	Amazon Capital Services	9/16/2020	15.06
ACH	Amazon Capital Services	9/16/2020	21.53
ACH	Amazon Capital Services	9/16/2020	25.85
ACH	Amazon Capital Services	9/16/2020	17.22
ACH	Amazon Capital Services	9/16/2020	12.94
ACH	Amazon Capital Services	9/16/2020	117.40
ACH	Amazon Capital Services	9/16/2020	15.37
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	9.26
ACH	Amazon Capital Services	9/16/2020	26.27
ACH	Amazon Capital Services	9/16/2020	8.58
ACH	Amazon Capital Services	9/16/2020	8.09
ACH	Amazon Capital Services	9/16/2020	3.33

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For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	44.45
ACH	Amazon Capital Services	9/16/2020	36.64
ACH	Amazon Capital Services	9/16/2020	20.36
ACH	Amazon Capital Services	9/16/2020	58.27
ACH	Amazon Capital Services	9/16/2020	23.69
ACH	Amazon Capital Services	9/16/2020	48.77
ACH	Amazon Capital Services	9/16/2020	11.32
ACH	Amazon Capital Services	9/16/2020	78.57
ACH	Amazon Capital Services	9/16/2020	9.56
ACH	Amazon Capital Services	9/16/2020	24.66
ACH	Amazon Capital Services	9/16/2020	6.92
ACH	Amazon Capital Services	9/16/2020	25.85
ACH	Amazon Capital Services	9/16/2020	43.86
ACH	Amazon Capital Services	9/16/2020	52.11
ACH	Amazon Capital Services	9/16/2020	49.82
ACH	Amazon Capital Services	9/16/2020	26.82
ACH	Amazon Capital Services	9/16/2020	16.67
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	37.18
ACH	Amazon Capital Services	9/16/2020	25.84
ACH	Amazon Capital Services	9/16/2020	11.84
ACH	Amazon Capital Services	9/16/2020	43.49
ACH	Amazon Capital Services	9/16/2020	12.81
ACH	Amazon Capital Services	9/16/2020	48.93
ACH	Amazon Capital Services	9/16/2020	26.05
ACH	Amazon Capital Services	9/16/2020	22.50
ACH	Amazon Capital Services	9/16/2020	12.40
ACH	Amazon Capital Services	9/16/2020	14.43
ACH	Amazon Capital Services	9/16/2020	76.48
ACH	Amazon Capital Services	9/16/2020	30.69
ACH	Amazon Capital Services	9/16/2020	12.51
ACH	Amazon Capital Services	9/16/2020	13.24
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	13.30
ACH	Amazon Capital Services	9/16/2020	36.16
ACH	Amazon Capital Services	9/16/2020	14.90
ACH	Amazon Capital Services	9/16/2020	7.49
ACH	Amazon Capital Services	9/16/2020	41.16
ACH	Amazon Capital Services	9/16/2020	71.52
ACH	Amazon Capital Services	9/16/2020	32.31
ACH	Amazon Capital Services	9/16/2020	15.21
ACH	Amazon Capital Services	9/16/2020	118.51
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	27.58
ACH	Amazon Capital Services	9/16/2020	38.25
ACH	Amazon Capital Services	9/16/2020	22.82
ACH	Amazon Capital Services	9/16/2020	24.89
ACH	Amazon Capital Services	9/16/2020	32.76
ACH	Amazon Capital Services	9/16/2020	32.64
ACH	Amazon Capital Services	9/16/2020	27.47
ACH	Amazon Capital Services	9/16/2020	15.72
ACH	Amazon Capital Services	9/16/2020	22.29
ACH	Amazon Capital Services	9/16/2020	14.67
ACH	Amazon Capital Services	9/16/2020	14.97
ACH	Amazon Capital Services	9/16/2020	53.85
ACH	Amazon Capital Services	9/16/2020	74.81
ACH	Amazon Capital Services	9/16/2020	8.08

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Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	19.38
ACH	Amazon Capital Services	9/16/2020	53.55
ACH	Amazon Capital Services	9/16/2020	50.90
ACH	Amazon Capital Services	9/16/2020	19.35
ACH	Amazon Capital Services	9/16/2020	20.65
ACH	Amazon Capital Services	9/16/2020	16.15
ACH	Amazon Capital Services	9/16/2020	22.29
ACH	Amazon Capital Services	9/16/2020	41.45
ACH	Amazon Capital Services	9/16/2020	15.07
ACH	Amazon Capital Services	9/16/2020	27.22
ACH	Amazon Capital Services	9/16/2020	53.82
ACH	Amazon Capital Services	9/16/2020	24.77
ACH	Amazon Capital Services	9/16/2020	34.75
ACH	Amazon Capital Services	9/16/2020	39.84
ACH	Amazon Capital Services	9/16/2020	4.26
ACH	Amazon Capital Services	9/16/2020	58.58
ACH	Amazon Capital Services	9/16/2020	16.44
ACH	Amazon Capital Services	9/16/2020	21.94
ACH	Amazon Capital Services	9/16/2020	29.40
ACH	Amazon Capital Services	9/16/2020	32.64
ACH	Amazon Capital Services	9/16/2020	79.69
ACH	Amazon Capital Services	9/16/2020	7.21
ACH	Amazon Capital Services	9/16/2020	43.09
ACH	Amazon Capital Services	9/16/2020	6.61
ACH	Amazon Capital Services	9/16/2020	14.99
ACH	Amazon Capital Services	9/16/2020	14.76
ACH	Amazon Capital Services	9/16/2020	6.35
ACH	Amazon Capital Services	9/16/2020	24.77
ACH	Amazon Capital Services	9/16/2020	45.91
ACH	Amazon Capital Services	9/16/2020	7.41
ACH	Amazon Capital Services	9/16/2020	5.93
ACH	Amazon Capital Services	9/16/2020	42.83
ACH	Amazon Capital Services	9/16/2020	46.67
ACH	Amazon Capital Services	9/16/2020	24.76
ACH	Amazon Capital Services	9/16/2020	24.27
ACH	Amazon Capital Services	9/16/2020	36.36
ACH	Amazon Capital Services	9/16/2020	20.63
ACH	Amazon Capital Services	9/16/2020	24.23
ACH	Amazon Capital Services	9/16/2020	40.45
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	42.32
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	24.10
ACH	Amazon Capital Services	9/16/2020	18.04
ACH	Amazon Capital Services	9/16/2020	7.28
ACH	Amazon Capital Services	9/16/2020	17.96
ACH	Amazon Capital Services	9/16/2020	50.62
ACH	Amazon Capital Services	9/16/2020	17.84
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	6.24
ACH	Amazon Capital Services	9/16/2020	2.58
ACH	Amazon Capital Services	9/16/2020	125.49
ACH	Amazon Capital Services	9/16/2020	16.85
ACH	Amazon Capital Services	9/16/2020	53.30
ACH	Amazon Capital Services	9/16/2020	32.31
ACH	Amazon Capital Services	9/16/2020	18.87
ACH	Amazon Capital Services	9/16/2020	34.67

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	42.11
ACH	Amazon Capital Services	9/16/2020	6.44
ACH	Amazon Capital Services	9/16/2020	189.63
ACH	Amazon Capital Services	9/16/2020	27.28
ACH	Amazon Capital Services	9/16/2020	22.20
ACH	Amazon Capital Services	9/16/2020	5.39
ACH	Amazon Capital Services	9/16/2020	16.46
ACH	Amazon Capital Services	9/16/2020	18.85
ACH	Amazon Capital Services	9/16/2020	13.88
ACH	Amazon Capital Services	9/16/2020	39.04
ACH	Amazon Capital Services	9/16/2020	20.43
ACH	Amazon Capital Services	9/16/2020	15.37
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	119.58
ACH	Amazon Capital Services	9/16/2020	19.37
ACH	Amazon Capital Services	9/16/2020	19.23
ACH	Amazon Capital Services	9/16/2020	16.64
ACH	Amazon Capital Services	9/16/2020	11.63
ACH	Amazon Capital Services	9/16/2020	41.40
ACH	Amazon Capital Services	9/16/2020	54.91
ACH	Amazon Capital Services	9/16/2020	21.21
ACH	Amazon Capital Services	9/16/2020	26.59
ACH	Amazon Capital Services	9/16/2020	29.41
ACH	Amazon Capital Services	9/16/2020	27.15
ACH	Amazon Capital Services	9/16/2020	86.23
ACH	Amazon Capital Services	9/16/2020	14.43
ACH	Amazon Capital Services	9/16/2020	59.09
ACH	Amazon Capital Services	9/16/2020	17.23
ACH	Amazon Capital Services	9/16/2020	13.10
ACH	Amazon Capital Services	9/16/2020	70.95
ACH	Amazon Capital Services	9/16/2020	49.61
ACH	Amazon Capital Services	9/16/2020	71.03
ACH	Amazon Capital Services	9/16/2020	21.43
ACH	Amazon Capital Services	9/16/2020	35.47
ACH	Amazon Capital Services	9/16/2020	5.59
ACH	Amazon Capital Services	9/16/2020	92.38
ACH	Amazon Capital Services	9/16/2020	13.42
ACH	Amazon Capital Services	9/16/2020	47.91
ACH	Amazon Capital Services	9/16/2020	28.67
ACH	Amazon Capital Services	9/16/2020	43.88
ACH	Amazon Capital Services	9/16/2020	79.56
ACH	Amazon Capital Services	9/16/2020	16.81
ACH	Amazon Capital Services	9/16/2020	24.99
ACH	Amazon Capital Services	9/16/2020	65.66
ACH	Amazon Capital Services	9/16/2020	23.00
ACH	Amazon Capital Services	9/16/2020	6.99
ACH	Amazon Capital Services	9/16/2020	66.89
ACH	Amazon Capital Services	9/16/2020	28.26
ACH	Amazon Capital Services	9/16/2020	42.26
ACH	Amazon Capital Services	9/16/2020	41.18
ACH	Amazon Capital Services	9/16/2020	44.38
ACH	Amazon Capital Services	9/16/2020	18.02
ACH	Amazon Capital Services	9/16/2020	45.13
ACH	Amazon Capital Services	9/16/2020	6.52
ACH	Amazon Capital Services	9/16/2020	19.56
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	61.36

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	9.02
ACH	Amazon Capital Services	9/16/2020	13.95
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	6.64
ACH	Amazon Capital Services	9/16/2020	20.44
ACH	Amazon Capital Services	9/16/2020	21.54
ACH	Amazon Capital Services	9/16/2020	59.80
ACH	Amazon Capital Services	9/16/2020	27.00
ACH	Amazon Capital Services	9/16/2020	47.05
ACH	Amazon Capital Services	9/16/2020	167.00
ACH	Amazon Capital Services	9/16/2020	17.19
ACH	Amazon Capital Services	9/16/2020	45.80
ACH	Amazon Capital Services	9/16/2020	56.98
ACH	Amazon Capital Services	9/16/2020	15.03
ACH	Amazon Capital Services	9/16/2020	16.15
ACH	Amazon Capital Services	9/16/2020	9.54
ACH	Amazon Capital Services	9/16/2020	20.02
ACH	Amazon Capital Services	9/16/2020	15.04
ACH	Amazon Capital Services	9/16/2020	25.86
ACH	Amazon Capital Services	9/16/2020	11.63
ACH	Amazon Capital Services	9/16/2020	29.08
ACH	Amazon Capital Services	9/16/2020	31.13
ACH	Amazon Capital Services	9/16/2020	47.15
ACH	Amazon Capital Services	9/16/2020	14.29
ACH	Amazon Capital Services	9/16/2020	18.37
ACH	Amazon Capital Services	9/16/2020	16.16
ACH	Amazon Capital Services	9/16/2020	31.66
ACH	Amazon Capital Services	9/16/2020	40.37
ACH	Amazon Capital Services	9/16/2020	21.54
ACH	Amazon Capital Services	9/16/2020	49.55
ACH	Amazon Capital Services	9/16/2020	72.01
ACH	Amazon Capital Services	9/16/2020	14.82
ACH	Amazon Capital Services	9/16/2020	14.82
ACH	Amazon Capital Services	9/16/2020	65.73
ACH	Amazon Capital Services	9/16/2020	28.03
ACH	Amazon Capital Services	9/16/2020	44.04
ACH	Amazon Capital Services	9/16/2020	9.69
ACH	Amazon Capital Services	9/16/2020	42.60
ACH	Amazon Capital Services	9/16/2020	11.84
ACH	Amazon Capital Services	9/16/2020	12.91
ACH	Amazon Capital Services	9/16/2020	19.25
ACH	Amazon Capital Services	9/16/2020	95.90
ACH	Charter School Capital	9/24/2020	1,321,404.03
ACH	Amazon Capital Services	9/24/2020	23.20
ACH	Amazon Capital Services	9/24/2020	80.61
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	6.44
ACH	Amazon Capital Services	9/24/2020	27.24
ACH	Amazon Capital Services	9/24/2020	18.82
ACH	Amazon Capital Services	9/24/2020	48.82
ACH	Amazon Capital Services	9/24/2020	48.48
ACH	Amazon Capital Services	9/24/2020	41.59
ACH	Amazon Capital Services	9/24/2020	32.27
ACH	Amazon Capital Services	9/24/2020	9.11
ACH	Amazon Capital Services	9/24/2020	16.33
ACH	Amazon Capital Services	9/24/2020	11.63

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	32.41
ACH	Amazon Capital Services	9/24/2020	13.95
ACH	Amazon Capital Services	9/24/2020	35.50
ACH	Amazon Capital Services	9/24/2020	11.72
ACH	Amazon Capital Services	9/24/2020	32.31
ACH	Amazon Capital Services	9/24/2020	3.77
ACH	Amazon Capital Services	9/24/2020	16.97
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	15.07
ACH	Amazon Capital Services	9/24/2020	5.05
ACH	Amazon Capital Services	9/24/2020	14.06
ACH	Amazon Capital Services	9/24/2020	13.07
ACH	Amazon Capital Services	9/24/2020	15.21
ACH	Amazon Capital Services	9/24/2020	5.79
ACH	Amazon Capital Services	9/24/2020	7.50
ACH	Amazon Capital Services	9/24/2020	23.61
ACH	Amazon Capital Services	9/24/2020	18.31
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	23.84
ACH	Amazon Capital Services	9/24/2020	18.66
ACH	Amazon Capital Services	9/24/2020	18.29
ACH	Amazon Capital Services	9/24/2020	48.46
ACH	Amazon Capital Services	9/24/2020	15.07
ACH	Amazon Capital Services	9/24/2020	43.29
ACH	Amazon Capital Services	9/24/2020	49.45
ACH	Amazon Capital Services	9/24/2020	11.41
ACH	Amazon Capital Services	9/24/2020	29.09
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	101.62
ACH	Amazon Capital Services	9/24/2020	15.91
ACH	Amazon Capital Services	9/24/2020	16.58
ACH	Amazon Capital Services	9/24/2020	3.76
ACH	Amazon Capital Services	9/24/2020	20.13
ACH	Amazon Capital Services	9/24/2020	6.99
ACH	Amazon Capital Services	9/24/2020	32.30
ACH	Amazon Capital Services	9/24/2020	105.51
ACH	Amazon Capital Services	9/24/2020	14.34
ACH	Amazon Capital Services	9/24/2020	3.35
ACH	Amazon Capital Services	9/24/2020	27.78
ACH	Amazon Capital Services	9/24/2020	44.44
ACH	Amazon Capital Services	9/24/2020	14.04
ACH	Amazon Capital Services	9/24/2020	14.86
ACH	Amazon Capital Services	9/24/2020	69.98
ACH	Amazon Capital Services	9/24/2020	58.43
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	17.67
ACH	Amazon Capital Services	9/24/2020	16.18
ACH	Amazon Capital Services	9/24/2020	13.99
ACH	Amazon Capital Services	9/24/2020	7.35
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	50.09
ACH	Amazon Capital Services	9/24/2020	8.40
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	7.39
ACH	Amazon Capital Services	9/24/2020	59.26
ACH	Amazon Capital Services	9/24/2020	6.45

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	5.37
ACH	Amazon Capital Services	9/24/2020	8.57
ACH	Amazon Capital Services	9/24/2020	7.60
ACH	Amazon Capital Services	9/24/2020	22.49
ACH	Amazon Capital Services	9/24/2020	13.21
ACH	Amazon Capital Services	9/24/2020	21.29
ACH	Amazon Capital Services	9/24/2020	18.30
ACH	Amazon Capital Services	9/24/2020	17.00
ACH	Amazon Capital Services	9/24/2020	6.67
ACH	Amazon Capital Services	9/24/2020	7.65
ACH	Amazon Capital Services	9/24/2020	8.59
ACH	Amazon Capital Services	9/24/2020	6.52
ACH	Amazon Capital Services	9/24/2020	13.72
ACH	Amazon Capital Services	9/24/2020	51.71
ACH	Amazon Capital Services	9/24/2020	32.38
ACH	Amazon Capital Services	9/24/2020	49.52
ACH	Amazon Capital Services	9/24/2020	40.73
ACH	Amazon Capital Services	9/24/2020	22.55
ACH	Amazon Capital Services	9/24/2020	9.68
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	12.38
ACH	Amazon Capital Services	9/24/2020	6.95
ACH	Amazon Capital Services	9/24/2020	35.23
ACH	Amazon Capital Services	9/24/2020	29.94
ACH	Amazon Capital Services	9/24/2020	30.88
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	21.74
ACH	Amazon Capital Services	9/24/2020	14.18
ACH	Amazon Capital Services	9/24/2020	19.29
ACH	Amazon Capital Services	9/24/2020	55.44
ACH	Amazon Capital Services	9/24/2020	11.95
ACH	Amazon Capital Services	9/24/2020	25.32
ACH	Amazon Capital Services	9/24/2020	6.34
ACH	Amazon Capital Services	9/24/2020	6.89
ACH	Amazon Capital Services	9/24/2020	30.76
ACH	Amazon Capital Services	9/24/2020	32.38
ACH	Amazon Capital Services	9/24/2020	36.82
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	15.24
ACH	Amazon Capital Services	9/24/2020	112.18
ACH	Amazon Capital Services	9/24/2020	12.96
ACH	Amazon Capital Services	9/24/2020	18.07
ACH	Amazon Capital Services	9/24/2020	18.02
ACH	Amazon Capital Services	9/24/2020	13.47
ACH	Amazon Capital Services	9/24/2020	23.97
ACH	Amazon Capital Services	9/24/2020	17.67
ACH	Amazon Capital Services	9/24/2020	4.30
ACH	Amazon Capital Services	9/24/2020	126.72
ACH	Amazon Capital Services	9/24/2020	34.58
ACH	Amazon Capital Services	9/24/2020	49.39
ACH	Amazon Capital Services	9/24/2020	8.39
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	19.21
ACH	Amazon Capital Services	9/24/2020	49.54
ACH	Amazon Capital Services	9/24/2020	103.18
ACH	Amazon Capital Services	9/24/2020	11.64
ACH	Amazon Capital Services	9/24/2020	9.36

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	19.38
ACH	Amazon Capital Services	9/24/2020	38.79
ACH	Amazon Capital Services	9/24/2020	58.47
ACH	Amazon Capital Services	9/24/2020	21.74
ACH	Amazon Capital Services	9/24/2020	34.22
ACH	Amazon Capital Services	9/24/2020	50.62
ACH	Amazon Capital Services	9/24/2020	22.81
ACH	Amazon Capital Services	9/24/2020	5.99
ACH	Amazon Capital Services	9/24/2020	40.56
ACH	Amazon Capital Services	9/24/2020	9.55
ACH	Amazon Capital Services	9/24/2020	57.70
ACH	Amazon Capital Services	9/24/2020	16.98
ACH	Amazon Capital Services	9/24/2020	42.20
ACH	Amazon Capital Services	9/24/2020	111.80
ACH	Amazon Capital Services	9/24/2020	15.28
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	17.22
ACH	Amazon Capital Services	9/24/2020	49.51
ACH	Amazon Capital Services	9/24/2020	18.85
ACH	Amazon Capital Services	9/24/2020	44.06
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	5.27
ACH	Amazon Capital Services	9/24/2020	34.89
ACH	Amazon Capital Services	9/24/2020	13.67
ACH	Amazon Capital Services	9/24/2020	26.88
ACH	Amazon Capital Services	9/24/2020	7.31
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	20.34
ACH	Amazon Capital Services	9/24/2020	6.37
ACH	Amazon Capital Services	9/24/2020	54.49
ACH	Amazon Capital Services	9/24/2020	57.07
ACH	Amazon Capital Services	9/24/2020	16.49
ACH	Amazon Capital Services	9/24/2020	4.30
ACH	Amazon Capital Services	9/24/2020	153.73
ACH	Amazon Capital Services	9/24/2020	25.86
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	26.93
ACH	Amazon Capital Services	9/24/2020	12.96
ACH	Amazon Capital Services	9/24/2020	45.24
ACH	Amazon Capital Services	9/24/2020	7.42
ACH	Amazon Capital Services	9/24/2020	43.71
ACH	Amazon Capital Services	9/24/2020	9.65
ACH	Amazon Capital Services	9/24/2020	32.74
ACH	Amazon Capital Services	9/24/2020	14.82
ACH	Amazon Capital Services	9/24/2020	33.86
ACH	Amazon Capital Services	9/24/2020	33.67
ACH	Amazon Capital Services	9/24/2020	42.96
ACH	Amazon Capital Services	9/24/2020	35.66
ACH	Amazon Capital Services	9/24/2020	12.28
ACH	Amazon Capital Services	9/24/2020	26.93
ACH	Amazon Capital Services	9/24/2020	11.96
ACH	Amazon Capital Services	9/24/2020	24.51
ACH	Amazon Capital Services	9/24/2020	36.24
ACH	Amazon Capital Services	9/24/2020	22.84
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	10.85

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	30.12
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	39.63
ACH	Amazon Capital Services	9/24/2020	33.71
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	36.07
ACH	Amazon Capital Services	9/24/2020	44.24
ACH	Amazon Capital Services	9/24/2020	31.77
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	35.68
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	7.66
ACH	Amazon Capital Services	9/24/2020	15.03
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	17.22
ACH	Amazon Capital Services	9/24/2020	45.65
ACH	Amazon Capital Services	9/24/2020	14.19
ACH	Amazon Capital Services	9/24/2020	15.52
ACH	Amazon Capital Services	9/24/2020	109.35
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	72.82
ACH	Amazon Capital Services	9/24/2020	18.43
ACH	Amazon Capital Services	9/24/2020	19.56
ACH	Amazon Capital Services	9/24/2020	30.72
ACH	Amazon Capital Services	9/24/2020	8.01
ACH	Amazon Capital Services	9/24/2020	78.35
ACH	Amazon Capital Services	9/24/2020	40.91
ACH	Amazon Capital Services	9/24/2020	47.40
ACH	Amazon Capital Services	9/24/2020	133.75
ACH	Amazon Capital Services	9/24/2020	17.68
ACH	Amazon Capital Services	9/24/2020	14.43
ACH	Amazon Capital Services	9/24/2020	61.51
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	14.23
ACH	Amazon Capital Services	9/24/2020	17.28
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	15.10
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	11.63
ACH	Amazon Capital Services	9/24/2020	6.53
ACH	Amazon Capital Services	9/24/2020	37.12
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	27.05
ACH	Amazon Capital Services	9/24/2020	26.88
ACH	Amazon Capital Services	9/24/2020	22.92
ACH	Amazon Capital Services	9/24/2020	13.89
ACH	Amazon Capital Services	9/24/2020	18.02
ACH	Amazon Capital Services	9/24/2020	15.06
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	51.97
ACH	Amazon Capital Services	9/24/2020	10.83
ACH	Amazon Capital Services	9/24/2020	31.22
ACH	Amazon Capital Services	9/24/2020	41.13
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	6.67
ACH	Amazon Capital Services	9/24/2020	122.78

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	34.35
ACH	Amazon Capital Services	9/24/2020	65.72
ACH	Amazon Capital Services	9/24/2020	23.79
ACH	Amazon Capital Services	9/24/2020	60.65
ACH	Amazon Capital Services	9/24/2020	15.06
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	74.82
ACH	Amazon Capital Services	9/24/2020	29.52
ACH	Amazon Capital Services	9/24/2020	5.39
ACH	Amazon Capital Services	9/24/2020	6.03
ACH	Amazon Capital Services	9/24/2020	37.56
ACH	Amazon Capital Services	9/24/2020	39.57
ACH	Amazon Capital Services	9/24/2020	21.39
ACH	Amazon Capital Services	9/24/2020	24.23
ACH	Amazon Capital Services	9/24/2020	63.88
ACH	Amazon Capital Services	9/24/2020	12.38
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	11.52
ACH	Amazon Capital Services	9/24/2020	34.78
ACH	Amazon Capital Services	9/24/2020	11.37
ACH	Amazon Capital Services	9/24/2020	5.65
ACH	Amazon Capital Services	9/24/2020	35.86
ACH	Amazon Capital Services	9/24/2020	26.71
ACH	Amazon Capital Services	9/24/2020	75.40
ACH	Amazon Capital Services	9/24/2020	32.31
ACH	Amazon Capital Services	9/24/2020	16.30
ACH	Amazon Capital Services	9/24/2020	45.96
ACH	Amazon Capital Services	9/24/2020	70.67
ACH	Amazon Capital Services	9/24/2020	28.10
ACH	Amazon Capital Services	9/24/2020	115.28
ACH	Amazon Capital Services	9/24/2020	23.90
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	117.45
ACH	Amazon Capital Services	9/24/2020	9.02
ACH	Amazon Capital Services	9/24/2020	7.42
ACH	Amazon Capital Services	9/24/2020	24.46
ACH	Amazon Capital Services	9/24/2020	21.54
ACH	Amazon Capital Services	9/24/2020	21.50
ACH	Amazon Capital Services	9/24/2020	15.47
ACH	Amazon Capital Services	9/24/2020	17.35
ACH	Amazon Capital Services	9/24/2020	27.18
ACH	Amazon Capital Services	9/24/2020	21.72
ACH	Amazon Capital Services	9/24/2020	20.89
ACH	Amazon Capital Services	9/24/2020	6.99
ACH	Amazon Capital Services	9/24/2020	63.91
ACH	Amazon Capital Services	9/24/2020	6.99
ACH	Amazon Capital Services	9/24/2020	19.33
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	36.34
ACH	Amazon Capital Services	9/24/2020	14.89
ACH	Amazon Capital Services	9/24/2020	14.14
ACH	Amazon Capital Services	9/24/2020	6.24
ACH	Amazon Capital Services	9/24/2020	123.41
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	24.92
ACH	Amazon Capital Services	9/24/2020	42.66

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	3.83
ACH	Charter Impact, Inc.	9/3/2020	292.46
ACH	Charter Impact, Inc.	9/3/2020	15,900.00
ACH	Charter Impact, Inc.	9/3/2020	40.00
ACH	Amazon Capital Services	9/3/2020	15.12
ACH	Amazon Capital Services	9/3/2020	12.13
ACH	Amazon Capital Services	9/3/2020	62.17
ACH	Amazon Capital Services	9/3/2020	17.20
ACH	Amazon Capital Services	9/3/2020	15.09
ACH	Amazon Capital Services	9/3/2020	22.89
ACH	Amazon Capital Services	9/3/2020	21.70
ACH	Amazon Capital Services	9/3/2020	71.23
ACH	Amazon Capital Services	9/3/2020	36.12
ACH	Amazon Capital Services	9/3/2020	26.50
ACH	Amazon Capital Services	9/3/2020	33.60
ACH	Amazon Capital Services	9/3/2020	46.50
ACH	Amazon Capital Services	9/3/2020	18.19
ACH	Amazon Capital Services	9/3/2020	26.92
ACH	Amazon Capital Services	9/3/2020	85.72
ACH	Amazon Capital Services	9/3/2020	59.12
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	33.19
ACH	Amazon Capital Services	9/3/2020	51.02
ACH	Amazon Capital Services	9/3/2020	48.39
ACH	Amazon Capital Services	9/3/2020	51.20
ACH	Amazon Capital Services	9/3/2020	233.13
ACH	Amazon Capital Services	9/3/2020	20.42
ACH	Amazon Capital Services	9/3/2020	5.38
ACH	Amazon Capital Services	9/3/2020	13.55
ACH	Amazon Capital Services	9/3/2020	37.59
ACH	Amazon Capital Services	9/3/2020	24.56
ACH	Amazon Capital Services	9/3/2020	12.38
ACH	Amazon Capital Services	9/3/2020	13.95
ACH	Amazon Capital Services	9/3/2020	24.07
ACH	Amazon Capital Services	9/3/2020	10.78
ACH	Amazon Capital Services	9/3/2020	22.52
ACH	Amazon Capital Services	9/3/2020	26.81
ACH	Amazon Capital Services	9/3/2020	8.57
ACH	Amazon Capital Services	9/3/2020	5.37
ACH	Amazon Capital Services	9/3/2020	19.38
ACH	Amazon Capital Services	9/3/2020	15.72
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	27.78
ACH	Amazon Capital Services	9/3/2020	27.27
ACH	Amazon Capital Services	9/3/2020	9.75
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	51.63
ACH	Amazon Capital Services	9/3/2020	9.39
ACH	Amazon Capital Services	9/3/2020	14.16
ACH	Amazon Capital Services	9/3/2020	13.95
ACH	Amazon Capital Services	9/3/2020	17.27
ACH	Amazon Capital Services	9/3/2020	23.28
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	20.34
ACH	Amazon Capital Services	9/3/2020	20.31
ACH	Amazon Capital Services	9/3/2020	22.88

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	32.35
ACH	Amazon Capital Services	9/3/2020	39.31
ACH	Amazon Capital Services	9/3/2020	6.25
ACH	Amazon Capital Services	9/3/2020	73.96
ACH	Amazon Capital Services	9/3/2020	45.56
ACH	Amazon Capital Services	9/3/2020	26.43
ACH	Amazon Capital Services	9/3/2020	22.35
ACH	Amazon Capital Services	9/3/2020	15.07
ACH	Amazon Capital Services	9/3/2020	10.75
ACH	Amazon Capital Services	9/3/2020	9.64
ACH	Amazon Capital Services	9/3/2020	11.84
ACH	Amazon Capital Services	9/3/2020	27.78
ACH	Amazon Capital Services	9/3/2020	18.31
ACH	Amazon Capital Services	9/3/2020	52.75
ACH	Amazon Capital Services	9/3/2020	12.91
ACH	Amazon Capital Services	9/3/2020	56.88
ACH	Amazon Capital Services	9/3/2020	25.62
ACH	Amazon Capital Services	9/3/2020	10.32
ACH	Amazon Capital Services	9/3/2020	6.09
ACH	Amazon Capital Services	9/3/2020	5.38
ACH	Amazon Capital Services	9/3/2020	38.09
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	10.43
ACH	Amazon Capital Services	9/3/2020	56.25
ACH	Amazon Capital Services	9/3/2020	71.72
ACH	Amazon Capital Services	9/3/2020	35.25
ACH	Amazon Capital Services	9/3/2020	69.93
ACH	Amazon Capital Services	9/3/2020	19.39
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	14.84
ACH	Amazon Capital Services	9/3/2020	16.30
ACH	Amazon Capital Services	9/3/2020	21.55
ACH	Amazon Capital Services	9/3/2020	8.99
ACH	Amazon Capital Services	9/3/2020	13.20
ACH	Amazon Capital Services	9/3/2020	22.93
ACH	Amazon Capital Services	9/3/2020	19.37
ACH	Amazon Capital Services	9/3/2020	82.00
ACH	Amazon Capital Services	9/3/2020	31.23
ACH	Amazon Capital Services	9/3/2020	32.61
ACH	Amazon Capital Services	9/3/2020	51.37
ACH	Amazon Capital Services	9/3/2020	31.23
ACH	Amazon Capital Services	9/3/2020	25.69
ACH	Amazon Capital Services	9/3/2020	7.85
ACH	Amazon Capital Services	9/3/2020	6.51
ACH	Amazon Capital Services	9/3/2020	6.38
ACH	Amazon Capital Services	9/3/2020	32.37
ACH	Amazon Capital Services	9/3/2020	34.02
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	24.62
ACH	Amazon Capital Services	9/3/2020	7.04
ACH	Amazon Capital Services	9/3/2020	12.91
ACH	Amazon Capital Services	9/3/2020	13.40
ACH	Amazon Capital Services	9/3/2020	50.56
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	83.70
ACH	Amazon Capital Services	9/3/2020	98.50
ACH	Amazon Capital Services	9/3/2020	59.59

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	28.58
ACH	Amazon Capital Services	9/3/2020	9.59
ACH	Amazon Capital Services	9/3/2020	18.31
ACH	Amazon Capital Services	9/3/2020	16.76
ACH	Amazon Capital Services	9/3/2020	24.48
ACH	Amazon Capital Services	9/3/2020	35.50
ACH	Amazon Capital Services	9/3/2020	101.24
ACH	Amazon Capital Services	9/3/2020	6.40
ACH	Amazon Capital Services	9/3/2020	37.63
ACH	Amazon Capital Services	9/3/2020	75.84
ACH	Amazon Capital Services	9/3/2020	12.43
ACH	Amazon Capital Services	9/3/2020	18.57
ACH	Amazon Capital Services	9/3/2020	9.36
ACH	Amazon Capital Services	9/3/2020	37.59
ACH	Amazon Capital Services	9/3/2020	25.74
ACH	Amazon Capital Services	9/3/2020	41.46
ACH	Amazon Capital Services	9/3/2020	26.93
ACH	Amazon Capital Services	9/3/2020	4.30
ACH	Amazon Capital Services	9/3/2020	48.48
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	8.07
ACH	Amazon Capital Services	9/3/2020	17.24
ACH	Amazon Capital Services	9/3/2020	48.39
ACH	Amazon Capital Services	9/3/2020	96.95
ACH	Amazon Capital Services	9/3/2020	12.92
ACH	Amazon Capital Services	9/3/2020	10.76
ACH	Amazon Capital Services	9/3/2020	10.21
ACH	Amazon Capital Services	9/3/2020	25.61
ACH	Amazon Capital Services	9/3/2020	18.48
ACH	Amazon Capital Services	9/3/2020	98.06
ACH	Amazon Capital Services	9/3/2020	14.00
ACH	Amazon Capital Services	9/3/2020	17.49
ACH	Amazon Capital Services	9/3/2020	5.71
ACH	Amazon Capital Services	9/3/2020	30.86
ACH	Amazon Capital Services	9/3/2020	23.97
ACH	Amazon Capital Services	9/3/2020	123.43
ACH	Amazon Capital Services	9/3/2020	13.95
ACH	Amazon Capital Services	9/3/2020	26.61
ACH	Amazon Capital Services	9/3/2020	38.90
ACH	Amazon Capital Services	9/3/2020	54.19
ACH	Amazon Capital Services	9/3/2020	20.46
ACH	Amazon Capital Services	9/3/2020	16.03
ACH	Amazon Capital Services	9/3/2020	28.53
ACH	Amazon Capital Services	9/3/2020	8.56
ACH	Amazon Capital Services	9/3/2020	26.70
ACH	Amazon Capital Services	9/3/2020	14.54
ACH	Amazon Capital Services	9/3/2020	11.84
ACH	Amazon Capital Services	9/3/2020	10.50
ACH	Amazon Capital Services	9/3/2020	17.66
ACH	Amazon Capital Services	9/3/2020	22.03
ACH	Amazon Capital Services	9/3/2020	19.07
ACH	Amazon Capital Services	9/3/2020	43.19
ACH	Amazon Capital Services	9/3/2020	14.54
ACH	Amazon Capital Services	9/3/2020	20.23
ACH	Amazon Capital Services	9/3/2020	7.28
ACH	Amazon Capital Services	9/3/2020	11.41
ACH	Amazon Capital Services	9/3/2020	25.84

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	49.04
ACH	Amazon Capital Services	9/3/2020	37.13
ACH	Amazon Capital Services	9/3/2020	25.33
ACH	Amazon Capital Services	9/3/2020	75.37
ACH	Amazon Capital Services	9/3/2020	21.64
ACH	Amazon Capital Services	9/3/2020	5.38
ACH	Amazon Capital Services	9/3/2020	70.50
ACH	Amazon Capital Services	9/3/2020	11.09
ACH	Amazon Capital Services	9/3/2020	4.03
ACH	Amazon Capital Services	9/3/2020	5.33
ACH	Amazon Capital Services	9/3/2020	61.18
ACH	Amazon Capital Services	9/3/2020	29.17
ACH	Amazon Capital Services	9/3/2020	19.51
ACH	Amazon Capital Services	9/3/2020	59.25
ACH	Amazon Capital Services	9/3/2020	13.87
ACH	Amazon Capital Services	9/3/2020	14.00
ACH	Amazon Capital Services	9/3/2020	12.91
ACH	Amazon Capital Services	9/3/2020	13.94
ACH	Amazon Capital Services	9/3/2020	17.23
ACH	Amazon Capital Services	9/3/2020	19.04
ACH	Amazon Capital Services	9/3/2020	18.67
ACH	Amazon Capital Services	9/3/2020	7.27
ACH	Amazon Capital Services	9/3/2020	11.38
ACH	Amazon Capital Services	9/3/2020	29.19
ACH	Amazon Capital Services	9/3/2020	127.05
ACH	Amazon Capital Services	9/3/2020	56.97
ACH	Amazon Capital Services	9/3/2020	5.37
ACH	Amazon Capital Services	9/3/2020	15.46
ACH	Amazon Capital Services	9/3/2020	30.22
ACH	Amazon Capital Services	9/3/2020	32.31
ACH	Amazon Capital Services	9/3/2020	22.80
ACH	Amazon Capital Services	9/3/2020	20.30
ACH	Amazon Capital Services	9/3/2020	6.45
ACH	Amazon Capital Services	9/3/2020	23.71
ACH	Amazon Capital Services	9/3/2020	74.31
ACH	Amazon Capital Services	9/3/2020	13.44
ACH	Amazon Capital Services	9/3/2020	213.05
ACH	Amazon Capital Services	9/3/2020	4.95
ACH	Amazon Capital Services	9/3/2020	7.60
ACH	Amazon Capital Services	9/3/2020	13.30
ACH	Amazon Capital Services	9/3/2020	20.90
ACH	Amazon Capital Services	9/3/2020	6.44
ACH	Amazon Capital Services	9/3/2020	15.44
ACH	Amazon Capital Services	9/3/2020	44.49
ACH	Amazon Capital Services	9/3/2020	32.31
ACH	Amazon Capital Services	9/3/2020	116.25
ACH	Amazon Capital Services	9/3/2020	39.25
ACH	Amazon Capital Services	9/3/2020	60.10
ACH	Amazon Capital Services	9/3/2020	5.44
ACH	Amazon Capital Services	9/3/2020	5.57
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	37.69
ACH	Amazon Capital Services	9/3/2020	74.84
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	74.40
ACH	Amazon Capital Services	9/3/2020	31.82
ACH	Amazon Capital Services	9/3/2020	13.95

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	78.42
ACH	Amazon Capital Services	9/3/2020	6.67
ACH	Amazon Capital Services	9/3/2020	7.53
ACH	Amazon Capital Services	9/3/2020	19.38
ACH	Amazon Capital Services	9/3/2020	36.88
ACH	Amazon Capital Services	9/3/2020	23.65
ACH	Amazon Capital Services	9/3/2020	49.72
ACH	Amazon Capital Services	9/3/2020	13.04
ACH	Amazon Capital Services	9/3/2020	37.66
ACH	Amazon Capital Services	9/3/2020	7.52
ACH	Amazon Capital Services	9/3/2020	6.39
ACH	Amazon Capital Services	9/3/2020	25.86
ACH	Amazon Capital Services	9/3/2020	62.37
ACH	Amazon Capital Services	9/3/2020	44.18
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	6.61
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	29.58
ACH	Amazon Capital Services	9/3/2020	7.60
ACH	Amazon Capital Services	9/3/2020	100.76
ACH	Amazon Capital Services	9/3/2020	32.70
ACH	Amazon Capital Services	9/3/2020	47.40
ACH	Amazon Capital Services	9/3/2020	52.56
ACH	Amazon Capital Services	9/3/2020	12.51
ACH	Amazon Capital Services	9/3/2020	27.18
ACH	Amazon Capital Services	9/3/2020	33.17
ACH	Amazon Capital Services	9/3/2020	20.08
ACH	Amazon Capital Services	9/3/2020	58.85
ACH	Amazon Capital Services	9/3/2020	7.49
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	9.15
ACH	Amazon Capital Services	9/3/2020	6.93
ACH	Amazon Capital Services	9/3/2020	18.59
ACH	Amazon Capital Services	9/3/2020	36.94
ACH	Amazon Capital Services	9/3/2020	21.72
ACH	Amazon Capital Services	9/3/2020	150.31
ACH	Amazon Capital Services	9/3/2020	3.76
ACH	Amazon Capital Services	9/3/2020	20.99
ACH	Amazon Capital Services	9/3/2020	15.07
ACH	Amazon Capital Services	9/3/2020	4.31
ACH	Amazon Capital Services	9/3/2020	14.74
ACH	Amazon Capital Services	9/3/2020	38.51
ACH	Amazon Capital Services	9/3/2020	146.37
ACH	Amazon Capital Services	9/3/2020	6.41
ACH	Amazon Capital Services	9/3/2020	25.53
ACH	Amazon Capital Services	9/3/2020	46.10
ACH	Amazon Capital Services	9/3/2020	31.24
ACH	Amazon Capital Services	9/3/2020	6.77
ACH	Amazon Capital Services	9/3/2020	15.04
ACH	Amazon Capital Services	9/3/2020	11.80
ACH	Amazon Capital Services	9/3/2020	19.92
ACH	Amazon Capital Services	9/3/2020	69.20
ACH	Amazon Capital Services	9/3/2020	18.31
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	35.00
ACH	Amazon Capital Services	9/3/2020	16.15
ACH	Amazon Capital Services	9/3/2020	15.33

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/3/2020	27.95
ACH	Amazon Capital Services	9/3/2020	20.44
ACH	Amazon Capital Services	9/3/2020	14.52
ACH	Amazon Capital Services	9/3/2020	52.07
ACH	Amazon Capital Services	9/3/2020	21.50
ACH	Amazon Capital Services	9/3/2020	12.93
ACH	Amazon Capital Services	9/3/2020	61.98
ACH	Amazon Capital Services	9/3/2020	31.24
ACH	Amazon Capital Services	9/3/2020	25.63
ACH	Amazon Capital Services	9/3/2020	11.66
ACH	Amazon Capital Services	9/3/2020	43.05
ACH	Amazon Capital Services	9/3/2020	26.21
ACH	Amazon Capital Services	9/3/2020	7.61
ACH	Amazon Capital Services	9/3/2020	64.80
ACH	Amazon Capital Services	9/3/2020	47.34
ACH	Amazon Capital Services	9/3/2020	8.61
ACH	Amazon Capital Services	9/3/2020	57.05
ACH	Amazon Capital Services	9/3/2020	52.52
ACH	Amazon Capital Services	9/3/2020	9.69
ACH	Amazon Capital Services	9/3/2020	12.11
ACH	Amazon Capital Services	9/3/2020	15.12
ACH	Amazon Capital Services	9/3/2020	24.30
ACH	Amazon Capital Services	9/3/2020	57.64
ACH	Amazon Capital Services	9/3/2020	51.05
ACH	Amazon Capital Services	9/3/2020	12.21
ACH	Amazon Capital Services	9/3/2020	51.26
ACH	Amazon Capital Services	9/3/2020	19.22
ACH	Amazon Capital Services	9/3/2020	196.49
ACH	Amazon Capital Services	9/3/2020	93.50
ACH	Amazon Capital Services	9/3/2020	30.66
ACH	Amazon Capital Services	9/3/2020	14.54
ACH	Amazon Capital Services	9/8/2020	25.37
ACH	Amazon Capital Services	9/8/2020	30.94
ACH	Amazon Capital Services	9/8/2020	44.70
ACH	Amazon Capital Services	9/8/2020	50.17
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	60.66
ACH	Amazon Capital Services	9/8/2020	20.90
ACH	Amazon Capital Services	9/8/2020	27.45
ACH	Amazon Capital Services	9/8/2020	13.67
ACH	Amazon Capital Services	9/8/2020	18.25
ACH	Amazon Capital Services	9/8/2020	121.22
ACH	Amazon Capital Services	9/8/2020	12.60
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	100.76
ACH	Amazon Capital Services	9/8/2020	26.88
ACH	Amazon Capital Services	9/8/2020	83.17
ACH	Amazon Capital Services	9/8/2020	11.47
ACH	Amazon Capital Services	9/8/2020	9.69
ACH	Amazon Capital Services	9/8/2020	17.40
ACH	Amazon Capital Services	9/8/2020	42.86
ACH	Amazon Capital Services	9/8/2020	56.89
ACH	Amazon Capital Services	9/8/2020	14.00
ACH	Amazon Capital Services	9/8/2020	48.72
ACH	Amazon Capital Services	9/8/2020	24.24
ACH	Amazon Capital Services	9/8/2020	33.46
ACH	Amazon Capital Services	9/8/2020	20.44

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	35.69
ACH	Amazon Capital Services	9/8/2020	51.68
ACH	Amazon Capital Services	9/8/2020	10.86
ACH	Amazon Capital Services	9/8/2020	48.83
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	6.09
ACH	Amazon Capital Services	9/8/2020	55.83
ACH	Amazon Capital Services	9/8/2020	143.24
ACH	Amazon Capital Services	9/8/2020	9.54
ACH	Amazon Capital Services	9/8/2020	46.32
ACH	Amazon Capital Services	9/8/2020	49.46
ACH	Amazon Capital Services	9/8/2020	28.35
ACH	Amazon Capital Services	9/8/2020	17.02
ACH	Amazon Capital Services	9/8/2020	13.47
ACH	Amazon Capital Services	9/8/2020	16.45
ACH	Amazon Capital Services	9/8/2020	16.30
ACH	Amazon Capital Services	9/8/2020	17.62
ACH	Amazon Capital Services	9/8/2020	34.97
ACH	Amazon Capital Services	9/8/2020	38.33
ACH	Amazon Capital Services	9/8/2020	19.85
ACH	Amazon Capital Services	9/8/2020	12.90
ACH	Amazon Capital Services	9/8/2020	10.01
ACH	Amazon Capital Services	9/8/2020	26.93
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	30.96
ACH	Amazon Capital Services	9/8/2020	33.40
ACH	Amazon Capital Services	9/8/2020	52.66
ACH	Amazon Capital Services	9/8/2020	38.81
ACH	Amazon Capital Services	9/8/2020	21.53
ACH	Amazon Capital Services	9/8/2020	10.75
ACH	Amazon Capital Services	9/8/2020	36.93
ACH	Amazon Capital Services	9/8/2020	19.18
ACH	Amazon Capital Services	9/8/2020	43.28
ACH	Amazon Capital Services	9/8/2020	34.46
ACH	Amazon Capital Services	9/8/2020	21.52
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	48.07
ACH	Amazon Capital Services	9/8/2020	16.16
ACH	Amazon Capital Services	9/8/2020	12.85
ACH	Amazon Capital Services	9/8/2020	41.36
ACH	Amazon Capital Services	9/8/2020	21.73
ACH	Amazon Capital Services	9/8/2020	19.29
ACH	Amazon Capital Services	9/8/2020	17.22
ACH	Amazon Capital Services	9/8/2020	20.90
ACH	Amazon Capital Services	9/8/2020	82.63
ACH	Amazon Capital Services	9/8/2020	26.84
ACH	Amazon Capital Services	9/8/2020	20.13
ACH	Amazon Capital Services	9/8/2020	71.10
ACH	Amazon Capital Services	9/8/2020	21.67
ACH	Amazon Capital Services	9/8/2020	12.19
ACH	Amazon Capital Services	9/8/2020	7.47
ACH	Amazon Capital Services	9/8/2020	13.04
ACH	Amazon Capital Services	9/8/2020	16.14
ACH	Amazon Capital Services	9/8/2020	33.93
ACH	Amazon Capital Services	9/8/2020	91.63
ACH	Amazon Capital Services	9/8/2020	8.59
ACH	Amazon Capital Services	9/8/2020	26.88

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	36.52
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	14.74
ACH	Amazon Capital Services	9/8/2020	77.35
ACH	Amazon Capital Services	9/8/2020	31.57
ACH	Amazon Capital Services	9/8/2020	13.91
ACH	Amazon Capital Services	9/8/2020	45.12
ACH	Amazon Capital Services	9/8/2020	12.35
ACH	Amazon Capital Services	9/8/2020	14.89
ACH	Amazon Capital Services	9/8/2020	11.85
ACH	Amazon Capital Services	9/8/2020	10.74
ACH	Amazon Capital Services	9/8/2020	75.36
ACH	Amazon Capital Services	9/8/2020	23.02
ACH	Amazon Capital Services	9/8/2020	60.72
ACH	Amazon Capital Services	9/8/2020	13.23
ACH	Amazon Capital Services	9/8/2020	39.20
ACH	Amazon Capital Services	9/8/2020	26.93
ACH	Amazon Capital Services	9/8/2020	18.99
ACH	Amazon Capital Services	9/8/2020	65.42
ACH	Amazon Capital Services	9/8/2020	82.87
ACH	Amazon Capital Services	9/8/2020	108.71
ACH	Amazon Capital Services	9/8/2020	20.94
ACH	Amazon Capital Services	9/8/2020	23.90
ACH	Amazon Capital Services	9/8/2020	110.47
ACH	Amazon Capital Services	9/8/2020	15.78
ACH	Amazon Capital Services	9/8/2020	15.86
ACH	Amazon Capital Services	9/8/2020	22.56
ACH	Amazon Capital Services	9/8/2020	58.99
ACH	Amazon Capital Services	9/8/2020	52.72
ACH	Amazon Capital Services	9/8/2020	30.92
ACH	Amazon Capital Services	9/8/2020	79.20
ACH	Amazon Capital Services	9/8/2020	10.75
ACH	Amazon Capital Services	9/8/2020	18.48
ACH	Amazon Capital Services	9/8/2020	27.48
ACH	Amazon Capital Services	9/8/2020	52.79
ACH	Amazon Capital Services	9/8/2020	35.55
ACH	Amazon Capital Services	9/8/2020	21.86
ACH	Amazon Capital Services	9/8/2020	15.99
ACH	Amazon Capital Services	9/8/2020	25.06
ACH	Amazon Capital Services	9/8/2020	14.12
ACH	Amazon Capital Services	9/8/2020	39.66
ACH	Amazon Capital Services	9/8/2020	159.26
ACH	Amazon Capital Services	9/8/2020	21.90
ACH	Amazon Capital Services	9/8/2020	16.99
ACH	Amazon Capital Services	9/8/2020	2.93
ACH	Amazon Capital Services	9/8/2020	13.32
ACH	Amazon Capital Services	9/8/2020	10.49
ACH	Amazon Capital Services	9/8/2020	39.21
ACH	Amazon Capital Services	9/8/2020	20.48
ACH	Amazon Capital Services	9/8/2020	4.29
ACH	Amazon Capital Services	9/8/2020	92.82
ACH	Amazon Capital Services	9/8/2020	75.41
ACH	Amazon Capital Services	9/8/2020	19.76
ACH	Amazon Capital Services	9/8/2020	10.16
ACH	Amazon Capital Services	9/8/2020	7.33
ACH	Amazon Capital Services	9/8/2020	48.24
ACH	Amazon Capital Services	9/8/2020	21.72

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	21.21
ACH	Amazon Capital Services	9/8/2020	31.62
ACH	Amazon Capital Services	9/8/2020	148.98
ACH	Amazon Capital Services	9/8/2020	26.45
ACH	Amazon Capital Services	9/8/2020	43.05
ACH	Amazon Capital Services	9/8/2020	104.73
ACH	Amazon Capital Services	9/8/2020	21.10
ACH	Amazon Capital Services	9/8/2020	23.34
ACH	Amazon Capital Services	9/8/2020	7.52
ACH	Amazon Capital Services	9/8/2020	24.23
ACH	Amazon Capital Services	9/8/2020	67.48
ACH	Amazon Capital Services	9/8/2020	21.08
ACH	Amazon Capital Services	9/8/2020	45.01
ACH	Amazon Capital Services	9/8/2020	13.95
ACH	Amazon Capital Services	9/8/2020	9.42
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	25.93
ACH	Amazon Capital Services	9/8/2020	66.22
ACH	Amazon Capital Services	9/8/2020	32.31
ACH	Amazon Capital Services	9/8/2020	32.31
ACH	Amazon Capital Services	9/8/2020	2.68
ACH	Amazon Capital Services	9/8/2020	24.77
ACH	Amazon Capital Services	9/8/2020	12.55
ACH	Amazon Capital Services	9/8/2020	104.45
ACH	Amazon Capital Services	9/8/2020	21.32
ACH	Amazon Capital Services	9/8/2020	42.01
ACH	Amazon Capital Services	9/8/2020	110.58
ACH	Amazon Capital Services	9/8/2020	46.61
ACH	Amazon Capital Services	9/8/2020	99.53
ACH	Amazon Capital Services	9/8/2020	286.60
ACH	Amazon Capital Services	9/8/2020	4.59
ACH	Amazon Capital Services	9/8/2020	22.60
ACH	Amazon Capital Services	9/8/2020	43.05
ACH	Amazon Capital Services	9/8/2020	107.74
ACH	Amazon Capital Services	9/8/2020	50.23
ACH	Amazon Capital Services	9/8/2020	13.86
ACH	Amazon Capital Services	9/8/2020	6.27
ACH	Amazon Capital Services	9/8/2020	17.20
ACH	Amazon Capital Services	9/8/2020	40.91
ACH	Amazon Capital Services	9/8/2020	88.24
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	38.86
ACH	Amazon Capital Services	9/8/2020	83.03
ACH	Amazon Capital Services	9/8/2020	18.48
ACH	Amazon Capital Services	9/8/2020	32.43
ACH	Amazon Capital Services	9/8/2020	19.60
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	21.73
ACH	Amazon Capital Services	9/8/2020	16.44
ACH	Amazon Capital Services	9/8/2020	148.70
ACH	Amazon Capital Services	9/8/2020	45.62
ACH	Amazon Capital Services	9/8/2020	11.32
ACH	Amazon Capital Services	9/8/2020	25.75
ACH	Amazon Capital Services	9/8/2020	34.05
ACH	Amazon Capital Services	9/8/2020	21.54
ACH	Amazon Capital Services	9/8/2020	11.63
ACH	Amazon Capital Services	9/8/2020	18.86

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	6.43
ACH	Amazon Capital Services	9/8/2020	25.85
ACH	Amazon Capital Services	9/8/2020	13.58
ACH	Amazon Capital Services	9/8/2020	74.77
ACH	Amazon Capital Services	9/8/2020	21.96
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	9.69
ACH	Amazon Capital Services	9/8/2020	13.38
ACH	Amazon Capital Services	9/8/2020	32.33
ACH	Amazon Capital Services	9/8/2020	11.71
ACH	Amazon Capital Services	9/8/2020	3.22
ACH	Amazon Capital Services	9/8/2020	37.66
ACH	Amazon Capital Services	9/8/2020	43.35
ACH	Amazon Capital Services	9/8/2020	14.27
ACH	Amazon Capital Services	9/8/2020	17.23
ACH	Amazon Capital Services	9/8/2020	70.06
ACH	Amazon Capital Services	9/8/2020	15.85
ACH	Amazon Capital Services	9/8/2020	28.68
ACH	Amazon Capital Services	9/8/2020	20.47
ACH	Amazon Capital Services	9/8/2020	21.33
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	46.02
ACH	Amazon Capital Services	9/8/2020	14.47
ACH	Amazon Capital Services	9/8/2020	12.96
ACH	Amazon Capital Services	9/8/2020	40.04
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	13.04
ACH	Amazon Capital Services	9/8/2020	16.39
ACH	Amazon Capital Services	9/8/2020	26.93
ACH	Amazon Capital Services	9/8/2020	13.98
ACH	Amazon Capital Services	9/8/2020	11.69
ACH	Amazon Capital Services	9/8/2020	40.05
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	24.73
ACH	Amazon Capital Services	9/8/2020	10.74
ACH	Amazon Capital Services	9/8/2020	33.39
ACH	Amazon Capital Services	9/8/2020	6.24
ACH	Amazon Capital Services	9/8/2020	19.06
ACH	Amazon Capital Services	9/8/2020	136.61
ACH	Amazon Capital Services	9/8/2020	51.88
ACH	Amazon Capital Services	9/8/2020	29.04
ACH	Amazon Capital Services	9/8/2020	8.04
ACH	Amazon Capital Services	9/8/2020	29.57
ACH	Amazon Capital Services	9/8/2020	18.31
ACH	Amazon Capital Services	9/8/2020	10.58
ACH	Amazon Capital Services	9/8/2020	4.93
ACH	Amazon Capital Services	9/8/2020	76.58
ACH	Amazon Capital Services	9/8/2020	21.82
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	69.41
ACH	Amazon Capital Services	9/8/2020	33.26
ACH	Amazon Capital Services	9/8/2020	52.88
ACH	Amazon Capital Services	9/8/2020	13.75
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	87.75

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	46.72
ACH	Amazon Capital Services	9/8/2020	11.77
ACH	Amazon Capital Services	9/8/2020	11.84
ACH	Amazon Capital Services	9/8/2020	127.83
ACH	Amazon Capital Services	9/8/2020	52.80
ACH	Amazon Capital Services	9/8/2020	19.35
ACH	Amazon Capital Services	9/8/2020	28.04
ACH	Amazon Capital Services	9/8/2020	21.35
ACH	Amazon Capital Services	9/8/2020	27.45
ACH	Amazon Capital Services	9/8/2020	78.95
ACH	Amazon Capital Services	9/8/2020	34.43
ACH	Amazon Capital Services	9/8/2020	44.74
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	51.76
ACH	Amazon Capital Services	9/8/2020	41.95
ACH	Amazon Capital Services	9/8/2020	21.50
ACH	Amazon Capital Services	9/8/2020	6.24
ACH	Amazon Capital Services	9/8/2020	16.03
ACH	Amazon Capital Services	9/8/2020	72.58
ACH	Amazon Capital Services	9/8/2020	52.95
ACH	Amazon Capital Services	9/8/2020	45.01
ACH	Amazon Capital Services	9/8/2020	35.50
ACH	Amazon Capital Services	9/8/2020	7.10
ACH	Amazon Capital Services	9/8/2020	42.58
ACH	Amazon Capital Services	9/8/2020	57.09
ACH	Amazon Capital Services	9/8/2020	17.17
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	35.39
ACH	Amazon Capital Services	9/8/2020	9.78
ACH	Amazon Capital Services	9/8/2020	30.16
ACH	Amazon Capital Services	9/8/2020	15.14
ACH	Amazon Capital Services	9/8/2020	21.54
ACH	Amazon Capital Services	9/8/2020	16.82
ACH	Amazon Capital Services	9/8/2020	10.72
ACH	Amazon Capital Services	9/8/2020	63.61
ACH	Amazon Capital Services	9/8/2020	80.42
ACH	Amazon Capital Services	9/8/2020	10.66
ACH	Amazon Capital Services	9/8/2020	7.56
ACH	Amazon Capital Services	9/8/2020	36.47
ACH	Amazon Capital Services	9/8/2020	12.27
ACH	Amazon Capital Services	9/8/2020	41.99
ACH	Amazon Capital Services	9/8/2020	25.38
ACH	Amazon Capital Services	9/8/2020	28.39
ACH	Amazon Capital Services	9/8/2020	19.35
ACH	Amazon Capital Services	9/8/2020	15.18
ACH	Amazon Capital Services	9/8/2020	10.72
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	65.88
ACH	Amazon Capital Services	9/8/2020	19.38
ACH	Amazon Capital Services	9/8/2020	38.57
ACH	Amazon Capital Services	9/8/2020	81.39
ACH	Amazon Capital Services	9/8/2020	15.06
ACH	Amazon Capital Services	9/8/2020	17.41
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	67.31
ACH	Amazon Capital Services	9/8/2020	21.52
ACH	Amazon Capital Services	9/8/2020	73.26

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	7.01
ACH	Amazon Capital Services	9/8/2020	66.26
ACH	Amazon Capital Services	9/8/2020	177.73
ACH	Amazon Capital Services	9/8/2020	19.58
ACH	Amazon Capital Services	9/8/2020	11.01
ACH	Amazon Capital Services	9/8/2020	14.00
ACH	Amazon Capital Services	9/8/2020	28.28
ACH	Amazon Capital Services	9/8/2020	15.94
ACH	Amazon Capital Services	9/8/2020	21.97
ACH	Amazon Capital Services	9/8/2020	13.77
ACH	Amazon Capital Services	9/8/2020	28.26
ACH	Amazon Capital Services	9/8/2020	24.24
ACH	Amazon Capital Services	9/8/2020	21.54
ACH	Amazon Capital Services	9/8/2020	54.10
ACH	Amazon Capital Services	9/8/2020	21.53
ACH	Amazon Capital Services	9/8/2020	58.15
ACH	Amazon Capital Services	9/8/2020	13.38
ACH	Amazon Capital Services	9/8/2020	20.29
ACH	Amazon Capital Services	9/8/2020	17.23
ACH	Amazon Capital Services	9/8/2020	21.54
ACH	Amazon Capital Services	9/8/2020	5.27
ACH	Amazon Capital Services	9/8/2020	39.90
ACH	Amazon Capital Services	9/8/2020	63.44
ACH	Amazon Capital Services	9/8/2020	15.07
ACH	Amazon Capital Services	9/8/2020	36.48
ACH	Amazon Capital Services	9/8/2020	15.14
ACH	Amazon Capital Services	9/8/2020	41.47
ACH	Amazon Capital Services	9/8/2020	9.69
ACH	Amazon Capital Services	9/8/2020	72.53
ACH	Amazon Capital Services	9/8/2020	30.15
ACH	Amazon Capital Services	9/8/2020	23.72
ACH	Amazon Capital Services	9/8/2020	36.62
ACH	Amazon Capital Services	9/8/2020	9.36
ACH	Amazon Capital Services	9/8/2020	11.63
ACH	Amazon Capital Services	9/8/2020	21.06
ACH	Amazon Capital Services	9/8/2020	3.44
ACH	Amazon Capital Services	9/8/2020	29.30
ACH	Amazon Capital Services	9/8/2020	37.64
ACH	Amazon Capital Services	9/8/2020	43.56
ACH	Amazon Capital Services	9/8/2020	10.66
ACH	Amazon Capital Services	9/8/2020	59.69
ACH	Amazon Capital Services	9/8/2020	57.94
ACH	Amazon Capital Services	9/8/2020	7.07
ACH	Amazon Capital Services	9/8/2020	13.98
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	32.71
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	24.55
ACH	Amazon Capital Services	9/8/2020	27.78
ACH	Amazon Capital Services	9/8/2020	44.93
ACH	Amazon Capital Services	9/8/2020	3.74
ACH	Amazon Capital Services	9/8/2020	20.35
ACH	Amazon Capital Services	9/8/2020	5.25
ACH	Amazon Capital Services	9/8/2020	4.30
ACH	Amazon Capital Services	9/8/2020	33.26
ACH	Amazon Capital Services	9/8/2020	22.62
ACH	Amazon Capital Services	9/8/2020	11.52

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	72.99
ACH	Amazon Capital Services	9/8/2020	14.93
ACH	Amazon Capital Services	9/8/2020	85.05
ACH	Amazon Capital Services	9/8/2020	107.65
ACH	Amazon Capital Services	9/8/2020	22.71
ACH	Amazon Capital Services	9/8/2020	19.92
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	19.38
ACH	Amazon Capital Services	9/8/2020	49.55
ACH	Amazon Capital Services	9/8/2020	77.75
ACH	Amazon Capital Services	9/8/2020	7.00
ACH	Amazon Capital Services	9/8/2020	31.09
ACH	Amazon Capital Services	9/8/2020	56.24
ACH	Amazon Capital Services	9/8/2020	20.99
ACH	Amazon Capital Services	9/8/2020	34.47
ACH	Amazon Capital Services	9/8/2020	15.27
ACH	Amazon Capital Services	9/8/2020	29.08
ACH	Amazon Capital Services	9/8/2020	48.64
ACH	Amazon Capital Services	9/8/2020	2.35
ACH	Amazon Capital Services	9/8/2020	3.53
ACH	Amazon Capital Services	9/8/2020	11.79
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	19.34
ACH	Amazon Capital Services	9/8/2020	46.97
ACH	Amazon Capital Services	9/8/2020	22.08
ACH	Amazon Capital Services	9/8/2020	47.29
ACH	Amazon Capital Services	9/8/2020	72.16
ACH	Amazon Capital Services	9/8/2020	42.60
ACH	Amazon Capital Services	9/8/2020	154.57
ACH	Amazon Capital Services	9/8/2020	20.00
ACH	Amazon Capital Services	9/8/2020	49.83
ACH	Amazon Capital Services	9/8/2020	20.98
ACH	Amazon Capital Services	9/8/2020	65.00
ACH	Amazon Capital Services	9/8/2020	88.78
ACH	Amazon Capital Services	9/8/2020	47.73
ACH	Amazon Capital Services	9/8/2020	10.66
ACH	Amazon Capital Services	9/8/2020	29.71
ACH	Amazon Capital Services	9/8/2020	11.50
ACH	Amazon Capital Services	9/8/2020	18.82
ACH	Amazon Capital Services	9/8/2020	36.62
ACH	Amazon Capital Services	9/8/2020	21.54
ACH	Amazon Capital Services	9/8/2020	16.63
ACH	Amazon Capital Services	9/8/2020	30.71
ACH	Amazon Capital Services	9/8/2020	14.40
ACH	Amazon Capital Services	9/8/2020	24.73
ACH	Amazon Capital Services	9/8/2020	26.70
ACH	Amazon Capital Services	9/8/2020	24.49
ACH	Amazon Capital Services	9/8/2020	47.38
ACH	Amazon Capital Services	9/8/2020	24.76
ACH	Amazon Capital Services	9/8/2020	7.06
ACH	Amazon Capital Services	9/8/2020	73.54
ACH	Amazon Capital Services	9/8/2020	6.01
ACH	Amazon Capital Services	9/8/2020	12.19
ACH	Amazon Capital Services	9/8/2020	24.24
ACH	Amazon Capital Services	9/8/2020	3.76
ACH	Amazon Capital Services	9/8/2020	15.07

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	46.19
ACH	Amazon Capital Services	9/8/2020	6.40
ACH	Amazon Capital Services	9/8/2020	32.06
ACH	Amazon Capital Services	9/8/2020	19.92
ACH	Amazon Capital Services	9/8/2020	8.57
ACH	Amazon Capital Services	9/8/2020	25.20
ACH	Amazon Capital Services	9/8/2020	14.00
ACH	Amazon Capital Services	9/8/2020	22.51
ACH	Amazon Capital Services	9/8/2020	58.16
ACH	Amazon Capital Services	9/8/2020	51.89
ACH	Amazon Capital Services	9/8/2020	15.07
ACH	Amazon Capital Services	9/8/2020	18.43
ACH	Amazon Capital Services	9/8/2020	43.66
ACH	Amazon Capital Services	9/8/2020	13.42
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	3.72
ACH	Amazon Capital Services	9/8/2020	24.32
ACH	Amazon Capital Services	9/8/2020	22.51
ACH	Amazon Capital Services	9/8/2020	17.67
ACH	Amazon Capital Services	9/8/2020	7.85
ACH	Amazon Capital Services	9/8/2020	32.27
ACH	Amazon Capital Services	9/8/2020	Void
ACH	Amazon Capital Services	9/8/2020	Void
ACH	Amazon Capital Services	9/8/2020	26.06
ACH	Amazon Capital Services	9/8/2020	29.84
ACH	Amazon Capital Services	9/8/2020	12.60
ACH	Amazon Capital Services	9/8/2020	5.57
ACH	Amazon Capital Services	9/8/2020	8.67
ACH	Amazon Capital Services	9/8/2020	7.42
ACH	Amazon Capital Services	9/8/2020	12.27
ACH	Amazon Capital Services	9/8/2020	15.60
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	7.80
ACH	Amazon Capital Services	9/8/2020	24.77
ACH	Amazon Capital Services	9/8/2020	22.62
ACH	Amazon Capital Services	9/8/2020	38.24
ACH	Amazon Capital Services	9/8/2020	35.55
ACH	Amazon Capital Services	9/8/2020	77.71
ACH	Amazon Capital Services	9/8/2020	46.55
ACH	Amazon Capital Services	9/8/2020	26.92
ACH	Amazon Capital Services	9/8/2020	7.95
ACH	Amazon Capital Services	9/8/2020	120.42
ACH	Amazon Capital Services	9/8/2020	13.95
ACH	Amazon Capital Services	9/8/2020	22.29
ACH	Amazon Capital Services	9/8/2020	19.49
ACH	Amazon Capital Services	9/8/2020	48.28
ACH	Amazon Capital Services	9/8/2020	30.84
ACH	Amazon Capital Services	9/8/2020	83.34
ACH	Amazon Capital Services	9/8/2020	11.09
ACH	Amazon Capital Services	9/8/2020	23.69
ACH	Amazon Capital Services	9/8/2020	18.94
ACH	Amazon Capital Services	9/8/2020	18.94
ACH	Amazon Capital Services	9/8/2020	10.14
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	12.36
ACH	Amazon Capital Services	9/8/2020	15.13
ACH	Amazon Capital Services	9/8/2020	24.23

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	37.70
ACH	Amazon Capital Services	9/8/2020	13.42
ACH	Amazon Capital Services	9/8/2020	21.83
ACH	Amazon Capital Services	9/8/2020	4.86
ACH	Amazon Capital Services	9/8/2020	184.01
ACH	Amazon Capital Services	9/8/2020	24.83
ACH	Amazon Capital Services	9/8/2020	24.84
ACH	Amazon Capital Services	9/8/2020	93.37
ACH	Amazon Capital Services	9/8/2020	58.77
ACH	Amazon Capital Services	9/8/2020	9.69
ACH	Amazon Capital Services	9/8/2020	14.54
ACH	Amazon Capital Services	9/8/2020	33.21
ACH	Amazon Capital Services	9/8/2020	43.60
ACH	Amazon Capital Services	9/8/2020	23.59
ACH	Amazon Capital Services	9/8/2020	163.19
ACH	Amazon Capital Services	9/8/2020	34.37
ACH	Amazon Capital Services	9/8/2020	14.53
ACH	Amazon Capital Services	9/8/2020	25.84
ACH	Amazon Capital Services	9/8/2020	31.32
ACH	Amazon Capital Services	9/8/2020	29.21
ACH	Amazon Capital Services	9/8/2020	16.49
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	21.48
ACH	Amazon Capital Services	9/8/2020	16.96
ACH	Amazon Capital Services	9/8/2020	19.06
ACH	Amazon Capital Services	9/8/2020	38.47
ACH	Amazon Capital Services	9/8/2020	143.23
ACH	Amazon Capital Services	9/8/2020	44.47
ACH	Amazon Capital Services	9/8/2020	35.33
ACH	Amazon Capital Services	9/8/2020	63.11
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	27.98
ACH	Amazon Capital Services	9/8/2020	50.76
ACH	Amazon Capital Services	9/8/2020	20.13
ACH	Amazon Capital Services	9/8/2020	41.80
ACH	Amazon Capital Services	9/8/2020	7.21
ACH	Amazon Capital Services	9/8/2020	32.27
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	11.78
ACH	Amazon Capital Services	9/8/2020	28.90
ACH	Amazon Capital Services	9/8/2020	6.09
ACH	Amazon Capital Services	9/8/2020	29.09
ACH	Amazon Capital Services	9/8/2020	75.72
ACH	Amazon Capital Services	9/8/2020	22.42
ACH	Amazon Capital Services	9/8/2020	29.94
ACH	Amazon Capital Services	9/8/2020	21.54
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	37.61
ACH	Amazon Capital Services	9/8/2020	15.61
ACH	Amazon Capital Services	9/8/2020	38.20
ACH	Amazon Capital Services	9/8/2020	13.58
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	14.66
ACH	Amazon Capital Services	9/8/2020	71.39
ACH	Amazon Capital Services	9/8/2020	9.46
ACH	Amazon Capital Services	9/8/2020	168.87

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	53.89
ACH	Amazon Capital Services	9/8/2020	7.34
ACH	Amazon Capital Services	9/8/2020	6.13
ACH	Amazon Capital Services	9/8/2020	24.55
ACH	Amazon Capital Services	9/8/2020	43.64
ACH	Amazon Capital Services	9/8/2020	96.05
ACH	Amazon Capital Services	9/8/2020	61.30
ACH	Amazon Capital Services	9/8/2020	96.98
ACH	Amazon Capital Services	9/8/2020	107.74
ACH	Amazon Capital Services	9/8/2020	59.01
ACH	Amazon Capital Services	9/8/2020	7.79
ACH	Amazon Capital Services	9/8/2020	38.45
ACH	Amazon Capital Services	9/8/2020	70.10
ACH	Amazon Capital Services	9/8/2020	58.16
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	27.96
ACH	Amazon Capital Services	9/8/2020	43.60
ACH	Amazon Capital Services	9/8/2020	24.88
ACH	Amazon Capital Services	9/8/2020	27.15
ACH	Amazon Capital Services	9/8/2020	38.22
ACH	Amazon Capital Services	9/8/2020	106.36
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	47.06
ACH	Amazon Capital Services	9/8/2020	13.04
ACH	Amazon Capital Services	9/8/2020	54.92
ACH	Amazon Capital Services	9/8/2020	9.30
ACH	Amazon Capital Services	9/8/2020	16.91
ACH	Amazon Capital Services	9/8/2020	10.58
ACH	Amazon Capital Services	9/8/2020	32.08
ACH	Amazon Capital Services	9/8/2020	27.78
ACH	Amazon Capital Services	9/8/2020	5.93
ACH	Amazon Capital Services	9/8/2020	26.88
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	7.52
ACH	Amazon Capital Services	9/8/2020	9.69
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	88.35
ACH	Amazon Capital Services	9/8/2020	48.82
ACH	Amazon Capital Services	9/8/2020	111.73
ACH	Amazon Capital Services	9/8/2020	16.47
ACH	Amazon Capital Services	9/8/2020	52.78
ACH	Amazon Capital Services	9/8/2020	32.06
ACH	Amazon Capital Services	9/8/2020	27.16
ACH	Amazon Capital Services	9/8/2020	11.30
ACH	Amazon Capital Services	9/8/2020	35.83
ACH	Amazon Capital Services	9/8/2020	2.84
ACH	Amazon Capital Services	9/8/2020	20.65
ACH	Amazon Capital Services	9/8/2020	58.73
ACH	Amazon Capital Services	9/8/2020	16.26
ACH	Amazon Capital Services	9/8/2020	14.50
ACH	Amazon Capital Services	9/8/2020	71.03
ACH	Amazon Capital Services	9/8/2020	45.77
ACH	Amazon Capital Services	9/8/2020	7.56
ACH	Amazon Capital Services	9/8/2020	27.78
ACH	Amazon Capital Services	9/8/2020	19.92
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	21.54

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	71.45
ACH	Amazon Capital Services	9/8/2020	32.51
ACH	Amazon Capital Services	9/8/2020	14.52
ACH	Amazon Capital Services	9/8/2020	25.85
ACH	Amazon Capital Services	9/8/2020	92.65
ACH	Amazon Capital Services	9/8/2020	30.87
ACH	Amazon Capital Services	9/8/2020	28.62
ACH	Amazon Capital Services	9/8/2020	11.11
ACH	Amazon Capital Services	9/8/2020	19.14
ACH	Amazon Capital Services	9/8/2020	11.48
ACH	Amazon Capital Services	9/8/2020	206.63
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	90.70
ACH	Amazon Capital Services	9/8/2020	10.71
ACH	Amazon Capital Services	9/8/2020	71.39
ACH	Amazon Capital Services	9/8/2020	61.40
ACH	Amazon Capital Services	9/8/2020	99.07
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	3.54
ACH	Amazon Capital Services	9/8/2020	37.61
ACH	Amazon Capital Services	9/8/2020	41.48
ACH	Amazon Capital Services	9/8/2020	15.61
ACH	Amazon Capital Services	9/8/2020	26.88
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	62.27
ACH	Amazon Capital Services	9/8/2020	6.45
ACH	Amazon Capital Services	9/8/2020	26.88
ACH	Amazon Capital Services	9/8/2020	24.17
ACH	Amazon Capital Services	9/8/2020	22.01
ACH	Amazon Capital Services	9/8/2020	5.18
ACH	Amazon Capital Services	9/8/2020	19.59
ACH	Amazon Capital Services	9/8/2020	21.64
ACH	Amazon Capital Services	9/8/2020	32.14
ACH	Amazon Capital Services	9/8/2020	15.54
ACH	Amazon Capital Services	9/8/2020	31.74
ACH	Amazon Capital Services	9/8/2020	18.91
ACH	Amazon Capital Services	9/8/2020	45.18
ACH	Amazon Capital Services	9/8/2020	8.62
ACH	Amazon Capital Services	9/8/2020	46.85
ACH	Amazon Capital Services	9/8/2020	9.63
ACH	Amazon Capital Services	9/8/2020	75.40
ACH	Amazon Capital Services	9/8/2020	63.37
ACH	Amazon Capital Services	9/8/2020	49.60
ACH	Amazon Capital Services	9/8/2020	9.02
ACH	Amazon Capital Services	9/8/2020	38.14
ACH	Amazon Capital Services	9/8/2020	12.92
ACH	Amazon Capital Services	9/8/2020	20.09
ACH	Amazon Capital Services	9/8/2020	24.20
ACH	Amazon Capital Services	9/8/2020	38.18
ACH	Amazon Capital Services	9/8/2020	314.58
ACH	Amazon Capital Services	9/8/2020	6.75
ACH	Amazon Capital Services	9/8/2020	7.53
ACH	Amazon Capital Services	9/8/2020	27.90
ACH	Amazon Capital Services	9/8/2020	15.94
ACH	Amazon Capital Services	9/8/2020	25.04
ACH	Amazon Capital Services	9/8/2020	23.70
ACH	Amazon Capital Services	9/8/2020	68.69

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	10.72
ACH	Amazon Capital Services	9/8/2020	47.48
ACH	Amazon Capital Services	9/8/2020	21.70
ACH	Amazon Capital Services	9/8/2020	6.40
ACH	Amazon Capital Services	9/8/2020	13.17
ACH	Amazon Capital Services	9/8/2020	31.19
ACH	Amazon Capital Services	9/8/2020	13.95
ACH	Amazon Capital Services	9/8/2020	99.03
ACH	Amazon Capital Services	9/8/2020	37.56
ACH	Amazon Capital Services	9/8/2020	13.95
ACH	Amazon Capital Services	9/8/2020	13.95
ACH	Amazon Capital Services	9/8/2020	28.23
ACH	Amazon Capital Services	9/8/2020	5.38
ACH	Amazon Capital Services	9/8/2020	10.11
ACH	Amazon Capital Services	9/8/2020	10.73
ACH	Amazon Capital Services	9/8/2020	4.30
ACH	Amazon Capital Services	9/8/2020	42.38
ACH	Amazon Capital Services	9/8/2020	30.14
ACH	Amazon Capital Services	9/8/2020	11.30
ACH	Amazon Capital Services	9/8/2020	6.40
ACH	Amazon Capital Services	9/8/2020	36.62
ACH	Amazon Capital Services	9/8/2020	47.39
ACH	Amazon Capital Services	9/8/2020	139.96
ACH	Amazon Capital Services	9/8/2020	19.35
ACH	Amazon Capital Services	9/8/2020	47.40
ACH	Amazon Capital Services	9/8/2020	53.85
ACH	Amazon Capital Services	9/8/2020	13.78
ACH	Amazon Capital Services	9/8/2020	7.93
ACH	Amazon Capital Services	9/8/2020	53.71
ACH	Amazon Capital Services	9/8/2020	14.25
ACH	Amazon Capital Services	9/8/2020	10.76
ACH	Amazon Capital Services	9/8/2020	16.28
ACH	Amazon Capital Services	9/8/2020	238.05
ACH	Amazon Capital Services	9/8/2020	27.94
ACH	Amazon Capital Services	9/8/2020	15.03
ACH	Amazon Capital Services	9/8/2020	40.93
ACH	Amazon Capital Services	9/8/2020	18.19
ACH	Amazon Capital Services	9/8/2020	18.26
ACH	Amazon Capital Services	9/8/2020	32.07
ACH	Amazon Capital Services	9/8/2020	43.09
ACH	Amazon Capital Services	9/8/2020	9.32
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	105.34
ACH	Amazon Capital Services	9/8/2020	55.70
ACH	Amazon Capital Services	9/8/2020	9.90
ACH	Amazon Capital Services	9/8/2020	20.34
ACH	Amazon Capital Services	9/8/2020	18.70
ACH	Amazon Capital Services	9/8/2020	8.61
ACH	Amazon Capital Services	9/8/2020	21.52
ACH	Amazon Capital Services	9/8/2020	15.06
ACH	Amazon Capital Services	9/8/2020	16.15
ACH	Amazon Capital Services	9/8/2020	25.41
ACH	Amazon Capital Services	9/8/2020	14.95
ACH	Amazon Capital Services	9/8/2020	27.68
ACH	Amazon Capital Services	9/8/2020	9.64
ACH	Amazon Capital Services	9/8/2020	26.91

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/8/2020	87.13
ACH	Amazon Capital Services	9/8/2020	36.45
ACH	Amazon Capital Services	9/8/2020	9.57
ACH	Amazon Capital Services	9/8/2020	7.18
ACH	Amazon Capital Services	9/8/2020	25.83
ACH	Amazon Capital Services	9/8/2020	16.47
ACH	Amazon Capital Services	9/11/2020	7.08
ACH	Amazon Capital Services	9/11/2020	35.30
ACH	Charter Impact, Inc.	9/11/2020	63,163.00
ACH	Charter Impact, Inc.	9/11/2020	1,362.50
ACH	Provenance	9/11/2020	2,660.10
ACH	Provenance	9/11/2020	410.00
ACH	Provenance	9/11/2020	170.01
ACH	Provenance	9/11/2020	202.90
ACH	Charter School Capital	9/15/2020	5,527,300.00
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	29.09
ACH	Amazon Capital Services	9/15/2020	29.74
ACH	Amazon Capital Services	9/15/2020	11.52
ACH	Amazon Capital Services	9/15/2020	13.99
ACH	Amazon Capital Services	9/15/2020	22.62
ACH	Amazon Capital Services	9/15/2020	26.92
ACH	Amazon Capital Services	9/15/2020	17.69
ACH	Amazon Capital Services	9/15/2020	36.74
ACH	Amazon Capital Services	9/15/2020	32.47
ACH	Amazon Capital Services	9/15/2020	14.96
ACH	Amazon Capital Services	9/15/2020	49.57
ACH	Amazon Capital Services	9/15/2020	5.75
ACH	Amazon Capital Services	9/15/2020	20.46
ACH	Amazon Capital Services	9/15/2020	12.64
ACH	Amazon Capital Services	9/15/2020	53.81
ACH	Amazon Capital Services	9/15/2020	43.92
ACH	Amazon Capital Services	9/15/2020	37.16
ACH	Amazon Capital Services	9/15/2020	14.82
ACH	Amazon Capital Services	9/15/2020	22.51
ACH	Amazon Capital Services	9/15/2020	55.92
ACH	Amazon Capital Services	9/15/2020	4.21
ACH	Amazon Capital Services	9/15/2020	15.82
ACH	Amazon Capital Services	9/15/2020	4.33
ACH	Amazon Capital Services	9/15/2020	29.58
ACH	Amazon Capital Services	9/15/2020	6.90
ACH	Amazon Capital Services	9/15/2020	91.05
ACH	Amazon Capital Services	9/15/2020	8.73
ACH	Amazon Capital Services	9/15/2020	36.62
ACH	Amazon Capital Services	9/15/2020	52.77
ACH	Amazon Capital Services	9/15/2020	18.56
ACH	Amazon Capital Services	9/15/2020	18.72
ACH	Amazon Capital Services	9/15/2020	25.09
ACH	Amazon Capital Services	9/15/2020	24.77
ACH	Amazon Capital Services	9/15/2020	19.30
ACH	Amazon Capital Services	9/15/2020	18.30
ACH	Amazon Capital Services	9/15/2020	4.30
ACH	Amazon Capital Services	9/15/2020	24.86
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	16.15
ACH	Amazon Capital Services	9/15/2020	12.80
ACH	Amazon Capital Services	9/15/2020	5.57

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	14.07
ACH	Amazon Capital Services	9/15/2020	51.07
ACH	Amazon Capital Services	9/15/2020	73.17
ACH	Amazon Capital Services	9/15/2020	12.45
ACH	Amazon Capital Services	9/15/2020	21.82
ACH	Amazon Capital Services	9/15/2020	7.27
ACH	Amazon Capital Services	9/15/2020	41.90
ACH	Amazon Capital Services	9/15/2020	13.67
ACH	Amazon Capital Services	9/15/2020	66.47
ACH	Amazon Capital Services	9/15/2020	7.60
ACH	Amazon Capital Services	9/15/2020	6.02
ACH	Amazon Capital Services	9/15/2020	33.79
ACH	Amazon Capital Services	9/15/2020	13.46
ACH	Amazon Capital Services	9/15/2020	49.78
ACH	Amazon Capital Services	9/15/2020	28.36
ACH	Amazon Capital Services	9/15/2020	106.67
ACH	Amazon Capital Services	9/15/2020	6.92
ACH	Amazon Capital Services	9/15/2020	31.79
ACH	Amazon Capital Services	9/15/2020	35.55
ACH	Amazon Capital Services	9/15/2020	15.07
ACH	Amazon Capital Services	9/15/2020	10.86
ACH	Amazon Capital Services	9/15/2020	10.86
ACH	Amazon Capital Services	9/15/2020	129.25
ACH	Amazon Capital Services	9/15/2020	6.44
ACH	Amazon Capital Services	9/15/2020	26.93
ACH	Amazon Capital Services	9/15/2020	38.79
ACH	Amazon Capital Services	9/15/2020	10.72
ACH	Amazon Capital Services	9/15/2020	9.64
ACH	Amazon Capital Services	9/15/2020	9.69
ACH	Amazon Capital Services	9/15/2020	44.48
ACH	Amazon Capital Services	9/15/2020	19.47
ACH	Amazon Capital Services	9/15/2020	7.40
ACH	Amazon Capital Services	9/15/2020	6.51
ACH	Amazon Capital Services	9/15/2020	19.57
ACH	Amazon Capital Services	9/15/2020	27.18
ACH	Amazon Capital Services	9/15/2020	32.20
ACH	Amazon Capital Services	9/15/2020	16.57
ACH	Amazon Capital Services	9/15/2020	25.85
ACH	Amazon Capital Services	9/15/2020	10.86
ACH	Amazon Capital Services	9/15/2020	19.34
ACH	Amazon Capital Services	9/15/2020	18.26
ACH	Amazon Capital Services	9/15/2020	15.00
ACH	Amazon Capital Services	9/15/2020	94.35
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	44.52
ACH	Amazon Capital Services	9/15/2020	82.60
ACH	Amazon Capital Services	9/15/2020	9.13
ACH	Amazon Capital Services	9/15/2020	59.26
ACH	Amazon Capital Services	9/15/2020	13.57
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	44.00
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	29.09
ACH	Amazon Capital Services	9/15/2020	30.06
ACH	Amazon Capital Services	9/15/2020	37.34
ACH	Amazon Capital Services	9/15/2020	40.14
ACH	Amazon Capital Services	9/15/2020	11.63

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	7.49
ACH	Amazon Capital Services	9/15/2020	22.62
ACH	Amazon Capital Services	9/15/2020	11.54
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	43.09
ACH	Amazon Capital Services	9/15/2020	77.37
ACH	Amazon Capital Services	9/15/2020	4.23
ACH	Amazon Capital Services	9/15/2020	52.98
ACH	Amazon Capital Services	9/15/2020	34.46
ACH	Amazon Capital Services	9/15/2020	22.88
ACH	Amazon Capital Services	9/15/2020	18.31
ACH	Amazon Capital Services	9/15/2020	36.68
ACH	Amazon Capital Services	9/15/2020	15.03
ACH	Amazon Capital Services	9/15/2020	8.15
ACH	Amazon Capital Services	9/15/2020	32.16
ACH	Amazon Capital Services	9/15/2020	9.59
ACH	Amazon Capital Services	9/15/2020	39.44
ACH	Amazon Capital Services	9/15/2020	10.74
ACH	Amazon Capital Services	9/15/2020	8.18
ACH	Amazon Capital Services	9/15/2020	25.05
ACH	Amazon Capital Services	9/15/2020	103.86
ACH	Amazon Capital Services	9/15/2020	15.03
ACH	Amazon Capital Services	9/15/2020	48.90
ACH	Amazon Capital Services	9/15/2020	17.38
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	53.03
ACH	Amazon Capital Services	9/15/2020	14.00
ACH	Amazon Capital Services	9/15/2020	27.20
ACH	Amazon Capital Services	9/15/2020	9.34
ACH	Amazon Capital Services	9/15/2020	7.26
ACH	Amazon Capital Services	9/15/2020	28.96
ACH	Amazon Capital Services	9/15/2020	15.72
ACH	Amazon Capital Services	9/15/2020	23.69
ACH	Amazon Capital Services	9/15/2020	13.74
ACH	Amazon Capital Services	9/15/2020	44.76
ACH	Amazon Capital Services	9/15/2020	56.13
ACH	Amazon Capital Services	9/15/2020	87.49
ACH	Amazon Capital Services	9/15/2020	82.34
ACH	Amazon Capital Services	9/15/2020	14.90
ACH	Amazon Capital Services	9/15/2020	119.49
ACH	Amazon Capital Services	9/15/2020	843.15
ACH	Amazon Capital Services	9/15/2020	25.54
ACH	Amazon Capital Services	9/15/2020	19.05
ACH	Amazon Capital Services	9/15/2020	28.71
ACH	Amazon Capital Services	9/15/2020	24.77
ACH	Amazon Capital Services	9/15/2020	16.47
ACH	Amazon Capital Services	9/15/2020	16.11
ACH	Amazon Capital Services	9/15/2020	54.03
ACH	Amazon Capital Services	9/15/2020	6.07
ACH	Amazon Capital Services	9/15/2020	14.28
ACH	Amazon Capital Services	9/15/2020	44.79
ACH	Amazon Capital Services	9/15/2020	36.80
ACH	Amazon Capital Services	9/15/2020	10.86
ACH	Amazon Capital Services	9/15/2020	27.43
ACH	Amazon Capital Services	9/15/2020	49.29
ACH	Amazon Capital Services	9/15/2020	6.74
ACH	Amazon Capital Services	9/15/2020	186.30

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	19.36
ACH	Amazon Capital Services	9/15/2020	56.81
ACH	Amazon Capital Services	9/15/2020	11.61
ACH	Amazon Capital Services	9/15/2020	17.23
ACH	Amazon Capital Services	9/15/2020	7.87
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	25.58
ACH	Amazon Capital Services	9/15/2020	16.52
ACH	Amazon Capital Services	9/15/2020	12.90
ACH	Amazon Capital Services	9/15/2020	44.69
ACH	Amazon Capital Services	9/15/2020	7.00
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	59.61
ACH	Amazon Capital Services	9/15/2020	57.65
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	250.11
ACH	Amazon Capital Services	9/15/2020	7.21
ACH	Amazon Capital Services	9/15/2020	99.12
ACH	Amazon Capital Services	9/15/2020	19.80
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	12.81
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	31.45
ACH	Amazon Capital Services	9/15/2020	64.19
ACH	Amazon Capital Services	9/15/2020	17.24
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	9.66
ACH	Amazon Capital Services	9/15/2020	10.31
ACH	Amazon Capital Services	9/15/2020	91.56
ACH	Amazon Capital Services	9/15/2020	24.51
ACH	Amazon Capital Services	9/15/2020	37.66
ACH	Amazon Capital Services	9/15/2020	38.65
ACH	Amazon Capital Services	9/15/2020	19.37
ACH	Amazon Capital Services	9/15/2020	33.99
ACH	Amazon Capital Services	9/15/2020	52.07
ACH	Amazon Capital Services	9/15/2020	20.46
ACH	Amazon Capital Services	9/15/2020	10.65
ACH	Amazon Capital Services	9/15/2020	34.36
ACH	Amazon Capital Services	9/15/2020	6.47
ACH	Amazon Capital Services	9/15/2020	71.10
ACH	Amazon Capital Services	9/15/2020	29.64
ACH	Amazon Capital Services	9/15/2020	14.82
ACH	Amazon Capital Services	9/15/2020	23.24
ACH	Amazon Capital Services	9/15/2020	67.57
ACH	Amazon Capital Services	9/15/2020	39.54
ACH	Amazon Capital Services	9/15/2020	113.06
ACH	Amazon Capital Services	9/15/2020	7.53
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/15/2020	78.84
ACH	Amazon Capital Services	9/15/2020	8.82
ACH	Amazon Capital Services	9/15/2020	47.47
ACH	Amazon Capital Services	9/15/2020	48.76
ACH	Amazon Capital Services	9/15/2020	39.85
ACH	Amazon Capital Services	9/15/2020	7.56
ACH	Amazon Capital Services	9/15/2020	23.52
ACH	Amazon Capital Services	9/15/2020	29.43

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	3.72
ACH	Amazon Capital Services	9/15/2020	13.63
ACH	Amazon Capital Services	9/15/2020	21.53
ACH	Amazon Capital Services	9/15/2020	15.72
ACH	Amazon Capital Services	9/15/2020	213.35
ACH	Amazon Capital Services	9/15/2020	25.86
ACH	Amazon Capital Services	9/15/2020	23.69
ACH	Amazon Capital Services	9/15/2020	150.84
ACH	Amazon Capital Services	9/15/2020	41.21
ACH	Amazon Capital Services	9/15/2020	27.69
ACH	Amazon Capital Services	9/15/2020	21.30
ACH	Amazon Capital Services	9/15/2020	14.82
ACH	Amazon Capital Services	9/15/2020	91.11
ACH	Amazon Capital Services	9/15/2020	58.32
ACH	Amazon Capital Services	9/15/2020	62.15
ACH	Amazon Capital Services	9/15/2020	26.41
ACH	Amazon Capital Services	9/15/2020	46.49
ACH	Amazon Capital Services	9/15/2020	37.23
ACH	Amazon Capital Services	9/15/2020	12.92
ACH	Amazon Capital Services	9/15/2020	19.66
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	39.47
ACH	Amazon Capital Services	9/15/2020	15.52
ACH	Amazon Capital Services	9/15/2020	31.22
ACH	Amazon Capital Services	9/15/2020	49.55
ACH	Amazon Capital Services	9/15/2020	12.52
ACH	Amazon Capital Services	9/15/2020	7.60
ACH	Amazon Capital Services	9/15/2020	12.15
ACH	Amazon Capital Services	9/15/2020	7.95
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	31.11
ACH	Amazon Capital Services	9/15/2020	140.06
ACH	Amazon Capital Services	9/15/2020	41.81
ACH	Amazon Capital Services	9/15/2020	32.64
ACH	Amazon Capital Services	9/15/2020	7.46
ACH	Amazon Capital Services	9/15/2020	18.16
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	18.87
ACH	Amazon Capital Services	9/15/2020	31.14
ACH	Amazon Capital Services	9/15/2020	31.05
ACH	Amazon Capital Services	9/15/2020	26.96
ACH	Amazon Capital Services	9/15/2020	3.71
ACH	Amazon Capital Services	9/15/2020	61.39
ACH	Amazon Capital Services	9/15/2020	387.31
ACH	Amazon Capital Services	9/15/2020	23.59
ACH	Amazon Capital Services	9/15/2020	21.50
ACH	Amazon Capital Services	9/15/2020	8.57
ACH	Amazon Capital Services	9/15/2020	24.65
ACH	Amazon Capital Services	9/15/2020	16.11
ACH	Amazon Capital Services	9/15/2020	10.26
ACH	Amazon Capital Services	9/15/2020	21.54
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	5.38
ACH	Amazon Capital Services	9/15/2020	19.38
ACH	Amazon Capital Services	9/15/2020	20.56
ACH	Amazon Capital Services	9/15/2020	57.62
ACH	Amazon Capital Services	9/15/2020	7.53

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/15/2020	23.45
ACH	Amazon Capital Services	9/15/2020	66.57
ACH	Amazon Capital Services	9/15/2020	10.76
ACH	Amazon Capital Services	9/15/2020	16.33
ACH	Amazon Capital Services	9/15/2020	12.07
ACH	Amazon Capital Services	9/15/2020	41.85
ACH	Amazon Capital Services	9/15/2020	13.17
ACH	Amazon Capital Services	9/15/2020	91.42
ACH	Amazon Capital Services	9/15/2020	29.26
ACH	Amazon Capital Services	9/15/2020	18.20
ACH	Amazon Capital Services	9/15/2020	22.29
ACH	Amazon Capital Services	9/15/2020	32.60
ACH	Amazon Capital Services	9/15/2020	11.84
ACH	Amazon Capital Services	9/15/2020	23.06
ACH	Amazon Capital Services	9/15/2020	102.41
ACH	Amazon Capital Services	9/15/2020	14.02
ACH	Amazon Capital Services	9/15/2020	14.43
ACH	Amazon Capital Services	9/15/2020	25.42
ACH	Amazon Capital Services	9/15/2020	13.60
ACH	Amazon Capital Services	9/15/2020	19.81
ACH	Amazon Capital Services	9/15/2020	10.86
ACH	Amazon Capital Services	9/15/2020	6.45
ACH	Amazon Capital Services	9/15/2020	14.00
ACH	Amazon Capital Services	9/15/2020	50.18
ACH	Amazon Capital Services	9/15/2020	42.93
ACH	Amazon Capital Services	9/15/2020	9.39
ACH	Amazon Capital Services	9/15/2020	63.55
ACH	Amazon Capital Services	9/15/2020	11.10
ACH	Amazon Capital Services	9/15/2020	35.50
ACH	Amazon Capital Services	9/15/2020	8.61
ACH	Amazon Capital Services	9/16/2020	17.23
ACH	Amazon Capital Services	9/16/2020	25.80
ACH	Amazon Capital Services	9/16/2020	41.86
ACH	Amazon Capital Services	9/16/2020	22.99
ACH	Amazon Capital Services	9/16/2020	38.05
ACH	Amazon Capital Services	9/16/2020	62.92
ACH	Amazon Capital Services	9/16/2020	49.80
ACH	Amazon Capital Services	9/16/2020	50.09
ACH	Amazon Capital Services	9/16/2020	7.63
ACH	Amazon Capital Services	9/16/2020	26.91
ACH	Amazon Capital Services	9/16/2020	39.20
ACH	Amazon Capital Services	9/16/2020	10.81
ACH	Amazon Capital Services	9/16/2020	39.00
ACH	Amazon Capital Services	9/16/2020	27.39
ACH	Amazon Capital Services	9/16/2020	12.19
ACH	Amazon Capital Services	9/16/2020	26.93
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	12.98
ACH	Amazon Capital Services	9/16/2020	32.20
ACH	Amazon Capital Services	9/16/2020	15.07
ACH	Amazon Capital Services	9/16/2020	38.96
ACH	Amazon Capital Services	9/16/2020	19.38
ACH	Amazon Capital Services	9/16/2020	49.55
ACH	Amazon Capital Services	9/16/2020	9.69
ACH	Amazon Capital Services	9/16/2020	37.38
ACH	Amazon Capital Services	9/16/2020	51.67
ACH	Amazon Capital Services	9/16/2020	14.12

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	28.00
ACH	Amazon Capital Services	9/16/2020	33.22
ACH	Amazon Capital Services	9/16/2020	2.70
ACH	Amazon Capital Services	9/16/2020	745.84
ACH	Amazon Capital Services	9/16/2020	29.03
ACH	Amazon Capital Services	9/16/2020	59.45
ACH	Amazon Capital Services	9/16/2020	10.21
ACH	Amazon Capital Services	9/16/2020	7.64
ACH	Amazon Capital Services	9/16/2020	15.83
ACH	Amazon Capital Services	9/16/2020	15.07
ACH	Amazon Capital Services	9/16/2020	99.37
ACH	Amazon Capital Services	9/16/2020	46.49
ACH	Amazon Capital Services	9/16/2020	5.70
ACH	Amazon Capital Services	9/16/2020	11.85
ACH	Amazon Capital Services	9/16/2020	22.08
ACH	Amazon Capital Services	9/16/2020	211.61
ACH	Amazon Capital Services	9/16/2020	38.67
ACH	Amazon Capital Services	9/16/2020	17.62
ACH	Amazon Capital Services	9/16/2020	26.88
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	4.18
ACH	Amazon Capital Services	9/16/2020	20.47
ACH	Amazon Capital Services	9/16/2020	38.43
ACH	Amazon Capital Services	9/16/2020	51.88
ACH	Amazon Capital Services	9/16/2020	29.11
ACH	Amazon Capital Services	9/16/2020	7.57
ACH	Amazon Capital Services	9/16/2020	68.39
ACH	Amazon Capital Services	9/16/2020	55.26
ACH	Amazon Capital Services	9/16/2020	124.54
ACH	Amazon Capital Services	9/16/2020	11.63
ACH	Amazon Capital Services	9/16/2020	5.38
ACH	Amazon Capital Services	9/16/2020	46.21
ACH	Amazon Capital Services	9/16/2020	43.36
ACH	Amazon Capital Services	9/16/2020	19.91
ACH	Amazon Capital Services	9/16/2020	7.54
ACH	Amazon Capital Services	9/16/2020	11.58
ACH	Amazon Capital Services	9/16/2020	42.11
ACH	Amazon Capital Services	9/16/2020	12.49
ACH	Amazon Capital Services	9/16/2020	6.74
ACH	Amazon Capital Services	9/16/2020	114.12
ACH	Amazon Capital Services	9/16/2020	26.24
ACH	Amazon Capital Services	9/16/2020	42.01
ACH	Amazon Capital Services	9/16/2020	6.99
ACH	Amazon Capital Services	9/16/2020	6.26
ACH	Amazon Capital Services	9/16/2020	37.16
ACH	Amazon Capital Services	9/16/2020	16.79
ACH	Amazon Capital Services	9/16/2020	6.50
ACH	Amazon Capital Services	9/16/2020	26.93
ACH	Amazon Capital Services	9/16/2020	15.71
ACH	Amazon Capital Services	9/16/2020	11.00
ACH	Amazon Capital Services	9/16/2020	34.61
ACH	Amazon Capital Services	9/16/2020	60.13
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	6.32
ACH	Amazon Capital Services	9/16/2020	10.76
ACH	Amazon Capital Services	9/16/2020	37.12
ACH	Amazon Capital Services	9/16/2020	24.76

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	9.24
ACH	Amazon Capital Services	9/16/2020	2.34
ACH	Amazon Capital Services	9/16/2020	50.38
ACH	Amazon Capital Services	9/16/2020	12.36
ACH	Amazon Capital Services	9/16/2020	63.52
ACH	Amazon Capital Services	9/16/2020	32.06
ACH	Amazon Capital Services	9/16/2020	14.98
ACH	Amazon Capital Services	9/16/2020	96.00
ACH	Amazon Capital Services	9/16/2020	43.02
ACH	Amazon Capital Services	9/16/2020	16.15
ACH	Amazon Capital Services	9/16/2020	15.07
ACH	Amazon Capital Services	9/16/2020	9.78
ACH	Amazon Capital Services	9/16/2020	27.78
ACH	Amazon Capital Services	9/16/2020	33.88
ACH	Amazon Capital Services	9/16/2020	16.63
ACH	Amazon Capital Services	9/16/2020	20.32
ACH	Amazon Capital Services	9/16/2020	21.43
ACH	Amazon Capital Services	9/16/2020	12.93
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	23.65
ACH	Amazon Capital Services	9/16/2020	48.26
ACH	Amazon Capital Services	9/16/2020	4.75
ACH	Amazon Capital Services	9/16/2020	21.54
ACH	Amazon Capital Services	9/16/2020	132.78
ACH	Amazon Capital Services	9/16/2020	33.56
ACH	Amazon Capital Services	9/16/2020	50.20
ACH	Amazon Capital Services	9/16/2020	69.12
ACH	Amazon Capital Services	9/16/2020	9.69
ACH	Amazon Capital Services	9/16/2020	14.02
ACH	Amazon Capital Services	9/16/2020	13.95
ACH	Amazon Capital Services	9/16/2020	14.00
ACH	Amazon Capital Services	9/16/2020	146.33
ACH	Amazon Capital Services	9/16/2020	21.47
ACH	Amazon Capital Services	9/16/2020	5.70
ACH	Amazon Capital Services	9/16/2020	9.71
ACH	Amazon Capital Services	9/16/2020	19.04
ACH	Amazon Capital Services	9/16/2020	5.59
ACH	Amazon Capital Services	9/16/2020	16.30
ACH	Amazon Capital Services	9/16/2020	74.12
ACH	Amazon Capital Services	9/16/2020	19.38
ACH	Amazon Capital Services	9/16/2020	80.16
ACH	Amazon Capital Services	9/16/2020	3.34
ACH	Amazon Capital Services	9/16/2020	76.01
ACH	Amazon Capital Services	9/16/2020	18.22
ACH	Amazon Capital Services	9/16/2020	114.26
ACH	Amazon Capital Services	9/16/2020	16.14
ACH	Amazon Capital Services	9/16/2020	24.77
ACH	Amazon Capital Services	9/16/2020	10.76
ACH	Amazon Capital Services	9/16/2020	81.88
ACH	Amazon Capital Services	9/16/2020	21.25
ACH	Amazon Capital Services	9/16/2020	26.02
ACH	Amazon Capital Services	9/16/2020	7.52
ACH	Amazon Capital Services	9/16/2020	32.30
ACH	Amazon Capital Services	9/16/2020	26.60
ACH	Amazon Capital Services	9/16/2020	42.16
ACH	Amazon Capital Services	9/16/2020	33.37
ACH	Amazon Capital Services	9/16/2020	10.43

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	18.31
ACH	Amazon Capital Services	9/16/2020	35.85
ACH	Amazon Capital Services	9/16/2020	13.91
ACH	Amazon Capital Services	9/16/2020	19.35
ACH	Amazon Capital Services	9/16/2020	19.68
ACH	Amazon Capital Services	9/16/2020	7.24
ACH	Amazon Capital Services	9/16/2020	47.41
ACH	Amazon Capital Services	9/16/2020	47.15
ACH	Amazon Capital Services	9/16/2020	19.33
ACH	Amazon Capital Services	9/16/2020	23.26
ACH	Amazon Capital Services	9/16/2020	6.48
ACH	Amazon Capital Services	9/16/2020	33.71
ACH	Amazon Capital Services	9/16/2020	50.79
ACH	Amazon Capital Services	9/16/2020	130.32
ACH	Amazon Capital Services	9/16/2020	7.83
ACH	Amazon Capital Services	9/16/2020	14.52
ACH	Amazon Capital Services	9/16/2020	10.24
ACH	Amazon Capital Services	9/16/2020	19.56
ACH	Amazon Capital Services	9/16/2020	38.74
ACH	Amazon Capital Services	9/16/2020	52.40
ACH	Amazon Capital Services	9/16/2020	12.45
ACH	Amazon Capital Services	9/16/2020	5.38
ACH	Amazon Capital Services	9/16/2020	8.39
ACH	Amazon Capital Services	9/16/2020	16.23
ACH	Amazon Capital Services	9/16/2020	31.06
ACH	Amazon Capital Services	9/16/2020	10.67
ACH	Amazon Capital Services	9/16/2020	9.13
ACH	Amazon Capital Services	9/16/2020	22.93
ACH	Amazon Capital Services	9/16/2020	12.60
ACH	Amazon Capital Services	9/16/2020	7.75
ACH	Amazon Capital Services	9/16/2020	11.63
ACH	Amazon Capital Services	9/16/2020	14.19
ACH	Amazon Capital Services	9/16/2020	59.19
ACH	Amazon Capital Services	9/16/2020	39.58
ACH	Amazon Capital Services	9/16/2020	10.76
ACH	Amazon Capital Services	9/16/2020	14.32
ACH	Amazon Capital Services	9/16/2020	7.53
ACH	Amazon Capital Services	9/16/2020	34.91
ACH	Amazon Capital Services	9/16/2020	9.69
ACH	Amazon Capital Services	9/16/2020	15.84
ACH	Amazon Capital Services	9/16/2020	17.82
ACH	Amazon Capital Services	9/16/2020	29.08
ACH	Amazon Capital Services	9/16/2020	82.34
ACH	Amazon Capital Services	9/16/2020	33.16
ACH	Amazon Capital Services	9/16/2020	32.42
ACH	Amazon Capital Services	9/16/2020	12.56
ACH	Amazon Capital Services	9/16/2020	21.17
ACH	Amazon Capital Services	9/16/2020	12.88
ACH	Amazon Capital Services	9/16/2020	16.44
ACH	Amazon Capital Services	9/16/2020	50.31
ACH	Amazon Capital Services	9/16/2020	14.00
ACH	Amazon Capital Services	9/16/2020	5.64
ACH	Amazon Capital Services	9/16/2020	75.32
ACH	Amazon Capital Services	9/16/2020	143.30
ACH	Amazon Capital Services	9/16/2020	9.75
ACH	Amazon Capital Services	9/16/2020	50.48
ACH	Amazon Capital Services	9/16/2020	32.60

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	22.20
ACH	Amazon Capital Services	9/16/2020	60.75
ACH	Amazon Capital Services	9/16/2020	48.12
ACH	Amazon Capital Services	9/16/2020	48.39
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	15.43
ACH	Amazon Capital Services	9/16/2020	6.31
ACH	Amazon Capital Services	9/16/2020	21.84
ACH	Amazon Capital Services	9/16/2020	9.70
ACH	Amazon Capital Services	9/16/2020	2.79
ACH	Amazon Capital Services	9/16/2020	7.26
ACH	Amazon Capital Services	9/16/2020	17.82
ACH	Amazon Capital Services	9/16/2020	111.10
ACH	Amazon Capital Services	9/16/2020	29.34
ACH	Amazon Capital Services	9/16/2020	47.32
ACH	Amazon Capital Services	9/16/2020	14.00
ACH	Amazon Capital Services	9/16/2020	55.27
ACH	Amazon Capital Services	9/16/2020	20.56
ACH	Amazon Capital Services	9/16/2020	16.88
ACH	Amazon Capital Services	9/16/2020	10.21
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	10.23
ACH	Amazon Capital Services	9/16/2020	21.73
ACH	Amazon Capital Services	9/16/2020	37.70
ACH	Amazon Capital Services	9/16/2020	12.71
ACH	Amazon Capital Services	9/16/2020	37.89
ACH	Amazon Capital Services	9/16/2020	51.10
ACH	Amazon Capital Services	9/16/2020	22.50
ACH	Amazon Capital Services	9/16/2020	72.28
ACH	Amazon Capital Services	9/16/2020	26.46
ACH	Amazon Capital Services	9/16/2020	46.66
ACH	Amazon Capital Services	9/16/2020	6.24
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	63.30
ACH	Amazon Capital Services	9/16/2020	7.27
ACH	Amazon Capital Services	9/16/2020	16.15
ACH	Amazon Capital Services	9/16/2020	54.19
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	22.29
ACH	Amazon Capital Services	9/16/2020	18.30
ACH	Amazon Capital Services	9/16/2020	11.70
ACH	Amazon Capital Services	9/16/2020	36.44
ACH	Amazon Capital Services	9/16/2020	11.09
ACH	Amazon Capital Services	9/16/2020	11.56
ACH	Amazon Capital Services	9/16/2020	21.65
ACH	Amazon Capital Services	9/16/2020	16.45
ACH	Amazon Capital Services	9/16/2020	90.45
ACH	Amazon Capital Services	9/16/2020	17.16
ACH	Amazon Capital Services	9/16/2020	15.89
ACH	Amazon Capital Services	9/16/2020	15.85
ACH	Amazon Capital Services	9/16/2020	33.52
ACH	Amazon Capital Services	9/16/2020	14.79
ACH	Amazon Capital Services	9/16/2020	80.81
ACH	Amazon Capital Services	9/16/2020	6.69
ACH	Amazon Capital Services	9/16/2020	14.00
ACH	Amazon Capital Services	9/16/2020	14.00
ACH	Amazon Capital Services	9/16/2020	21.54

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/16/2020	118.12
ACH	Amazon Capital Services	9/16/2020	20.61
ACH	Amazon Capital Services	9/16/2020	17.23
ACH	Amazon Capital Services	9/16/2020	8.84
ACH	Amazon Capital Services	9/16/2020	10.74
ACH	Amazon Capital Services	9/16/2020	8.85
ACH	Amazon Capital Services	9/16/2020	7.42
ACH	Amazon Capital Services	9/16/2020	18.76
ACH	Amazon Capital Services	9/16/2020	12.96
ACH	Amazon Capital Services	9/16/2020	41.99
ACH	Amazon Capital Services	9/16/2020	51.44
ACH	Amazon Capital Services	9/16/2020	15.03
ACH	Amazon Capital Services	9/16/2020	11.44
ACH	Amazon Capital Services	9/16/2020	69.45
ACH	Amazon Capital Services	9/16/2020	5.24
ACH	Amazon Capital Services	9/16/2020	3.35
ACH	Amazon Capital Services	9/16/2020	10.72
ACH	Amazon Capital Services	9/16/2020	35.26
ACH	Amazon Capital Services	9/16/2020	21.54
ACH	Amazon Capital Services	9/16/2020	92.00
ACH	Amazon Capital Services	9/16/2020	13.46
ACH	Amazon Capital Services	9/16/2020	33.31
ACH	Amazon Capital Services	9/16/2020	6.45
ACH	Amazon Capital Services	9/16/2020	15.07
ACH	Amazon Capital Services	9/16/2020	3.22
ACH	Amazon Capital Services	9/16/2020	32.91
ACH	Amazon Capital Services	9/16/2020	12.92
ACH	Amazon Capital Services	9/16/2020	7.49
ACH	Amazon Capital Services	9/16/2020	8.61
ACH	Amazon Capital Services	9/16/2020	22.60
ACH	Amazon Capital Services	9/16/2020	12.38
ACH	Amazon Capital Services	9/16/2020	18.37
ACH	Amazon Capital Services	9/16/2020	20.46
ACH	Amazon Capital Services	9/16/2020	33.05
ACH	Amazon Capital Services	9/16/2020	253.20
ACH	Charter Impact, Inc.	9/17/2020	1,273.17
ACH	Provenance	9/17/2020	97,009.04
ACH	Provenance	9/17/2020	69,473.14
ACH	Provenance	9/17/2020	9,660.24
ACH	Provenance	9/17/2020	4,706.44
ACH	Provenance	9/17/2020	2,392.08
ACH	Provenance	9/17/2020	1,442.78
ACH	Provenance	9/17/2020	3,724.92
ACH	Provenance	9/17/2020	6,497.30
ACH	Provenance	9/17/2020	6,497.30
ACH	Amazon Capital Services	9/17/2020	12.62
ACH	Amazon Capital Services	9/17/2020	7.27
ACH	Amazon Capital Services	9/17/2020	35.53
ACH	Amazon Capital Services	9/17/2020	48.48
ACH	Amazon Capital Services	9/17/2020	7.49
ACH	Amazon Capital Services	9/17/2020	12.60
ACH	Amazon Capital Services	9/17/2020	38.75
ACH	Amazon Capital Services	9/17/2020	39.19
ACH	Amazon Capital Services	9/17/2020	69.97
ACH	Amazon Capital Services	9/17/2020	43.05
ACH	Amazon Capital Services	9/17/2020	10.91
ACH	Amazon Capital Services	9/17/2020	28.71

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	258.48
ACH	Amazon Capital Services	9/17/2020	91.58
ACH	Amazon Capital Services	9/17/2020	95.66
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	26.93
ACH	Amazon Capital Services	9/17/2020	9.49
ACH	Amazon Capital Services	9/17/2020	26.07
ACH	Amazon Capital Services	9/17/2020	40.90
ACH	Amazon Capital Services	9/17/2020	15.67
ACH	Amazon Capital Services	9/17/2020	9.69
ACH	Amazon Capital Services	9/17/2020	74.47
ACH	Amazon Capital Services	9/17/2020	26.91
ACH	Amazon Capital Services	9/17/2020	72.17
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	14.82
ACH	Amazon Capital Services	9/17/2020	46.62
ACH	Amazon Capital Services	9/17/2020	53.30
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	11.01
ACH	Amazon Capital Services	9/17/2020	13.16
ACH	Amazon Capital Services	9/17/2020	41.23
ACH	Amazon Capital Services	9/17/2020	4.84
ACH	Amazon Capital Services	9/17/2020	71.09
ACH	Amazon Capital Services	9/17/2020	8.25
ACH	Amazon Capital Services	9/17/2020	64.64
ACH	Amazon Capital Services	9/17/2020	17.19
ACH	Amazon Capital Services	9/17/2020	12.98
ACH	Amazon Capital Services	9/17/2020	14.17
ACH	Amazon Capital Services	9/17/2020	22.22
ACH	Amazon Capital Services	9/17/2020	14.00
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	9.60
ACH	Amazon Capital Services	9/17/2020	31.24
ACH	Amazon Capital Services	9/17/2020	25.52
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	16.92
ACH	Amazon Capital Services	9/17/2020	19.38
ACH	Amazon Capital Services	9/17/2020	22.29
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	19.50
ACH	Amazon Capital Services	9/17/2020	27.62
ACH	Amazon Capital Services	9/17/2020	50.60
ACH	Amazon Capital Services	9/17/2020	113.66
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	3.44
ACH	Amazon Capital Services	9/17/2020	15.82
ACH	Amazon Capital Services	9/17/2020	27.30
ACH	Amazon Capital Services	9/17/2020	10.54
ACH	Amazon Capital Services	9/17/2020	14.13
ACH	Amazon Capital Services	9/17/2020	2.06
ACH	Amazon Capital Services	9/17/2020	46.64
ACH	Amazon Capital Services	9/17/2020	13.92
ACH	Amazon Capital Services	9/17/2020	14.64
ACH	Amazon Capital Services	9/17/2020	77.46
ACH	Amazon Capital Services	9/17/2020	8.61
ACH	Amazon Capital Services	9/17/2020	23.33
ACH	Amazon Capital Services	9/17/2020	28.86

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	47.56
ACH	Amazon Capital Services	9/17/2020	5.25
ACH	Amazon Capital Services	9/17/2020	13.98
ACH	Amazon Capital Services	9/17/2020	52.78
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	18.22
ACH	Amazon Capital Services	9/17/2020	8.61
ACH	Amazon Capital Services	9/17/2020	20.21
ACH	Amazon Capital Services	9/17/2020	82.60
ACH	Amazon Capital Services	9/17/2020	7.49
ACH	Amazon Capital Services	9/17/2020	15.27
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	36.44
ACH	Amazon Capital Services	9/17/2020	38.10
ACH	Amazon Capital Services	9/17/2020	48.75
ACH	Amazon Capital Services	9/17/2020	31.89
ACH	Amazon Capital Services	9/17/2020	55.82
ACH	Amazon Capital Services	9/17/2020	23.14
ACH	Amazon Capital Services	9/17/2020	30.16
ACH	Amazon Capital Services	9/17/2020	6.43
ACH	Amazon Capital Services	9/17/2020	17.07
ACH	Amazon Capital Services	9/17/2020	17.39
ACH	Amazon Capital Services	9/17/2020	21.54
ACH	Amazon Capital Services	9/17/2020	13.10
ACH	Amazon Capital Services	9/17/2020	46.68
ACH	Amazon Capital Services	9/17/2020	13.95
ACH	Amazon Capital Services	9/17/2020	8.60
ACH	Amazon Capital Services	9/17/2020	77.55
ACH	Amazon Capital Services	9/17/2020	27.87
ACH	Amazon Capital Services	9/17/2020	11.16
ACH	Amazon Capital Services	9/17/2020	37.00
ACH	Amazon Capital Services	9/17/2020	7.85
ACH	Amazon Capital Services	9/17/2020	7.45
ACH	Amazon Capital Services	9/17/2020	32.49
ACH	Amazon Capital Services	9/17/2020	4.30
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	19.38
ACH	Amazon Capital Services	9/17/2020	69.67
ACH	Amazon Capital Services	9/17/2020	15.04
ACH	Amazon Capital Services	9/17/2020	24.51
ACH	Amazon Capital Services	9/17/2020	34.98
ACH	Amazon Capital Services	9/17/2020	76.58
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	64.19
ACH	Amazon Capital Services	9/17/2020	24.51
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	8.61
ACH	Amazon Capital Services	9/17/2020	9.69
ACH	Amazon Capital Services	9/17/2020	11.90
ACH	Amazon Capital Services	9/17/2020	2.88
ACH	Amazon Capital Services	9/17/2020	19.04
ACH	Amazon Capital Services	9/17/2020	48.47
ACH	Amazon Capital Services	9/17/2020	16.15
ACH	Amazon Capital Services	9/17/2020	92.39
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	14.32
ACH	Amazon Capital Services	9/17/2020	23.87

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	7.78
ACH	Amazon Capital Services	9/17/2020	21.54
ACH	Amazon Capital Services	9/17/2020	43.99
ACH	Amazon Capital Services	9/17/2020	14.97
ACH	Amazon Capital Services	9/17/2020	20.13
ACH	Amazon Capital Services	9/17/2020	150.84
ACH	Amazon Capital Services	9/17/2020	10.55
ACH	Amazon Capital Services	9/17/2020	11.74
ACH	Amazon Capital Services	9/17/2020	31.23
ACH	Amazon Capital Services	9/17/2020	44.69
ACH	Amazon Capital Services	9/17/2020	82.50
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	29.08
ACH	Amazon Capital Services	9/17/2020	15.07
ACH	Amazon Capital Services	9/17/2020	22.50
ACH	Amazon Capital Services	9/17/2020	14.77
ACH	Amazon Capital Services	9/17/2020	26.04
ACH	Amazon Capital Services	9/17/2020	32.08
ACH	Amazon Capital Services	9/17/2020	25.55
ACH	Amazon Capital Services	9/17/2020	9.00
ACH	Amazon Capital Services	9/17/2020	22.20
ACH	Amazon Capital Services	9/17/2020	8.61
ACH	Amazon Capital Services	9/17/2020	17.23
ACH	Amazon Capital Services	9/17/2020	95.81
ACH	Amazon Capital Services	9/17/2020	10.33
ACH	Amazon Capital Services	9/17/2020	8.98
ACH	Amazon Capital Services	9/17/2020	9.47
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	9.56
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	10.77
ACH	Amazon Capital Services	9/17/2020	42.39
ACH	Amazon Capital Services	9/17/2020	2.27
ACH	Amazon Capital Services	9/17/2020	22.29
ACH	Amazon Capital Services	9/17/2020	12.71
ACH	Amazon Capital Services	9/17/2020	9.64
ACH	Amazon Capital Services	9/17/2020	51.88
ACH	Amazon Capital Services	9/17/2020	29.27
ACH	Amazon Capital Services	9/17/2020	11.87
ACH	Amazon Capital Services	9/17/2020	14.00
ACH	Amazon Capital Services	9/17/2020	10.82
ACH	Amazon Capital Services	9/17/2020	5.81
ACH	Amazon Capital Services	9/17/2020	4.30
ACH	Amazon Capital Services	9/17/2020	20.45
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	12.50
ACH	Amazon Capital Services	9/17/2020	15.06
ACH	Amazon Capital Services	9/17/2020	5.81
ACH	Amazon Capital Services	9/17/2020	26.55
ACH	Amazon Capital Services	9/17/2020	36.62
ACH	Amazon Capital Services	9/17/2020	123.91
ACH	Amazon Capital Services	9/17/2020	15.61
ACH	Amazon Capital Services	9/17/2020	14.54
ACH	Amazon Capital Services	9/17/2020	3.71
ACH	Amazon Capital Services	9/17/2020	13.34
ACH	Amazon Capital Services	9/17/2020	108.02

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	192.76
ACH	Amazon Capital Services	9/17/2020	24.73
ACH	Amazon Capital Services	9/17/2020	19.70
ACH	Amazon Capital Services	9/17/2020	13.78
ACH	Amazon Capital Services	9/17/2020	11.42
ACH	Amazon Capital Services	9/17/2020	86.15
ACH	Amazon Capital Services	9/17/2020	14.13
ACH	Amazon Capital Services	9/17/2020	87.95
ACH	Amazon Capital Services	9/17/2020	26.93
ACH	Amazon Capital Services	9/17/2020	17.98
ACH	Amazon Capital Services	9/17/2020	54.49
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	32.31
ACH	Amazon Capital Services	9/17/2020	50.10
ACH	Amazon Capital Services	9/17/2020	11.84
ACH	Amazon Capital Services	9/17/2020	15.24
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	30.85
ACH	Amazon Capital Services	9/17/2020	4.95
ACH	Amazon Capital Services	9/17/2020	8.89
ACH	Amazon Capital Services	9/17/2020	19.16
ACH	Amazon Capital Services	9/17/2020	30.07
ACH	Amazon Capital Services	9/17/2020	14.00
ACH	Amazon Capital Services	9/17/2020	27.96
ACH	Amazon Capital Services	9/17/2020	7.41
ACH	Amazon Capital Services	9/17/2020	10.78
ACH	Amazon Capital Services	9/17/2020	60.00
ACH	Amazon Capital Services	9/17/2020	33.88
ACH	Amazon Capital Services	9/17/2020	13.67
ACH	Amazon Capital Services	9/17/2020	39.87
ACH	Amazon Capital Services	9/17/2020	34.89
ACH	Amazon Capital Services	9/17/2020	25.83
ACH	Amazon Capital Services	9/17/2020	42.22
ACH	Amazon Capital Services	9/17/2020	10.81
ACH	Amazon Capital Services	9/17/2020	28.00
ACH	Amazon Capital Services	9/17/2020	7.07
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	27.78
ACH	Amazon Capital Services	9/17/2020	33.32
ACH	Amazon Capital Services	9/17/2020	30.04
ACH	Amazon Capital Services	9/17/2020	18.31
ACH	Amazon Capital Services	9/17/2020	6.11
ACH	Amazon Capital Services	9/17/2020	42.11
ACH	Amazon Capital Services	9/17/2020	10.55
ACH	Amazon Capital Services	9/17/2020	7.49
ACH	Amazon Capital Services	9/17/2020	13.95
ACH	Amazon Capital Services	9/17/2020	8.98
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	18.87
ACH	Amazon Capital Services	9/17/2020	17.43
ACH	Amazon Capital Services	9/17/2020	32.31
ACH	Amazon Capital Services	9/17/2020	21.54
ACH	Amazon Capital Services	9/17/2020	19.10
ACH	Amazon Capital Services	9/17/2020	22.29
ACH	Amazon Capital Services	9/17/2020	31.11
ACH	Amazon Capital Services	9/17/2020	18.87
ACH	Amazon Capital Services	9/17/2020	18.30

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	6.45
ACH	Amazon Capital Services	9/17/2020	12.75
ACH	Amazon Capital Services	9/17/2020	28.43
ACH	Amazon Capital Services	9/17/2020	85.64
ACH	Amazon Capital Services	9/17/2020	8.62
ACH	Amazon Capital Services	9/17/2020	42.00
ACH	Amazon Capital Services	9/17/2020	29.08
ACH	Amazon Capital Services	9/17/2020	35.50
ACH	Amazon Capital Services	9/17/2020	9.69
ACH	Amazon Capital Services	9/17/2020	7.53
ACH	Amazon Capital Services	9/17/2020	11.25
ACH	Amazon Capital Services	9/17/2020	79.98
ACH	Amazon Capital Services	9/17/2020	10.16
ACH	Amazon Capital Services	9/17/2020	18.52
ACH	Amazon Capital Services	9/17/2020	36.19
ACH	Amazon Capital Services	9/17/2020	33.22
ACH	Amazon Capital Services	9/17/2020	8.08
ACH	Amazon Capital Services	9/17/2020	5.37
ACH	Amazon Capital Services	9/17/2020	6.41
ACH	Amazon Capital Services	9/17/2020	24.77
ACH	Amazon Capital Services	9/17/2020	53.31
ACH	Amazon Capital Services	9/17/2020	6.09
ACH	Amazon Capital Services	9/17/2020	46.67
ACH	Amazon Capital Services	9/17/2020	9.56
ACH	Amazon Capital Services	9/17/2020	7.00
ACH	Amazon Capital Services	9/17/2020	57.03
ACH	Amazon Capital Services	9/17/2020	4.84
ACH	Amazon Capital Services	9/17/2020	6.94
ACH	Amazon Capital Services	9/17/2020	5.59
ACH	Amazon Capital Services	9/17/2020	30.84
ACH	Amazon Capital Services	9/17/2020	50.57
ACH	Amazon Capital Services	9/17/2020	6.35
ACH	Amazon Capital Services	9/17/2020	11.36
ACH	Amazon Capital Services	9/17/2020	21.53
ACH	Amazon Capital Services	9/17/2020	14.77
ACH	Amazon Capital Services	9/17/2020	10.86
ACH	Amazon Capital Services	9/17/2020	30.50
ACH	Amazon Capital Services	9/17/2020	35.53
ACH	Amazon Capital Services	9/17/2020	32.31
ACH	Amazon Capital Services	9/17/2020	6.95
ACH	Amazon Capital Services	9/17/2020	21.50
ACH	Amazon Capital Services	9/17/2020	12.92
ACH	Amazon Capital Services	9/17/2020	28.31
ACH	Amazon Capital Services	9/17/2020	51.60
ACH	Amazon Capital Services	9/17/2020	25.83
ACH	Amazon Capital Services	9/17/2020	24.77
ACH	Amazon Capital Services	9/17/2020	5.92
ACH	Amazon Capital Services	9/17/2020	13.17
ACH	Amazon Capital Services	9/17/2020	64.60
ACH	Amazon Capital Services	9/17/2020	22.50
ACH	Amazon Capital Services	9/17/2020	66.22
ACH	Amazon Capital Services	9/17/2020	32.31
ACH	Amazon Capital Services	9/17/2020	14.06
ACH	Amazon Capital Services	9/17/2020	15.51
ACH	Amazon Capital Services	9/17/2020	84.00
ACH	Amazon Capital Services	9/17/2020	51.03
ACH	Amazon Capital Services	9/17/2020	15.61

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/17/2020	10.67
ACH	Amazon Capital Services	9/17/2020	10.76
ACH	Amazon Capital Services	9/17/2020	6.16
ACH	Amazon Capital Services	9/17/2020	14.69
ACH	Amazon Capital Services	9/17/2020	17.00
ACH	Amazon Capital Services	9/17/2020	118.52
ACH	Amazon Capital Services	9/17/2020	17.31
ACH	Amazon Capital Services	9/17/2020	96.12
ACH	Amazon Capital Services	9/17/2020	14.60
ACH	Amazon Capital Services	9/17/2020	13.99
ACH	Amazon Capital Services	9/17/2020	60.90
ACH	Amazon Capital Services	9/17/2020	5.71
ACH	Amazon Capital Services	9/17/2020	30.31
ACH	Amazon Capital Services	9/17/2020	7.51
ACH	Amazon Capital Services	9/17/2020	12.39
ACH	Amazon Capital Services	9/17/2020	35.61
ACH	Amazon Capital Services	9/17/2020	7.49
ACH	Amazon Capital Services	9/17/2020	13.94
ACH	Amazon Capital Services	9/17/2020	37.75
ACH	Amazon Capital Services	9/17/2020	6.27
ACH	Amazon Capital Services	9/17/2020	7.83
ACH	Amazon Capital Services	9/17/2020	25.47
ACH	Amazon Capital Services	9/22/2020	17.47
ACH	Amazon Capital Services	9/22/2020	9.62
ACH	Amazon Capital Services	9/22/2020	49.91
ACH	Amazon Capital Services	9/22/2020	34.03
ACH	Amazon Capital Services	9/22/2020	22.93
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	24.72
ACH	Amazon Capital Services	9/22/2020	25.33
ACH	Amazon Capital Services	9/22/2020	52.41
ACH	Amazon Capital Services	9/22/2020	21.74
ACH	Amazon Capital Services	9/22/2020	28.19
ACH	Amazon Capital Services	9/22/2020	7.41
ACH	Amazon Capital Services	9/22/2020	21.52
ACH	Amazon Capital Services	9/22/2020	18.28
ACH	Amazon Capital Services	9/22/2020	41.68
ACH	Amazon Capital Services	9/22/2020	24.39
ACH	Amazon Capital Services	9/22/2020	22.82
ACH	Amazon Capital Services	9/22/2020	30.15
ACH	Amazon Capital Services	9/22/2020	53.13
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	32.30
ACH	Amazon Capital Services	9/22/2020	63.32
ACH	Amazon Capital Services	9/22/2020	53.00
ACH	Amazon Capital Services	9/22/2020	30.86
ACH	Amazon Capital Services	9/22/2020	49.73
ACH	Amazon Capital Services	9/22/2020	4.33
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	73.90
ACH	Amazon Capital Services	9/22/2020	9.33
ACH	Amazon Capital Services	9/22/2020	15.06
ACH	Amazon Capital Services	9/22/2020	27.78
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	7.60
ACH	Amazon Capital Services	9/22/2020	58.29

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	46.64
ACH	Amazon Capital Services	9/22/2020	33.36
ACH	Amazon Capital Services	9/22/2020	48.33
ACH	Amazon Capital Services	9/22/2020	30.26
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	13.52
ACH	Amazon Capital Services	9/22/2020	17.33
ACH	Amazon Capital Services	9/22/2020	19.73
ACH	Amazon Capital Services	9/22/2020	7.27
ACH	Amazon Capital Services	9/22/2020	32.30
ACH	Amazon Capital Services	9/22/2020	17.23
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	20.16
ACH	Amazon Capital Services	9/22/2020	11.29
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	20.46
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	44.78
ACH	Amazon Capital Services	9/22/2020	21.50
ACH	Amazon Capital Services	9/22/2020	11.73
ACH	Amazon Capital Services	9/22/2020	138.48
ACH	Amazon Capital Services	9/22/2020	93.18
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	5.81
ACH	Amazon Capital Services	9/22/2020	14.42
ACH	Amazon Capital Services	9/22/2020	56.07
ACH	Amazon Capital Services	9/22/2020	55.80
ACH	Amazon Capital Services	9/22/2020	53.86
ACH	Amazon Capital Services	9/22/2020	54.57
ACH	Amazon Capital Services	9/22/2020	59.09
ACH	Amazon Capital Services	9/22/2020	60.73
ACH	Amazon Capital Services	9/22/2020	10.33
ACH	Amazon Capital Services	9/22/2020	8.29
ACH	Amazon Capital Services	9/22/2020	21.50
ACH	Amazon Capital Services	9/22/2020	29.08
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	42.98
ACH	Amazon Capital Services	9/22/2020	21.50
ACH	Amazon Capital Services	9/22/2020	15.07
ACH	Amazon Capital Services	9/22/2020	10.86
ACH	Amazon Capital Services	9/22/2020	10.52
ACH	Amazon Capital Services	9/22/2020	15.20
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	18.20
ACH	Amazon Capital Services	9/22/2020	20.46
ACH	Amazon Capital Services	9/22/2020	11.73
ACH	Amazon Capital Services	9/22/2020	31.67
ACH	Amazon Capital Services	9/22/2020	10.76
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	26.93
ACH	Amazon Capital Services	9/22/2020	45.14
ACH	Amazon Capital Services	9/22/2020	10.70
ACH	Amazon Capital Services	9/22/2020	19.29
ACH	Amazon Capital Services	9/22/2020	4.84
ACH	Amazon Capital Services	9/22/2020	13.09

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	57.94
ACH	Amazon Capital Services	9/22/2020	15.06
ACH	Amazon Capital Services	9/22/2020	16.14
ACH	Amazon Capital Services	9/22/2020	13.74
ACH	Amazon Capital Services	9/22/2020	14.75
ACH	Amazon Capital Services	9/22/2020	12.91
ACH	Amazon Capital Services	9/22/2020	35.93
ACH	Amazon Capital Services	9/22/2020	12.93
ACH	Amazon Capital Services	9/22/2020	39.62
ACH	Amazon Capital Services	9/22/2020	12.01
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	16.15
ACH	Amazon Capital Services	9/22/2020	5.67
ACH	Amazon Capital Services	9/22/2020	23.69
ACH	Amazon Capital Services	9/22/2020	72.61
ACH	Amazon Capital Services	9/22/2020	59.25
ACH	Amazon Capital Services	9/22/2020	52.93
ACH	Amazon Capital Services	9/22/2020	16.54
ACH	Amazon Capital Services	9/22/2020	32.40
ACH	Amazon Capital Services	9/22/2020	23.69
ACH	Amazon Capital Services	9/22/2020	3.37
ACH	Amazon Capital Services	9/22/2020	52.18
ACH	Amazon Capital Services	9/22/2020	26.14
ACH	Amazon Capital Services	9/22/2020	19.20
ACH	Amazon Capital Services	9/22/2020	37.69
ACH	Amazon Capital Services	9/22/2020	27.96
ACH	Amazon Capital Services	9/22/2020	42.71
ACH	Amazon Capital Services	9/22/2020	31.04
ACH	Amazon Capital Services	9/22/2020	19.51
ACH	Amazon Capital Services	9/22/2020	13.57
ACH	Amazon Capital Services	9/22/2020	10.72
ACH	Amazon Capital Services	9/22/2020	51.76
ACH	Amazon Capital Services	9/22/2020	21.44
ACH	Amazon Capital Services	9/22/2020	95.82
ACH	Amazon Capital Services	9/22/2020	41.16
ACH	Amazon Capital Services	9/22/2020	18.48
ACH	Amazon Capital Services	9/22/2020	13.24
ACH	Amazon Capital Services	9/22/2020	11.78
ACH	Amazon Capital Services	9/22/2020	18.82
ACH	Amazon Capital Services	9/22/2020	11.64
ACH	Amazon Capital Services	9/22/2020	43.89
ACH	Amazon Capital Services	9/22/2020	14.92
ACH	Amazon Capital Services	9/22/2020	10.81
ACH	Amazon Capital Services	9/22/2020	18.31
ACH	Amazon Capital Services	9/22/2020	33.29
ACH	Amazon Capital Services	9/22/2020	16.15
ACH	Amazon Capital Services	9/22/2020	11.56
ACH	Amazon Capital Services	9/22/2020	39.83
ACH	Amazon Capital Services	9/22/2020	39.81
ACH	Amazon Capital Services	9/22/2020	6.13
ACH	Amazon Capital Services	9/22/2020	15.52
ACH	Amazon Capital Services	9/22/2020	43.09
ACH	Amazon Capital Services	9/22/2020	65.71
ACH	Amazon Capital Services	9/22/2020	10.82
ACH	Amazon Capital Services	9/22/2020	17.51
ACH	Amazon Capital Services	9/22/2020	11.54
ACH	Amazon Capital Services	9/22/2020	7.49

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	19.01
ACH	Amazon Capital Services	9/22/2020	18.87
ACH	Amazon Capital Services	9/22/2020	43.09
ACH	Amazon Capital Services	9/22/2020	19.38
ACH	Amazon Capital Services	9/22/2020	109.30
ACH	Amazon Capital Services	9/22/2020	8.66
ACH	Amazon Capital Services	9/22/2020	22.08
ACH	Amazon Capital Services	9/22/2020	12.33
ACH	Amazon Capital Services	9/22/2020	12.88
ACH	Amazon Capital Services	9/22/2020	27.70
ACH	Amazon Capital Services	9/22/2020	13.47
ACH	Amazon Capital Services	9/22/2020	26.91
ACH	Amazon Capital Services	9/22/2020	35.26
ACH	Amazon Capital Services	9/22/2020	4.19
ACH	Amazon Capital Services	9/22/2020	24.46
ACH	Amazon Capital Services	9/22/2020	19.24
ACH	Amazon Capital Services	9/22/2020	68.61
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	14.00
ACH	Amazon Capital Services	9/22/2020	42.63
ACH	Amazon Capital Services	9/22/2020	32.31
ACH	Amazon Capital Services	9/22/2020	22.53
ACH	Amazon Capital Services	9/22/2020	83.97
ACH	Amazon Capital Services	9/22/2020	19.67
ACH	Amazon Capital Services	9/22/2020	6.46
ACH	Amazon Capital Services	9/22/2020	62.44
ACH	Amazon Capital Services	9/22/2020	17.18
ACH	Amazon Capital Services	9/22/2020	23.69
ACH	Amazon Capital Services	9/22/2020	21.53
ACH	Amazon Capital Services	9/22/2020	15.91
ACH	Amazon Capital Services	9/22/2020	22.63
ACH	Amazon Capital Services	9/22/2020	10.50
ACH	Amazon Capital Services	9/22/2020	12.81
ACH	Amazon Capital Services	9/22/2020	5.05
ACH	Amazon Capital Services	9/22/2020	20.34
ACH	Amazon Capital Services	9/22/2020	9.67
ACH	Amazon Capital Services	9/22/2020	66.87
ACH	Amazon Capital Services	9/22/2020	5.99
ACH	Amazon Capital Services	9/22/2020	55.55
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	6.49
ACH	Amazon Capital Services	9/22/2020	18.20
ACH	Amazon Capital Services	9/22/2020	89.89
ACH	Amazon Capital Services	9/22/2020	16.43
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	40.31
ACH	Amazon Capital Services	9/22/2020	14.78
ACH	Amazon Capital Services	9/22/2020	12.98
ACH	Amazon Capital Services	9/22/2020	4.99
ACH	Amazon Capital Services	9/22/2020	95.90
ACH	Amazon Capital Services	9/22/2020	19.38
ACH	Amazon Capital Services	9/22/2020	10.76
ACH	Amazon Capital Services	9/22/2020	13.90
ACH	Amazon Capital Services	9/22/2020	20.46
ACH	Amazon Capital Services	9/22/2020	28.02
ACH	Amazon Capital Services	9/22/2020	17.93

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	3.26
ACH	Amazon Capital Services	9/22/2020	11.84
ACH	Amazon Capital Services	9/22/2020	20.06
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	12.92
ACH	Amazon Capital Services	9/22/2020	12.88
ACH	Amazon Capital Services	9/22/2020	16.03
ACH	Amazon Capital Services	9/22/2020	41.99
ACH	Amazon Capital Services	9/22/2020	10.76
ACH	Amazon Capital Services	9/22/2020	8.65
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	12.92
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	9.69
ACH	Amazon Capital Services	9/22/2020	155.34
ACH	Amazon Capital Services	9/22/2020	6.87
ACH	Amazon Capital Services	9/22/2020	62.55
ACH	Amazon Capital Services	9/22/2020	5.92
ACH	Amazon Capital Services	9/22/2020	16.47
ACH	Amazon Capital Services	9/22/2020	47.08
ACH	Amazon Capital Services	9/22/2020	12.57
ACH	Amazon Capital Services	9/22/2020	17.12
ACH	Amazon Capital Services	9/22/2020	12.93
ACH	Amazon Capital Services	9/22/2020	30.44
ACH	Amazon Capital Services	9/22/2020	14.19
ACH	Amazon Capital Services	9/22/2020	15.07
ACH	Amazon Capital Services	9/22/2020	12.23
ACH	Amazon Capital Services	9/22/2020	6.40
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	35.56
ACH	Amazon Capital Services	9/22/2020	18.31
ACH	Amazon Capital Services	9/22/2020	10.86
ACH	Amazon Capital Services	9/22/2020	8.39
ACH	Amazon Capital Services	9/22/2020	8.92
ACH	Amazon Capital Services	9/22/2020	20.45
ACH	Amazon Capital Services	9/22/2020	21.36
ACH	Amazon Capital Services	9/22/2020	56.60
ACH	Amazon Capital Services	9/22/2020	11.90
ACH	Amazon Capital Services	9/22/2020	28.04
ACH	Amazon Capital Services	9/22/2020	20.51
ACH	Amazon Capital Services	9/22/2020	54.80
ACH	Amazon Capital Services	9/22/2020	57.74
ACH	Amazon Capital Services	9/22/2020	49.48
ACH	Amazon Capital Services	9/22/2020	24.77
ACH	Amazon Capital Services	9/22/2020	34.68
ACH	Amazon Capital Services	9/22/2020	64.61
ACH	Amazon Capital Services	9/22/2020	40.63
ACH	Amazon Capital Services	9/22/2020	16.70
ACH	Amazon Capital Services	9/22/2020	13.71
ACH	Amazon Capital Services	9/22/2020	25.52
ACH	Amazon Capital Services	9/22/2020	44.27
ACH	Amazon Capital Services	9/22/2020	6.30
ACH	Amazon Capital Services	9/22/2020	43.10
ACH	Amazon Capital Services	9/22/2020	47.39
ACH	Amazon Capital Services	9/22/2020	48.58
ACH	Amazon Capital Services	9/22/2020	9.68
ACH	Amazon Capital Services	9/22/2020	21.54

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/22/2020	13.47
ACH	Amazon Capital Services	9/22/2020	13.47
ACH	Amazon Capital Services	9/22/2020	11.47
ACH	Amazon Capital Services	9/22/2020	13.18
ACH	Amazon Capital Services	9/22/2020	30.15
ACH	Amazon Capital Services	9/22/2020	8.61
ACH	Amazon Capital Services	9/22/2020	11.84
ACH	Amazon Capital Services	9/22/2020	19.76
ACH	Amazon Capital Services	9/22/2020	44.91
ACH	Amazon Capital Services	9/22/2020	11.58
ACH	Amazon Capital Services	9/22/2020	18.21
ACH	Amazon Capital Services	9/22/2020	9.70
ACH	Amazon Capital Services	9/22/2020	5.46
ACH	Amazon Capital Services	9/22/2020	49.22
ACH	Amazon Capital Services	9/22/2020	25.69
ACH	Amazon Capital Services	9/22/2020	16.15
ACH	Amazon Capital Services	9/22/2020	21.50
ACH	Amazon Capital Services	9/22/2020	31.66
ACH	Amazon Capital Services	9/22/2020	21.29
ACH	Amazon Capital Services	9/22/2020	16.11
ACH	Amazon Capital Services	9/22/2020	22.93
ACH	Amazon Capital Services	9/22/2020	6.45
ACH	Amazon Capital Services	9/22/2020	21.01
ACH	Amazon Capital Services	9/22/2020	8.60
ACH	Amazon Capital Services	9/22/2020	25.83
ACH	Amazon Capital Services	9/22/2020	11.63
ACH	Amazon Capital Services	9/22/2020	35.54
ACH	Amazon Capital Services	9/22/2020	11.30
ACH	Amazon Capital Services	9/22/2020	5.59
ACH	Amazon Capital Services	9/22/2020	11.60
ACH	Amazon Capital Services	9/22/2020	8.47
ACH	Amazon Capital Services	9/22/2020	17.13
ACH	Amazon Capital Services	9/22/2020	18.87
ACH	Amazon Capital Services	9/22/2020	10.86
ACH	Amazon Capital Services	9/22/2020	10.86
ACH	Amazon Capital Services	9/22/2020	8.06
ACH	Amazon Capital Services	9/22/2020	6.32
ACH	Amazon Capital Services	9/22/2020	5.38
ACH	Amazon Capital Services	9/22/2020	52.99
ACH	Amazon Capital Services	9/22/2020	25.45
ACH	Amazon Capital Services	9/22/2020	25.75
ACH	Amazon Capital Services	9/22/2020	13.07
ACH	Amazon Capital Services	9/22/2020	19.28
ACH	Amazon Capital Services	9/22/2020	7.53
ACH	Amazon Capital Services	9/22/2020	11.17
ACH	Amazon Capital Services	9/22/2020	16.58
ACH	Amazon Capital Services	9/22/2020	79.62
ACH	Amazon Capital Services	9/22/2020	54.13
ACH	Amazon Capital Services	9/22/2020	19.56
ACH	Amazon Capital Services	9/22/2020	50.23
ACH	Amazon Capital Services	9/24/2020	9.13
ACH	Amazon Capital Services	9/24/2020	5.65
ACH	Amazon Capital Services	9/24/2020	26.93
ACH	Amazon Capital Services	9/24/2020	15.75
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	65.93
ACH	Amazon Capital Services	9/24/2020	13.88

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	153.61
ACH	Amazon Capital Services	9/24/2020	7.53
ACH	Amazon Capital Services	9/24/2020	24.07
ACH	Amazon Capital Services	9/24/2020	6.52
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	7.42
ACH	Amazon Capital Services	9/24/2020	8.35
ACH	Amazon Capital Services	9/24/2020	19.38
ACH	Amazon Capital Services	9/24/2020	10.45
ACH	Amazon Capital Services	9/24/2020	11.66
ACH	Amazon Capital Services	9/24/2020	14.61
ACH	Amazon Capital Services	9/24/2020	7.24
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	42.64
ACH	Amazon Capital Services	9/24/2020	11.48
ACH	Amazon Capital Services	9/24/2020	7.41
ACH	Amazon Capital Services	9/24/2020	26.20
ACH	Amazon Capital Services	9/24/2020	5.89
ACH	Amazon Capital Services	9/24/2020	18.81
ACH	Amazon Capital Services	9/24/2020	21.29
ACH	Amazon Capital Services	9/24/2020	86.82
ACH	Amazon Capital Services	9/24/2020	23.79
ACH	Amazon Capital Services	9/24/2020	78.42
ACH	Amazon Capital Services	9/24/2020	15.06
ACH	Amazon Capital Services	9/24/2020	28.00
ACH	Amazon Capital Services	9/24/2020	50.62
ACH	Amazon Capital Services	9/24/2020	3.54
ACH	Amazon Capital Services	9/24/2020	25.55
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	14.18
ACH	Amazon Capital Services	9/24/2020	151.92
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	15.03
ACH	Amazon Capital Services	9/24/2020	4.30
ACH	Amazon Capital Services	9/24/2020	10.86
ACH	Amazon Capital Services	9/24/2020	9.21
ACH	Amazon Capital Services	9/24/2020	40.56
ACH	Amazon Capital Services	9/24/2020	21.53
ACH	Amazon Capital Services	9/24/2020	42.98
ACH	Amazon Capital Services	9/24/2020	22.17
ACH	Amazon Capital Services	9/24/2020	21.65
ACH	Amazon Capital Services	9/24/2020	15.77
ACH	Amazon Capital Services	9/24/2020	45.14
ACH	Amazon Capital Services	9/24/2020	14.19
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	18.30
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	21.76
ACH	Amazon Capital Services	9/24/2020	12.86
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	16.38
ACH	Amazon Capital Services	9/24/2020	11.36
ACH	Amazon Capital Services	9/24/2020	27.98
ACH	Amazon Capital Services	9/24/2020	3.22
ACH	Amazon Capital Services	9/24/2020	16.38
ACH	Amazon Capital Services	9/24/2020	95.73
ACH	Amazon Capital Services	9/24/2020	12.25

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	26.82
ACH	Amazon Capital Services	9/24/2020	22.09
ACH	Amazon Capital Services	9/24/2020	5.43
ACH	Amazon Capital Services	9/24/2020	22.22
ACH	Amazon Capital Services	9/24/2020	17.12
ACH	Amazon Capital Services	9/24/2020	49.33
ACH	Amazon Capital Services	9/24/2020	9.33
ACH	Amazon Capital Services	9/24/2020	28.15
ACH	Amazon Capital Services	9/24/2020	3.38
ACH	Amazon Capital Services	9/24/2020	15.83
ACH	Amazon Capital Services	9/24/2020	19.09
ACH	Amazon Capital Services	9/24/2020	5.93
ACH	Amazon Capital Services	9/24/2020	45.43
ACH	Amazon Capital Services	9/24/2020	37.95
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	33.19
ACH	Amazon Capital Services	9/24/2020	16.14
ACH	Amazon Capital Services	9/24/2020	33.52
ACH	Amazon Capital Services	9/24/2020	188.55
ACH	Amazon Capital Services	9/24/2020	52.35
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	11.63
ACH	Amazon Capital Services	9/24/2020	5.38
ACH	Amazon Capital Services	9/24/2020	35.09
ACH	Amazon Capital Services	9/24/2020	46.42
ACH	Amazon Capital Services	9/24/2020	13.06
ACH	Amazon Capital Services	9/24/2020	19.38
ACH	Amazon Capital Services	9/24/2020	29.04
ACH	Amazon Capital Services	9/24/2020	2.82
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	51.54
ACH	Amazon Capital Services	9/24/2020	9.91
ACH	Amazon Capital Services	9/24/2020	8.69
ACH	Amazon Capital Services	9/24/2020	6.14
ACH	Amazon Capital Services	9/24/2020	14.00
ACH	Amazon Capital Services	9/24/2020	31.82
ACH	Amazon Capital Services	9/24/2020	32.31
ACH	Amazon Capital Services	9/24/2020	92.12
ACH	Amazon Capital Services	9/24/2020	10.22
ACH	Amazon Capital Services	9/24/2020	10.17
ACH	Amazon Capital Services	9/24/2020	44.58
ACH	Amazon Capital Services	9/24/2020	12.92
ACH	Amazon Capital Services	9/24/2020	140.06
ACH	Amazon Capital Services	9/24/2020	8.59
ACH	Amazon Capital Services	9/24/2020	27.58
ACH	Amazon Capital Services	9/24/2020	28.88
ACH	Amazon Capital Services	9/24/2020	34.19
ACH	Amazon Capital Services	9/24/2020	193.94
ACH	Amazon Capital Services	9/24/2020	37.01
ACH	Amazon Capital Services	9/24/2020	15.03
ACH	Amazon Capital Services	9/24/2020	16.54
ACH	Amazon Capital Services	9/24/2020	15.75
ACH	Amazon Capital Services	9/24/2020	28.83
ACH	Amazon Capital Services	9/24/2020	75.34
ACH	Amazon Capital Services	9/24/2020	140.06
ACH	Amazon Capital Services	9/24/2020	10.86

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	23.97
ACH	Amazon Capital Services	9/24/2020	23.97
ACH	Amazon Capital Services	9/24/2020	13.85
ACH	Amazon Capital Services	9/24/2020	2.93
ACH	Amazon Capital Services	9/24/2020	37.52
ACH	Amazon Capital Services	9/24/2020	79.57
ACH	Amazon Capital Services	9/24/2020	23.71
ACH	Amazon Capital Services	9/24/2020	14.05
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	25.40
ACH	Amazon Capital Services	9/24/2020	17.95
ACH	Amazon Capital Services	9/24/2020	50.14
ACH	Amazon Capital Services	9/24/2020	86.15
ACH	Amazon Capital Services	9/24/2020	193.94
ACH	Amazon Capital Services	9/24/2020	69.65
ACH	Amazon Capital Services	9/24/2020	42.57
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	32.63
ACH	Amazon Capital Services	9/24/2020	47.92
ACH	Amazon Capital Services	9/24/2020	19.68
ACH	Amazon Capital Services	9/24/2020	8.57
ACH	Amazon Capital Services	9/24/2020	19.37
ACH	Amazon Capital Services	9/24/2020	14.63
ACH	Amazon Capital Services	9/24/2020	21.54
ACH	Amazon Capital Services	9/24/2020	10.62
ACH	Amazon Capital Services	9/24/2020	11.04
ACH	Amazon Capital Services	9/24/2020	128.66
ACH	Amazon Capital Services	9/24/2020	18.78
ACH	Amazon Capital Services	9/24/2020	20.46
ACH	Amazon Capital Services	9/24/2020	12.14
ACH	Amazon Capital Services	9/24/2020	66.21
ACH	Amazon Capital Services	9/24/2020	8.57
ACH	Amazon Capital Services	9/24/2020	49.44
ACH	Amazon Capital Services	9/24/2020	46.54
ACH	Amazon Capital Services	9/24/2020	16.15
ACH	Amazon Capital Services	9/24/2020	18.65
ACH	Amazon Capital Services	9/24/2020	23.45
ACH	Amazon Capital Services	9/24/2020	104.61
ACH	Amazon Capital Services	9/24/2020	43.57
ACH	Amazon Capital Services	9/24/2020	114.56
ACH	Amazon Capital Services	9/24/2020	22.29
ACH	Amazon Capital Services	9/24/2020	14.45
ACH	Amazon Capital Services	9/24/2020	15.07
ACH	Amazon Capital Services	9/24/2020	11.38
ACH	Amazon Capital Services	9/24/2020	29.06
ACH	Amazon Capital Services	9/24/2020	12.25
ACH	Amazon Capital Services	9/24/2020	49.53
ACH	Amazon Capital Services	9/24/2020	19.80
ACH	Amazon Capital Services	9/24/2020	10.78
ACH	Amazon Capital Services	9/24/2020	18.30
ACH	Amazon Capital Services	9/24/2020	23.68
ACH	Amazon Capital Services	9/24/2020	5.89
ACH	Amazon Capital Services	9/24/2020	4.30
ACH	Amazon Capital Services	9/24/2020	11.78
ACH	Amazon Capital Services	9/24/2020	8.61
ACH	Amazon Capital Services	9/24/2020	33.91
ACH	Amazon Capital Services	9/24/2020	48.90

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	47.17
ACH	Amazon Capital Services	9/24/2020	30.13
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	21.54
ACH	Amazon Capital Services	9/24/2020	62.52
ACH	Amazon Capital Services	9/24/2020	42.17
ACH	Amazon Capital Services	9/24/2020	21.53
ACH	Amazon Capital Services	9/24/2020	22.62
ACH	Amazon Capital Services	9/24/2020	12.91
ACH	Amazon Capital Services	9/24/2020	8.09
ACH	Amazon Capital Services	9/24/2020	29.54
ACH	Amazon Capital Services	9/24/2020	33.84
ACH	Amazon Capital Services	9/24/2020	65.42
ACH	Amazon Capital Services	9/24/2020	13.67
ACH	Amazon Capital Services	9/24/2020	5.43
ACH	Amazon Capital Services	9/24/2020	46.84
ACH	Amazon Capital Services	9/24/2020	43.09
ACH	Amazon Capital Services	9/24/2020	5.61
ACH	Amazon Capital Services	9/24/2020	33.92
ACH	Amazon Capital Services	9/24/2020	3.64
ACH	Amazon Capital Services	9/24/2020	34.85
ACH	Amazon Capital Services	9/24/2020	10.43
ACH	Amazon Capital Services	9/24/2020	5.55
ACH	Amazon Capital Services	9/24/2020	10.71
ACH	Amazon Capital Services	9/24/2020	9.47
ACH	Amazon Capital Services	9/24/2020	12.15
ACH	Amazon Capital Services	9/24/2020	78.53
ACH	Amazon Capital Services	9/24/2020	15.07
ACH	Amazon Capital Services	9/24/2020	14.92
ACH	Amazon Capital Services	9/24/2020	14.74
ACH	Amazon Capital Services	9/24/2020	17.22
ACH	Amazon Capital Services	9/24/2020	7.74
ACH	Amazon Capital Services	9/24/2020	45.11
ACH	Amazon Capital Services	9/24/2020	126.04
ACH	Amazon Capital Services	9/24/2020	8.69
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	22.29
ACH	Amazon Capital Services	9/24/2020	9.47
ACH	Amazon Capital Services	9/24/2020	31.80
ACH	Amazon Capital Services	9/24/2020	32.27
ACH	Amazon Capital Services	9/24/2020	31.02
ACH	Amazon Capital Services	9/24/2020	89.42
ACH	Amazon Capital Services	9/24/2020	50.52
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	10.53
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	10.51
ACH	Amazon Capital Services	9/24/2020	10.75
ACH	Amazon Capital Services	9/24/2020	20.16
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	24.86
ACH	Amazon Capital Services	9/24/2020	43.85
ACH	Amazon Capital Services	9/24/2020	115.82
ACH	Amazon Capital Services	9/24/2020	6.71

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	17.12
ACH	Amazon Capital Services	9/24/2020	43.23
ACH	Amazon Capital Services	9/24/2020	21.85
ACH	Amazon Capital Services	9/24/2020	18.94
ACH	Amazon Capital Services	9/24/2020	224.20
ACH	Amazon Capital Services	9/24/2020	7.49
ACH	Amazon Capital Services	9/24/2020	10.76
ACH	Amazon Capital Services	9/24/2020	10.64
ACH	Amazon Capital Services	9/24/2020	25.85
ACH	Amazon Capital Services	9/24/2020	13.95
ACH	Amazon Capital Services	9/24/2020	5.71
ACH	Amazon Capital Services	9/24/2020	18.14
ACH	Amazon Capital Services	9/24/2020	16.30
ACH	Amazon Capital Services	9/24/2020	6.45
ACH	Amazon Capital Services	9/24/2020	21.44
ACH	Amazon Capital Services	9/24/2020	49.96
ACH	Amazon Capital Services	9/24/2020	18.31
ACH	Amazon Capital Services	9/24/2020	5.43
ACH	Amazon Capital Services	9/24/2020	11.84
ACH	Amazon Capital Services	9/24/2020	12.93
ACH	Amazon Capital Services	9/24/2020	59.23
ACH	Amazon Capital Services	9/24/2020	15.61
ACH	Amazon Capital Services	9/24/2020	43.48
ACH	Amazon Capital Services	9/24/2020	53.29
ACH	Amazon Capital Services	9/24/2020	2.23
ACH	Amazon Capital Services	9/24/2020	47.78
ACH	Amazon Capital Services	9/24/2020	33.10
ACH	Amazon Capital Services	9/24/2020	72.22
ACH	Amazon Capital Services	9/24/2020	32.30
ACH	Amazon Capital Services	9/24/2020	35.54
ACH	Amazon Capital Services	9/24/2020	47.93
ACH	Amazon Capital Services	9/24/2020	41.73
ACH	Amazon Capital Services	9/24/2020	23.21
ACH	Amazon Capital Services	9/24/2020	75.03
ACH	Amazon Capital Services	9/24/2020	12.12
ACH	Amazon Capital Services	9/24/2020	42.98
ACH	Amazon Capital Services	9/24/2020	33.41
ACH	Amazon Capital Services	9/24/2020	18.56
ACH	Amazon Capital Services	9/24/2020	14.12
ACH	Amazon Capital Services	9/24/2020	11.55
ACH	Amazon Capital Services	9/24/2020	22.90
ACH	Amazon Capital Services	9/24/2020	34.24
ACH	Amazon Capital Services	9/24/2020	22.81
ACH	Amazon Capital Services	9/24/2020	9.69
ACH	Amazon Capital Services	9/24/2020	15.20
ACH	Amazon Capital Services	9/24/2020	32.27
ACH	Amazon Capital Services	9/24/2020	29.05
ACH	Amazon Capital Services	9/24/2020	12.90
ACH	Amazon Capital Services	9/24/2020	57.46
ACH	Amazon Capital Services	9/24/2020	32.31
ACH	Amazon Capital Services	9/24/2020	26.93
ACH	Amazon Capital Services	9/24/2020	37.68
ACH	Amazon Capital Services	9/24/2020	4.78
ACH	Amazon Capital Services	9/24/2020	46.20
ACH	Amazon Capital Services	9/24/2020	16.44
ACH	Amazon Capital Services	9/24/2020	36.62
ACH	Amazon Capital Services	9/24/2020	27.12

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/24/2020	12.71
ACH	Amazon Capital Services	9/24/2020	5.33
ACH	Amazon Capital Services	9/24/2020	9.14
ACH	Amazon Capital Services	9/24/2020	19.70
ACH	Amazon Capital Services	9/24/2020	36.62
ACH	Amazon Capital Services	9/24/2020	17.55
ACH	Amazon Capital Services	9/24/2020	53.86
ACH	Amazon Capital Services	9/24/2020	32.31
ACH	Charter Impact, Inc.	9/25/2020	482.16
ACH	PresenceLearning, Inc.	9/25/2020	1,291.71
ACH	Amazon Capital Services	9/29/2020	15.49
ACH	Amazon Capital Services	9/29/2020	17.20
ACH	Amazon Capital Services	9/29/2020	14.65
ACH	Amazon Capital Services	9/29/2020	10.72
ACH	Amazon Capital Services	9/29/2020	246.61
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	27.02
ACH	Amazon Capital Services	9/29/2020	12.25
ACH	Amazon Capital Services	9/29/2020	13.17
ACH	Amazon Capital Services	9/29/2020	11.84
ACH	Amazon Capital Services	9/29/2020	15.72
ACH	Amazon Capital Services	9/29/2020	27.95
ACH	Amazon Capital Services	9/29/2020	10.81
ACH	Amazon Capital Services	9/29/2020	16.30
ACH	Amazon Capital Services	9/29/2020	23.36
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	13.99
ACH	Amazon Capital Services	9/29/2020	18.78
ACH	Amazon Capital Services	9/29/2020	15.21
ACH	Amazon Capital Services	9/29/2020	13.68
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	19.59
ACH	Amazon Capital Services	9/29/2020	23.83
ACH	Amazon Capital Services	9/29/2020	10.62
ACH	Amazon Capital Services	9/29/2020	22.60
ACH	Amazon Capital Services	9/29/2020	13.58
ACH	Amazon Capital Services	9/29/2020	17.35
ACH	Amazon Capital Services	9/29/2020	15.57
ACH	Amazon Capital Services	9/29/2020	15.19
ACH	Amazon Capital Services	9/29/2020	15.57
ACH	Amazon Capital Services	9/29/2020	21.63
ACH	Amazon Capital Services	9/29/2020	11.83
ACH	Amazon Capital Services	9/29/2020	26.94
ACH	Amazon Capital Services	9/29/2020	15.81
ACH	Amazon Capital Services	9/29/2020	27.98
ACH	Amazon Capital Services	9/29/2020	18.24
ACH	Amazon Capital Services	9/29/2020	22.06
ACH	Amazon Capital Services	9/29/2020	22.20
ACH	Amazon Capital Services	9/29/2020	107.74
ACH	Amazon Capital Services	9/29/2020	13.46
ACH	Amazon Capital Services	9/29/2020	20.66
ACH	Amazon Capital Services	9/29/2020	16.15
ACH	Amazon Capital Services	9/29/2020	30.29
ACH	Amazon Capital Services	9/29/2020	28.81
ACH	Amazon Capital Services	9/29/2020	15.37
ACH	Amazon Capital Services	9/29/2020	24.59
ACH	Amazon Capital Services	9/29/2020	12.28

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	11.84
ACH	Amazon Capital Services	9/29/2020	171.85
ACH	Amazon Capital Services	9/29/2020	13.29
ACH	Amazon Capital Services	9/29/2020	21.43
ACH	Amazon Capital Services	9/29/2020	162.77
ACH	Amazon Capital Services	9/29/2020	16.14
ACH	Amazon Capital Services	9/29/2020	18.31
ACH	Amazon Capital Services	9/29/2020	11.84
ACH	Amazon Capital Services	9/29/2020	134.55
ACH	Amazon Capital Services	9/29/2020	26.84
ACH	Amazon Capital Services	9/29/2020	1.99
ACH	Amazon Capital Services	9/29/2020	129.63
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	10.51
ACH	Amazon Capital Services	9/29/2020	18.08
ACH	Amazon Capital Services	9/29/2020	20.46
ACH	Amazon Capital Services	9/29/2020	13.30
ACH	Amazon Capital Services	9/29/2020	15.72
ACH	Amazon Capital Services	9/29/2020	25.58
ACH	Amazon Capital Services	9/29/2020	13.04
ACH	Amazon Capital Services	9/29/2020	10.33
ACH	Amazon Capital Services	9/29/2020	15.51
ACH	Amazon Capital Services	9/29/2020	3.27
ACH	Amazon Capital Services	9/29/2020	12.49
ACH	Amazon Capital Services	9/29/2020	14.45
ACH	Amazon Capital Services	9/29/2020	21.54
ACH	Amazon Capital Services	9/29/2020	27.64
ACH	Amazon Capital Services	9/29/2020	10.72
ACH	Amazon Capital Services	9/29/2020	13.10
ACH	Amazon Capital Services	9/29/2020	11.15
ACH	Amazon Capital Services	9/29/2020	21.84
ACH	Amazon Capital Services	9/29/2020	15.05
ACH	Amazon Capital Services	9/29/2020	16.71
ACH	Amazon Capital Services	9/29/2020	12.49
ACH	Amazon Capital Services	9/29/2020	23.52
ACH	Amazon Capital Services	9/29/2020	196.94
ACH	Amazon Capital Services	9/29/2020	15.70
ACH	Amazon Capital Services	9/29/2020	14.82
ACH	Amazon Capital Services	9/29/2020	11.95
ACH	Amazon Capital Services	9/29/2020	18.87
ACH	Amazon Capital Services	9/29/2020	27.96
ACH	Amazon Capital Services	9/29/2020	24.68
ACH	Amazon Capital Services	9/29/2020	15.89
ACH	Amazon Capital Services	9/29/2020	22.92
ACH	Amazon Capital Services	9/29/2020	24.76
ACH	Amazon Capital Services	9/29/2020	26.93
ACH	Amazon Capital Services	9/29/2020	26.79
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	109.49
ACH	Amazon Capital Services	9/29/2020	11.84
ACH	Amazon Capital Services	9/29/2020	127.13
ACH	Amazon Capital Services	9/29/2020	19.34
ACH	Amazon Capital Services	9/29/2020	12.92
ACH	Amazon Capital Services	9/29/2020	16.58
ACH	Amazon Capital Services	9/29/2020	23.69
ACH	Amazon Capital Services	9/29/2020	26.91
ACH	Amazon Capital Services	9/29/2020	11.84

Cabrillo Point Academy**Check Register**

For the period ended September 30, 2020

Check Number	Vendor Name	Check Date	Check Amount
ACH	Amazon Capital Services	9/29/2020	19.38
ACH	Amazon Capital Services	9/29/2020	14.65
ACH	Provenance	9/2/2020	98,380.36
ACH	Provenance	9/2/2020	67,872.78
ACH	Provenance	9/2/2020	9,518.52
ACH	Provenance	9/2/2020	1,442.78
ACH	Provenance	9/2/2020	95,160.94
ACH	Provenance	9/2/2020	67,872.78
ACH	Provenance	9/2/2020	1,196.04
ACH	Provenance	9/2/2020	1,666.00
ACH	Provenance	9/2/2020	9,478.04
ACH	Provenance	9/2/2020	1,414.92
ACH	Provenance	9/2/2020	1,196.04
ACH	Provenance	9/2/2020	1,666.00
ACH	Provenance	9/2/2020	3,693.84
ACH	Provenance	9/2/2020	3,681.84
ACH	Provenance	9/2/2020	<u>126,268.00</u>

Total Disbursements in September \$ 8,531,799.74

Cabrillo Point Academy
Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
A Brighter Child	55026	9/4/2020	10/4/2020	\$ 97	\$ -	\$ -	\$ -	\$ -	\$ 97
ABC Guidance	109	8/31/2020	9/30/2020	203	-	-	-	-	203
Academics In A Box Inc	10413	9/9/2020	10/9/2020	87	-	-	-	-	87
Academy 831	129	8/31/2020	9/30/2020	113	-	-	-	-	113
Achieve Inc.	73	9/9/2020	10/9/2020	180	-	-	-	-	180
Activities for Learning, Inc.	381405	9/2/2020	10/2/2020	22	-	-	-	-	22
Activities for Learning, Inc.	381406	9/2/2020	10/2/2020	100	-	-	-	-	100
Activities for Learning, Inc.	381425	9/8/2020	10/8/2020	100	-	-	-	-	100
Activities for Learning, Inc.	381436	9/8/2020	10/8/2020	330	-	-	-	-	330
Activities for Learning, Inc.	381437	9/8/2020	10/8/2020	100	-	-	-	-	100
Activities for Learning, Inc.	381438	9/8/2020	10/8/2020	117	-	-	-	-	117
Activities for Learning, Inc.	381442	9/9/2020	10/9/2020	100	-	-	-	-	100
Activities for Learning, Inc.	381443	9/9/2020	10/9/2020	128	-	-	-	-	128
Al-Burooj Academy	358	9/1/2020	10/1/2020	1,790	-	-	-	-	1,790
All About Learning Press, Inc.	903476	8/18/2020	10/17/2020	85	-	-	-	-	85
All About Learning Press, Inc.	903743	8/27/2020	10/26/2020	167	-	-	-	-	167
All About Learning Press, Inc.	903778	8/31/2020	9/30/2020	48	-	-	-	-	48
All About Learning Press, Inc.	903783	8/31/2020	9/30/2020	63	-	-	-	-	63
All About Learning Press, Inc.	903801	9/1/2020	10/1/2020	145	-	-	-	-	145
All About Learning Press, Inc.	903802	9/1/2020	10/1/2020	25	-	-	-	-	25
All About Learning Press, Inc.	903842	9/3/2020	10/3/2020	53	-	-	-	-	53
All About Learning Press, Inc.	903843	9/3/2020	11/2/2020	35	-	-	-	-	35
Alyssa Westphal	912020	9/1/2020	10/1/2020	750	-	-	-	-	750
Amanda Gifford	37	8/31/2020	9/30/2020	250	-	-	-	-	250
Amazon Capital Services	1443-CYXD-394N	9/9/2020	11/8/2020	19	-	-	-	-	19
Amazon Capital Services	1DHG-J116-HX7G	9/14/2020	11/13/2020	28	-	-	-	-	28
Amazon Capital Services	1GLQ-TGMK-FLW4	9/12/2020	11/11/2020	21	-	-	-	-	21
Amazon Capital Services	1GLQ-TGMK-RTG1	9/13/2020	11/12/2020	7	-	-	-	-	7
Amazon Capital Services	1GMM-CVCJ-NDDG	9/6/2020	11/5/2020	66	-	-	-	-	66
Amazon Capital Services	1GRL-PVYL-JX3X	9/12/2020	11/11/2020	46	-	-	-	-	46
Amazon Capital Services	1GRL-PVYL-RYJH	9/13/2020	11/12/2020	23	-	-	-	-	23
Amazon Capital Services	1GRL-PVYL-WRKC	9/13/2020	11/12/2020	11	-	-	-	-	11
Amazon Capital Services	1HQR-DKNR-4LR1	9/13/2020	11/12/2020	14	-	-	-	-	14
Amazon Capital Services	1HQR-DKNR-7NTP	9/14/2020	11/12/2020	7	-	-	-	-	7
Amazon Capital Services	1HQR-DKNR-HQQC	9/14/2020	11/13/2020	17	-	-	-	-	17
Amazon Capital Services	1LLG-KD39-CXQJ	9/14/2020	11/13/2020	9	-	-	-	-	9
Amazon Capital Services	1LYL-CNMW-HV6V	9/12/2020	11/11/2020	92	-	-	-	-	92
Amazon Capital Services	1LYL-CNMW-JNFL	9/12/2020	11/11/2020	16	-	-	-	-	16

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Amazon Capital Services	1LYL-CNMW-K41N	9/12/2020	11/11/2020	60	-	-	-	-	60
Amazon Capital Services	1P6K-YL39-3JJF	9/14/2020	11/13/2020	47	-	-	-	-	47
Amazon Capital Services	1P6K-YL39-3RDG	9/14/2020	11/13/2020	13	-	-	-	-	13
Amazon Capital Services	1VNT-VHRL-77QX	9/13/2020	11/12/2020	11	-	-	-	-	11
Amazon Capital Services	1VVG-R169-94MG	9/12/2020	11/11/2020	17	-	-	-	-	17
Amazon Capital Services	1VVG-R169-CYLK	9/12/2020	11/11/2020	49	-	-	-	-	49
Amazon Capital Services	1VVG-R169-DR9F	9/12/2020	11/11/2020	5	-	-	-	-	5
Amazon Capital Services	1VVG-R169-F96Y	9/12/2020	11/11/2020	17	-	-	-	-	17
Amazon Capital Services	1VVG-R169-LXNR	9/12/2020	11/11/2020	38	-	-	-	-	38
American Martial Arts Academy - 2 (Pla	9930	8/31/2020	9/30/2020	199	-	-	-	-	199
Amy Roncevich	301	9/1/2020	10/1/2020	300	-	-	-	-	300
Amy Roncevich	302	9/1/2020	10/1/2020	300	-	-	-	-	300
Amy Roncevich	303	9/1/2020	10/1/2020	300	-	-	-	-	300
Amy Roncevich	315	9/1/2020	10/1/2020	315	-	-	-	-	315
Anaheim Ballet	2020-4	9/8/2020	10/8/2020	90	-	-	-	-	90
Ann Zylman	250	8/31/2020	9/30/2020	113	-	-	-	-	113
Annette Brower	137	9/1/2020	10/1/2020	51	-	-	-	-	51
Apple Inc.	AC43837358	9/3/2020	10/3/2020	99	-	-	-	-	99
Apple Inc.	AD01213406	9/9/2020	10/9/2020	49	-	-	-	-	49
Aqua Duks Swim School	25	6/17/2020	7/17/2020	-	-	1,642	-	-	1,642
Art Steps, Inc.	CPA082020	9/2/2020	10/2/2020	578	-	-	-	-	578
Arts & Learning Conservatory	10685347	8/19/2020	9/18/2020	250	-	-	-	-	250
Arts & Learning Conservatory	10708211	8/23/2020	9/22/2020	400	-	-	-	-	400
Bigfoot Graphics	090220	9/2/2020	10/2/2020	50	-	-	-	-	50
Bilingual Books, Inc	25666-C	1/29/2020	2/28/2020	-	-	-	-	(45)	(45)
Bird Watching Academy	BWAC9820	7/20/2020	8/19/2020	-	69	-	-	-	69
Blake Litschke	87	9/1/2020	10/1/2020	120	-	-	-	-	120
Blake Litschke	88	9/1/2020	10/1/2020	120	-	-	-	-	120
Brave Writer LLC	21886441	8/16/2020	8/16/2020	-	50	-	-	-	50
Brave Writer LLC	23036892	9/8/2020	9/8/2020	438	-	-	-	-	438
Briana Harley	TWSEPT2020	9/3/2020	9/30/2020	200	-	-	-	-	200
Briana Harley	ZWSEPT2020	9/3/2020	9/30/2020	200	-	-	-	-	200
Britany Callahan	CAL29	9/9/2020	10/9/2020	120	-	-	-	-	120
C3 Classes	2020-45	8/11/2020	9/10/2020	1,080	-	-	-	-	1,080
C3 Classes	2020-46	8/22/2020	9/21/2020	2,195	-	-	-	-	2,195
Caitlyn Park	114	8/31/2020	9/30/2020	175	-	-	-	-	175
Caitlyn Park	115	9/4/2020	10/4/2020	525	-	-	-	-	525
California Sound Music Academy	1038	9/8/2020	10/8/2020	240	-	-	-	-	240
Cassandra Bradford	CB2020_08CPA	8/31/2020	9/30/2020	300	-	-	-	-	300
Charter's Choice Educational Services	451	9/7/2020	10/7/2020	1,000	-	-	-	-	1,000

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CharterSafe	32046	9/1/2020	9/1/2020	38,598	-	-	-	-	38,598
Christine Echeverri	00305	9/3/2020	10/3/2020	215	-	-	-	-	215
Christy Hernandez	AUGUST2020	8/25/2020	9/24/2020	1,050	-	-	-	-	1,050
Christy Sawyer	8	8/31/2020	9/30/2020	78	-	-	-	-	78
Cindy Irvine	9042020	9/4/2020	10/4/2020	320	-	-	-	-	320
Clear Water Press	2020-12485	9/3/2020	10/3/2020	38	-	-	-	-	38
Cornerstone Therapies	59904	8/31/2020	9/30/2020	500	-	-	-	-	500
Cornerstone Therapies	59905	8/31/2020	9/30/2020	300	-	-	-	-	300
Cornerstone Therapies	59906	8/31/2020	9/30/2020	300	-	-	-	-	300
Cornerstone Therapies	59907	8/31/2020	9/30/2020	350	-	-	-	-	350
eat2explore	100751	9/3/2020	10/3/2020	30	-	-	-	-	30
eat2explore	100752	9/8/2020	10/8/2020	30	-	-	-	-	30
Eaton Interpreting Services, Inc.	311616	9/7/2020	9/7/2020	150	-	-	-	-	150
EDMC	CPA 2020-02	9/2/2020	10/2/2020	1,173	-	-	-	-	1,173
EDMC	CPA 2020-03	9/2/2020	10/2/2020	552	-	-	-	-	552
Education.com Holdings, Inc.	E10325	8/31/2020	9/30/2020	120	-	-	-	-	120
Educational Development Corporation	DIR7175229	9/1/2020	10/1/2020	16	-	-	-	-	16
Educational Development Corporation	DIR7175230	9/1/2020	10/1/2020	16	-	-	-	-	16
Educational Development Corporation	DIR7175231	9/1/2020	10/1/2020	16	-	-	-	-	16
Educational Development Corporation	DIR7175232	9/1/2020	10/1/2020	16	-	-	-	-	16
Educational Development Corporation	DIR7175251	9/2/2020	10/2/2020	23	-	-	-	-	23
Educational Development Corporation	DIR7224935	9/8/2020	10/8/2020	40	-	-	-	-	40
eDynamic Learning	20-0085 CREDIT	9/11/2020	10/11/2020	(85)	-	-	-	-	(85)
eDynamic Learning	20-0086 CREDIT	9/11/2020	10/11/2020	(85)	-	-	-	-	(85)
eDynamic Learning	20-0088 CREDIT	9/11/2020	10/11/2020	(530)	-	-	-	-	(530)
eDynamic Learning	20-0466 CREDIT	9/3/2020	10/3/2020	(265)	-	-	-	-	(265)
eDynamic Learning	20-0773	9/2/2020	10/2/2020	265	-	-	-	-	265
eDynamic Learning	20-0774	9/2/2020	10/2/2020	85	-	-	-	-	85
eDynamic Learning	20-0775	9/2/2020	10/2/2020	85	-	-	-	-	85
Effectual Educational Consulting Service	3891	5/31/2020	6/30/2020	-	-	-	4,735	-	4,735
Elemental Science	IN-2671	9/5/2020	10/5/2020	46	-	-	-	-	46
Elemental Science	IN-2678	9/9/2020	10/9/2020	89	-	-	-	-	89
Ellen Wahhab	WAHH091520	9/15/2020	9/15/2020	114	-	-	-	-	114
eLuma LLC	6746	9/3/2020	9/30/2020	8,333	-	-	-	-	8,333
EMH Sports USA, Inc.	167-237461-8	9/8/2020	10/8/2020	2,359	-	-	-	-	2,359
Encore School of Music, Inc	INV-3008	9/4/2020	10/4/2020	898	-	-	-	-	898
Ereflect Pty Ltd	INV-20360	8/31/2020	9/30/2020	67	-	-	-	-	67
Ereflect Pty Ltd	INV-20383	9/8/2020	10/8/2020	67	-	-	-	-	67
Excellence Professional Cleaning	9023	8/31/2020	9/30/2020	735	-	-	-	-	735
Express Yourself Therapy	253	8/31/2020	9/30/2020	80	-	-	-	-	80

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Express Yourself Therapy	256	9/1/2020	10/1/2020	80	-	-	-	-	80
Express Yourself Therapy	258	9/2/2020	10/2/2020	80	-	-	-	-	80
Express Yourself Therapy	262	9/4/2020	10/4/2020	80	-	-	-	-	80
Express Yourself Therapy	265	9/9/2020	10/9/2020	80	-	-	-	-	80
Express Yourself Therapy	269	9/11/2020	10/11/2020	80	-	-	-	-	80
Express Yourself Therapy	270	9/11/2020	10/11/2020	80	-	-	-	-	80
Express Yourself Therapy	381	8/31/2020	9/30/2020	120	-	-	-	-	120
Express Yourself Therapy	386	9/2/2020	10/2/2020	120	-	-	-	-	120
Express Yourself Therapy	388	9/3/2020	10/3/2020	120	-	-	-	-	120
Express Yourself Therapy	392	9/9/2020	10/9/2020	120	-	-	-	-	120
Express Yourself Therapy	395	9/10/2020	10/10/2020	120	-	-	-	-	120
Feather River Charter School	FRCS-CPA	6/30/2020	6/30/2020	-	-	-	45,429	-	45,429
Firestorm Freerunning and Acrobatics	06-20 5	9/9/2020	10/9/2020	711	-	-	-	-	711
Florida Virtual School	202125-34987	9/2/2020	10/2/2020	475	-	-	-	-	475
Focus Dance Center	LAM001	9/3/2020	10/3/2020	70	-	-	-	-	70
Focus Dance Center	LAM002	9/3/2020	10/3/2020	70	-	-	-	-	70
Focus Dance Center	ROB001	9/3/2020	10/3/2020	210	-	-	-	-	210
Frazier Martial Arts	084	9/1/2020	10/1/2020	239	-	-	-	-	239
Freckled Frog	160820	9/1/2020	10/1/2020	55	-	-	-	-	55
Global Teletherapy	3873	9/8/2020	10/8/2020	23,465	-	-	-	-	23,465
Gravitas Publications, Inc.	18686	9/9/2020	10/9/2020	148	-	-	-	-	148
Growing Minds, LLC	33070-USD	8/5/2020	10/4/2020	120	-	-	-	-	120
Gymninny Kids	1123	9/10/2020	10/10/2020	101	-	-	-	-	101
Hart Academy of Dance	50	9/5/2020	10/5/2020	73	-	-	-	-	73
Hart Academy of Dance	51	9/5/2020	10/5/2020	60	-	-	-	-	60
Heart N Soul Equine Assisted Therapy	1006	9/1/2020	10/1/2020	68	-	-	-	-	68
History Unboxed LLC	wc-7979HU	9/8/2020	10/8/2020	436	-	-	-	-	436
History Unboxed LLC	wc-8075HU	9/8/2020	10/8/2020	777	-	-	-	-	777
History Unboxed LLC	wc-8227HU	9/8/2020	10/8/2020	473	-	-	-	-	473
History Unboxed LLC	wc-8276HU	9/8/2020	10/8/2020	447	-	-	-	-	447
Home Science Tools	1035786A	8/31/2020	9/30/2020	220	-	-	-	-	220
Home Science Tools	1049404A	9/4/2020	10/4/2020	38	-	-	-	-	38
Home Science Tools	1049453A	9/9/2020	10/9/2020	71	-	-	-	-	71
Home Science Tools	1050185A	9/8/2020	10/8/2020	111	-	-	-	-	111
Home Science Tools	1051464A	9/9/2020	10/9/2020	16	-	-	-	-	16
Homeschool Buyers Co-op	1142371	8/31/2020	9/30/2020	102	-	-	-	-	102
Homeschool Buyers Co-op	1142637	9/21/2020	10/15/2020	133	-	-	-	-	133
Homeschool Buyers Co-op	1142641	8/31/2020	9/30/2020	199	-	-	-	-	199
Homeschool Concierge	690	9/26/2019	10/26/2019	-	-	-	-	(15,640)	(15,640)
Hooked on Phonics	HOP1139	9/3/2020	10/3/2020	283	-	-	-	-	283

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Houghton Mifflin Harcourt Publishing C	911277719	7/30/2019	8/29/2019	-	-	-	-	(177)	(177)
Houghton Mifflin Harcourt Publishing C	911277733	7/30/2019	8/29/2019	-	-	-	-	(87)	(87)
Houghton Mifflin Harcourt Publishing C	911285671	9/10/2019	10/10/2019	-	-	-	-	(315)	(315)
Houghton Mifflin Harcourt Publishing C	911300131	11/20/2019	11/20/2019	-	-	-	-	(126)	(126)
Huijun Cheng	FEB2020EF	6/5/2020	7/5/2020	-	-	319	-	-	319
Huijun Cheng	MAR2020EF	6/5/2020	7/5/2020	-	-	215	-	-	215
IL-Do Taekwondo	103	9/1/2020	10/1/2020	210	-	-	-	-	210
IL-Do Taekwondo	105	9/4/2020	10/4/2020	500	-	-	-	-	500
Infinity Kids	20	9/1/2020	10/1/2020	1,760	-	-	-	-	1,760
Interval Music	9820	9/8/2020	10/8/2020	313	-	-	-	-	313
Irvine Therapy Services, Inc.	082020 A	9/10/2020	10/10/2020	1,320	-	-	-	-	1,320
Irvine Therapy Services, Inc.	082020 B	9/10/2020	10/10/2020	165	-	-	-	-	165
J.E.M.S. Dance Center	20 09 CPA	9/8/2020	10/8/2020	1,470	-	-	-	-	1,470
Jenny Del Greco	47	9/1/2020	10/1/2020	280	-	-	-	-	280
Jenny Tu	09201	9/1/2020	10/1/2020	300	-	-	-	-	300
Jenny Tu	092010	9/8/2020	10/8/2020	340	-	-	-	-	340
Jenny Tu	09202	9/18/2020	10/18/2020	240	-	-	-	-	240
Jenny Tu	09203	9/18/2020	10/18/2020	240	-	-	-	-	240
Jenny Tu	09204	9/21/2020	10/21/2020	350	-	-	-	-	350
Jenny Tu	09205	9/21/2020	10/21/2020	350	-	-	-	-	350
John Olinger	OLIN092120	9/21/2020	9/21/2020	97	-	-	-	-	97
Jonathan Quijas	QUIJ090820	9/8/2020	10/8/2020	104	-	-	-	-	104
Joshua Monzon	000009-CBA	9/4/2020	10/4/2020	510	-	-	-	-	510
Joycelyn Choo	615	9/2/2020	10/2/2020	272	-	-	-	-	272
Judylyn Weesner	160197	8/31/2020	8/31/2020	2,300	-	-	-	-	2,300
Judylyn Weesner	160199	9/17/2020	9/17/2020	500	-	-	-	-	500
Julie Gatlin	104	9/7/2020	10/7/2020	250	-	-	-	-	250
Juliet Aucreman	21	9/7/2020	10/7/2020	350	-	-	-	-	350
Jump and Schout Therapy, Inc.	18929	4/30/2020	5/30/2020	-	-	-	-	325	325
Jump and Schout Therapy, Inc.	19259	4/30/2020	5/30/2020	-	-	-	-	390	390
Jump and Schout Therapy, Inc.	20973	8/31/2020	9/30/2020	195	-	-	-	-	195
Jump and Schout Therapy, Inc.	20978	8/31/2020	9/30/2020	320	-	-	-	-	320
Jump and Schout Therapy, Inc.	20979	8/31/2020	9/30/2020	260	-	-	-	-	260
Jump and Schout Therapy, Inc.	20980	8/31/2020	9/30/2020	260	-	-	-	-	260
Jump and Schout Therapy, Inc.	21064	8/31/2020	9/30/2020	580	-	-	-	-	580
Kanor Driving School, Inc	185	9/8/2020	10/8/2020	30	-	-	-	-	30
Kanor Driving School, Inc	186	9/8/2020	10/8/2020	30	-	-	-	-	30
Karen Ketterer	KETT091720	9/17/2020	9/17/2020	91	-	-	-	-	91
Katie Kinnaman	10	9/3/2020	10/3/2020	120	-	-	-	-	120
KCINOC Partners, LLC	125	9/3/2020	10/3/2020	935	-	-	-	-	935

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Kick It Up	61	8/31/2020	9/30/2020	845	-	-	-	-	845
KiwiCo, Inc.	KE-081A40B3	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-0C790500	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-0E7AD17F	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-11D7CB8C	8/31/2020	9/30/2020	120	-	-	-	-	120
KiwiCo, Inc.	KE-1C577CB4	8/31/2020	9/30/2020	223	-	-	-	-	223
KiwiCo, Inc.	KE-1FD20E1A	8/31/2020	9/30/2020	174	-	-	-	-	174
KiwiCo, Inc.	KE-233083A3	8/31/2020	9/30/2020	350	-	-	-	-	350
KiwiCo, Inc.	KE-24FE241E	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-30DACDC7	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-3123AF36	8/31/2020	9/30/2020	328	-	-	-	-	328
KiwiCo, Inc.	KE-332D6BE7	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-34757FF5	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-39484695	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-39CFE3A8	8/31/2020	9/30/2020	222	-	-	-	-	222
KiwiCo, Inc.	KE-3B5AB3EB	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-437C3AC3	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-46F13335	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-474240D3	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-4B07093D	8/31/2020	9/30/2020	350	-	-	-	-	350
KiwiCo, Inc.	KE-4C9449B7	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-5004EC72	8/31/2020	9/30/2020	183	-	-	-	-	183
KiwiCo, Inc.	KE-50AF3DD4	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-59C70C46	8/31/2020	9/30/2020	183	-	-	-	-	183
KiwiCo, Inc.	KE-59E43EF3	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-5A605797	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-6757B842	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-69F54BED	8/31/2020	9/30/2020	196	-	-	-	-	196
KiwiCo, Inc.	KE-6ACF5A32	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-763EA4A3	8/31/2020	9/30/2020	120	-	-	-	-	120
KiwiCo, Inc.	KE-795E7A2C	8/31/2020	9/30/2020	350	-	-	-	-	350
KiwiCo, Inc.	KE-79C92C01	8/31/2020	9/30/2020	183	-	-	-	-	183
KiwiCo, Inc.	KE-7B15BDD6	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-7B297717	8/31/2020	9/30/2020	124	-	-	-	-	124
KiwiCo, Inc.	KE-7DFCA564	8/31/2020	9/30/2020	129	-	-	-	-	129
KiwiCo, Inc.	KE-80EC5EF9	8/31/2020	9/30/2020	350	-	-	-	-	350
KiwiCo, Inc.	KE-82F7A2AE	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-83152F6B	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-8A3A5FCA	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-8B1B105C	8/31/2020	9/30/2020	350	-	-	-	-	350

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KiwiCo, Inc.	KE-8E2DEE0B	8/30/2020	9/29/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-914D8E4A	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-97E21C2D	8/31/2020	9/30/2020	129	-	-	-	-	129
KiwiCo, Inc.	KE-9972B0CF	8/31/2020	9/30/2020	117	-	-	-	-	117
KiwiCo, Inc.	KE-9D6270BE	8/31/2020	9/30/2020	97	-	-	-	-	97
KiwiCo, Inc.	KE-A22A5CD7	8/30/2020	9/29/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-A4CC4A65	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-A4FF0901	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-A5BD0AB6	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-A62732ED	8/31/2020	9/30/2020	350	-	-	-	-	350
KiwiCo, Inc.	KE-A68BF6B0	8/30/2020	9/29/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-A8854191	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-B0E11646	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-B3803B4A	8/31/2020	9/30/2020	129	-	-	-	-	129
KiwiCo, Inc.	KE-B6992E00	8/31/2020	9/30/2020	183	-	-	-	-	183
KiwiCo, Inc.	KE-B7BBA674	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-BBFF978A	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-BC302EE8	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-BCAFF5FE	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-C19A0A20	8/31/2020	9/30/2020	544	-	-	-	-	544
KiwiCo, Inc.	KE-C71BDBC8	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-CB5227AD	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-D0CBE32F	8/31/2020	9/30/2020	120	-	-	-	-	120
KiwiCo, Inc.	KE-D1635A31	8/31/2020	9/30/2020	120	-	-	-	-	120
KiwiCo, Inc.	KE-D8937E3F	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-E018160D	8/31/2020	9/30/2020	221	-	-	-	-	221
KiwiCo, Inc.	KE-E706BF70	8/31/2020	9/30/2020	119	-	-	-	-	119
KiwiCo, Inc.	KE-E893FDFD	8/31/2020	9/30/2020	65	-	-	-	-	65
KiwiCo, Inc.	KE-F0AC4FF7	8/31/2020	9/30/2020	97	-	-	-	-	97
KiwiCo, Inc.	KE-F92E0A6F	8/31/2020	9/30/2020	119	-	-	-	-	119
Kumon Mission Viejo-Civic Center	B003	9/18/2020	10/18/2020	290	-	-	-	-	290
LA Acting Studios	196	8/31/2020	9/30/2020	250	-	-	-	-	250
Lakeshore	3734200920	9/3/2020	10/3/2020	615	-	-	-	-	615
Lakeshore	4062670920	9/1/2020	10/1/2020	135	-	-	-	-	135
Lakeshore	4142630920	9/8/2020	10/8/2020	386	-	-	-	-	386
Lakeshore	4146820920	9/1/2020	10/1/2020	206	-	-	-	-	206
Lakeshore	4170570920	9/2/2020	10/2/2020	44	-	-	-	-	44
Lakeshore	4265990920	9/4/2020	10/4/2020	126	-	-	-	-	126
Lakeshore	4273340920	9/4/2020	10/4/2020	247	-	-	-	-	247
Lakeshore	4273350920	9/4/2020	10/4/2020	74	-	-	-	-	74

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Lakeshore	4275490920	9/8/2020	10/8/2020	710	-	-	-	-	710
Lakeshore	4276310920	9/8/2020	10/8/2020	12	-	-	-	-	12
Lakeshore	4277250920	9/8/2020	10/8/2020	12	-	-	-	-	12
Lakeshore	4323140920	9/4/2020	10/4/2020	93	-	-	-	-	93
Learning A-Z	2603056	9/2/2020	10/2/2020	195	-	-	-	-	195
Learning A-Z	2617610	9/4/2020	10/4/2020	485	-	-	-	-	485
LEGO Education	1190434856	8/5/2020	10/4/2020	156	-	-	-	-	156
Lighthouse Therapy LLC	231	8/18/2020	9/17/2020	769	-	-	-	-	769
Lindamood-Bell Learning Processes	SIN188621	2/11/2020	4/10/2020	-	-	-	-	5,746	5,746
Lindamood-Bell Learning Processes	SIN206809	5/29/2020	7/28/2020	-	-	4,940	-	-	4,940
Lindamood-Bell Learning Processes	SIN206810	5/29/2020	7/28/2020	-	-	5,850	-	-	5,850
Lindamood-Bell Learning Processes	SIN206811	5/29/2020	7/28/2020	-	-	3,413	-	-	3,413
Lindamood-Bell Learning Processes	SIN212344	7/2/2020	8/31/2020	3,536	-	-	-	-	3,536
Lindamood-Bell Learning Processes	SIN212346	7/2/2020	8/31/2020	4,680	-	-	-	-	4,680
Lindamood-Bell Learning Processes	SIN212347	7/2/2020	8/31/2020	4,160	-	-	-	-	4,160
Lindamood-Bell Learning Processes	SIN223178	8/31/2020	10/30/2020	3,230	-	-	-	-	3,230
Linette N. Rodriguez	117	8/31/2020	9/30/2020	56	-	-	-	-	56
Little Passports	113324230	8/31/2020	9/30/2020	258	-	-	-	-	258
Little Passports	113324408	8/31/2020	9/30/2020	232	-	-	-	-	232
Little Passports	113324465	8/31/2020	9/30/2020	108	-	-	-	-	108
Little Passports	113471487	8/31/2020	9/30/2020	297	-	-	-	-	297
Little Passports	113471489	8/31/2020	9/30/2020	188	-	-	-	-	188
Little Passports	113471501	8/31/2020	9/30/2020	161	-	-	-	-	161
Little Passports	113471503	8/31/2020	9/30/2020	297	-	-	-	-	297
Little Passports	113471523	8/31/2020	9/30/2020	232	-	-	-	-	232
Little Passports	113471625	8/31/2020	9/30/2020	209	-	-	-	-	209
Little Surf Co.	1185	7/5/2020	8/5/2020	-	1,986	-	-	-	1,986
Logic of English	INV9602	8/31/2020	9/30/2020	208	-	-	-	-	208
Mad Dog Math	4267	9/8/2020	10/8/2020	90	-	-	-	-	90
Mandie Schenkenberger	38	9/1/2020	10/1/2020	70	-	-	-	-	70
Mandie Schenkenberger	39	9/1/2020	10/1/2020	70	-	-	-	-	70
Margaret Morghen	6	6/23/2018	7/23/2018	-	-	-	-	75	75
Mark James	2020-09	9/1/2020	10/1/2020	120	-	-	-	-	120
Math-U-See Inc.	0640841-IN	8/1/2020	9/30/2020	107	-	-	-	-	107
Math-U-See Inc.	0644608-IN	8/10/2020	10/9/2020	58	-	-	-	-	58
Math-U-See Inc.	0645613-IN	8/11/2020	10/10/2020	201	-	-	-	-	201
Math-U-See Inc.	0645828-IN	8/11/2020	10/10/2020	82	-	-	-	-	82
Math-U-See Inc.	0645853-IN	8/11/2020	10/10/2020	199	-	-	-	-	199
Math-U-See Inc.	0646657-IN	8/12/2020	10/11/2020	199	-	-	-	-	199
Math-U-See Inc.	0648697-IN	8/17/2020	10/16/2020	174	-	-	-	-	174

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Math-U-See Inc.	0648701-IN	8/17/2020	10/16/2020	224	-	-	-	-	224
Math-U-See Inc.	0651966-IN	8/21/2020	10/20/2020	173	-	-	-	-	173
Math-U-See Inc.	0651975-IN	8/21/2020	10/20/2020	199	-	-	-	-	199
Math-U-See Inc.	0652005-IN	8/21/2020	10/20/2020	199	-	-	-	-	199
Math-U-See Inc.	0652099-IN	8/21/2020	10/20/2020	199	-	-	-	-	199
Math-U-See Inc.	0654774-IN	8/27/2020	10/26/2020	291	-	-	-	-	291
Math-U-See Inc.	0654775-IN	8/27/2020	10/26/2020	162	-	-	-	-	162
Math-U-See Inc.	0654776-IN	8/27/2020	10/26/2020	61	-	-	-	-	61
Math-U-See Inc.	0654778-IN	8/27/2020	10/26/2020	95	-	-	-	-	95
Math-U-See Inc.	0655585-IN	8/28/2020	10/27/2020	49	-	-	-	-	49
Math-U-See Inc.	0656477-IN	8/31/2020	10/30/2020	119	-	-	-	-	119
Math-U-See Inc.	0656487-IN	8/31/2020	10/30/2020	94	-	-	-	-	94
Math-U-See Inc.	0656502-IN	8/31/2020	10/30/2020	199	-	-	-	-	199
Math-U-See Inc.	0657281-IN	9/1/2020	10/31/2020	199	-	-	-	-	199
Math-U-See Inc.	0658072-IN	9/2/2020	11/1/2020	58	-	-	-	-	58
Math-U-See Inc.	0658074-IN	9/2/2020	11/1/2020	58	-	-	-	-	58
Math-U-See Inc.	0658076-IN	9/2/2020	11/1/2020	238	-	-	-	-	238
Math-U-See Inc.	0658082-IN	9/2/2020	11/1/2020	199	-	-	-	-	199
Math-U-See Inc.	0658127-IN	9/2/2020	11/1/2020	199	-	-	-	-	199
Mathnasium of Temecula	803	9/1/2020	10/1/2020	319	-	-	-	-	319
McColgan & Associates INC	3814	9/12/2020	9/12/2020	3,144	-	-	-	-	3,144
McCoy Rigby Arts, Inc.	A.Zappen9-2-20	9/2/2020	9/2/2020	58	-	-	-	-	58
McCoy Rigby Arts, Inc.	APaulino9-2-20	9/2/2020	9/2/2020	58	-	-	-	-	58
McGraw Hill LLC	113866866001	9/3/2020	10/3/2020	452	-	-	-	-	452
McGraw Hill LLC	113867063001	8/31/2020	9/30/2020	780	-	-	-	-	780
McGraw Hill LLC	113871721001	8/20/2020	9/19/2020	108	-	-	-	-	108
McGraw Hill LLC	113993260001	8/24/2020	9/23/2020	889	-	-	-	-	889
McGraw Hill LLC	114402291001	9/1/2020	10/1/2020	943	-	-	-	-	943
McGraw Hill LLC	114436235001	9/11/2020	10/11/2020	155	-	-	-	-	155
Megan Warren	62	9/4/2020	10/4/2020	140	-	-	-	-	140
MEL Science U.S., LLC	AH20200831003	8/31/2020	9/30/2020	314	-	-	-	-	314
MEL Science U.S., LLC	DD2020083118	9/1/2020	10/1/2020	100	-	-	-	-	100
MEL Science U.S., LLC	IP20200831006	8/31/2020	9/30/2020	314	-	-	-	-	314
MEL Science U.S., LLC	JA2020090611	9/6/2020	10/6/2020	279	-	-	-	-	279
MEL Science U.S., LLC	MK2020090612	9/6/2020	10/6/2020	314	-	-	-	-	314
MEL Science U.S., LLC	SD2020090408	9/4/2020	10/4/2020	314	-	-	-	-	314
Michelle Terry	47	9/1/2020	10/1/2020	615	-	-	-	-	615
Mission Viejo Nadadores	BishhayJul2020	9/4/2020	10/4/2020	75	-	-	-	-	75
Mission Vista Academy	MVA-CPA	6/30/2020	6/30/2020	-	-	-	1,224,809	-	1,224,809
Molly's Music	104	9/1/2020	10/1/2020	259	-	-	-	-	259

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Momentum Dance Center LLC 2	850	9/4/2020	10/4/2020	500	-	-	-	-	500
Momentum Dance Center LLC 2	851	9/4/2020	10/4/2020	102	-	-	-	-	102
Momentum Dance Center LLC 2	852	9/4/2020	10/4/2020	102	-	-	-	-	102
Moving Beyond the Page	221482	8/31/2020	9/30/2020	444	-	-	-	-	444
Moving Beyond the Page	221489	8/31/2020	9/30/2020	356	-	-	-	-	356
Moving Beyond the Page	221757	9/1/2020	10/1/2020	328	-	-	-	-	328
Moving Beyond the Page	221844	9/2/2020	10/2/2020	87	-	-	-	-	87
Moving Beyond the Page	221919	9/2/2020	10/2/2020	253	-	-	-	-	253
Moving Beyond the Page	222182	9/3/2020	10/3/2020	168	-	-	-	-	168
Moving Beyond the Page	222263	9/4/2020	10/4/2020	168	-	-	-	-	168
Moving Beyond the Page	222391	9/4/2020	10/4/2020	97	-	-	-	-	97
Moving Beyond the Page	222413	9/4/2020	10/4/2020	269	-	-	-	-	269
Moving Beyond the Page	222639	9/6/2020	10/6/2020	6	-	-	-	-	6
Moving Beyond the Page	222640	9/6/2020	10/6/2020	169	-	-	-	-	169
MoxieBox Art, Inc	6213	9/2/2020	10/2/2020	36	-	-	-	-	36
MoxieBox Art, Inc	6214	9/2/2020	10/2/2020	36	-	-	-	-	36
MoxieBox Art, Inc	6215	9/2/2020	10/2/2020	153	-	-	-	-	153
Mr. D Math, LLC	1278	9/4/2020	10/4/2020	5,414	-	-	-	-	5,414
Mubashera Chaudhry	302	9/8/2020	10/8/2020	695	-	-	-	-	695
Mystery Science Inc.	102019	9/1/2020	10/1/2020	49	-	-	-	-	49
Mystery Science Inc.	95323	9/7/2020	10/7/2020	69	-	-	-	-	69
Mystery Science Inc.	95703	9/1/2020	10/1/2020	49	-	-	-	-	49
Mystery Science Inc.	96020	9/1/2020	10/1/2020	49	-	-	-	-	49
Mystery Science Inc.	96378	9/4/2020	10/4/2020	49	-	-	-	-	49
Mystery Science Inc.	96656	9/11/2020	10/11/2020	49	-	-	-	-	49
Mystery Science Inc.	97097	9/8/2020	10/8/2020	49	-	-	-	-	49
Natalie Neal M.A. CCC-SLP	1979	8/31/2020	9/30/2020	750	-	-	-	-	750
Natalie Neal M.A. CCC-SLP	1981	8/31/2020	9/30/2020	600	-	-	-	-	600
Natalie Neal M.A. CCC-SLP	1995	8/31/2020	9/30/2020	1,350	-	-	-	-	1,350
Natalie Neal M.A. CCC-SLP	1996	8/31/2020	9/30/2020	1,050	-	-	-	-	1,050
Natalie Shohdy	20-08 CPA	9/1/2020	10/1/2020	1,155	-	-	-	-	1,155
NCS Pearson, Inc.	3501045	9/9/2020	9/9/2020	(1,070)	-	-	-	-	(1,070)
Nick's Tutoring	005	9/11/2020	10/11/2020	280	-	-	-	-	280
Nick's Tutoring	006	8/31/2020	9/30/2020	200	-	-	-	-	200
Nicole Thomas	2542	9/1/2020	10/1/2020	79	-	-	-	-	79
Nicole Thomas	2543	9/1/2020	10/1/2020	99	-	-	-	-	99
Office Depot, Inc	113970180001	8/25/2020	9/20/2020	91	-	-	-	-	91
Office Depot, Inc	114004900001	8/26/2020	9/20/2020	115	-	-	-	-	115
Office Depot, Inc	115226234001	8/19/2020	9/13/2020	131	-	-	-	-	131
Office Depot, Inc	115695962001	8/20/2020	9/13/2020	34	-	-	-	-	34

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Office Depot, Inc	115696049001	8/20/2020	9/13/2020	26	-	-	-	-	26
Office Depot, Inc	115696231001	8/19/2020	9/13/2020	32	-	-	-	-	32
Office Depot, Inc	117001703001	8/18/2020	9/13/2020	10	-	-	-	-	10
Office Depot, Inc	119193470001	8/26/2020	9/20/2020	18	-	-	-	-	18
One-on-One Tutoring	073	9/1/2020	10/1/2020	350	-	-	-	-	350
One-on-One Tutoring	075	9/1/2020	10/1/2020	350	-	-	-	-	350
One-on-One Tutoring	076	9/1/2020	10/1/2020	350	-	-	-	-	350
One-on-One Tutoring	077	9/1/2020	10/1/2020	350	-	-	-	-	350
Orange County Speech Services	1539	8/31/2020	9/30/2020	1,605	-	-	-	-	1,605
Outschool, Inc.	20446	8/31/2020	9/30/2020	16	-	-	-	-	16
Pacific Conservatory	Jones 9	9/9/2020	10/9/2020	275	-	-	-	-	275
Pamela Y. Worcester	ARCE00010	9/2/2020	10/2/2020	250	-	-	-	-	250
Paul Ciolek	100039	9/3/2020	10/3/2020	165	-	-	-	-	165
Peace Hill Press, Inc. dba Well Trained I	52943	9/4/2020	10/4/2020	68	-	-	-	-	68
Peace Hill Press, Inc. dba Well Trained I	52959	9/9/2020	10/9/2020	45	-	-	-	-	45
Peace Hill Press, Inc. dba Well Trained I	52972	9/9/2020	10/9/2020	44	-	-	-	-	44
Pearson Education Inc.	6001566092	4/6/2020	5/6/2020	-	-	-	-	(357)	(357)
Pliha Speech & Learning Center	2192	7/18/2020	8/17/2020	-	1,948	-	-	-	1,948
Pliha Speech & Learning Center	2193	7/18/2020	8/17/2020	-	760	-	-	-	760
Pliha Speech & Learning Center	2194	7/18/2020	8/17/2020	-	1,463	-	-	-	1,463
Pliha Speech & Learning Center	2195	7/18/2020	8/17/2020	-	1,330	-	-	-	1,330
Pliha Speech & Learning Center	2196	7/18/2020	8/17/2020	-	2,185	-	-	-	2,185
Portal Languages - Costa Mesa	INV-4289	8/27/2020	9/30/2020	250	-	-	-	-	250
PresenceLearning, Inc.	INV33822	8/5/2020	9/4/2020	4,200	-	-	-	-	4,200
PresenceLearning, Inc.	INV34681	9/7/2020	10/7/2020	5,415	-	-	-	-	5,415
Procopio, Cory, Hargreaves & Savitch LI	724109	8/10/2020	8/10/2020	-	6,310	-	-	-	6,310
Provenance	1387	5/23/2020	5/23/2020	-	-	-	-	2,327	2,327
Provenance	1389A	5/22/2020	5/22/2020	-	-	-	-	332	332
Provenance	1391	4/1/2020	5/1/2020	-	-	-	-	5,776	5,776
Provenance	1392	5/22/2020	5/22/2020	-	-	-	-	2,307	2,307
Provenance	1393	5/22/2020	5/22/2020	-	-	-	-	2,970	2,970
Provenance	1395	5/23/2020	5/23/2020	-	-	-	-	2,213	2,213
Provenance	1400	5/23/2020	5/23/2020	-	-	-	-	980	980
Provenance	1401A	5/22/2020	5/22/2020	-	-	-	-	1,431	1,431
Provenance	1528	5/23/2020	5/23/2020	-	-	-	-	1,776	1,776
Provenance	1865	6/24/2020	6/24/2020	-	-	-	18,540	-	18,540
Provenance	1921	5/4/2020	6/3/2020	-	-	-	509	-	509
Provenance	1962	5/7/2020	5/7/2020	-	-	-	-	3,201	3,201
Provenance	2000	5/8/2020	5/8/2020	-	-	-	-	1,470	1,470
Provenance	2011	5/8/2020	5/8/2020	-	-	-	-	4,949	4,949

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Provenance	2022	5/8/2020	5/8/2020	-	-	-	-	1,062	1,062
Provenance	2077	5/9/2020	5/9/2020	-	-	-	-	6,151	6,151
Provenance	2087	5/9/2020	5/9/2020	-	-	-	-	2,109	2,109
Provenance	2115	5/9/2020	5/9/2020	-	-	-	-	2,633	2,633
Provenance	2126	5/9/2020	5/9/2020	-	-	-	-	1,367	1,367
Provenance	2147	5/10/2020	5/10/2020	-	-	-	-	276	276
Provenance	2158	5/11/2020	5/11/2020	-	-	-	-	74	74
Provenance	2170	5/11/2020	5/11/2020	-	-	-	-	2,941	2,941
Provenance	2285	5/12/2020	5/12/2020	-	-	-	-	1,209	1,209
Provenance	2430	5/15/2020	5/15/2020	-	-	-	-	1,033	1,033
Provenance	2491	6/10/2020	6/10/2020	-	-	-	1,994	-	1,994
Provenance	2502	6/10/2020	6/10/2020	-	-	-	10,383	-	10,383
Provenance	2512	6/10/2020	6/10/2020	-	-	-	8,076	-	8,076
Provenance	2535	6/10/2020	6/10/2020	-	-	-	3,301	-	3,301
Provenance	2545	6/11/2020	6/11/2020	-	-	-	332	-	332
Provenance	2555	6/11/2020	6/11/2020	-	-	-	1,650	-	1,650
Provenance	2567	6/11/2020	6/11/2020	-	-	-	4,700	-	4,700
Provenance	2580	6/11/2020	6/11/2020	-	-	-	2,235	-	2,235
Provenance	2619	6/12/2020	6/12/2020	-	-	-	3,297	-	3,297
Provenance	2628	6/12/2020	6/12/2020	-	-	-	1,566	-	1,566
Provenance	2639	6/12/2020	6/12/2020	-	-	-	3,458	-	3,458
Provenance	2650	6/12/2020	6/12/2020	-	-	-	3,458	-	3,458
Provenance	2672	6/15/2020	6/15/2020	-	-	-	5,763	-	5,763
Provenance	2711	6/16/2020	6/16/2020	-	-	-	663	-	663
Provenance	2722	6/16/2020	6/16/2020	-	-	-	1,648	-	1,648
Provenance	2752	6/17/2020	6/17/2020	-	-	-	665	-	665
Provenance	2762	6/17/2020	6/17/2020	-	-	-	994	-	994
Provenance	2777	6/17/2020	6/17/2020	-	-	-	1,650	-	1,650
Provenance	2778	6/17/2020	6/17/2020	-	-	-	1,648	-	1,648
Provenance	2787	6/18/2020	6/18/2020	-	-	-	1,044	-	1,044
Provenance	2802	6/18/2020	6/18/2020	-	-	-	331	-	331
Provenance	2822	6/19/2020	6/19/2020	-	-	-	598	-	598
Provenance	2852	6/26/2020	6/26/2020	-	-	-	1,949	-	1,949
Provenance	2878	6/30/2020	6/30/2020	-	-	-	2,001	-	2,001
Provenance	2890	6/30/2020	6/30/2020	-	-	-	396	-	396
Provenance	2911	7/1/2020	7/1/2020	-	-	-	366	-	366
Provenance	2922	7/1/2020	7/1/2020	-	-	-	257	-	257
Provenance	2934	7/1/2020	7/1/2020	-	-	-	885	-	885
Provenance	2959	7/7/2020	7/7/2020	-	-	573	-	-	573
Provenance	2970	7/7/2020	7/7/2020	-	-	99	-	-	99

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Provenance	2976	7/7/2020	7/7/2020	-	-	118	-	-	118
Provenance	2997	7/8/2020	7/8/2020	-	-	316	-	-	316
Provenance	3009	7/8/2020	7/8/2020	-	-	549	-	-	549
Provenance	3020	7/8/2020	7/8/2020	-	-	747	-	-	747
Provenance	3043	7/10/2020	7/10/2020	-	-	2,547	-	-	2,547
Provenance	3055	7/13/2020	7/13/2020	-	-	59	-	-	59
Provenance	3427	9/11/2020	10/11/2020	108	-	-	-	-	108
Provenance	3432	9/17/2020	10/17/2020	2,121	-	-	-	-	2,121
Provenance	3443	9/15/2020	9/15/2020	155	-	-	-	-	155
Provenance	3514	9/18/2020	10/18/2020	943	-	-	-	-	943
Rainbow Resource Center	3109531	8/31/2020	9/30/2020	121	-	-	-	-	121
Rainbow Resource Center	3109537	8/31/2020	9/30/2020	50	-	-	-	-	50
Rainbow Resource Center	3109544	8/31/2020	9/30/2020	112	-	-	-	-	112
Rainbow Resource Center	3109559	8/31/2020	9/30/2020	131	-	-	-	-	131
Rainbow Resource Center	3113933	9/1/2020	10/1/2020	35	-	-	-	-	35
Rainbow Resource Center	3113939	9/1/2020	10/1/2020	156	-	-	-	-	156
Rainbow Resource Center	3113950	9/1/2020	10/1/2020	137	-	-	-	-	137
Rainbow Resource Center	3113962	9/1/2020	10/1/2020	65	-	-	-	-	65
Rainbow Resource Center	3113977	9/1/2020	10/1/2020	224	-	-	-	-	224
Rainbow Resource Center	3113994	9/1/2020	10/1/2020	123	-	-	-	-	123
Rainbow Resource Center	3115813	9/2/2020	10/2/2020	83	-	-	-	-	83
Rainbow Resource Center	3116484	9/2/2020	10/2/2020	62	-	-	-	-	62
Rainbow Resource Center	3116499	9/2/2020	10/2/2020	47	-	-	-	-	47
Rainbow Resource Center	3116509	9/2/2020	10/2/2020	123	-	-	-	-	123
Rainbow Resource Center	3116519	9/2/2020	10/2/2020	159	-	-	-	-	159
Rainbow Resource Center	3116528	9/2/2020	10/2/2020	103	-	-	-	-	103
Rainbow Resource Center	3116536	9/2/2020	10/2/2020	19	-	-	-	-	19
Rainbow Resource Center	3116548	9/2/2020	10/2/2020	100	-	-	-	-	100
Rainbow Resource Center	3116556	9/2/2020	10/2/2020	98	-	-	-	-	98
Rainbow Resource Center	3116564	9/2/2020	10/2/2020	81	-	-	-	-	81
Rainbow Resource Center	3116576	9/2/2020	10/2/2020	82	-	-	-	-	82
Rainbow Resource Center	3116594	9/2/2020	10/2/2020	44	-	-	-	-	44
Rainbow Resource Center	3116652	9/2/2020	10/2/2020	216	-	-	-	-	216
Rainbow Resource Center	3116654	9/2/2020	10/2/2020	52	-	-	-	-	52
Rainbow Resource Center	3116655	9/2/2020	10/2/2020	26	-	-	-	-	26
Rainbow Resource Center	3116661	9/2/2020	10/2/2020	46	-	-	-	-	46
Rainbow Resource Center	3116664	9/2/2020	10/2/2020	216	-	-	-	-	216
Rainbow Resource Center	3116669	9/2/2020	10/2/2020	109	-	-	-	-	109
Rainbow Resource Center	3116676	9/2/2020	10/2/2020	33	-	-	-	-	33
Rainbow Resource Center	3118816	9/3/2020	10/3/2020	136	-	-	-	-	136

Cabrillo Point Academy**Accounts Payable Aging**

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	3121044	9/4/2020	10/4/2020	27	-	-	-	-	27
Rainbow Resource Center	3121048	9/4/2020	10/4/2020	48	-	-	-	-	48
Rainbow Resource Center	3121057	9/4/2020	10/4/2020	52	-	-	-	-	52
Rainbow Resource Center	3121059	9/4/2020	10/4/2020	273	-	-	-	-	273
Rainbow Resource Center	3122592	9/4/2020	10/4/2020	48	-	-	-	-	48
Rainbow Resource Center	3122600	9/8/2020	10/8/2020	199	-	-	-	-	199
Rainbow Resource Center	3122621	9/8/2020	10/8/2020	199	-	-	-	-	199
Rainbow Resource Center	3122744	9/8/2020	10/8/2020	27	-	-	-	-	27
Rainbow Resource Center	3122796	9/8/2020	10/8/2020	20	-	-	-	-	20
Rainbow Resource Center	3122802	9/4/2020	10/4/2020	568	-	-	-	-	568
Rainbow Resource Center	3122918	9/8/2020	10/8/2020	124	-	-	-	-	124
Rainbow Resource Center	3122926	9/8/2020	10/8/2020	385	-	-	-	-	385
Rainbow Resource Center	3122928	9/8/2020	10/8/2020	228	-	-	-	-	228
Rainbow Resource Center	3122938	9/8/2020	10/8/2020	199	-	-	-	-	199
Rainbow Resource Center	3122941	9/8/2020	10/8/2020	26	-	-	-	-	26
Rainbow Resource Center	3122966	9/8/2020	10/8/2020	310	-	-	-	-	310
Rainbow Resource Center	3122992	9/8/2020	10/8/2020	49	-	-	-	-	49
Rainbow Resource Center	3123008	9/8/2020	10/8/2020	33	-	-	-	-	33
Rainbow Resource Center	3123030	9/8/2020	10/8/2020	159	-	-	-	-	159
Rainbow Resource Center	3123057	9/4/2020	10/4/2020	77	-	-	-	-	77
Rainbow Resource Center	3123069	9/8/2020	10/8/2020	30	-	-	-	-	30
Rainbow Resource Center	3123079	9/8/2020	10/8/2020	44	-	-	-	-	44
Rainbow Resource Center	3123105	9/8/2020	10/8/2020	148	-	-	-	-	148
Rainbow Resource Center	3123114	9/8/2020	10/8/2020	413	-	-	-	-	413
Rainbow Resource Center	3123121	9/8/2020	10/8/2020	110	-	-	-	-	110
Rainbow Resource Center	3123130	9/8/2020	10/8/2020	20	-	-	-	-	20
Rainbow Resource Center	3127655	9/9/2020	10/9/2020	199	-	-	-	-	199
Rainbow Resource Center	3127660	9/9/2020	10/9/2020	48	-	-	-	-	48
Rainbow Resource Center	3127665	9/9/2020	10/9/2020	20	-	-	-	-	20
Rainbow Resource Center	3127666	9/9/2020	10/9/2020	20	-	-	-	-	20
Rainbow Resource Center	3127671	9/9/2020	10/9/2020	232	-	-	-	-	232
Rainbow Resource Center	3127674	9/9/2020	10/9/2020	226	-	-	-	-	226
Rainbow Resource Center	3127677	9/9/2020	10/9/2020	21	-	-	-	-	21
Rainbow Resource Center	3127680	9/9/2020	10/9/2020	199	-	-	-	-	199
Rainbow Resource Center	3127686	9/9/2020	10/9/2020	59	-	-	-	-	59
Rainbow Resource Center	3127697	9/9/2020	10/9/2020	59	-	-	-	-	59
Rainbow Resource Center	3127704	9/9/2020	10/9/2020	326	-	-	-	-	326
Rainbow Resource Center	3127707	9/9/2020	10/9/2020	62	-	-	-	-	62
Rainbow Resource Center	3127710	9/9/2020	10/9/2020	199	-	-	-	-	199
Rainbow Resource Center	3127712	9/9/2020	10/9/2020	199	-	-	-	-	199

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Rainbow Resource Center	3127715	9/9/2020	10/9/2020	290	-	-	-	-	290
Rainbow Resource Center	3127717	9/9/2020	10/9/2020	50	-	-	-	-	50
Rainbow Resource Center	3127719	9/9/2020	10/9/2020	22	-	-	-	-	22
Rainbow Resource Center	3127721	9/9/2020	10/9/2020	199	-	-	-	-	199
Rainbow Resource Center	3127722	9/9/2020	10/9/2020	117	-	-	-	-	117
Rainbow Resource Center	3127723	9/9/2020	10/9/2020	12	-	-	-	-	12
Rainbow Resource Center	3127726	9/9/2020	10/9/2020	22	-	-	-	-	22
Rainbow Resource Center	3127728	9/9/2020	10/9/2020	15	-	-	-	-	15
Rainbow Resource Center	3127737	9/9/2020	10/9/2020	26	-	-	-	-	26
Rainbow Resource Center	3127744	9/9/2020	10/9/2020	83	-	-	-	-	83
Rainbow Resource Center	3127748	9/9/2020	10/9/2020	19	-	-	-	-	19
Rainbow Resource Center	3127752	9/9/2020	10/9/2020	15	-	-	-	-	15
Regina Phillips	0004	9/14/2020	10/14/2020	260	-	-	-	-	260
Roberta Lenert	CB200	9/5/2020	10/5/2020	440	-	-	-	-	440
Robin Dapper	Evans1Sem	9/1/2020	10/1/2020	300	-	-	-	-	300
Rockstars of Tomorrow	08092020NRCP	9/2/2020	10/2/2020	1,232	-	-	-	-	1,232
Russo, Fleck and Associates	10456-CPA	7/2/2020	7/2/2020	-	-	223	-	-	223
Samantha Scukanec	SCUK090820	9/8/2020	10/8/2020	304	-	-	-	-	304
San Diego Center for Vision Care-Optor	57	9/18/2020	10/18/2020	480	-	-	-	-	480
San Diego Center for Vision Care-Optor	58	9/18/2020	10/18/2020	320	-	-	-	-	320
San Diego Center for Vision Care-Optor	60	9/18/2020	10/18/2020	240	-	-	-	-	240
Savvas Learning Company LLC	4026183803	8/20/2020	9/19/2020	186	-	-	-	-	186
Scholastic Inc.	M7018172 2	9/8/2020	10/8/2020	64	-	-	-	-	64
School of Rock Huntington Beach	932020-1	9/3/2020	10/3/2020	319	-	-	-	-	319
School of Rock Huntington Beach	932020-2	9/3/2020	10/3/2020	319	-	-	-	-	319
School Pathways, LLC	65946	8/31/2020	9/30/2020	14,265	-	-	-	-	14,265
School Pathways, LLC	66345	9/15/2020	10/15/2020	700	-	-	-	-	700
SHI International Corp	B12079167	7/31/2020	9/29/2020	10,091	-	-	-	-	10,091
SHI International Corp	B12084110	8/3/2020	10/2/2020	9,245	-	-	-	-	9,245
SHI International Corp	B12113256	8/11/2020	10/10/2020	10,487	-	-	-	-	10,487
SHI International Corp	B12136796	8/14/2020	10/13/2020	17,068	-	-	-	-	17,068
SHI International Corp	B12197495	8/26/2020	10/25/2020	1,200	-	-	-	-	1,200
Simply Coding	469	9/3/2020	10/18/2020	99	-	-	-	-	99
Singapore Math Inc.	353118	8/28/2020	9/27/2020	131	-	-	-	-	131
Singapore Math Inc.	353243	9/1/2020	10/1/2020	106	-	-	-	-	106
Sounds of Color Studio	90120	9/1/2020	10/1/2020	160	-	-	-	-	160
Sounds Smart Speech Therapy	SSST0820B	9/4/2020	10/4/2020	810	-	-	-	-	810
Sounds Smart Speech Therapy	SSST0820Y	9/1/2020	10/1/2020	1,365	-	-	-	-	1,365
Sounds Smart Speech Therapy	SSST0820Z	9/1/2020	10/1/2020	270	-	-	-	-	270
Soundscape Music Studios	INV-0254	9/3/2020	10/3/2020	320	-	-	-	-	320

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
South OC Hybrid Homeschool	1118-CPA	9/8/2020	9/8/2020	338	-	-	-	-	338
Southland Ballet Academy Inc.	4001	9/1/2020	10/1/2020	60	-	-	-	-	60
Speech Pathology Associates	4-2020	9/1/2020	10/1/2020	910	-	-	-	-	910
Speech Pathology Associates	5-2020	9/1/2020	10/1/2020	770	-	-	-	-	770
Speech Pathology Associates	6-2020	9/1/2020	10/1/2020	350	-	-	-	-	350
Speech Pathology Associates	7-2020	9/1/2020	10/1/2020	280	-	-	-	-	280
Starfall Education Foundation	4896-0353-3244	9/9/2020	10/9/2020	16	-	-	-	-	16
Starfall Education Foundation	5724-7446-6352	9/9/2020	10/9/2020	35	-	-	-	-	35
Staump Productions	0090420-07	9/4/2020	10/4/2020	135	-	-	-	-	135
STEAM Academy	CPA1285A	8/25/2020	9/1/2020	2,525	-	-	-	-	2,525
Stowell Learning Centers	161465	8/31/2020	9/30/2020	1,323	-	-	-	-	1,323
Stowell Learning Centers	161466	8/31/2020	9/30/2020	1,029	-	-	-	-	1,029
Studies Weekly	332813	5/5/2020	9/1/2020	65	-	-	-	-	65
Studies Weekly	347112	9/17/2020	9/5/2020	32	-	-	-	-	32
Studies Weekly	347291	9/15/2020	9/5/2020	32	-	-	-	-	32
Studies Weekly	348613	8/13/2020	9/10/2020	33	-	-	-	-	33
Studies Weekly	348617	8/13/2020	9/10/2020	65	-	-	-	-	65
Studies Weekly	348621	8/13/2020	9/10/2020	65	-	-	-	-	65
Studies Weekly	349353	8/13/2020	9/12/2020	32	-	-	-	-	32
Studies Weekly	351524	8/18/2020	9/17/2020	65	-	-	-	-	65
Studies Weekly	352021	8/20/2020	9/18/2020	65	-	-	-	-	65
Studies Weekly	352094	8/20/2020	9/18/2020	97	-	-	-	-	97
Studies Weekly	352141	8/20/2020	9/18/2020	97	-	-	-	-	97
SwimLabs	1915	9/1/2020	10/1/2020	1,472	-	-	-	-	1,472
Taryn Sains	VILHEN	5/12/2020	6/11/2020	-	-	-	(525)	-	(525)
Teacher Synergy, LLC	125597947	9/8/2020	9/29/2020	80	-	-	-	-	80
Teacher Synergy, LLC	125598097	9/8/2020	9/29/2020	14	-	-	-	-	14
Teacher Synergy, LLC	125623818	9/8/2020	9/29/2020	30	-	-	-	-	30
Teacher Synergy, LLC	125745573	9/9/2020	9/30/2020	99	-	-	-	-	99
Teacher Synergy, LLC	125781952	9/9/2020	9/30/2020	94	-	-	-	-	94
Teacher Synergy, LLC	125801834	9/9/2020	9/30/2020	41	-	-	-	-	41
Teaching Textbooks	29357	9/4/2020	10/4/2020	67	-	-	-	-	67
Teaching Textbooks	29413	9/8/2020	10/8/2020	77	-	-	-	-	77
Teaching Textbooks	29414	9/8/2020	10/8/2020	57	-	-	-	-	57
Teaching Textbooks	29420	9/8/2020	10/8/2020	202	-	-	-	-	202
Teaching Textbooks	29424	9/8/2020	10/8/2020	57	-	-	-	-	57
Teaching Textbooks	29433	9/8/2020	10/8/2020	57	-	-	-	-	57
Teaching Textbooks	29441	9/8/2020	10/8/2020	101	-	-	-	-	101
Temecula Music Teacher, LLC	4781	9/4/2020	10/4/2020	335	-	-	-	-	335
Terra Arts	10057	9/1/2020	10/1/2020	3,450	-	-	-	-	3,450

Cabrillo Point Academy

Accounts Payable Aging

September 30, 2020

Vendor Name	Invoice/Credit Number	Invoice Date	Date Due	Current	1 - 30 Days Past Due	31 - 60 Days Past Due	61 - 90 Days Past Due	Over 90 Days Past Due	Total
Terry Tsang Optometry	880	8/31/2020	9/30/2020	125	-	-	-	-	125
Terry Tsang Optometry	9042	8/31/2020	9/30/2020	125	-	-	-	-	125
The Coder School - Irvine	20200901-1	9/1/2020	10/1/2020	299	-	-	-	-	299
The Cottonwood School	TCS-CPA	6/30/2020	6/30/2020	-	-	-	13,342	-	13,342
The Critical Thinking Co.	160631A	8/31/2020	9/30/2020	121	-	-	-	-	121
The Lampo Group, LLC	8706448	9/2/2020	10/1/2020	60	-	-	-	-	60
The Lampo Group, LLC	8706522	9/2/2020	10/1/2020	33	-	-	-	-	33
The Lampo Group, LLC	8712057	9/3/2020	10/3/2020	137	-	-	-	-	137
Tkd Capistrano Corp.	SJC805BBTKDA	9/1/2020	10/1/2020	280	-	-	-	-	280
TSW Therapy, Inc	746	9/1/2020	10/1/2020	3,506	-	-	-	-	3,506
Tutoring by Kathy Bartling	Mis1001	9/8/2020	10/8/2020	265	-	-	-	-	265
Tutoring by Kathy Bartling	Noor1002	9/8/2020	10/8/2020	190	-	-	-	-	190
Tutoring by Kathy Bartling	Torr1003	9/8/2020	10/8/2020	265	-	-	-	-	265
Tutoring by Kathy Bartling	Weyer1004	9/9/2020	10/9/2020	86	-	-	-	-	86
ULINE	123792993	8/31/2020	9/30/2020	1,640	-	-	-	-	1,640
United Studios of Self Defense	HM7	9/1/2020	10/1/2020	500	-	-	-	-	500
United Studios of Self Defense	PS3	9/1/2020	10/1/2020	205	-	-	-	-	205
Up & Movin'	InCab8-20	9/2/2020	10/2/2020	782	-	-	-	-	782
UPS	0000R98E27370	9/12/2020	10/12/2020	925	-	-	-	-	925
UPS	0000R98E27380	9/19/2020	10/19/2020	3,637	-	-	-	-	3,637
Valued Voices	108	8/31/2020	9/30/2020	785	-	-	-	-	785
Valued Voices	208	8/31/2020	9/30/2020	330	-	-	-	-	330
Valued Voices	408	8/31/2020	9/30/2020	330	-	-	-	-	330
Valued Voices	508	8/31/2020	9/30/2020	393	-	-	-	-	393
Valued Voices	608	8/31/2020	9/30/2020	371	-	-	-	-	371
Valued Voices	708	8/31/2020	9/30/2020	558	-	-	-	-	558
Valued Voices	808	8/31/2020	9/30/2020	660	-	-	-	-	660
Vivien Gaines Vocal Studio	1	9/1/2020	10/1/2020	120	-	-	-	-	120
White Dragon	30	9/2/2020	10/2/2020	157	-	-	-	-	157
Winship Community School	WCS-CPA	6/30/2020	6/30/2020	-	-	-	37,825	-	37,825
WriteAtHome, Inc.	20154019	8/31/2020	9/30/2020	289	-	-	-	-	289
Yamaha Music Center - Irvine	1009	9/4/2020	10/4/2020	232	-	-	-	-	232
Yamaha Music Center - Irvine	1010	9/4/2020	10/4/2020	114	-	-	-	-	114
Young Actors Space	1025	9/4/2020	10/26/2020	270	-	-	-	-	270
Total Outstanding Payables in September				\$ 310,003	\$ 16,100	\$ 21,610	\$ 1,409,973	\$ 38,378	\$ 1,796,064

CALIFORNIA DEFERRALS SOLUTION

Presented By:
Shausta Eckland & Tricia Blum
October 2020





AGENDA

1. Who we are

2. What we do

3. How it works

4. Why this solution

5. Where to get started

WHO WE ARE

Charter School Capital helps schools access, leverage, and sustain the resources charter schools need to thrive, allowing them to focus on what matters most – **educating students**

In the past 13 years, CSC has:



Served more than **1,250,000** students and their families



Supported more than **700** charter schools



Invested more than **\$2B** in helping charter schools better serve their communities



WHO WE ARE

Charter School Capital helps schools access, leverage, and sustain the resources charter schools need to thrive, allowing them to focus on what matters most – **educating students**

But on a personal level, CSC is:

A passionate group of approximately 50 team-members with more than

52 students of our own to remind us of our “why,”

29 furry babies between us to keep us sane,

finance & education Backgrounds,
(and everything in between)

& a shared

core mission to help charter schools and their
students thrive.

WHO WE ARE



Tricia Blum
Vice President of
Business Consulting



Shausta Eckland
Account Manager

Tricia Blum supports client schools that need strategic business, financial, and operational guidance. Formerly an interim turnaround CEO of a charter organization and an executive leader of a high-growth charter management organization, Tricia created and instituted operational policies and procedures as well as strategic growth plans including replication and duplication strategies that enabled each organization to successfully scale their education programs. In her off-time Ms. Blum enjoys spending time with her boys, designing, eating, traveling, reading and going to the beach. She has settled, for now, in her native California.



Shausta Eckland supports schools in strategic financial program management, bringing a unique blend of creative-type zest and problem-solving to yield impressive results. After 20+ years in the photo industry, Shausta switched careers to join Charter School Capital. In her spare time, Shausta enjoys time with friends, riding her Aprilia, lounging with her rescue dog and making sure the cat doesn't burn the house to the ground.



WHAT WE DO

A school lease-back option for charter school facility control, security, and budget optimization.

Facilities



Update school building structures with new, efficient systems; reducing utility expenses and improving learning environment.

Energy Services



Help charter schools **access, and sustain financial resources** to put towards programs and services that help their **students thrive.**

Working Capital



A reliable and flexible funding process that provides access to capital for operations, facilities, programmatic expenses, or other obligations.

Marketing & advertising services to boost enrollment and ultimately increase financial scalability.

Enrollment Marketing



WHAT WE DO



THE CA FUNDING CHALLENGE

CURRENT

- 36% of FY21 LCFF* will be deferred to FY22
 - Feb: 53%, Mar: 85%, Apr: 85%, May: 85%, June 100%
- Ongoing deferral of entire June LCFF
- Potential for changes to payment schedule of deferrals
- Site-based schools paid for growth based on lesser of 6/30/20 budget projections and 10/7/20 student count
- Non-classroom based / independent study charters will not be paid for enrollment growth in FY21
- Additional challenges and potential costs related to COVID-19 preparedness (PPE, technology, enrollment)

FUTURE

- FY22 potential deferrals and/or budget cuts
- FY21 enrollment reporting changes (e.g. growth caps)



*LCFF is short for “Local Control Funding Formula,” a large portion of your state receivable.

SOLUTIONS COMPARISON: COST

COST

You can't just look at rate.

Interest Rate:

- Can be quoted in annualized terms or in "discount"
- Applied to borrowed funds

Structure:

- How and when the funds are drawn or released
- How long the funds are outstanding

Fees:

- Could include any issuance costs (e.g., transaction, underwriting, legal fees, etc.)
- Any ongoing fees to maintain the credit line (e.g., unused balance fees)

EXAMPLE COMPARISON



Line of Credit



RAN or TRAN



Term Loan



Flexible Funding Line

Total Deferrals Financed	\$1.5M	\$1.5M	\$1.5M	\$1.5M
Term	N/A	9 Months	12 Months	N/A
Up Front Fee	1.00%	1.47%	1.00% (Capitalized)	None
Example Interest Rate	4.99%	2.00%	4.99%	5.99%
Includes No Cost February Deferral	No	No	No	No
Release of Funds	5 Monthly Releases Beginning 2/28/21	Full Amount on 3/31/21	Full Amount on 2/28/21	5 Monthly Releases Beginning 2/28/21
*Total Cost:	\$42,000	\$45,000	\$56,000	\$29,000

**Round numbers used for cost analysis / CSC is prepared to fund additional Deferral needs*

HOW DOES FUNDING WORK?

Working
Capital



Receivables Purchase/Flexible Funding Line

Charter School Capital purchases state aid payments due to the charter school from the state and, in exchange, provides funding to the school in advance of the state payment distribution date.

The state payment remains with the state until the scheduled distribution date arrives.

Charter School Capital assumes the timing risk if the state delays the distribution of the payments due to the school. There are no additional costs to the charter school in the event the state delays payments.

Learn more at

<https://charterschoolcapital.org/resources/benefits-of-selling-receivables/>

How does the receivable sales program work?

Charter School Capital and the charter school enter into a receivables purchase agreement and execute a bill of sale. Executing these agreements transfers ownership of the state payment to Charter School Capital and the school receives the agreed-upon funding. When the state distributes the payment to Charter School Capital, the funds are then distributed as outlined in the bill of sale.

WHAT OUR CLIENTS ARE SAYING

Charter School Capital has helped us

CHARTER SCHOOL CAPITAL RECEIVABLE SALES

Why Receivable Sales are Beneficial to Charter Schools

What are the costs associated with the sale of receivables?

- The costs are determined by market-related factors including, but not limited to: the type of receivable being sold, the time the receivable is outstanding, the credit-risk profile of the school, and market rate for similar investments.

Why choose receivable sales as a financing option?

- Selling attendance-based and other qualified receivables helps accelerate a charter school's ability to grow by allowing schools to access funds more quickly and in greater quantity.
- Our qualification process is streamlined and more than 95 percent of schools that apply qualify.
- Schools often have the ability to adjust funding level to align with cash flow needs for existing operation growth.
- The sale of receivables is a reliable and flexible option for raising much-needed capital for charter schools.

We are 100% dedicated to the charter space and to enabling the success of charter schools and the charter school movement.

Our mission is to provide school leaders access to the financial and informational resources they need—whether it's operational capital, growth funding, or facilities expansion.

Since our founding, we've been able to provide over \$2 billion in funding to more than 600 charter schools across our nation and most importantly, to serve over 1,000,000 students.

We're proud to provide the reliability and stability charter leaders require as they embark on their journey to educate more students today—and in the future.

If you have working capital needs or would like help with charter school facilities financing, our team of experts is here to help you with a needs assessment.

Start by completing our [online application](#) or [contact us](#) for more information about our funding types.

877.272.1001
CHARTERSCHOOLCAPITAL.ORG
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What is a receivable sales transaction?

Charter schools often have difficulty accessing capital from traditional sources for operations and growth. One method of financing widely used by many industries is receivable sales. This reliable and flexible transactional process, pioneered by Charter School Capital for charter schools, provides access to capital needed to support operations, facilities, programmatic expenses, or other obligations.

What is a receivable sales transaction?

In a receivable sales transaction, Charter School Capital purchases state aid payments due to the charter school from the state and, in exchange, provides funding to the school in advance of the state payment distribution date. The state payment remains with the state until the scheduled distribution date arrives. Charter School Capital assumes the timing risk if the state delays the distribution of the payments due to the school. There are no additional costs to the charter school in the event the state delays payments.

How are the amounts available to the charter school calculated?

Amounts available for a charter school to sell to Charter School Capital are typically established by attendance-based entitlements or eligible grants owed to the charter school. Selling attendance-based entitlements and grants gives the charter school community access to much-needed capital when they need it, so schools are able to focus on educating students.

Loan made or arranged pursuant to a California Finance Lenders Law license #00000000

HOW WE CAN HELP

Offer details exclusive to your school

5.99%
(down from 7.99%)

GREATER ACCESS TO
CAPITAL

LOCKED THROUGH FY21

\$0.00 FEB
FINANCING

The Charter School Flexible Funding Line

No hidden fees or surprise expenses if the state is further delayed.

Use what you need, when you need it.

We can advance up to as much as 50% of your school's annual state revenue.

Secure your rate through the end of the Fiscal Year 2021 with transparent terms.

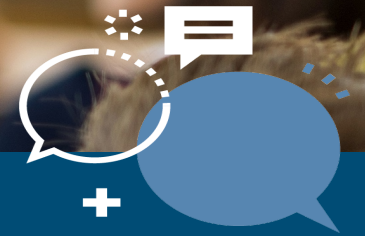
The most flexible, reliable, cost-effective solution – the best path to overcoming budget gaps.

No-cost February deferral financing.

We'll cover your deferred February payment at no cost.

A blurred background image of a classroom. A teacher is standing at the front, and several students are seated at desks, with their hands raised in the air, indicating an interactive lesson or a Q&A session.

QUESTIONS?





THANK YOU!





APPENDIX:

DEFERRALS SOLUTIONS HAVE TRADEOFFS;

**WE PRIORITIZED CAPACITY,
FLEXIBILITY/CONTROL,
SECURITY**

Feature	CSC's Flexible Funding Line	Line of Credit	TRAN / RAN (Receivables Anticipate Note)	Term Loan	Funding with Reserves
Max Available Balance	Up to 50% of state revenues	Typically 10-15% of total revenue	Up to ~36% of LCFF (100% state deferrals)	Typically up to 25% of total revenues	N/A
Flexibility to Draw	✓	✓	X (Single Draw 3/21)	X (Typically a single draw)	✓
Collateral Required	Select state revenue receivables only	Depends, can include personal or real property	All deferred LCFF receivables	Depends, can include personal or real property	N/A
Free of Covenants	✓	X (Typically includes interest coverage or net surplus reqs.)	✓	X (could include interest coverage or net surplus reqs.)	✓
When is Rate Known?	Fixed through FY21	Typically floating through term	Fixed at time of issuance	Can be fixed or floating through term	N/A
Rate determinants	CSC offers fixed rate for receivables earned in FY21	Creditor sets rate; market will impact floating rate	Market sets rate at issuance (~March 2021)	Creditor sets rate; market will impact floating rate	N/A
Bearer of risk of state payment delays	CSC	School	Unknown	School	School
Earliest Release of Capital	5 days from receipt of required documents	Depends on relationship with financial institution	March 2021	Typically 30-60 day close	N/A
Maintain Current Cash Balance					X

Provenance

1151 W. 5th Street
Azusa, CA 91702 US
mariac@inspireschools.org

INVOICE

BILL TO

Cabrillo Point Academy
13915 Danielson St., Suite 200
Poway, CA 92064

INVOICE # 3668**DATE** 11/01/2020**DUE DATE** 11/11/2020**TERMS** Net 10

DEPARTMENT

ICS Fees

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Sales	ICS Operational Fees November 2020			126,268.00

BALANCE DUE**\$126,268.00**

Cabrillo Point Academy
Monthly Cash Flow/Budget FY20-21
Revised 7/20/20



ADA = 4505.91		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
Revenues															
State Aid - Revenue Limit															
8011	LCFF State Aid	-	1,950,566	1,950,566	3,511,019	3,511,019	3,511,019	3,511,019	3,511,019	1,755,640	1,053,384	1,053,384	1,053,384	12,640,506	39,012,526
8012	Education Protection Account	-	-	-	225,296	-	-	225,296	-	-	225,296	-	-	225,296	901,182
8019	State Aid - Prior Year	-	-	-	-	-	-	-	-	-	-	-	-	-	-
8096	In Lieu of Property Taxes	-	53,199	106,397	70,931	70,931	70,931	70,931	70,931	124,140	62,070	62,070	62,070	62,070	886,673
		-	2,003,765	2,056,964	3,807,246	3,581,951	3,581,951	3,807,246	3,581,951	1,879,779	1,340,749	1,115,454	1,115,454	12,927,871	40,800,381
Federal Revenue															
8181	Special Education - Entitlement	-	-	-	-	-	-	-	-	-	-	-	-	535,325	535,325
		-	-	-	-	-	-	-	-	-	-	-	-	535,325	535,325
Other State Revenue															
8311	State Special Education	-	140,805	140,805	253,449	253,449	253,449	253,449	253,449	253,729	253,729	253,729	253,729	253,729	2,817,500
8550	Mandated Cost	-	-	-	-	-	103,823	-	-	-	-	-	-	-	103,823
8560	State Lottery	-	-	-	-	-	-	233,173	-	-	233,173	-	-	466,810	933,156
8599	Other State Revenue	-	-	-	-	26,000	-	-	-	-	10,000	-	-	4,000	40,000
		-	140,805	140,805	253,449	279,449	357,272	486,622	253,449	253,729	496,902	253,729	253,729	724,539	3,894,479
Total Revenue		-	2,144,570	2,197,769	4,060,695	3,861,400	3,939,223	4,293,868	3,835,400	2,133,508	1,837,651	1,369,183	1,369,183	14,187,735	45,230,185
5811	Management Fee	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	-	1,515,211
	Total	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	126,268	-	1,515,211

Original Budget Total		Favorable / (Unfav.)		PY Forecast Favorable / (Unfav.)	
ADA =	4305.14	ADA =	4462.91		
39,012,526	-	39,228,646	(216,119)		
901,182	-	901,182	-		
-	-	(301,745)	301,745		
886,673	-	779,928	106,745		
40,800,381	-	40,608,011	192,371		
535,325	-	513,062	22,263		
535,325	-	513,062	22,263		
2,817,500	-	2,332,935	484,565		
103,823	-	89,452	14,371		
933,156	-	932,723	433		
40,000	-	41,410	(1,410)		
3,894,479	-	3,488,914	405,565		
45,230,185	-	44,664,947	565,238		
Percentage Check					
3.35%	-				
3.35%	-				

LANDLORD CONSENT TO SUBLEASE

THIS LANDLORD CONSENT TO SUBLEASE (“Consent Agreement”) is entered into as of the __th day of September, 2020, by and among Poway Executive Plaza, LLC, a California Limited Liability Company (“Landlord”), Cabrillo Point Academy (formerly named Inspire Charter School – South), a California nonprofit public benefit corporation (“CPA” or “Sublandlord”), Mission Vista Academy, a California nonprofit public benefit corporation (“MVA”), and Pacific Coast Academy, a California nonprofit public benefit corporation (“PCA”). MVA and PCA are referred to herein as Subtenants. The parties to this Consent Agreement are collectively referred to as the “Parties” and individually as a “Party.” This Consent Agreement is made with reference to the following facts:

RECITALS

A. Sublandlord, as tenant, leases office space at 13915 Danielson Street, Suites 101, 103, and 200, Poway, California 92064 in the County of San Diego (“Premises”) from Landlord, pursuant to the following lease documents (collectively, the “Lease”):

1. Standard Multi-Tenant Office Lease – Gross dated January 30, 2018 with an addendum dated February 6, 2018 consisting of paragraphs 50 through 55, an arbitration agreement identified as paragraph 56, and Exhibits A through E (“Standard Lease”), which are attached hereto as Exhibit A;

2. First Amendment to Lease dated March 1, 2018 (“First Amendment”) attached hereto as Exhibit B;

3. Second Amendment to Lease dated March 7, 2018 (“Second Amendment”) attached hereto as Exhibit C;

4. Third Amendment to Lease dated April 19, 2018 (“Third Amendment”) attached hereto as Exhibit D; and

5. Fourth Amendment to Lease dated June 27, 2018 (“Fourth Amendment”) attached hereto as Exhibit E.

B. Sublandlord and Subtenants have entered into (or are about to enter into) that certain Sublease and Shared Use Agreement attached hereto as Exhibit F (the “Sublease”) pursuant to which Sublandlord has agreed to sublease to Subtenants portions of the Premises (the “Sublet Premises”).

C. Sublandlord and Subtenants have requested Landlord’s consent to the Sublease.

D. Landlord has agreed to give such consent upon the terms and conditions contained in this Agreement.

NOW THEREFORE, in consideration of the foregoing preambles which by this reference are incorporated herein and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, Landlord hereby consents to the Sublease subject to the following terms and conditions, all of which are hereby acknowledged and agreed to by Sublandlord and Subtenants:

1. Recitals. The foregoing recitals are hereby incorporated by reference. All capitalized terms not otherwise defined herein shall have the meanings ascribed to them in the Lease.
2. Landlord's Consent. Subject to the terms and conditions of this Consent Agreement, Landlord hereby consents to the subletting of the Sublet Premises by Sublandlord to Subtenants pursuant to the Sublease.
3. Sublease Agreement. Sublandlord and Subtenants hereby represent that a true and complete copy of the Sublease is attached hereto and made a part hereof as Exhibit F, and Sublandlord and Subtenants agree that the Sublease shall not be modified without Landlord's prior written consent, which consent shall not be unreasonably withheld, conditioned or delayed.
4. Sublandlord Representations. Sublandlord hereby represents and warrants, as of the date hereof, that (i) Sublandlord has full power and authority to enter into this Consent Agreement, (ii) the Lease is in full force and effect, (iii) to the best of Sublandlord's knowledge, Landlord is not in default thereunder; (iv) Sublandlord has given no notice that Landlord is in default under the Lease nor has Sublandlord any knowledge of the existence of any condition or the occurrence of any event which, if not timely acted upon, would result in Landlord's default under the Lease; (v) other than the Sublease, Sublandlord has not sublet, assigned or encumbered the Lease or the Leased Premises; (vi) Sublandlord has no defenses or offsets to its obligations under the Lease; (vii) Sublandlord's financial statements which the Landlord relied upon to grant its consent are accurate and fairly present the financial condition of the Sublandlord as of the date of the statements; (viii) Sublandlord and Subtenants are not in breach of that certain Memorandum of Understanding which Landlord relied upon to grant its consent; (ix) Subtenants are not paying rent or giving anything of value to Sublandlord that is not expressly set forth in the Sublease.
5. Subtenants Representations. Subtenants hereby represent and warrant, as of the date hereof, that (i) Subtenants have full power and authority to enter into this Consent Agreement, (ii) Subtenant's financial statements which the Landlord relied upon to grant its consent are accurate and fairly present the financial condition of the Subtenants as of the date of the statements.
6. Landlord Representations. Landlord hereby represents and warrants, as of the date hereof, that (i) Landlord has full power and authority to enter into this Consent Agreement, (ii) the Lease is in full force and effect, (iii) to the best of Landlord's knowledge, Sublandlord is not in default thereunder; and (iv) Landlord has received no notice that it is in default under the Lease nor has Landlord any knowledge of the existence of any condition or the occurrence of any event which, if not timely acted upon, would result in Sublandlord's default under the Lease.

7. Confirmation of Terms and Relationships.

a. Any acts or omissions of a Subtenant which violate the Lease are deemed a violation by Sublandlord of the Lease.

b. Neither the Consent Agreement or Sublease shall be construed to modify the Lease or alter the rights or obligations of Sublandlord or Landlord under the Lease.

c. Landlord is not bound by the terms of the Sublease.

d. Sublandlord shall simultaneously provide notice to the Landlord of any default by Subtenants.

e. Subtenants shall have no rights to enforce the terms of the Lease or Sublease against Landlord.

f. Subtenants shall provide estoppel certificates or financial statements upon request by Landlord.

g. Sublandlord shall be responsible for the collection of all rent due it from Subtenants, and for the performance of all the other terms and conditions of the Sublease.

8. Indemnity. Subtenant(s) shall defend and indemnify Landlord on the same terms as required by Sublandlord (the Tenant) in the Lease.

9. No Release. Nothing contained in the Sublease or this Consent Agreement shall be construed as relieving or releasing Sublandlord from any of its obligations under the Lease, it being expressly understood and agreed that Sublandlord shall remain liable for such obligations notwithstanding anything contained in the Sublease or this Consent Agreement or any subsequent assignment(s), sublease(s) or transfer(s) of the interest of the tenant under the Lease.

10. No Transfer. Subtenant shall not further sublease the Sublet Premises, assign its interest as the Subtenant under the Sublease or otherwise transfer its interest in the Sublet Premises or the Sublease to any person or entity, except to the extent otherwise permitted by Landlord in accordance with the assignment and subletting provisions of the Lease.

11. Lease. The parties agree that the Sublease is subject to and subordinate to all the terms of the Lease, except as expressly provided in this Consent Agreement.

12. Notice Address. Landlord and Sublandlord may continue to send notices at the address(es) provided in, and in accordance with the terms of, the Lease. Notices to Subtenants shall be addressed and sent as provided in the Sublease.

13. Authority. Each party to this Consent Agreement hereby represents that the individual executing this Consent Agreement on behalf of such party has the authority to execute and deliver the same on behalf of the party hereto for which such individual is acting.

14. Counterparts. This Consent Agreement may be executed in counterparts and shall constitute an agreement binding on all parties notwithstanding that all parties are not signatories to the original or the same counterpart provided that all parties are furnished a copy or copies thereof reflecting the signature of all parties.

IN WITNESS WHEREOF, Landlord, Sublandlord and Subtenants have executed this Consent Agreement as of the date set forth above.

LANDLORD:
Poway Executive Plaza, LLC

By: _____
Name
Title

SUBLANDLORD:
Cabrillo Point Academy

By: _____
Name
Title

SUBTENANT:
Mission Vista Academy

By: _____
Name
Title

SUBTENANT:
Pacific Coast Academy

By: _____
Name
Title

Exhibit A – Standard Lease

STANDARD MULTI-TENANT OFFICE LEASE - GROSS

1. Basic Provisions ("Basic Provisions").

1.1 Parties. This Lease ("Lease"), dated for reference purposes only January 30, 2018, is made by and between Cameron Brothers Construction Co., L.P., a California Limited Partnership ("Lessor") and Inspire Charter School - South, a California Non-Profit Corporation ("Lessee"), (collectively the "Parties", or individually a "Party").

1.2(a) Premises: That certain Portion of the Project (as defined below), commonly known as (street address, suite, city, state): 13915 Danielson Street, Suite 200, Poway, California 92064 ("Premises"). The Premises are located in the County of San Diego, and consist of approximately 5,740 rentable square feet and approximately 5,026 useable square feet. In addition to Lessee's rights to use and occupy the Premises as hereinafter specified, Lessee shall have non-exclusive rights to the Common Areas (as defined in Paragraph 2.7 below) as hereinafter specified, but shall not have any rights to the roof, the exterior walls, the area above the dropped ceilings, or the utility raceways of the building containing the Premises ("Building") or to any other buildings in the Project. The Premises, the Building, the Common Areas, the land upon which they are located, along with all other buildings and improvements thereon, are herein collectively referred to as the "Project." The Project consists of approximately 32,105 rentable square feet. (See also Paragraph 2)

1.2(b) Parking: Thirteen (13) unreserved surface parking spaces and seven (7) unreserved vehicle parking spaces in the garage at a monthly cost of \$0.00 per unreserved space and \$0.00 per reserved space. (See Paragraph 2.6)

1.3 Term: Five (5) years and three (3) months ("Original Term") commencing upon substantial completion of Tenant Improvements, estimated to be April 1, 2018 ("Commencement Date") and ending sixty-three months later, estimated to be June 30, 2023 ("Expiration Date"). (See also Paragraph 3)

1.4 Early Possession: If the Premises are available Lessee may have non-exclusive possession of the Premises commencing ten (10) days prior to the Commencement Date, upon Lessor's receipt of monies owed and certificate of insurance ("Early Possession Date"). (See also Paragraphs 3.2 and 3.3)

1.5 Base Rent: \$10,045.00 per month ("Base Rent"), payable on the first (1st) day of each month commencing April 1, 2018. (See also Paragraph 4)

☒ If this box is checked, there are provisions in this Lease for the Base Rent to be adjusted. See Paragraph 52.

1.6 Lessee's Share of Operating Expense Increase: seventeen and 88/100 percent (17.88 %) ("Lessee's Share"). In the event that that size of the Premises and/or the Project are modified during the term of this Lease, Lessor shall recalculate Lessee's Share to reflect such modification.

1.7 Base Rent and Other Monies Paid Upon Execution:

(a) Base Rent: \$10,045.00 for the period April 1, 2018 - April 30, 2018.

(b) Security Deposit: \$11,645.00 ("Security Deposit"). (See also Paragraph 5)

(c) Parking: \$0.00 for the period N/A.

(d) Other: \$0.00 for N/A.

(e) Total Due Upon Execution of this Lease: \$21,690.00.

1.8 Agreed Use: General office and any other legally permitted uses compatible with a first class office building in the City of Poway, South Poway Industrial Park IP zoning. Tenant should independently verify the suitability of their use. (See also Paragraph 6)

1.9 Base Year; Insuring Party. The Base Year is 2018. Lessor is the "Insuring Party". (See also Paragraphs 4.2 and 8)

1.10 Real Estate Brokers. (See also Paragraph 15 and 25)

(a) Representation: The following real estate brokers (the "Brokers") and brokerage relationships exist in this transaction (check applicable boxes):

☐ _____ represents Lessor exclusively ("Lessor's Broker");

☐ _____ represents Lessee exclusively ("Lessee's Broker"); or

☒ Colliers International CA, Inc. (Chris Williams/Gary Williams represent Lessor | Ryan Foley represents the Lessee) represents both Lessor and Lessee ("Dual Agency").

(b) Payment to Brokers. Upon execution and delivery of this Lease by both Parties, Lessor shall pay to the Brokers the brokerage fee agreed to in a separate written agreement (or if there is no such agreement, the sum of _____ or _____ % of the total Base Rent) for the brokerage services rendered by the Brokers.

1.11 Guarantor. The obligations of the Lessee under this Lease are to be guaranteed by N/A ("Guarantor"). (See also Paragraph 37)

1.12 Business Hours for the Building: 8:00 a.m. to 5:00 p.m., Mondays through Fridays (except Building Holidays) and N/A a.m. to N/A p.m. on Saturdays (except Building Holidays). "Building Holidays" shall mean the dates of observation of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and Martin Luther King Jr's birthday and the day after Thanksgiving.

1.13 Lessor Supplied Services. Notwithstanding the provisions of Paragraph 11.1, Lessor is NOT obligated to provide the following within the Premises:

☐ Janitorial services

☒ Electricity

☐ Other (specify): _____

1.14 Attachments. Attached hereto are the following, all of which constitute a part of this Lease:

☒ an Addendum consisting of Paragraphs 50 through 55;

☒ a plot plan depicting the Premises (Exhibit A);

☒ a current set of the Rules and Regulations (Exhibit D);

☐ a Work Letter;

☐ a janitorial schedule;

☒ other (specify): Arbitration Agreement (Paragraph 56); Exhibit B - Project Site Plan; Exhibit C - Notice of Lease Term Dates; Exhibit E - Suite Signage, Lobby Directory Order Forms; Agency Disclosure Forms.

2. Premises.

2.1 **Letting.** Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the Premises, for the term, at the rental, and upon all of the terms, covenants and conditions set forth in this Lease. While the approximate square footage of the Premises may have been used in the marketing of the Premises for purposes of comparison, the Base Rent stated herein is NOT tied to square footage and is not subject to adjustment should the actual size be determined to be different. **NOTE: Lessee is advised to verify the actual size prior to executing this Lease.**

2.2 **Condition.** Lessor shall deliver the Premises to Lessee in a clean condition on the Commencement Date or the Early Possession Date, whichever first occurs ("Start Date"), and warrants that the existing electrical, plumbing, fire sprinkler, lighting, heating, ventilating and air conditioning systems ("HVAC"), and all other items which the Lessor is obligated to construct pursuant to the Work Letter attached hereto, if any, other than those constructed by Lessee, shall be in good operating condition on said date, that the structural elements of the roof, bearing walls and foundation of the Unit shall be free of material defects, and that the Premises do not contain hazardous levels of any mold or fungi defined as toxic under applicable state or federal law. Lessor also warrants, that unless otherwise specified in writing, Lessor is unaware of (i) any recorded Notices of Default affecting the Premise; (ii) any delinquent amounts due under any loan secured by the Premises; and (iii) any bankruptcy proceeding affecting the Premises.

2.3 **Compliance.** Lessor warrants that to the best of its knowledge the improvements on the Premises and the Common Areas comply with the building codes, applicable laws, covenants or restrictions of record, regulations, and ordinances ("Applicable Requirements") that were in effect at the time that each improvement, or portion thereof, was constructed. Said warranty does not apply to the use to which Lessee will put the Premises, modifications which may be required by the Americans with Disabilities Act or any similar laws as a result of Lessee's use (see Paragraph 49), or to any Alterations or Utility Installations (as defined in Paragraph 7.3(a)) made or to be made by Lessee. **NOTE: Lessee is responsible for determining whether or not the zoning and other Applicable Requirements are appropriate for Lessee's intended use, and acknowledges that past uses of the Premises may no longer be allowed.** If the Premises do not comply with said warranty, Lessor shall, except as otherwise provided, promptly after receipt of written notice from Lessee setting forth with specificity the nature and extent of such non-compliance, rectify the same. If the Applicable Requirements are hereafter changed so as to require during the term of this Lease the construction of an addition to or an alteration of the Premises, the remediation of any Hazardous Substance, or the reinforcement or other physical modification of the Premises ("Capital Expenditure"), Lessor and Lessee shall allocate the cost of such work as follows:

(a) Subject to Paragraph 2.3(c) below, if such Capital Expenditures are required as a result of the specific and unique use of the Premises by Lessee as compared with uses by tenants in general, Lessee shall be fully responsible for the cost thereof, provided, however, that if such Capital Expenditure is required during the last 2 years of this Lease and the cost thereof exceeds 6 months' Base Rent, Lessee may instead terminate this Lease unless Lessor notifies Lessee, in writing, within 10 days after receipt of Lessee's termination notice that Lessor has elected to pay the difference between the actual cost thereof and the amount equal to 6 months' Base Rent. If Lessee elects termination, Lessee shall immediately cease the use of the Premises which requires such Capital Expenditure and deliver to Lessor written notice specifying a termination date at least 90 days thereafter. Such termination date shall, however, in no event be earlier than the last day that Lessee could legally utilize the Premises without commencing such Capital Expenditure.

(b) If such Capital Expenditure is not the result of the specific and unique use of the Premises by Lessee (such as, governmentally mandated seismic modifications), then Lessor shall pay for such Capital Expenditure and Lessee shall only be obligated to pay, each month during the remainder of the term of this Lease or any extension thereof, on the date that on which the Base Rent is due, an amount equal to 1/144th of the portion of such costs reasonably attributable to the Premises. Lessee shall pay interest on the balance but may prepay its obligation at any time. If, however, such Capital Expenditure is required during the last 2 years of this Lease or if Lessor reasonably determines that it is not economically feasible to pay its share thereof, Lessor shall have the option to terminate this Lease upon 90 days prior written notice to Lessee unless Lessee notifies Lessor, in writing, within 10 days after receipt of Lessor's termination notice that Lessee will pay for such Capital Expenditure. If Lessor does not elect to terminate, and fails to tender its share of any such Capital Expenditure, Lessee may advance such funds and deduct same, with interest, from Rent until Lessor's share of such costs have been fully paid. If Lessee is unable to finance Lessor's share, or if the balance of the Rent due and payable for the remainder of this Lease is not sufficient to fully reimburse Lessee on an offset basis, Lessee shall have the right to terminate this Lease upon 30 days written notice to Lessor.

(c) Notwithstanding the above, the provisions concerning Capital Expenditures are intended to apply only to non-voluntary, unexpected, and new Applicable Requirements. If the Capital Expenditures are instead triggered by Lessee as a result of an actual or proposed change in use, change in intensity of use, or modification to the Premises then, and in that event, Lessee shall either: (i) immediately cease such changed use or intensity of use and/or take such other steps as may be necessary to eliminate the requirement for such Capital Expenditure, or (ii) complete such Capital Expenditure at its own expense. Lessee shall not have any right to terminate this Lease.

2.4 **Acknowledgements.** Lessee acknowledges that: (a) it has been given an opportunity to inspect and measure the Premises, (b) Lessee has been advised by Lessor and/or Brokers to satisfy itself with respect to the size and condition of the Premises (including but not limited to the electrical, HVAC and fire sprinkler systems, security, environmental aspects, and compliance with Applicable Requirements), and their suitability for Lessee's intended use, (c) Lessee has made such investigation as it deems necessary with reference to such matters and assumes all responsibility therefor as the same relate to its occupancy of the Premises, (d) it is not relying on any representation as to the size of the Premises made by Brokers or Lessor, (e) the square footage of the Premises was not material to Lessee's decision to lease the Premises and pay the Rent stated herein, and (f) neither Lessor, Lessor's agents, nor Brokers have made any oral or written representations or warranties with respect to said matters other than as set forth in this Lease. In addition, Lessor acknowledges that: (i) Brokers have made no representations, promises or warranties concerning Lessee's ability to honor the Lease or suitability to occupy the Premises, and (ii) it is Lessor's sole responsibility to investigate the financial capability and/or suitability of all proposed tenants.

2.5 **Lessee as Prior Owner/Occupant.** The warranties made by Lessor in Paragraph 2 shall be of no force or effect if immediately prior to the Start Date, Lessee was the owner or occupant of the Premises. In such event, Lessee shall be responsible for any necessary corrective work.

2.6 **Vehicle Parking.** So long as Lessee is not in default, and subject to the Rules and Regulations attached hereto, and as established by Lessor from time to time, Lessee shall be entitled to rent and use the number of parking spaces specified in Paragraph 1.2(b) at the rental rate applicable from time to time for monthly parking as set by Lessor and/or its licensee.

(a) If Lessee commits, permits or allows any of the prohibited activities described in the Lease or the rules then in effect, then Lessor shall have the right, without notice, in addition to such other rights and remedies that it may have, to remove or tow away the vehicle involved and charge the cost to Lessee, which cost shall be immediately payable upon demand by Lessor.

(b) ~~The monthly rent per parking space specified in Paragraph 1.2(b) is subject to change upon 30 days prior written notice to Lessee. The rent for the parking is payable one month in advance prior to the first day of each calendar month.~~

2.7 **Common Areas - Definition.** The term "Common Areas" is defined as all areas and facilities outside the Premises and within the exterior boundary line of the Project and interior utility raceways and installations within the Premises that are provided and designated by the Lessor from time to time for the general nonexclusive use of Lessor, Lessee and other tenants of the Project and their respective employees, suppliers, shippers, customers, contractors and invitees, including, but not limited to, common entrances, lobbies, corridors, stairwells, public restrooms, elevators, parking areas, loading and unloading areas, trash areas, roadways, walkways, driveways and landscaped areas.

2.8 **Common Areas - Lessee's Rights.** Lessor grants to Lessee, for the benefit of Lessee and its employees, suppliers, shippers, contractors, customers and invitees, during the term of this Lease, the non-exclusive right to use, in common with others entitled to such use, the Common Areas as they exist from time to time, subject to any rights, powers, and privileges reserved by Lessor under the terms hereof or under the terms of any rules and regulations or restrictions governing the use of the Project. Under no circumstances shall the right herein granted to use the Common Areas be deemed to include the right to store any property, temporarily or permanently, in the Common Areas. Any such storage shall be permitted only by the prior written consent of Lessor or Lessor's designated agent, which consent may be revoked at any time. In the event that any

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unauthorized storage shall occur, then Lessor shall have the right, without notice, in addition to such other rights and remedies that it may have, to remove the property and charge the cost to Lessee, which cost shall be immediately payable upon demand by Lessor.

2.9 Common Areas - Rules and Regulations. Lessor or such other person(s) as Lessor may appoint shall have the exclusive control and management of the Common Areas and shall have the right, from time to time, to adopt, modify, amend and enforce reasonable rules and regulations ("Rules and Regulations") for the management, safety, care, and cleanliness of the grounds, the parking and unloading of vehicles and the preservation of good order, as well as for the convenience of other occupants or tenants of the Building and the Project and their invitees. The Lessee agrees to abide by and conform to all such Rules and Regulations, and shall use its best efforts to cause its employees, suppliers, shippers, customers, contractors and invitees to so abide and conform. Lessor shall not be responsible to Lessee for the noncompliance with said Rules and Regulations by other tenants of the Project.

2.10 Common Areas - Changes. Lessor shall have the right, in Lessor's sole discretion, from time to time:

- (a) To make changes to the Common Areas, including, without limitation, changes in the location, size, shape and number of the lobbies, windows, stairways, air shafts, elevators, escalators, restrooms, driveways, entrances, parking spaces, parking areas, loading and unloading areas, ingress, egress, direction of traffic, landscaped areas, walkways and utility raceways;
- (b) To close temporarily any of the Common Areas for maintenance purposes so long as reasonable access to the Premises remains available;
- (c) To designate other land outside the boundaries of the Project to be a part of the Common Areas;
- (d) To add additional buildings and improvements to the Common Areas;
- (e) To use the Common Areas while engaged in making additional improvements, repairs or alterations to the Project, or any portion thereof; and
- (f) To do and perform such other acts and make such other changes in, to or with respect to the Common Areas and Project as Lessor may, in the exercise of sound business judgment, deem to be appropriate.

3. Term.

3.1 Term. The Commencement Date, Expiration Date and Original Term of this Lease are as specified in Paragraph 1.3.

3.2 Early Possession. Any provision herein granting Lessee Early Possession of the Premises is subject to and conditioned upon the Premises being available for such possession prior to the Commencement Date. Any grant of Early Possession only conveys a non-exclusive right to occupy the Premises. If Lessee totally or partially occupies the Premises prior to the Commencement Date, the obligation to pay Base Rent shall be abated for the period of such Early Possession. All other terms of this Lease (including but not limited to the obligations to pay Lessee's Share of the Operating Expense Increase) shall be in effect during such period. Any such Early Possession shall not affect the Expiration Date.

3.3 Delay In Possession. Lessor agrees to use its best commercially reasonable efforts to deliver possession of the Premises to Lessee by the Commencement Date. If, despite said efforts, Lessor is unable to deliver possession by such date, Lessor shall not be subject to any liability therefor, nor shall such failure affect the validity of this Lease or change the Expiration Date. Lessee shall not, however, be obligated to pay Rent or perform its other obligations until Lessor delivers possession of the Premises and any period of rent abatement that Lessee would otherwise have enjoyed shall run from the date of delivery of possession and continue for a period equal to what Lessee would otherwise have enjoyed under the terms hereof, but minus any days of delay caused by the acts or omissions of Lessee. If possession is not delivered within 60 days after the Commencement Date, as the same may be extended under the terms of any Work Letter executed by Parties, Lessee may, at its option, by notice in writing within 10 days after the end of such 60 day period, cancel this Lease, in which event the Parties shall be discharged from all obligations hereunder. If such written notice is not received by Lessor within said 10 day period, Lessee's right to cancel shall terminate. If possession of the Premises is not delivered within 120 days after the Commencement Date, this Lease shall terminate unless other agreements are reached between Lessor and Lessee, in writing.

3.4 Lessee Compliance. Lessor shall not be required to deliver possession of the Premises to Lessee until Lessee complies with its obligation to provide evidence of insurance (Paragraph 8.5). Pending delivery of such evidence, Lessee shall be required to perform all of its obligations under this Lease from and after the Start Date, including the payment of Rent, notwithstanding Lessor's election to withhold possession pending receipt of such evidence of insurance. Further, if Lessee is required to perform any other conditions prior to or concurrent with the Start Date, the Start Date shall occur but Lessor may elect to withhold possession until such conditions are satisfied.

4. Rent.

4.1 Rent Defined. All monetary obligations of Lessee to Lessor under the terms of this Lease (except for the Security Deposit) are deemed to be rent ("Rent").

4.2 Operating Expense Increase. Lessee shall pay to Lessor during the term hereof, in addition to the Base Rent, Lessee's Share of the amount by which all Operating Expenses for each Comparison Year exceeds the amount of all Operating Expenses for the Base Year, such excess being hereinafter referred to as the "Operating Expense Increase", in accordance with the following provisions:

(a) "Base Year" is as specified in Paragraph 1.9.

(b) "Comparison Year" is defined as each calendar year during the term of this Lease subsequent to the Base Year; provided, however, Lessee shall have no obligation to pay a share of the Operating Expense Increase applicable to the first 12 months of the Lease Term (other than such as are mandated by a governmental authority, as to which government mandated expenses Lessee shall pay Lessee's Share, notwithstanding they occur during the first twelve (12) months). Lessee's Share of the Operating Expense Increase for the first and last Comparison Years of the Lease Term shall be prorated according to that portion of such Comparison Year as to which Lessee is responsible for a share of such increase.

(c) The following costs relating to the ownership and operation of the Project, calculated as if the Project was at least 95% occupied, are defined as "Operating Expenses":

(i) Costs relating to the operation, repair, and maintenance in neat, clean, safe, good order and condition, but not the replacement (see subparagraph (g)), of the following:

(aa) The Common Areas, including their surfaces, coverings, decorative items, carpets, drapes and window coverings, and including parking areas, loading and unloading areas, trash areas, roadways, sidewalks, walkways, stairways, parkways, driveways, landscaped areas, striping, bumpers, irrigation systems, Common Area lighting facilities, building exteriors and roofs, fences and gates;

(bb) All heating, air conditioning, plumbing, electrical systems, life safety equipment, communication systems and other equipment used in common by, or for the benefit of, tenants or occupants of the Project, including elevators and escalators, tenant directories, fire detection systems including sprinkler system maintenance and repair.

(cc) All other areas and improvements that are within the exterior boundaries of the Project but outside of the Premises and/or any other space occupied by a tenant.

(ii) The cost of trash disposal, janitorial and security services, pest control services, and the costs of any environmental inspections;

(iii) The cost of any other service to be provided by Lessor that is elsewhere in this Lease stated to be an "Operating Expense";

(iv) The cost of the premiums for the insurance policies maintained by Lessor pursuant to paragraph 8 and any deductible portion of an insured loss concerning the Building or the Common Areas;

(v) The amount of the Real Property Taxes payable by Lessor pursuant to paragraph 10;

(vi) The cost of water, sewer, gas, electricity, and other publicly mandated services not separately metered;

(vii) Labor, salaries, and applicable fringe benefits and costs, materials, supplies and tools, used in maintaining and/or cleaning the Project and accounting and management fees attributable to the operation of the Project;

(viii) The cost of any capital improvement to the Building or the Project not covered under the provisions of Paragraph 2.3 provided; however, that Lessor shall allocate the cost of any such capital improvement over a 12 year period and Lessee shall not be required to pay more than Lessee's Share of 1/144th of the cost of such Capital Expenditure in any given month;

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- (ix) The cost to replace equipment or improvements that have a useful life for accounting purposes of 5 years or less.
- (x) Reserves set aside for maintenance, repair and/or replacement of Common Area improvements and equipment.
- (d) Any item of Operating Expense that is specifically attributable to the Premises, the Building or to any other building in the Project or to the operation, repair and maintenance thereof, shall be allocated entirely to such Premises, Building, or other building. However, any such item that is not specifically attributable to the Building or to any other building or to the operation, repair and maintenance thereof, shall be equitably allocated by Lessor to all buildings in the Project.
- (e) The inclusion of the improvements, facilities and services set forth in Subparagraph 4.2(c) shall not be deemed to impose an obligation upon Lessor to either have said improvements or facilities or to provide those services unless the Project already has the same, Lessor already provides the services, or Lessor has agreed elsewhere in this Lease to provide the same or some of them.
- (f) Lessee's Share of Operating Expense Increase is payable monthly on the same day as the Base Rent is due hereunder. The amount of such payments shall be based on Lessor's estimate of the Operating Expense Expenses. Within 60 days after written request (but not more than once each year) Lessor shall deliver to Lessee a reasonably detailed statement showing Lessee's Share of the actual Common Area Operating Expenses for the preceding year. If Lessee's payments during such Year exceed Lessee's Share, Lessee shall credit the amount of such over-payment against Lessee's future payments. If Lessee's payments during such Year were less than Lessee's Share, Lessee shall pay to Lessor the amount of the deficiency within 10 days after delivery by Lessor to Lessee of said statement. Lessor and Lessee shall forthwith adjust between them by cash payment any balance determined to exist with respect to that portion of the last Comparison Year for which Lessee is responsible as to Operating Expense Increases, notwithstanding that the Lease term may have terminated before the end of such Comparison Year.
- (g) Operating Expenses shall not include the costs of replacement for equipment or capital components such as the roof structure (but not the roof membrane being a built up roof), foundations, exterior walls or a Common Area capital improvement, such as the parking lot paving, elevators, fences that have a useful life for accounting purposes of 5 years or more.
- (h) Operating Expenses shall not include any expenses paid by any tenant directly to third parties, or as to which Lessor is otherwise reimbursed by any third party, other tenant, or by insurance proceeds.

4.3 **Payment.** Lessee shall cause payment of Rent to be received by Lessor in lawful money of the United States on or before the day on which it is due, without offset or deduction (except as specifically permitted in this Lease). All monetary amounts shall be rounded to the nearest whole dollar. In the event that any invoice prepared by Lessor is inaccurate such inaccuracy shall not constitute a waiver and Lessee shall be obligated to pay the amount set forth in this Lease. Rent for any period during the term hereof which is for less than one full calendar month shall be prorated based upon the actual number of days of said month. Payment of Rent shall be made to Lessor at its address stated herein or to such other persons or place as Lessor may from time to time designate in writing. Acceptance of a payment which is less than the amount then due shall not be a waiver of Lessor's rights to the balance of such Rent, regardless of Lessor's endorsement of any check so stating. In the event that any check, draft, or other instrument of payment given by Lessee to Lessor is dishonored for any reason, Lessee agrees to pay to Lessor the sum of \$25 in addition to any Late Charge and Lessor, at its option, may require all future Rent be paid by cashier's check. Payments will be applied first to accrued late charges and attorney's fees, second to accrued interest, then to Base Rent and Common Area Operating Expenses, and any remaining amount to any other outstanding charges or costs.

5. **Security Deposit.** Lessee shall deposit with Lessor upon execution hereof the Security Deposit as security for Lessee's faithful performance of its obligations under this Lease. If Lessee fails to pay Rent, or otherwise Defaults under this Lease, Lessor may use, apply or retain all or any portion of said Security Deposit for the payment of any amount already due Lessor, for Rents which will be due in the future, and/or to reimburse or compensate Lessor for any liability, expense, loss or damage which Lessor may suffer or incur by reason thereof. If Lessor uses or applies all or any portion of the Security Deposit, Lessee shall within 10 days after written request therefor deposit monies with Lessor sufficient to restore said Security Deposit to the full amount required by this Lease. If the Base Rent increases during the term of this Lease, Lessee shall, upon written request from Lessor, deposit additional monies with Lessor so that the total amount of the Security Deposit shall at all times bear the same proportion to the increased Base Rent as the initial Security Deposit bore to the initial Base Rent. Should the Agreed Use be amended to accommodate a material change in the business of Lessee or to accommodate a sublessee or assignee, Lessor shall have the right to increase the Security Deposit to the extent necessary, in Lessor's reasonable judgment, to account for any increased wear and tear that the Premises may suffer as a result thereof. If a change in control of Lessee occurs during this Lease and following such change the financial condition of Lessee is, in Lessor's reasonable judgment, significantly reduced, Lessee shall deposit such additional monies with Lessor as shall be sufficient to cause the Security Deposit to be at a commercially reasonable level based on such change in financial condition. Lessor shall not be required to keep the Security Deposit separate from its general accounts. Within 90 days after the expiration or termination of this Lease, Lessor shall return that portion of the Security Deposit not used or applied by Lessor. Lessor shall upon written request provide Lessee with an accounting showing how that portion of the Security Deposit that was not returned was applied. No part of the Security Deposit shall be considered to be held in trust, to bear interest or to be prepayment for any monies to be paid by Lessee under this Lease. THE SECURITY DEPOSIT SHALL NOT BE USED BY LESSEE IN LIEU OF PAYMENT OF THE LAST MONTH'S RENT.

6. Use.

6.1 **Use.** Lessee shall use and occupy the Premises only for the Agreed Use, or any other legal use which is reasonably comparable thereto, and for no other purpose. Lessee shall not use or permit the use of the Premises in a manner that is unlawful, creates damage, waste or a nuisance, or that disturbs occupants of or causes damage to neighboring premises or properties. Other than guide, signal and seeing eye dogs, Lessee shall not keep or allow in the Premises any pets, animals, birds, fish, or reptiles. Lessor shall not unreasonably withhold or delay its consent to any written request for a modification of the Agreed Use, so long as the same will not impair the structural integrity of the improvements of the Building, will not adversely affect the mechanical, electrical, HVAC, and other systems of the Building, and/or will not affect the exterior appearance of the Building. If Lessor elects to withhold consent, Lessor shall within 7 days after such request give written notification of same, which notice shall include an explanation of Lessor's objections to the change in the Agreed Use.

6.2 Hazardous Substances.

(a) **Reportable Uses Require Consent.** The term "Hazardous Substance" as used in this Lease shall mean any product, substance, or waste whose presence, use, manufacture, disposal, transportation, or release, either by itself or in combination with other materials expected to be on the Premises, is either: (i) potentially injurious to the public health, safety or welfare, the environment or the Premises, (ii) regulated or monitored by any governmental authority, or (iii) a basis for potential liability of Lessor to any governmental agency or third party under any applicable statute or common law theory. Hazardous Substances shall include, but not be limited to, hydrocarbons, petroleum, gasoline, and/or crude oil or any products, byproducts or fractions thereof. Lessee shall not engage in any activity in or on the Premises which constitutes a Reportable Use of Hazardous Substances without the express prior written consent of Lessor and timely compliance (at Lessee's expense) with all Applicable Requirements. "Reportable Use" shall mean (i) the installation or use of any above or below ground storage tank, (ii) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or with respect to which a report, notice, registration or business plan is required to be filed with, any governmental authority, and/or (iii) the presence at the Premises of a Hazardous Substance with respect to which any Applicable Requirements requires that a notice be given to persons entering or occupying the Premises or neighboring properties. Notwithstanding the foregoing, Lessee may use any ordinary and customary materials reasonably required to be used in the normal course of the Agreed Use such as ordinary office supplies (copier toner, liquid paper, glue, etc.) and common household cleaning materials, so long as such use is in compliance with all Applicable Requirements, is not a Reportable Use, and does not expose the Premises or neighboring property to any meaningful risk of contamination or damage or expose Lessor to any liability therefor. In addition, Lessor may condition its consent to any Reportable Use upon receiving such additional assurances as Lessor reasonably deems necessary to protect itself, the public, the Premises and/or the environment against damage, contamination, injury and/or liability, including, but not limited to, the installation (and removal on or before Lease expiration or termination) of protective modifications (such as concrete encasements) and/or increasing the


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Security Deposit.

(b) **Duty to Inform Lessor.** If Lessee knows, or has reasonable cause to believe, that a Hazardous Substance has come to be located in, on, under or about the Premises, other than as previously consented to by Lessor, Lessee shall immediately give written notice of such fact to Lessor, and provide Lessor with a copy of any report, notice, claim or other documentation which it has concerning the presence of such Hazardous Substance.

(c) **Lessee Remediation.** Lessee shall not cause or permit any Hazardous Substance to be spilled or released in, on, under, or about the Premises (including through the plumbing or sanitary sewer system) and shall promptly, at Lessee's expense, comply with all Applicable Requirements and take all investigatory and/or remedial action reasonably recommended, whether or not formally ordered or required, for the cleanup of any contamination of, and for the maintenance, security and/or monitoring of the Premises or neighboring properties, that was caused or materially contributed to by Lessee, or pertaining to or involving any Hazardous Substance brought onto the Premises during the term of this Lease, by or for Lessee, or any third party.

(d) **Lessee Indemnification.** Lessee shall indemnify, defend and hold Lessor, its agents, employees, lenders and ground lessor, if any, harmless from and against any and all loss of rents and/or damages, liabilities, judgments, claims, expenses, penalties, and attorneys' fees arising out of or involving any Hazardous Substance brought onto the Premises by or for Lessee, or any third party (provided, however, that Lessee shall have no liability under this Lease with respect to underground migration of any Hazardous Substance under the Premises from areas outside of the Project not caused or contributed to by Lessee). Lessee's obligations shall include, but not be limited to, the effects of any contamination or injury to person, property or the environment created or suffered by Lessee, and the cost of investigation, removal, remediation, restoration and/or abatement, and shall survive the expiration or termination of this Lease. No termination, cancellation or release agreement entered into by Lessor and Lessee shall release Lessee from its obligations under this Lease with respect to Hazardous Substances, unless specifically so agreed by Lessor in writing at the time of such agreement.

(e) **Lessor Indemnification.** Except as otherwise provided in paragraph 8.7, Lessor and its successors and assigns shall indemnify, defend, reimburse and hold Lessee, its employees and lenders, harmless from and against any and all environmental damages, including the cost of remediation, which result from Hazardous Substances which existed on the Premises prior to Lessee's occupancy or which are caused by the gross negligence or willful misconduct of Lessor, its agents or employees. Lessor's obligations, as and when required by the Applicable Requirements, shall include, but not be limited to, the cost of investigation, removal, remediation, restoration and/or abatement, and shall survive the expiration or termination of this Lease.

(f) **Investigations and Remediations.** Lessor shall retain the responsibility and pay for any investigations or remediation measures required by governmental entities having jurisdiction with respect to the existence of Hazardous Substances on the Premises prior to Lessee's occupancy, unless such remediation measure is required as a result of Lessee's use (including "Alterations", as defined in paragraph 7.3(a) below) of the Premises, in which event Lessee shall be responsible for such payment. Lessee shall cooperate fully in any such activities at the request of Lessor, including allowing Lessor and Lessor's agents to have reasonable access to the Premises at reasonable times in order to carry out Lessor's investigative and remedial responsibilities.

(g) **Lessor Termination Option.** If a Hazardous Substance Condition (see Paragraph 9.1(e)) occurs during the term of this Lease, unless Lessee is legally responsible therefor (in which case Lessee shall make the investigation and remediation thereof required by the Applicable Requirements and this Lease shall continue in full force and effect, but subject to Lessor's rights under Paragraph 6.2(d) and Paragraph 13), Lessor may, at Lessor's option, either (i) investigate and remediate such Hazardous Substance Condition, if required, as soon as reasonably possible at Lessor's expense, in which event this Lease shall continue in full force and effect, or (ii) if the estimated cost to remediate such condition exceeds 12 times the then monthly Base Rent or \$100,000, whichever is greater, give written notice to Lessee, within 30 days after receipt by Lessor of knowledge of the occurrence of such Hazardous Substance Condition, of Lessor's desire to terminate this Lease as of the date 60 days following the date of such notice. In the event Lessor elects to give a termination notice, Lessee may, within 10 days thereafter, give written notice to Lessor of Lessee's commitment to pay the amount by which the cost of the remediation of such Hazardous Substance Condition exceeds an amount equal to 12 times the then monthly Base Rent or \$100,000, whichever is greater. Lessee shall provide Lessor with said funds or satisfactory assurance thereof within 30 days following such commitment. In such event, this Lease shall continue in full force and effect, and Lessor shall proceed to make such remediation as soon as reasonably possible after the required funds are available. If Lessee does not give such notice and provide the required funds or assurance thereof within the time provided, this Lease shall terminate as of the date specified in Lessor's notice of termination.

6.3 **Lessee's Compliance with Applicable Requirements.** Except as otherwise provided in this Lease, Lessee shall, at Lessee's sole expense, fully, diligently and in a timely manner, materially comply with all Applicable Requirements, the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of Lessor's engineers and/or consultants which relate in any manner to the Premises, without regard to whether said Applicable Requirements are now in effect or become effective after the Start Date. Lessee shall, within 10 days after receipt of Lessor's written request, provide Lessor with copies of all permits and other documents, and other information evidencing Lessee's compliance with any Applicable Requirements specified by Lessor, and shall immediately upon receipt, notify Lessor in writing (with copies of any documents involved) of any threatened or actual claim, notice, citation, warning, complaint or report pertaining to or involving the failure of Lessee or the Premises to comply with any Applicable Requirements. Likewise, Lessee shall immediately give written notice to Lessor of: (i) any water damage to the Premises and any suspected seepage, pooling, dampness or other condition conducive to the production of mold; or (ii) any mustiness or other odors that might indicate the presence of mold in the Premises.

6.4 **Inspection; Compliance.** Lessor and Lessor's "Lender" (as defined in Paragraph 30) and consultants authorized by Lessor shall have the right to enter into Premises at any time, in the case of an emergency, and otherwise at reasonable times, after reasonable notice, for the purpose of inspecting and/or testing the condition of the Premises and/or for verifying compliance by Lessee with this Lease. The cost of any such inspections shall be paid by Lessor, unless a violation of Applicable Requirements, or a Hazardous Substance Condition (see Paragraph 9.1e) is found to exist or be imminent, or the inspection is requested or ordered by a governmental authority. In such case, Lessee shall upon request reimburse Lessor for the cost of such inspection, so long as such inspection is reasonably related to the violation or contamination. In addition, Lessee shall provide copies of all relevant material safety data sheets (MSDS) to Lessor within 10 days of the receipt of written request therefor. Lessee acknowledges that any failure on its part to allow such inspections or testing will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, should the Lessee fail to allow such inspections and/or testing in a timely fashion the Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or \$100, whichever is greater for the remainder to the Lease. The Parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to allow such inspection and/or testing. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to such failure nor prevent the exercise of any of the other rights and remedies granted hereunder.

7. Maintenance; Repairs; Utility Installations; Trade Fixtures and Alterations.

7.1 **Lessee's Obligations.** Notwithstanding Lessor's obligation to keep the Premises in good condition and repair, Lessee shall be responsible for payment of the cost thereof to Lessor as additional rent for that portion of the cost of any maintenance and repair of the Premises, or any equipment (wherever located) that serves only Lessee or the Premises, to the extent such cost is attributable to abuse or misuse. In addition, Lessee rather than the Lessor shall be responsible for the cost of painting, repairing or replacing wall coverings, and to repair or replace any similar improvements within the Premises. Lessor may, at its option, upon reasonable notice, elect to have Lessee perform any particular such maintenance or repairs the cost of which is otherwise Lessee's responsibility hereunder."

7.2 **Lessor's Obligations.** Subject to the provisions of Paragraphs 2.2 (Condition), 2.3 (Compliance), 4.2 (Operating Expenses), 6 (Use), 7.1 (Lessee's Obligations), 9 (Damage or Destruction) and 14 (Condemnation), Lessor, subject to reimbursement pursuant to Paragraph 4.2, shall keep in good order, condition and repair the foundations, exterior walls, structural condition of interior bearing walls, exterior roof, fire sprinkler system, fire alarm and/or smoke detection systems, fire hydrants, and the Common Areas.

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7.3 Utility Installations; Trade Fixtures; Alterations.

(a) **Definitions.** The term "Utility Installations" refers to all floor and window coverings, air lines, vacuum lines, power panels, electrical distribution, security and fire protection systems, communication cabling, lighting fixtures, HVAC equipment, and plumbing in or on the Premises. The term "Trade Fixtures" shall mean Lessee's machinery and equipment that can be removed without doing material damage to the Premises. The term "Alterations" shall mean any modification of the improvements, other than Utility Installations or Trade Fixtures, whether by addition or deletion. "Lessee Owned Alterations and/or Utility Installations" are defined as Alterations and/or Utility Installations made by Lessee that are not yet owned by Lessor pursuant to Paragraph 7.4(a).

(b) **Consent.** Lessee shall not make any Alterations or Utility Installations to the Premises without Lessor's prior written consent. Lessee may, however, make non-structural Alterations or Utility Installations to the interior of the Premises (excluding the roof) without such consent but upon notice to Lessor, as long as they are not visible from the outside, do not involve puncturing, relocating or removing the roof, ceilings, floors or any existing walls, will not affect the electrical, plumbing, HVAC, and/or life safety systems, do not trigger the requirement for additional modifications and/or improvements to the Premises resulting from Applicable Requirements, such as compliance with Title 24, and the cumulative cost thereof during this Lease as extended does not exceed \$2000. Notwithstanding the foregoing, Lessee shall not make or permit any roof penetrations and/or install anything on the roof without the prior written approval of Lessor. Lessor may, as a precondition to granting such approval, require Lessee to utilize a contractor chosen and/or approved by Lessor. Any Alterations or Utility Installations that Lessee shall desire to make and which require the consent of the Lessor shall be presented to Lessor in written form with detailed plans. Consent shall be deemed conditioned upon Lessee's: (i) acquiring all applicable governmental permits, (ii) furnishing Lessor with copies of both the permits and the plans and specifications prior to commencement of the work, and (iii) compliance with all conditions of said permits and other Applicable Requirements in a prompt and expeditious manner. Any Alterations or Utility Installations shall be performed in a workmanlike manner with good and sufficient materials. Lessee shall promptly upon completion furnish Lessor with as-built plans and specifications. For work which costs an amount in excess of one month's Base Rent, Lessor may condition its consent upon Lessee providing a lien and completion bond in an amount equal to 150% of the estimated cost of such Alteration or Utility Installation and/or upon Lessee's posting an additional Security Deposit with Lessor.

(c) **Liens; Bonds.** Lessee shall pay, when due, all claims for labor or materials furnished or alleged to have been furnished to or for Lessee at or for use on the Premises, which claims are or may be secured by any mechanic's or materialmen's lien against the Premises or any interest therein. Lessee shall give Lessor not less than 10 days notice prior to the commencement of any work in, on or about the Premises, and Lessor shall have the right to post notices of non-responsibility. If Lessee shall contest the validity of any such lien, claim or demand, then Lessee shall, at its sole expense defend and protect itself, Lessor and the Premises against the same and shall pay and satisfy any such adverse judgment that may be rendered thereon before the enforcement thereof. If Lessor shall require, Lessee shall furnish a surety bond in an amount equal to 150% of the amount of such contested lien, claim or demand, indemnifying Lessor against liability for the same. If Lessor elects to participate in any such action, Lessee shall pay Lessor's attorneys' fees and costs.

7.4 Ownership; Removal; Surrender; and Restoration.

(a) **Ownership.** Subject to Lessor's right to require removal or elect ownership as hereinafter provided, all Alterations and Utility Installations made by Lessee shall be the property of Lessee, but considered a part of the Premises. Lessor may, at any time, elect in writing to be the owner of all or any specified part of the Lessee Owned Alterations and Utility Installations. Unless otherwise instructed per paragraph 7.4(b) hereof, all Lessee Owned Alterations and Utility Installations shall, at the expiration or termination of this Lease, become the property of Lessor and be surrendered by Lessee with the Premises.

(b) **Removal.** By delivery to Lessee of written notice from Lessor not earlier than 90 and not later than 30 days prior to the end of the term of this Lease, Lessor may require that any or all Lessee Owned Alterations or Utility Installations be removed by the expiration or termination of this Lease. Lessor may require the removal at any time of all or any part of any Lessee Owned Alterations or Utility Installations made without the required consent.

(c) **Surrender; Restoration.** Lessee shall surrender the Premises by the Expiration Date or any earlier termination date, with all of the improvements, parts and surfaces thereof clean and free of debris, and in good operating order, condition and state of repair, ordinary wear and tear excepted. "Ordinary wear and tear" shall not include any damage or deterioration that would have been prevented by good maintenance practice. Notwithstanding the foregoing, if the Lessee occupies the Premises for 12 months or less, then Lessee shall surrender the Premises in the same condition as delivered to Lessee on the Start Date with NO allowance for ordinary wear and tear. Lessee shall repair any damage occasioned by the installation, maintenance or removal of Trade Fixtures, Lessee owned Alterations and/or Utility Installations, furnishings, and equipment as well as the removal of any storage tank installed by or for Lessee. Lessee shall also remove from the Premises any and all Hazardous Substances brought onto the Premises by or for Lessee, or any third party (except Hazardous Substances which were deposited via underground migration from areas outside of the Premises) to the level specified in Applicable Requirements. Trade Fixtures shall remain the property of Lessee and shall be removed by Lessee. Any personal property of Lessee not removed on or before the Expiration Date or any earlier termination date shall be deemed to have been abandoned by Lessee and may be disposed of or retained by Lessor as Lessor may desire. The failure by Lessee to timely vacate the Premises pursuant to this Paragraph 7.4(c) without the express written consent of Lessor shall constitute a holdover under the provisions of Paragraph 26 below.

8. Insurance; Indemnity.

8.1 **Insurance Premiums.** The cost of the premiums for the insurance policies maintained by Lessor pursuant to paragraph 8 are included as Operating Expenses (see paragraph 4.2 (c)(iv)). Said costs shall include increases in the premiums resulting from additional coverage related to requirements of the holder of a mortgage or deed of trust covering the Premises, Building and/or Project, increased valuation of the Premises, Building and/or Project, and/or a general premium rate increase. Said costs shall not, however, include any premium increases resulting from the nature of the occupancy of any other tenant of the Building. If the Project was not insured for the entirety of the Base Year, then the base premium shall be the lowest annual premium reasonably obtainable for the required insurance as of the Start Date, assuming the most nominal use possible of the Building and/or Project. In no event, however, shall Lessee be responsible for any portion of the premium cost attributable to liability insurance coverage in excess of \$2,000,000 procured under Paragraph 8.2(b).


8.2 Liability Insurance.

(a) **Carried by Lessee.** Lessee shall obtain and keep in force a Commercial General Liability policy of insurance protecting Lessee and Lessor as an additional insured against claims for bodily injury, personal injury and property damage based upon or arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than \$1,000,000 per occurrence with an annual aggregate of not less than \$2,000,000. Lessee shall add Lessor as an additional insured by means of an endorsement at least as broad as the Insurance Service Organization's "Additional Insured-Managers or Lessors of Premises" Endorsement and coverage shall also be extended to include damage caused by heat, smoke or fumes from a hostile fire. The policy shall not contain any intra-insured exclusions as between insured persons or organizations, but shall include coverage for liability assumed under this Lease as an "insured contract" for the performance of Lessee's indemnity obligations under this Lease. The limits of said insurance shall not, however, limit the liability of Lessee nor relieve Lessee of any obligation hereunder. Lessee shall provide an endorsement on its liability policy(ies) which provides that its insurance shall be primary to and not contributory with any similar insurance carried by Lessor, whose insurance shall be considered excess insurance only.

(b) **Carried by Lessor.** Lessor shall maintain liability insurance as described in Paragraph 8.2(a), in addition to, and not in lieu of, the insurance required to be maintained by Lessee. Lessee shall not be named as an additional insured therein.

8.3 Property Insurance - Building, Improvements and Rental Value.

(a) **Building and Improvements.** Lessor shall obtain and keep in force a policy or policies of insurance in the name of Lessor, with loss payable to Lessor, any ground-lessor, and to any Lender insuring loss or damage to the Building and/or Project. The amount of such insurance shall be equal to the full insurable replacement cost of the Building and/or Project, as the same shall exist from time to time, or the amount required by


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any Lender, but in no event more than the commercially reasonable and available insurable value thereof. Lessee Owned Alterations and Utility Installations, Trade Fixtures, and Lessee's personal property shall be insured by Lessee not by Lessor. If the coverage is available and commercially appropriate, such policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and/or earthquake unless required by a Lender), including coverage for debris removal and the enforcement of any Applicable Requirements requiring the upgrading, demolition, reconstruction or replacement of any portion of the Premises as the result of a covered loss. Said policy or policies shall also contain an agreed valuation provision in lieu of any coinsurance clause, waiver of subrogation, and inflation guard protection causing an increase in the annual property insurance coverage amount by a factor of not less than the adjusted U.S. Department of Labor Consumer Price Index for All Urban Consumers for the city nearest to where the Premises are located. If such insurance coverage has a deductible clause, the deductible amount shall not exceed \$5,000 per occurrence.

(b) **Rental Value.** Lessor shall also obtain and keep in force a policy or policies in the name of Lessor with loss payable to Lessor and any Lender, insuring the loss of the full Rent for one year with an extended period of indemnity for an additional 180 days ("Rental Value Insurance"). Said insurance shall contain an agreed valuation provision in lieu of any coinsurance clause, and the amount of coverage shall be adjusted annually to reflect the projected Rent otherwise payable by Lessee, for the next 12 month period.

(c) **Adjacent Premises.** Lessee shall pay for any increase in the premiums for the property insurance of the Building and for the Common Areas or other buildings in the Project if said increase is caused by Lessee's acts, omissions, use or occupancy of the Premises.

(d) **Lessee's Improvements.** Since Lessor is the Insuring Party, Lessor shall not be required to insure Lessee Owned Alterations and Utility Installations unless the item in question has become the property of Lessor under the terms of this Lease.

8.4 Lessee's Property; Business Interruption Insurance; Worker's Compensation Insurance.

(a) **Property Damage.** Lessee shall obtain and maintain insurance coverage on all of Lessee's personal property, Trade Fixtures, and Lessee Owned Alterations and Utility Installations. Such insurance shall be full replacement cost coverage with a deductible of not to exceed \$1,000 per occurrence. The proceeds from any such insurance shall be used by Lessee for the replacement of personal property, Trade Fixtures and Lessee Owned Alterations and Utility Installations.

(b) **Worker's Compensation Insurance.** Lessee shall obtain and maintain Worker's Compensation Insurance in such amount as may be required by Applicable Requirements. Such policy shall include a 'Waiver of Subrogation' endorsement. Lessee shall provide Lessor with a copy of such endorsement along with the certificate of insurance or copy of the policy required by paragraph 8.5.

(c) **Business Interruption.** Lessee shall obtain and maintain loss of income and extra expense insurance in amounts as will reimburse Lessee for direct or indirect loss of earnings attributable to all perils commonly insured against by prudent lessees in the business of Lessee or attributable to prevention of access to the Premises as a result of such perils.

(d) **No Representation of Adequate Coverage.** Lessor makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover Lessee's property, business operations or obligations under this Lease.

8.5 **Insurance Policies.** Insurance required herein shall be by companies maintaining during the policy term a "General Policyholders Rating" of at least A-, VII, as set forth in the most current issue of "Best's Insurance Guide", or such other rating as may be required by a Lender. Lessee shall not do or permit to be done anything which invalidates the required insurance policies. Lessee shall, prior to the Start Date, deliver to Lessor certified copies of policies of such insurance or certificates with copies of the required endorsements evidencing the existence and amounts of the required insurance. No such policy shall be cancelable or subject to modification except after 10 days prior written notice to Lessor. Lessee shall, at least 30 days prior to the expiration of such policies, furnish Lessor with evidence of renewals or "insurance binders" evidencing renewal thereof, or Lessor may increase his liability insurance coverage and charge the cost thereof to Lessee, which amount shall be payable by Lessee to Lessor upon demand. Such policies shall be for a term of at least one year, or the length of the remaining term of this Lease, whichever is less. If either Party shall fail to procure and maintain the insurance required to be carried by it, the other Party may, but shall not be required to, procure and maintain the same.

8.6 **Waiver of Subrogation.** Without affecting any other rights or remedies, Lessee and Lessor each hereby release and relieve the other, and waive their entire right to recover damages against the other, for loss of or damage to its property arising out of or incident to the perils required to be insured against herein. The effect of such releases and waivers is not limited by the amount of insurance carried or required, or by any deductibles applicable hereto. The Parties agree to have their respective property damage insurance carriers waive any right to subrogation that such companies may have against Lessor or Lessee, as the case may be, so long as the insurance is not invalidated thereby.

8.7 **Indemnity.** Except for Lessor's gross negligence or willful misconduct, Lessee shall indemnify, protect, defend and hold harmless the Premises, Lessor and its agents, Lessor's master or ground lessor, partners and Lenders, from and against any and all claims, loss of rents and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, a Breach of the Lease by Lessee and/or the use and/or occupancy of the Premises and/or Project by Lessee and/or by Lessee's employees, contractors or invitees. If any action or proceeding is brought against Lessor by reason of any of the foregoing matters, Lessee shall upon notice defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor and Lessor shall cooperate with Lessee in such defense. Lessor need not have first paid any such claim in order to be defended or indemnified.

8.8 **Exemption of Lessor and its Agents from Liability.** Notwithstanding the negligence or breach of this Lease by Lessor or its agents, neither Lessor nor its agents shall be liable under any circumstances for: (i) injury or damage to the person or goods, wares, merchandise or other property of Lessee, Lessee's employees, contractors, invitees, customers, or any other person in or about the Premises, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, indoor air quality, the presence of mold or from the breakage, leakage, obstruction or other defects of pipes, fire sprinklers, wires, appliances, plumbing, HVAC or lighting fixtures, or from any other cause, whether the said injury or damage results from conditions arising upon the Premises or upon other portions of the Building, or from other sources or places, (ii) any damages arising from any act or neglect of any other tenant of Lessor or from the failure of Lessor or its agents to enforce the provisions of any other lease in the Project, or (iii) injury to Lessee's business or for any loss of income or profit therefrom. Instead, it is intended that Lessee's sole recourse in the event of such damages or injury be to file a claim on the insurance policy(ies) that Lessee is required to maintain pursuant to the provisions of paragraph 8.

8.9 **Failure to Provide Insurance.** Lessee acknowledges that any failure on its part to obtain or maintain the insurance required herein will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, for any month or portion thereof that Lessee does not maintain the required insurance and/or does not provide Lessor with the required binders or certificates evidencing the existence of the required insurance, the Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or \$100, whichever is greater. The parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to maintain the required insurance. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to the failure to maintain such insurance, prevent the exercise of any of the other rights and remedies granted hereunder, nor relieve Lessee of its obligation to maintain the insurance specified in this Lease.

9. Damage or Destruction.

9.1 Definitions.

(a) **"Premises Partial Damage"** shall mean damage or destruction to the improvements on the Premises, other than Lessee Owned Alterations and Utility Installations, which can reasonably be repaired in 3 months or less from the date of the damage or destruction, and the cost thereof does not exceed a sum equal to 6 month's Base Rent. Lessor shall notify Lessee in writing within 30 days from the date of the damage or destruction as to whether or not the damage is Partial or Total.

(b) **"Premises Total Destruction"** shall mean damage or destruction to the improvements on the Premises, other than Lessee Owned Alterations and Utility Installations and Trade Fixtures, which cannot reasonably be repaired in 3 months or less from the date of the damage or destruction and/or the cost thereof exceeds a sum equal to 6 month's Base Rent. Lessor shall notify Lessee in writing within 30 days from the date


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of the damage or destruction as to whether or not the damage is Partial or Total.

(c) **"Insured Loss"** shall mean damage or destruction to improvements on the Premises, other than Lessee Owned Alterations and Utility Installations and Trade Fixtures, which was caused by an event required to be covered by the insurance described in Paragraph 8.3(a), irrespective of any deductible amounts or coverage limits involved.

(d) **"Replacement Cost"** shall mean the cost to repair or rebuild the improvements owned by Lessor at the time of the occurrence to their condition existing immediately prior thereto, including demolition, debris removal and upgrading required by the operation of Applicable Requirements, and without deduction for depreciation.

(e) **"Hazardous Substance Condition"** shall mean the occurrence or discovery of a condition involving the presence of, or a contamination by, a Hazardous Substance, in, on, or under the Premises which requires restoration.

9.2 Partial Damage - Insured Loss. If a Premises Partial Damage that is an Insured Loss occurs, then Lessor shall, at Lessor's expense, repair such damage (but not Lessee's Trade Fixtures or Lessee Owned Alterations and Utility Installations) as soon as reasonably possible and this Lease shall continue in full force and effect; provided, however, that Lessee shall, at Lessor's election, make the repair of any damage or destruction the total cost to repair of which is \$5,000 or less, and, in such event, Lessor shall make any applicable insurance proceeds available to Lessee on a reasonable basis for that purpose. Notwithstanding the foregoing, if the required insurance was not in force or the insurance proceeds are not sufficient to effect such repair, the Insuring Party shall promptly contribute the shortage in proceeds as and when required to complete said repairs. In the event, however, such shortage was due to the fact that, by reason of the unique nature of the improvements, full replacement cost insurance coverage was not commercially reasonable and available, Lessor shall have no obligation to pay for the shortage in insurance proceeds or to fully restore the unique aspects of the Premises unless Lessee provides Lessor with the funds to cover same, or adequate assurance thereof, within 10 days following receipt of written notice of such shortage and request therefor. If Lessor receives said funds or adequate assurance thereof within said 10 day period, the party responsible for making the repairs shall complete them as soon as reasonably possible and this Lease shall remain in full force and effect. If such funds or assurance are not received, Lessor may nevertheless elect by written notice to Lessee within 10 days thereafter to: (i) make such restoration and repair as is commercially reasonable with Lessor paying any shortage in proceeds, in which case this Lease shall remain in full force and effect, or (ii) have this Lease terminate 30 days thereafter. Lessee shall not be entitled to reimbursement of any funds contributed by Lessee to repair any such damage or destruction. Premises Partial Damage due to flood or earthquake shall be subject to Paragraph 9.3, notwithstanding that there may be some insurance coverage, but the net proceeds of any such insurance shall be made available for the repairs if made by either Party.

9.3 Partial Damage - Uninsured Loss. If a Premises Partial Damage that is not an Insured Loss occurs, unless caused by a negligent or willful act of Lessee (in which event Lessee shall make the repairs at Lessee's expense), Lessor may either: (i) repair such damage as soon as reasonably possible at Lessor's expense (subject to reimbursement pursuant to Paragraph 4.2), in which event this Lease shall continue in full force and effect, or (ii) terminate this Lease by giving written notice to Lessee within 30 days after receipt by Lessor of knowledge of the occurrence of such damage. Such termination shall be effective 60 days following the date of such notice. In the event Lessor elects to terminate this Lease, Lessee shall have the right within 10 days after receipt of the termination notice to give written notice to Lessor of Lessee's commitment to pay for the repair of such damage without reimbursement from Lessor. Lessee shall provide Lessor with said funds or satisfactory assurance thereof within 30 days after making such commitment. In such event this Lease shall continue in full force and effect, and Lessor shall proceed to make such repairs as soon as reasonably possible after the required funds are available. If Lessee does not make the required commitment, this Lease shall terminate as of the date specified in the termination notice.

9.4 Total Destruction. Notwithstanding any other provision hereof, if a Premises Total Destruction occurs, this Lease shall terminate 60 days following such Destruction. If the damage or destruction was caused by the gross negligence or willful misconduct of Lessee, Lessor shall have the right to recover Lessor's damages from Lessee, except as provided in Paragraph 8.6.

9.5 Damage Near End of Term. If at any time during the last 6 months of this Lease there is damage for which the cost to repair exceeds one month's Base Rent, whether or not an Insured Loss, Lessor may terminate this Lease effective 60 days following the date of occurrence of such damage by giving a written termination notice to Lessee within 30 days after the date of occurrence of such damage. Notwithstanding the foregoing, if Lessee at that time has an exercisable option to extend this Lease or to purchase the Premises, then Lessee may preserve this Lease by, (a) exercising such option and (b) providing Lessor with any shortage in insurance proceeds (or adequate assurance thereof) needed to make the repairs on or before the earlier of (i) the date which is 10 days after Lessee's receipt of Lessor's written notice purporting to terminate this Lease, or (ii) the day prior to the date upon which such option expires. If Lessee duly exercises such option during such period and provides Lessor with funds (or adequate assurance thereof) to cover any shortage in insurance proceeds, Lessor shall, at Lessor's commercially reasonable expense, repair such damage as soon as reasonably possible and this Lease shall continue in full force and effect. If Lessee fails to exercise such option and provide such funds or assurance during such period, then this Lease shall terminate on the date specified in the termination notice and Lessee's option shall be extinguished.

9.6 Abatement of Rent; Lessee's Remedies.

(a) **Abatement.** In the event of Premises Partial Damage or Premises Total Destruction or a Hazardous Substance Condition for which Lessee is not responsible under this Lease, the Rent payable by Lessee for the period required for the repair, remediation or restoration of such damage shall be abated in proportion to the degree to which Lessee's use of the Premises is impaired, but not to exceed the proceeds received from the Rental Value insurance. All other obligations of Lessee hereunder shall be performed by Lessee, and Lessor shall have no liability for any such damage, destruction, remediation, repair or restoration except as provided herein.

(b) **Remedies.** If Lessor is obligated to repair or restore the Premises and does not commence, in a substantial and meaningful way, such repair or restoration within 90 days after such obligation shall accrue, Lessee may, at any time prior to the commencement of such repair or restoration, give written notice to Lessor and to any Lenders of which Lessee has actual notice, of Lessee's election to terminate this Lease on a date not less than 60 days following the giving of such notice. If Lessee gives such notice and such repair or restoration is not commenced within 30 days thereafter, this Lease shall terminate as of the date specified in said notice. If the repair or restoration is commenced within such 30 days, this Lease shall continue in full force and effect. "Commence" shall mean either the unconditional authorization of the preparation of the required plans, or the beginning of the actual work on the Premises, whichever first occurs.

9.7 Termination; Advance Payments. Upon termination of this Lease pursuant to Paragraph 6.2(g) or Paragraph 9, an equitable adjustment shall be made concerning advance Base Rent and any other advance payments made by Lessee to Lessor. Lessor shall, in addition, return to Lessee so much of Lessee's Security Deposit as has not been, or is not then required to be, used by Lessor.

10. Real Property Taxes.

10.1 Definitions. As used herein, the term **"Real Property Taxes"** shall include any form of assessment; real estate, general, special, ordinary or extraordinary, or rental levy or tax (other than inheritance, personal income or estate taxes); improvement bond; and/or license fee imposed upon or levied against any legal or equitable interest of Lessor in the Project, Lessor's right to other income therefrom, and/or Lessor's business of leasing, by any authority having the direct or indirect power to tax and where the funds are generated with reference to the Project address. **"Real Property Taxes"** shall also include any tax, fee, levy, assessment or charge, or any increase therein: (i) imposed by reason of events occurring during the term of this Lease, including but not limited to, a change in the ownership of the Project, (ii) a change in the improvements thereon, and/or (iii) levied or assessed on machinery or equipment provided by Lessor to Lessee pursuant to this Lease.

10.2 Payment of Taxes. Except as otherwise provided in Paragraph 10.3, Lessor shall pay the Real Property Taxes applicable to the Project, and said payments shall be included in the calculation of Operating Expenses in accordance with the provisions of Paragraph 4.2.

10.3 Additional Improvements. Operating Expenses shall not include Real Property Taxes specified in the tax assessor's records and work sheets as being caused by additional improvements placed upon the Project by other lessees or by Lessor for the exclusive enjoyment of such other lessees. Notwithstanding Paragraph 10.2 hereof, Lessee shall, however, pay to Lessor at the time Operating Expenses are payable under Paragraph 4.2, the entirety of any increase in Real Property Taxes if assessed solely by reason of Alterations, Trade Fixtures or Utility Installations placed upon

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the Premises by Lessee or at Lessee's request or by reason of any alterations or improvements to the Premises made by Lessor subsequent to the execution of this Lease by the Parties.

10.4 Joint Assessment. If the Building is not separately assessed, Real Property Taxes allocated to the Building shall be an equitable proportion of the Real Property Taxes for all of the land and improvements included within the tax parcel assessed, such proportion to be determined by Lessor from the respective valuations assigned in the assessor's work sheets or such other information as may be reasonably available. Lessor's reasonable determination thereof, in good faith, shall be conclusive.

10.5 Personal Property Taxes. Lessee shall pay prior to delinquency all taxes assessed against and levied upon Lessee Owned Alterations and Utility Installations, Trade Fixtures, furnishings, equipment and all personal property of Lessee contained in the Premises. When possible, Lessee shall cause its Lessee Owned Alterations and Utility Installations, Trade Fixtures, furnishings, equipment and all other personal property to be assessed and billed separately from the real property of Lessor. If any of Lessee's said property shall be assessed with Lessor's real property, Lessee shall pay Lessor the taxes attributable to Lessee's property within 10 days after receipt of a written statement setting forth the taxes applicable to Lessee's property.

11. Utilities and Services.

11.1 Services Provided by Lessor. Lessor shall provide heating, ventilation, air conditioning, reasonable amounts of electricity for normal lighting and office machines, water for reasonable and normal drinking and lavatory use in connection with an office, and replacement light bulbs and/or fluorescent tubes and ballasts for standard overhead fixtures. Lessor shall also provide janitorial services to the Premises and Common Areas 5 times per week, excluding Building Holidays, or pursuant to the attached janitorial schedule, if any. Lessor shall not, however, be required to provide janitorial services to kitchens or storage areas included within the Premises.

11.2 Services Exclusive to Lessee. Notwithstanding the provisions of paragraph 11.1, Lessee shall pay for all water, gas, light, power, telephone and other utilities and services specially or exclusively supplied and/or metered exclusively to the Premises or to Lessee, together with any taxes thereon. Notwithstanding the provisions of Paragraph 4.2(vi), if a service is deleted by Paragraph 1.13 and such service is not separately metered to the Premises, Lessee shall pay at Lessor's option, either Lessee's Share or a reasonable proportion to be determined by Lessor of all charges for such jointly metered service.

11.3 Hours of Service. Said services and utilities shall be provided during times set forth in Paragraph 1.12. Utilities and services required at other times shall be subject to advance request and reimbursement by Lessee to Lessor of the cost thereof.

11.4 Excess Usage by Lessee. Lessee shall not make connection to the utilities except by or through existing outlets and shall not install or use machinery or equipment in or about the Premises that uses excess water, lighting or power, or suffer or permit any act that causes extra burden upon the utilities or services, including but not limited to security and trash services, over standard office usage for the Project. Lessor shall require Lessee to reimburse Lessor for any excess expenses or costs that may arise out of a breach of this subparagraph by Lessee. Lessor may, in its sole discretion, install at Lessee's expense supplemental equipment and/or separate metering applicable to Lessee's excess usage or loading.

11.5 Interruptions. There shall be no abatement of rent and Lessor shall not be liable in any respect whatsoever for the inadequacy, stoppage, interruption or discontinuance of any utility or service due to riot, strike, labor dispute, breakdown, accident, repair or other cause beyond Lessor's reasonable control or in cooperation with governmental request or directions.

12. Assignment and Subletting.

12.1 Lessor's Consent Required.

(a) Lessee shall not voluntarily or by operation of law assign, transfer, mortgage or encumber (collectively, "assign or assignment") or sublet all or any part of Lessee's interest in this Lease or in the Premises without Lessor's prior written consent.

(b) Unless Lessee is a corporation and its stock is publicly traded on a national stock exchange, a change in the control of Lessee shall constitute an assignment requiring consent. The transfer, on a cumulative basis, of 25% or more of the voting control of Lessee shall constitute a change in control for this purpose.

(c) The involvement of Lessee or its assets in any transaction, or series of transactions (by way of merger, sale, acquisition, financing, transfer, leveraged buyout or otherwise), whether or not a formal assignment or hypothecation of this Lease or Lessee's assets occurs, which results or will result in a reduction of the Net Worth of Lessee by an amount greater than 25% of such Net Worth as it was represented at the time of the execution of this Lease or at the time of the most recent assignment to which Lessor has consented, or as it exists immediately prior to said transaction or transactions constituting such reduction, whichever was or is greater, shall be considered an assignment of this Lease to which Lessor may withhold its consent. "Net Worth of Lessee" shall mean the net worth of Lessee (excluding any guarantors) established under generally accepted accounting principles.

(d) An assignment or subletting without consent shall, at Lessor's option, be a Default curable after notice per Paragraph 13.1(d), or a noncurable Breach without the necessity of any notice and grace period. If Lessor elects to treat such unapproved assignment or subletting as a noncurable Breach, Lessor may either: (i) terminate this Lease, or (ii) upon 30 days written notice, increase the monthly Base Rent to 110% of the Base Rent then in effect. Further, in the event of such Breach and rental adjustment, (i) the purchase price of any option to purchase the Premises held by Lessee shall be subject to similar adjustment to 110% of the price previously in effect, and (ii) all fixed and non-fixed rental adjustments scheduled during the remainder of the Lease term shall be increased to 110% of the scheduled adjusted rent.

(e) Lessee's remedy for any breach of Paragraph 12.1 by Lessor shall be limited to compensatory damages and/or injunctive relief.

(f) Lessor may reasonably withhold consent to a proposed assignment or subletting if Lessee is in Default at the time consent is requested.

(g) Notwithstanding the foregoing, allowing a de minimis portion of the Premises, ie. 20 square feet or less, to be used by a third party vendor in connection with the installation of a vending machine or payphone shall not constitute a subletting.

12.2 Terms and Conditions Applicable to Assignment and Subletting.

(a) Regardless of Lessor's consent, no assignment or subletting shall: (i) be effective without the express written assumption by such assignee or sublessee of the obligations of Lessee under this Lease, (ii) release Lessee of any obligations hereunder, or (iii) alter the primary liability of Lessee for the payment of Rent or for the performance of any other obligations to be performed by Lessee.

(b) Lessor may accept Rent or performance of Lessee's obligations from any person other than Lessee pending approval or disapproval of an assignment. Neither a delay in the approval or disapproval of such assignment nor the acceptance of Rent or performance shall constitute a waiver or estoppel of Lessor's right to exercise its remedies for Lessee's Default or Breach.

(c) Lessor's consent to any assignment or subletting shall not constitute a consent to any subsequent assignment or subletting.

(d) In the event of any Default or Breach by Lessee, Lessor may proceed directly against Lessee, any Guarantors or anyone else responsible for the performance of Lessee's obligations under this Lease, including any assignee or sublessee, without first exhausting Lessor's remedies against any other person or entity responsible therefor to Lessor, or any security held by Lessor.

(e) Each request for consent to an assignment or subletting shall be in writing, accompanied by information relevant to Lessor's determination as to the financial and operational responsibility and appropriateness of the proposed assignee or sublessee, including but not limited to the intended use and/or required modification of the Premises, if any, together with a fee of \$500 as consideration for Lessor's considering and processing said request. Lessee agrees to provide Lessor with such other or additional information and/or documentation as may be reasonably requested. (See also Paragraph 36)

(f) Any assignee of, or sublessee under, this Lease shall, by reason of accepting such assignment, entering into such sublease, or entering into possession of the Premises or any portion thereof, be deemed to have assumed and agreed to conform and comply with each and every term, covenant, condition and obligation herein to be observed or performed by Lessee during the term of said assignment or sublease, other than such obligations as are contrary to or inconsistent with provisions of an assignment or sublease to which Lessor has specifically consented to in writing.

(g) Lessor's consent to any assignment or subletting shall not transfer to the assignee or sublessee any Option granted to the original


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Lessee by this Lease unless such transfer is specifically consented to by Lessor in writing. (See Paragraph 39.2)

12.3 Additional Terms and Conditions Applicable to Subletting. The following terms and conditions shall apply to any subletting by Lessee of all or any part of the Premises and shall be deemed included in all subleases under this Lease whether or not expressly incorporated therein:

(a) Lessee hereby assigns and transfers to Lessor all of Lessee's interest in all Rent payable on any sublease, and Lessor may collect such Rent and apply same toward Lessee's obligations under this Lease; provided, however, that until a Breach shall occur in the performance of Lessee's obligations, Lessee may collect said Rent. In the event that the amount collected by Lessor exceeds Lessee's then outstanding obligations any such excess shall be refunded to Lessee. Lessor shall not, by reason of the foregoing or any assignment of such sublease, nor by reason of the collection of Rent, be deemed liable to the sublessee for any failure of Lessee to perform and comply with any of Lessee's obligations to such sublessee. Lessee hereby irrevocably authorizes and directs any such sublessee, upon receipt of a written notice from Lessor stating that a Breach exists in the performance of Lessee's obligations under this Lease, to pay to Lessor all Rent due and to become due under the sublease. Sublessee shall rely upon any such notice from Lessor and shall pay all Rents to Lessor without any obligation or right to inquire as to whether such Breach exists, notwithstanding any claim from Lessee to the contrary.

(b) In the event of a Breach by Lessee, Lessor may, at its option, require sublessee to attorn to Lessor, in which event Lessor shall undertake the obligations of the sublessor under such sublease from the time of the exercise of said option to the expiration of such sublease; provided, however, Lessor shall not be liable for any prepaid rents or security deposit paid by such sublessee to such sublessor or for any prior Defaults or Breaches of such sublessor.

(c) Any matter requiring the consent of the sublessor under a sublease shall also require the consent of Lessor.

(d) No sublessee shall further assign or sublet all or any part of the Premises without Lessor's prior written consent.

(e) Lessor shall deliver a copy of any notice of Default or Breach by Lessee to the sublessee, who shall have the right to cure the Default of Lessee within the grace period, if any, specified in such notice. The sublessee shall have a right of reimbursement and offset from and against Lessee for any such Defaults cured by the sublessee.

13. Default; Breach; Remedies.

13.1 Default; Breach. A "Default" is defined as a failure by the Lessee to comply with or perform any of the terms, covenants, conditions or Rules and Regulations under this Lease. A "Breach" is defined as the occurrence of one or more of the following Defaults, and the failure of Lessee to cure such Default within any applicable grace period:

(a) The abandonment of the Premises; or the vacating of the Premises without providing a commercially reasonable level of security, or where the coverage of the property insurance described in Paragraph 8.3 is jeopardized as a result thereof, or without providing reasonable assurances to minimize potential vandalism.

(b) The failure of Lessee to make any payment of Rent or any Security Deposit required to be made by Lessee hereunder, whether to Lessor or to a third party, when due, to provide reasonable evidence of insurance or surety bond, or to fulfill any obligation under this Lease which endangers or threatens life or property, where such failure continues for a period of 3 business days following written notice to Lessee. THE ACCEPTANCE BY LESSOR OF A PARTIAL PAYMENT OF RENT OR SECURITY DEPOSIT SHALL NOT CONSTITUTE A WAIVER OF ANY OF LESSOR'S RIGHTS, INCLUDING LESSOR'S RIGHT TO RECOVER POSSESSION OF THE PREMISES.

(c) The failure of Lessee to allow Lessor and/or its agents access to the Premises or the commission of waste, act or acts constituting public or private nuisance, and/or an illegal activity on the Premises by Lessee, where such actions continue for a period of 3 business days following written notice to Lessee. In the event that Lessee commits waste, a nuisance or an illegal activity a second time then, the Lessor may elect to treat such conduct as a non-curable Breach rather than a Default.

(d) The failure by Lessee to provide (i) reasonable written evidence of compliance with Applicable Requirements, (ii) the service contracts, (iii) the rescission of an unauthorized assignment or subletting, (iv) an Estoppel Certificate or financial statements, (v) a requested subordination, (vi) evidence concerning any guaranty and/or Guarantor, (vii) any document requested under Paragraph 41, (viii) material safety data sheets (MSDS), or (ix) any other documentation or information which Lessor may reasonably require of Lessee under the terms of this Lease, where any such failure continues for a period of 10 days following written notice to Lessee.

(e) A Default by Lessee as to the terms, covenants, conditions or provisions of this Lease, or of the rules adopted under Paragraph 2.9 hereof, other than those described in subparagraphs 13.1(a), (b) or (c), above, where such Default continues for a period of 30 days after written notice; provided, however, that if the nature of Lessee's Default is such that more than 30 days are reasonably required for its cure, then it shall not be deemed to be a Breach if Lessee commences such cure within said 30 day period and thereafter diligently prosecutes such cure to completion.

(f) The occurrence of any of the following events: (i) the making of any general arrangement or assignment for the benefit of creditors; (ii) becoming a "debtor" as defined in 11 U.S.C. § 101 or any successor statute thereto (unless, in the case of a petition filed against Lessee, the same is dismissed within 60 days); (iii) the appointment of a trustee or receiver to take possession of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease, where possession is not restored to Lessee within 30 days; or (iv) the attachment, execution or other judicial seizure of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease, where such seizure is not discharged within 30 days; provided, however, in the event that any provision of this subparagraph is contrary to any applicable law, such provision shall be of no force or effect, and not affect the validity of the remaining provisions.

(g) The discovery that any financial statement of Lessee or of any Guarantor given to Lessor was materially false.

(h) If the performance of Lessee's obligations under this Lease is guaranteed: (i) the death of a Guarantor, (ii) the termination of a Guarantor's liability with respect to this Lease other than in accordance with the terms of such guaranty, (iii) a Guarantor's becoming insolvent or the subject of a bankruptcy filing, (iv) a Guarantor's refusal to honor the guaranty, or (v) a Guarantor's breach of its guaranty obligation on an anticipatory basis, and Lessee's failure, within 60 days following written notice of any such event, to provide written alternative assurance or security, which, when coupled with the then existing resources of Lessee, equals or exceeds the combined financial resources of Lessee and the Guarantors that existed at the time of execution of this Lease.

13.2 Remedies. If Lessee fails to perform any of its affirmative duties or obligations, within 10 days after written notice (or in case of an emergency, without notice), Lessor may, at its option, perform such duty or obligation on Lessee's behalf, including but not limited to the obtaining of reasonably required bonds, insurance policies, or governmental licenses, permits or approvals. Lessee shall pay to Lessor an amount equal to 115% of the costs and expenses incurred by Lessor in such performance upon receipt of an invoice therefor. In the event of a Breach, Lessor may, with or without further notice or demand, and without limiting Lessor in the exercise of any right or remedy which Lessor may have by reason of such Breach:

(a) Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession to Lessor. In such event Lessor shall be entitled to recover from Lessee: (i) the unpaid Rent which had been earned at the time of termination; (ii) the worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that the Lessee proves could have been reasonably avoided; (iii) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss that the Lessee proves could be reasonably avoided; and (iv) any other amount necessary to compensate Lessor for all the detriment proximately caused by the Lessee's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom, including but not limited to the cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorneys' fees, and that portion of any leasing commission paid by Lessor in connection with this Lease applicable to the unexpired term of this Lease. The worth at the time of award of the amount referred to in provision (iii) of the immediately preceding sentence shall be computed by discounting such amount at the discount rate of the Federal Reserve Bank of the District within which the Premises are located at the time of award plus one percent. Efforts by Lessor to mitigate damages caused by Lessee's Breach of this Lease shall not waive Lessor's right to recover any damages to which Lessor is otherwise entitled. If termination of this Lease is obtained through the provisional remedy of unlawful detainer, Lessor shall have the right to recover in such proceeding any unpaid Rent and damages as are

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recoverable therein, or Lessor may reserve the right to recover all or any part thereof in a separate suit. If a notice and grace period required under Paragraph 13.1 was not previously given, a notice to pay rent or quit, or to perform or quit given to Lessee under the unlawful detainer statute shall also constitute the notice required by Paragraph 13.1. In such case, the applicable grace period required by Paragraph 13.1 and the unlawful detainer statute shall run concurrently, and the failure of Lessee to cure the Default within the greater of the two such grace periods shall constitute both an unlawful detainer and a Breach of this Lease entitling Lessor to the remedies provided for in this Lease and/or by said statute.

(b) Continue the Lease and Lessee's right to possession and recover the Rent as it becomes due, in which event Lessee may sublet or assign, subject only to reasonable limitations. Acts of maintenance, efforts to relet, and/or the appointment of a receiver to protect the Lessor's interests, shall not constitute a termination of the Lessee's right to possession.

(c) Pursue any other remedy now or hereafter available under the laws or judicial decisions of the state wherein the Premises are located. The expiration or termination of this Lease and/or the termination of Lessee's right to possession shall not relieve Lessee from liability under any indemnity provisions of this Lease as to matters occurring or accruing during the term hereof or by reason of Lessee's occupancy of the Premises.

13.3 Inducement Recapture. Any agreement for free or abated rent or other charges, the cost of tenant improvements for Lessee paid for or performed by Lessor, or for the giving or paying by Lessor to or for Lessee of any cash or other bonus, inducement or consideration for Lessee's entering into this Lease, all of which concessions are hereinafter referred to as "Inducement Provisions," shall be deemed conditioned upon Lessee's full and faithful performance of all of the terms, covenants and conditions of this Lease. Upon Breach of this Lease by Lessee, any such Inducement Provision shall automatically be deemed deleted from this Lease and of no further force or effect, and any rent, other charge, bonus, inducement or consideration theretofore abated, given or paid by Lessor under such an Inducement Provision shall be immediately due and payable by Lessee to Lessor, notwithstanding any subsequent cure of said Breach by Lessee. The acceptance by Lessor of rent or the cure of the Breach which initiated the operation of this paragraph shall not be deemed a waiver by Lessor of the provisions of this paragraph unless specifically so stated in writing by Lessor at the time of such acceptance.

13.4 Late Charges. Lessee hereby acknowledges that late payment by Lessee of Rent will cause Lessor to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges which may be imposed upon Lessor by any Lender. Accordingly, if any Rent shall not be received by Lessor within 5 days after such amount shall be due, then, without any requirement for notice to Lessee, Lessee shall immediately pay to Lessor a one-time late charge equal to 10% of each such overdue amount or \$100, whichever is greater. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of such late payment. Acceptance of such late charge by Lessor shall in no event constitute a waiver of Lessee's Default or Breach with respect to such overdue amount, nor prevent the exercise of any of the other rights and remedies granted hereunder. In the event that a late charge is payable hereunder, whether or not collected, for 3 consecutive installments of Base Rent, then notwithstanding any provision of this Lease to the contrary, Base Rent shall, at Lessor's option, become due and payable quarterly in advance.

13.5 Interest. Any monetary payment due Lessor hereunder, other than late charges, not received by Lessor, when due shall bear interest from the 31st day after it was due. The interest ("Interest") charged shall be computed at the rate of 10% per annum but shall not exceed the maximum rate allowed by law. Interest is payable in addition to the potential late charge provided for in Paragraph 13.4.

13.6 Breach by Lessor.

(a) **Notice of Breach.** Lessor shall not be deemed in breach of this Lease unless Lessor fails within a reasonable time to perform an obligation required to be performed by Lessor. For purposes of this Paragraph, a reasonable time shall in no event be less than 30 days after receipt by Lessor, and any Lender whose name and address shall have been furnished to Lessee in writing for such purpose, of written notice specifying wherein such obligation of Lessor has not been performed; provided, however, that if the nature of Lessor's obligation is such that more than 30 days are reasonably required for its performance, then Lessor shall not be in breach if performance is commenced within such 30 day period and thereafter diligently pursued to completion.

(b) **Performance by Lessee on Behalf of Lessor.** In the event that neither Lessor nor Lender cures said breach within 30 days after receipt of said notice, or if having commenced said cure they do not diligently pursue it to completion, then Lessee may elect to cure said breach at Lessee's expense and offset from Rent the actual and reasonable cost to perform such cure, provided, however, that such offset shall not exceed an amount equal to the greater of one month's Base Rent or the Security Deposit, reserving Lessee's right to seek reimbursement from Lessor for any such expense in excess of such offset. Lessee shall document the cost of said cure and supply said documentation to Lessor.

14. Condemnation. If the Premises or any portion thereof are taken under the power of eminent domain or sold under the threat of the exercise of said power (collectively "Condemnation"), this Lease shall terminate as to the part taken as of the date the condemning authority takes title or possession, whichever first occurs. If more than 10% of the rentable floor area of the Premises, or more than 25% of Lessee's Reserved Parking Spaces, if any, are taken by Condemnation, Lessee may, at Lessee's option, to be exercised in writing within 10 days after Lessor shall have given Lessee written notice of such taking (or in the absence of such notice, within 10 days after the condemning authority shall have taken possession) terminate this Lease as of the date the condemning authority takes such possession. If Lessee does not terminate this Lease in accordance with the foregoing, this Lease shall remain in full force and effect as to the portion of the Premises remaining, except that the Base Rent shall be reduced in proportion to the reduction in utility of the Premises caused by such Condemnation. Condemnation awards and/or payments shall be the property of Lessor, whether such award shall be made as compensation for diminution in value of the leasehold, the value of the part taken, or for severance damages; provided, however, that Lessee shall be entitled to any compensation paid by the condemnor for Lessee's relocation expenses, loss of business goodwill and/or Trade Fixtures, without regard to whether or not this Lease is terminated pursuant to the provisions of this Paragraph. All Alterations and Utility Installations made to the Premises by Lessee, for purposes of Condemnation only, shall be considered the property of the Lessee and Lessee shall be entitled to any and all compensation which is payable therefor. In the event that this Lease is not terminated by reason of the Condemnation, Lessor shall repair any damage to the Premises caused by such Condemnation.

15. Brokerage Fees.

15.1 Additional Commission. In addition to the payments owed pursuant to Paragraph 1.10 above, Lessor agrees that: (a) if Lessee exercises any Option, (b) if Lessee or anyone affiliated with Lessee acquires from Lessor any rights to the Premises or other premises owned by Lessor and located within the Project, (c) if Lessee remains in possession of the Premises, with the consent of Lessor, after the expiration of this Lease, or (d) if Base Rent is increased, whether by agreement or operation of an escalation clause herein, then, Lessor shall pay Brokers a fee in accordance with the fee schedule of the Brokers in effect at the time the Lease was executed.

15.2 Assumption of Obligations. Any buyer or transferee of Lessor's interest in this Lease shall be deemed to have assumed Lessor's obligation hereunder. Brokers shall be third party beneficiaries of the provisions of Paragraphs 1.10, 15, 22 and 31. If Lessor fails to pay to Brokers any amounts due as and for brokerage fees pertaining to this Lease when due, then such amounts shall accrue Interest. In addition, if Lessor fails to pay any amounts to Lessee's Broker when due, Lessee's Broker may send written notice to Lessor and Lessee of such failure and if Lessor fails to pay such amounts within 10 days after said notice, Lessee shall pay said monies to its Broker and offset such amounts against Rent. In addition, Lessee's Broker shall be deemed to be a third party beneficiary of any commission agreement entered into by and/or between Lessor and Lessor's Broker for the limited purpose of collecting any brokerage fee owed.

15.3 Representations and Indemnities of Broker Relationships. Lessee and Lessor each represent and warrant to the other that it has had no dealings with any person, firm, broker or finder (other than the Brokers, if any) in connection with this Lease, and that no one other than said named Brokers is entitled to any commission or finder's fee in connection herewith. Lessee and Lessor do each hereby agree to indemnify, protect, defend and hold the other harmless from and against liability for compensation or charges which may be claimed by any such unnamed broker, finder or other similar party by reason of any dealings or actions of the indemnifying Party, including any costs, expenses, attorneys' fees reasonably incurred with respect thereto.

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16. Estoppel Certificates.

(a) Each Party (as "Responding Party") shall within 10 days after written notice from the other Party (the "Requesting Party") execute, acknowledge and deliver to the Requesting Party a statement in writing in form similar to the then most current "Estoppel Certificate" form published by AIR CRE, plus such additional information, confirmation and/or statements as may be reasonably requested by the Requesting Party.

(b) If the Responding Party shall fail to execute or deliver the Estoppel Certificate within such 10 day period, the Requesting Party may execute an Estoppel Certificate stating that: (i) the Lease is in full force and effect without modification except as may be represented by the Requesting Party, (ii) there are no uncured defaults in the Requesting Party's performance, and (iii) if Lessor is the Requesting Party, not more than one month's rent has been paid in advance. Prospective purchasers and encumbrancers may rely upon the Requesting Party's Estoppel Certificate, and the Responding Party shall be estopped from denying the truth of the facts contained in said Certificate. In addition, Lessee acknowledges that any failure on its part to provide such an Estoppel Certificate will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, should the Lessee fail to execute and/or deliver a requested Estoppel Certificate in a timely fashion the monthly Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or \$100, whichever is greater for remainder of the Lease. The Parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to provide the Estoppel Certificate. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to the failure to provide the Estoppel Certificate nor prevent the exercise of any of the other rights and remedies granted hereunder.

(c) If Lessor desires to finance, refinance, or sell the Premises, or any part thereof, Lessee and all Guarantors shall within 10 days after written notice from Lessor deliver to any potential lender or purchaser designated by Lessor such financial statements as may be reasonably required by such lender or purchaser, including but not limited to Lessee's financial statements for the past 3 years. All such financial statements shall be received by Lessor and such lender or purchaser in confidence and shall be used only for the purposes herein set forth.

17. Definition of Lessor. The term "Lessor" as used herein shall mean the owner or owners at the time in question of the fee title to the Premises, or, if this is a sublease, of the Lessee's interest in the prior lease. In the event of a transfer of Lessor's title or interest in the Premises or this Lease, Lessor shall deliver to the transferee or assignee (in cash or by credit) any unused Security Deposit held by Lessor. Upon such transfer or assignment and delivery of the Security Deposit, as aforesaid, the prior Lessor shall be relieved of all liability with respect to the obligations and/or covenants under this Lease thereafter to be performed by the Lessor. Subject to the foregoing, the obligations and/or covenants in this Lease to be performed by the Lessor shall be binding only upon the Lessor as hereinabove defined.

18. Severability. The invalidity of any provision of this Lease, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

19. Days. Unless otherwise specifically indicated to the contrary, the word "days" as used in this Lease shall mean and refer to calendar days.

20. Limitation on Liability. The obligations of Lessor under this Lease shall not constitute personal obligations of Lessor, or its partners, members, directors, officers or shareholders, and Lessee shall look to the Project, and to no other assets of Lessor, for the satisfaction of any liability of Lessor with respect to this Lease, and shall not seek recourse against Lessor's partners, members, directors, officers or shareholders, or any of their personal assets for such satisfaction.

21. Time of Essence. Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this Lease.

22. No Prior or Other Agreements; Broker Disclaimer. This Lease contains all agreements between the Parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represents and warrants to the Brokers that it has made, and is relying solely upon, its own investigation as to the nature, quality, character and financial responsibility of the other Party to this Lease and as to the use, nature, quality and character of the Premises. Brokers have no responsibility with respect thereto or with respect to any default or breach hereof by either Party.

23. Notices.

23.1 Notice Requirements. All notices required or permitted by this Lease or applicable law shall be in writing and may be delivered in person (by hand or by courier) or may be sent by regular, certified or registered mail or U.S. Postal Service Express Mail, with postage prepaid, or by facsimile transmission, or by email, and shall be deemed sufficiently given if served in a manner specified in this Paragraph 23. The addresses noted adjacent to a Party's signature on this Lease shall be that Party's address for delivery or mailing of notices. Either Party may by written notice to the other specify a different address for notice, except that upon Lessee's taking possession of the Premises, the Premises shall constitute Lessee's address for notice. A copy of all notices to Lessor shall be concurrently transmitted to such party or parties at such addresses as Lessor may from time to time hereafter designate in writing.

23.2 Date of Notice. Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon. If sent by regular mail the notice shall be deemed given 72 hours after the same is addressed as required herein and mailed with postage prepaid. Notices delivered by United States Express Mail or overnight courier that guarantees next day delivery shall be deemed given 24 hours after delivery of the same to the Postal Service or courier. Notices delivered by hand, or transmitted by facsimile transmission or by email shall be deemed delivered upon actual receipt. If notice is received on a Saturday, Sunday or legal holiday, it shall be deemed received on the next business day.

24. Waivers.

(a) No waiver by Lessor of the Default or Breach of any term, covenant or condition hereof by Lessee, shall be deemed a waiver of any other term, covenant or condition hereof, or of any subsequent Default or Breach by Lessee of the same or of any other term, covenant or condition hereof. Lessor's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Lessor's consent to, or approval of, any subsequent or similar act by Lessee, or be construed as the basis of an estoppel to enforce the provision or provisions of this Lease requiring such consent.

(b) The acceptance of Rent by Lessor shall not be a waiver of any Default or Breach by Lessee. Any payment by Lessee may be accepted by Lessor on account of monies or damages due Lessor, notwithstanding any qualifying statements or conditions made by Lessee in connection therewith, which such statements and/or conditions shall be of no force or effect whatsoever unless specifically agreed to in writing by Lessor at or before the time of deposit of such payment.

(c) THE PARTIES AGREE THAT THE TERMS OF THIS LEASE SHALL GOVERN WITH REGARD TO ALL MATTERS RELATED THERETO AND HEREBY WAIVE THE PROVISIONS OF ANY PRESENT OR FUTURE STATUTE TO THE EXTENT THAT SUCH STATUTE IS INCONSISTENT WITH THIS LEASE.

25. Disclosures Regarding The Nature of a Real Estate Agency Relationship.

(a) When entering into a discussion with a real estate agent regarding a real estate transaction, a Lessor or Lessee should from the outset understand what type of agency relationship or representation it has with the agent or agents in the transaction. Lessor and Lessee acknowledge being advised by the Brokers in this transaction, as follows:

(i) **Lessor's Agent.** A Lessor's agent under a listing agreement with the Lessor acts as the agent for the Lessor only. A Lessor's agent or subagent has the following affirmative obligations: To the Lessor: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Lessor. To the Lessee and the Lessor: (a) Diligent exercise of reasonable skills and care in performance of the agent's duties. (b) A duty of honest and fair dealing and good faith. (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.


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(ii) Lessee's Agent. An agent can agree to act as agent for the Lessee only. In these situations, the agent is not the Lessor's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Lessor. An agent acting only for a Lessee has the following affirmative obligations. To the Lessee: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Lessee. To the Lessee and the Lessor: (a) Diligent exercise of reasonable skills and care in performance of the agent's duties. (b) A duty of honest and fair dealing and good faith. (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(iii) Agent Representing Both Lessor and Lessee. A real estate agent, either acting directly or through one or more associate licenses, can legally be the agent of both the Lessor and the Lessee in a transaction, but only with the knowledge and consent of both the Lessor and the Lessee. In a dual agency situation, the agent has the following affirmative obligations to both the Lessor and the Lessee: (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Lessor or the Lessee. (b) Other duties to the Lessor and the Lessee as stated above in subparagraphs (i) or (ii). In representing both Lessor and Lessee, the agent may not without the express permission of the respective Party, disclose to the other Party that the Lessor will accept rent in an amount less than that indicated in the listing or that the Lessee is willing to pay a higher rent than that offered. The above duties of the agent in a real estate transaction do not relieve a Lessor or Lessee from the responsibility to protect their own interests. Lessor and Lessee should carefully read all agreements to assure that they adequately express their understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

(b) Brokers have no responsibility with respect to any default or breach hereof by either Party. The Parties agree that no lawsuit or other legal proceeding involving any breach of duty, error or omission relating to this Lease may be brought against Broker more than one year after the Start Date and that the liability (including court costs and attorneys' fees), of any Broker with respect to any such lawsuit and/or legal proceeding shall not exceed the fee received by such Broker pursuant to this Lease; provided, however, that the foregoing limitation on each Broker's liability shall not be applicable to any gross negligence or willful misconduct of such Broker.

(c) Lessor and Lessee agree to identify to Brokers as "Confidential" any communication or information given Brokers that is considered by such Party to be confidential.

26. No Right To Holdover. Lessee has no right to retain possession of the Premises or any part thereof beyond the expiration or termination of this Lease. In the event that Lessee holds over, then the Base Rent shall be increased to 150% of the Base Rent applicable immediately preceding the expiration or termination. Holdover Base Rent shall be calculated on a monthly basis. Nothing contained herein shall be construed as consent by Lessor to any holding over by Lessee.

27. Cumulative Remedies. No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

28. Covenants and Conditions; Construction of Agreement. All provisions of this Lease to be observed or performed by Lessee are both covenants and conditions. In construing this Lease, all headings and titles are for the convenience of the Parties only and shall not be considered a part of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

29. Binding Effect; Choice of Law. This Lease shall be binding upon the parties, their personal representatives, successors and assigns and be governed by the laws of the State in which the Premises are located. Any litigation between the Parties hereto concerning this Lease shall be initiated in the county in which the Premises are located.

30. Subordination; Attornment; Non-Disturbance.

30.1 Subordination. This Lease and any Option granted hereby shall be subject and subordinate to any ground lease, mortgage, deed of trust, or other hypothecation or security device (collectively, "Security Device"), now or hereafter placed upon the Premises, to any and all advances made on the security thereof, and to all renewals, modifications, and extensions thereof. Lessee agrees that the holders of any such Security Devices (in this Lease together referred to as "Lender") shall have no liability or obligation to perform any of the obligations of Lessor under this Lease. Any Lender may elect to have this Lease and/or any Option granted hereby superior to the lien of its Security Device by giving written notice thereof to Lessee, whereupon this Lease and such Options shall be deemed prior to such Security Device, notwithstanding the relative dates of the documentation or recordation thereof.

30.2 Attornment. In the event that Lessor transfers title to the Premises, or the Premises are acquired by another upon the foreclosure or termination of a Security Device to which this Lease is subordinated (i) Lessee shall, subject to the non-disturbance provisions of Paragraph 30.3, attorn to such new owner, and upon request, enter into a new lease, containing all of the terms and provisions of this Lease, with such new owner for the remainder of the term hereof, or, at the election of the new owner, this Lease will automatically become a new lease between Lessee and such new owner, and (ii) Lessor shall thereafter be relieved of any further obligations hereunder and such new owner shall assume all of Lessor's obligations, except that such new owner shall not: (a) be liable for any act or omission of any prior lessor or with respect to events occurring prior to acquisition of ownership; (b) be subject to any offsets or defenses which Lessee might have against any prior lessor, (c) be bound by prepayment of more than one month's rent, or (d) be liable for the return of any security deposit paid to any prior lessor which was not paid or credited to such new owner.

30.3 Non-Disturbance. With respect to Security Devices entered into by Lessor after the execution of this Lease, Lessee's subordination of this Lease shall be subject to receiving a commercially reasonable non-disturbance agreement (a "Non-Disturbance Agreement") from the Lender which Non-Disturbance Agreement provides that Lessee's possession of the Premises, and this Lease, including any options to extend the term hereof, will not be disturbed so long as Lessee is not in Breach hereof and attorns to the record owner of the Premises. Further, within 60 days after the execution of this Lease, Lessor shall, if requested by Lessee, use its commercially reasonable efforts to obtain a Non-Disturbance Agreement from the holder of any pre-existing Security Device which is secured by the Premises. In the event that Lessor is unable to provide the Non-Disturbance Agreement within said 60 days, then Lessee may, at Lessee's option, directly contact Lender and attempt to negotiate for the execution and delivery of a Non-Disturbance Agreement.

30.4 Self-Executing. The agreements contained in this Paragraph 30 shall be effective without the execution of any further documents; provided, however, that, upon written request from Lessor or a Lender in connection with a sale, financing or refinancing of the Premises, Lessee and Lessor shall execute such further writings as may be reasonably required to separately document any subordination, attornment and/or Non-Disturbance Agreement provided for herein.

31. Attorneys' Fees. If any Party or Broker brings an action or proceeding involving the Premises whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term, "Prevailing Party" shall include, without limitation, a Party or Broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other Party or Broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred. In addition, Lessor shall be entitled to attorneys' fees, costs and expenses incurred in the preparation and service of notices of Default and consultations in connection therewith, whether or not a legal action is subsequently commenced in connection with such Default or resulting Breach (\$200 is a reasonable minimum per occurrence for such services and consultation).

32. Lessor's Access; Showing Premises; Repairs. Lessor and Lessor's agents shall have the right to enter the Premises at any time, in the case of an emergency, and otherwise at reasonable times after reasonable prior notice for the purpose of showing the same to prospective purchasers,

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lenders, or tenants, and making such alterations, repairs, improvements or additions to the Premises as Lessor may deem necessary or desirable and the erecting, using and maintaining of utilities, services, pipes and conduits through the Premises and/or other premises as long as there is no material adverse effect on Lessee's use of the Premises. All such activities shall be without abatement of rent or liability to Lessee.

33. Auctions. Lessee shall not conduct, nor permit to be conducted, any auction upon the Premises without Lessor's prior written consent. Lessor shall not be obligated to exercise any discretion in determining whether to permit an auction.

34. Signs. Lessor may place on the Premises ordinary "For Sale" signs at any time and ordinary "For Lease" signs during the last 6 months of the term hereof. Lessor may not place any sign on the exterior of the Building that covers any of the windows of the Premises. Except for ordinary "For Sublease" signs which may be placed only on the Premises, Lessee shall not place any sign upon the Project without Lessor's prior written consent. All signs must comply with all Applicable Requirements.

35. Termination; Merger. Unless specifically stated otherwise in writing by Lessor, the voluntary or other surrender of this Lease by Lessee, the mutual termination or cancellation hereof, or a termination hereof by Lessor for Breach by Lessee, shall automatically terminate any sublease or lesser estate in the Premises; provided, however, that Lessor may elect to continue any one or all existing subtenancies. Lessor's failure within 10 days following any such event to elect to the contrary by written notice to the holder of any such lesser interest, shall constitute Lessor's election to have such event constitute the termination of such interest.

36. Consents. All requests for consent shall be in writing. Except as otherwise provided herein, wherever in this Lease the consent of a Party is required to an act by or for the other Party, such consent shall not be unreasonably withheld or delayed. Lessor's actual reasonable costs and expenses (including but not limited to architects', attorneys', engineers' and other consultants' fees) incurred in the consideration of, or response to, a request by Lessee for any Lessor consent, including but not limited to consents to an assignment, a subletting or the presence or use of a Hazardous Substance, shall be paid by Lessee upon receipt of an invoice and supporting documentation therefor. Lessor's consent to any act, assignment or subletting shall not constitute an acknowledgment that no Default or Breach by Lessee of this Lease exists, nor shall such consent be deemed a waiver of any then existing Default or Breach, except as may be otherwise specifically stated in writing by Lessor at the time of such consent. The failure to specify herein any particular condition to Lessor's consent shall not preclude the imposition by Lessor at the time of consent of such further or other conditions as are then reasonable with reference to the particular matter for which consent is being given. In the event that either Party disagrees with any determination made by the other hereunder and reasonably requests the reasons for such determination, the determining party shall furnish its reasons in writing and in reasonable detail within 10 business days following such request.

37. Guarantor.

37.1 Execution. The Guarantors, if any, shall each execute a guaranty in the form most recently published BY AIR CRE.

37.2 Default. It shall constitute a Default of the Lessee if any Guarantor fails or refuses, upon request to provide: (a) evidence of the execution of the guaranty, including the authority of the party signing on Guarantor's behalf to obligate Guarantor, and in the case of a corporate Guarantor, a certified copy of a resolution of its board of directors authorizing the making of such guaranty, (b) current financial statements, (c) an Estoppel Certificate, or (d) written confirmation that the guaranty is still in effect.

38. Quiet Possession. Subject to payment by Lessee of the Rent and performance of all of the covenants, conditions and provisions on Lessee's part to be observed and performed under this Lease, Lessee shall have quiet possession and quiet enjoyment of the Premises during the term hereof.

39. Options. If Lessee is granted any option, as defined below, then the following provisions shall apply.

39.1 Definition. "Option" shall mean: (a) the right to extend or reduce the term of or renew this Lease or to extend or reduce the term of or renew any lease that Lessee has on other property of Lessor; (b) the right of first refusal or first offer to lease either the Premises or other property of Lessor; (c) the right to purchase, the right of first offer to purchase or the right of first refusal to purchase the Premises or other property of Lessor.

39.2 Options Personal To Original Lessee. Any Option granted to Lessee in this Lease is personal to the original Lessee, and cannot be assigned or exercised by anyone other than said original Lessee and only while the original Lessee is in full possession of the Premises and, if requested by Lessor, with Lessee certifying that Lessee has no intention of thereafter assigning or subletting.

39.3 Multiple Options. In the event that Lessee has any multiple Options to extend or renew this Lease, a later Option cannot be exercised unless the prior Options have been validly exercised.

39.4 Effect of Default on Options.

(a) Lessee shall have no right to exercise an Option: (i) during the period commencing with the giving of any notice of Default and continuing until said Default is cured, (ii) during the period of time any Rent is unpaid (without regard to whether notice thereof is given Lessee), (iii) during the time Lessee is in Breach of this Lease, or (iv) in the event that Lessee has been given 3 or more notices of separate Default, whether or not the Defaults are cured, during the 12 month period immediately preceding the exercise of the Option.

(b) The period of time within which an Option may be exercised shall not be extended or enlarged by reason of Lessee's inability to exercise an Option because of the provisions of Paragraph 39.4(a).

(c) An Option shall terminate and be of no further force or effect, notwithstanding Lessee's due and timely exercise of the Option, if, after such exercise and prior to the commencement of the extended term or completion of the purchase, (i) Lessee fails to pay Rent for a period of 30 days after such Rent becomes due (without any necessity of Lessor to give notice thereof), or (ii) if Lessee commits a Breach of this Lease.

40. Security Measures. Lessee hereby acknowledges that the Rent payable to Lessor hereunder does not include the cost of guard service or other security measures, and that Lessor shall have no obligation whatsoever to provide same. Lessee assumes all responsibility for the protection of the Premises, Lessee, its agents and invitees and their property from the acts of third parties. In the event, however, that Lessor should elect to provide security services, then the cost thereof shall be an Operating Expense.

41. Reservations.

(a) Lessor reserves the right: (i) to grant, without the consent or joinder of Lessee, such easements, rights and dedications that Lessor deems necessary, (ii) to cause the recordation of parcel maps and restrictions, (iii) to create and/or install new utility raceways, so long as such easements, rights, dedications, maps, restrictions, and utility raceways do not unreasonably interfere with the use of the Premises by Lessee. Lessor may also: change the name, address or title of the Building or Project upon at least 90 days prior written notice; provide and install, at Lessee's expense, Building standard graphics on the door of the Premises and such portions of the Common Areas as Lessor shall reasonably deem appropriate; grant to any lessee the exclusive right to conduct any business as long as such exclusive right does not conflict with any rights expressly given herein; and to place such signs, notices or displays as Lessor reasonably deems necessary or advisable upon the roof, exterior of the Building or the Project or on signs in the Common Areas. Lessee agrees to sign any documents reasonably requested by Lessor to effectuate such rights. The obstruction of Lessee's view, air, or light by any structure erected in the vicinity of the Building, whether by Lessor or third parties, shall in no way affect this Lease or impose any liability upon Lessor.

(b) Lessor also reserves the right to move Lessee to other space of comparable size in the Building or Project. Lessor must provide at least 45 days prior written notice of such move, and the new space must contain improvements of comparable quality to those contained within the Premises. Lessor shall pay the reasonable out of pocket costs that Lessee incurs with regard to such relocation, including the expenses of moving and necessary stationary revision costs. In no event, however, shall Lessor be required to pay an amount in excess of two months Base Rent. Lessee may not be relocated more than once during the term of this Lease.

(c) Lessee shall not: (i) use a representation (photographic or otherwise) of the Building or Project or their name(s) in connection with Lessee's business; or (ii) suffer or permit anyone, except in emergency, to go upon the roof of the Building.


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42. **Performance Under Protest.** If at any time a dispute shall arise as to any amount or sum of money to be paid by one Party to the other under the provisions hereof, the Party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment and there shall survive the right on the part of said Party to institute suit for recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said Party to pay such sum or any part thereof, said Party shall be entitled to recover such sum or so much thereof as it was not legally required to pay. A Party who does not initiate suit for the recovery of sums paid "under protest" within 6 months shall be deemed to have waived its right to protest such payment.

43. **Authority; Multiple Parties; Execution.**

(a) If either Party hereto is a corporation, trust, limited liability company, partnership, or similar entity, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. Each Party shall, within 30 days after request, deliver to the other Party satisfactory evidence of such authority.

(b) If this Lease is executed by more than one person or entity as "Lessee", each such person or entity shall be jointly and severally liable hereunder. It is agreed that any one of the named Lessees shall be empowered to execute any amendment to this Lease, or other document ancillary thereto and bind all of the named Lessees, and Lessor may rely on the same as if all of the named Lessees had executed such document.

(c) This Lease may be executed by the Parties in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

44. **Conflict.** Any conflict between the printed provisions of this Lease and the typewritten or handwritten provisions shall be controlled by the typewritten or handwritten provisions.

45. **Offer.** Preparation of this Lease by either party or their agent and submission of same to the other Party shall not be deemed an offer to lease to the other Party. This Lease is not intended to be binding until executed and delivered by all Parties hereto.

46. **Amendments.** This Lease may be modified only in writing, signed by the Parties in interest at the time of the modification. As long as they do not materially change Lessee's obligations hereunder, Lessee agrees to make such reasonable non-monetary modifications to this Lease as may be reasonably required by a Lender in connection with the obtaining of normal financing or refinancing of the Premises.

47. **Waiver of Jury Trial.** THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING INVOLVING THE PROPERTY OR ARISING OUT OF THIS AGREEMENT.

48. **Arbitration of Disputes.** An Addendum requiring the Arbitration of all disputes between the Parties and/or Brokers arising out of this Lease

☒ is ☐ is not attached to this Lease.

49. **Accessibility; Americans with Disabilities Act.**

(a) The Premises:

☒ have not undergone an inspection by a Certified Access Specialist (CASp). Note: A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

☐ have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises met all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential.

☐ have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises did not meet all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential except as necessary to complete repairs and corrections of violations of construction related accessibility standards.

In the event that the Premises have been issued an inspection report by a CASp the Lessor shall provide a copy of the disability access inspection certificate to Lessee within 7 days of the execution of this Lease.

(b) Since compliance with the Americans with Disabilities Act (ADA) and other state and local accessibility statutes are dependent upon Lessee's specific use of the Premises, Lessor makes no warranty or representation as to whether or not the Premises comply with ADA or any similar legislation. In the event that Lessee's use of the Premises requires modifications or additions to the Premises in order to be in compliance with ADA or other accessibility statutes, Lessee agrees to make any such necessary modifications and/or additions at Lessee's expense.

LESSOR AND LESSEE HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LESSOR AND LESSEE WITH RESPECT TO THE PREMISES.

ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY AIR CRE OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:

1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.
2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SAID INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS SUBSTANCES, THE ZONING AND SIZE OF THE PREMISES, THE STRUCTURAL INTEGRITY, THE CONDITION OF THE ROOF AND OPERATING SYSTEMS, COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE SUITABILITY OF THE PREMISES FOR LESSEE'S INTENDED USE.

WARNING: IF THE PREMISES ARE LOCATED IN A STATE OTHER THAN CALIFORNIA, CERTAIN PROVISIONS OF THE LEASE MAY NEED TO BE REVISED TO COMPLY WITH THE LAWS OF THE STATE IN WHICH THE PREMISES ARE LOCATED.

(Signatures follow on next page)

INITIALS

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The parties hereto have executed this Lease at the place and on the dates specified above their respective signatures.

Executed at: _____
On: _____

By LESSOR:

Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

William Cameron Family Management Company Inc, a
By: California Corporation

Name Printed: _____

Title: General Partner

Phone: _____

Fax: _____

Email: _____
By: Waneta Lee

Name Printed: Waneta Lee

Title: Vice President

Phone: _____

Fax: _____

Email: _____

Address: 10580 Prospect Street, Suite 300,
Santee, CA 92071

Federal ID No.: _____

BROKER

Colliers International CA, Inc.

Attn: Gary Williams | Chris Williams

Title: Senior VP | Associate VP

Address: 5901 Priestly Drive, Suite 100,

Carlsbad, California 92008

Phone: 760-438-8950

Fax: 760-438-8925

Email: gary.williams@colliers.com |

chris.williams@colliers.com

Federal ID No.: _____

Broker/Agent BRE License #: 00870059 | 01791013

Executed at: _____
On: _____

By LESSEE:

Inspire Charter School - South, a
California Non-Profit Corporation

By: Shari Erlendson

Name Printed: Shari Erlendson

Title: President

Phone: _____

Fax: _____

Email: shari@inspireschools.org

By: _____

Name Printed: _____

Title: _____

Phone: _____

Fax: _____

Email: _____

Address: 1740 Huntington Drive, Suite 205,
Duarte, CA 91010

Federal ID No.: _____

BROKER

Colliers International CA, Inc.

Attn: Ryan Foley

Title: Associate

Address: 5901 Priestly Drive, Suite 100,

Carlsbad, California 92008

Phone: 760-438-8950

Fax: 760-438-8925

Email: ryan.foley@colliers.com

Federal ID No.: _____

Broker/Agent BRE License #: 02018340

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Waneta Lee
INITIALS

Shari Erlendson
INITIALS

ADDENDUM TO LEASE

This Addendum is attached to and made a part of the Lease Agreement ("Lease") between Cameron Brothers Construction, Co., L.P., a California limited partnership, as Lessor, and Inspire Charter Schools – South, a California Non-Profit Corporation, as Lessee, dated as of February 6, 2018, for Suite 200, consisting of approximately 5,740 rentable square feet, located at 13915 Danielson Street, Poway, California.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this Addendum shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

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50. **TENANT IMPROVEMENTS:** Lessor shall provide the tenant improvements, consistent with Exhibit A, necessary for Tenant to be in full operation on the Commencement Date of the lease. The tenant improvements will be according to mutually acceptable plans, specifications, building standard materials, at costs acceptable to the Lessor and similar to attached Exhibit A. Said improvements shall include:

1. Install two new approximately 10' X 12' office using building standard doors, windows and materials. Install "barn door" between the two new offices.
2. Demo office walls in the lower right-hand corner of the floor plan and build out large enclosed bullpen area, relocate door with sidelight and 2 approximate 4' X 5' windows on either side near the center of the new wall. Install a second "barn door" between the two lower right corner offices. Relocate entry door to accommodate the new corner office.
3. Install new LVT flooring throughout in Tenant's choice of building standard materials.
4. Demo one wall that protrudes into open area.
5. Provide new VCT or LVT flooring in the kitchen area and a water connection to the refrigerator if not already there
6. Provide a fresh coat of paint in Tenant's choice of building standard materials.

The Lessor will clean the Premises and make it ready for occupancy. Regarding the painting of the premises, Tenant shall choose one base color and one accent color throughout the suite. All Tenant Improvement work shall be provided by Lessor's Tenant Improvement contractor. Additionally, the Lessor will ensure all building systems are in proper working order.

51. **UTILITIES AND JANITORIAL:** Lessee shall be responsible to pay for separately metered electric and voice and data utilities to the Premises. The Rental Rate includes five (5) day per week janitorial services to the suite. Additionally, the building is equipped with individual, roof mounted package units. Since the HVAC units are individual units, Lessee has control over the HVAC for the premises 24 hours per day, 7 days per week. The hours of operation for the common area HVAC units are:

Monday – Friday	8:00 AM to 5:00 PM
Major Holidays	No Service

The Lessor reserves the right to adjust said hours of operation for the overall benefit of the building operation.

52. **BASIC ANNUAL RENT INCREASE:** The Basic Annual Rent as described in Paragraph 1.5 and in Article 4 of this Lease, and the Monthly Installments of the Basic Annual Rent described in Paragraph 1.5 of this Lease shall be adjusted upward by three percent (3%) each year of the lease. This adjustment shall be made twelve (12) months after the Lease Term commences and every twelve (12) months thereafter. Therefore, the Rent as described in Paragraph 1.5 of the Lease shall be adjusted accordingly to the following schedule:

Month 1	\$ 1.75	per rentable square foot per month, or \$10,045.00	per month;
Month 2	\$ 0.00	per rentable square foot per month, or \$0.00	per month;*
Months 3-12	\$ 1.75	per rentable square foot per month, or \$10,045.00	per month;
Month 13	\$ 0.00	per rentable square foot per month, or \$0.00	per month;*
Months 14-24	\$ 1.80	per rentable square foot per month, or \$10,346.00	per month;
Month 25	\$ 0.00	per rentable square foot per month, or \$0.00	per month;*
Months 26-36	\$ 1.86	per rentable square foot per month, or \$10,657.00	per month;
Months 37-48	\$ 1.91	per rentable square foot per month, or \$10,976.00	per month;
Months 49-60	\$ 1.97	per rentable square foot per month, or \$11,306.00	per month;
Months 61-63	\$ 2.03	per rentable square foot per month, or \$11,645.00	per month;

The rental rates, described as per rentable square foot per month, are, for the most part, approximate and rounded to the nearest \$0.01. The Lessee is responsible for paying the monthly rent as shown, per month, rounding to the nearest \$1.00.

*Rent abated in months 2, 13 and 25 (three (3) months of free rent).

53. **OPERATING EXPENSES:** The Operating Expense Base as described in Paragraph 1.9 and 4 of the Lease shall be determined by utilizing the actual operating expenses incurred for the calendar year 2018. Notwithstanding anything in Paragraph 4 of the Lease to the contrary, Lessee shall pay Operating Expenses (as defined in Paragraph 4.2 of the Lease) as follows: Lessee shall pay no portion of the Operating Expenses for the building during calendar year 2018. Commencing on January 1, 2019, and continuing for the remaining term of the Lease, Lessee shall pay only increases in Operating Expenses above and beyond the actual Operating Expenses for the building for calendar year 2018 as reasonably determined by Lessor. Lessee shall pay Lessee's proportionate share of such increase based upon 5,740 rentable square feet in Lessee's Premises. Lessee shall pay Lessee's proportionate share of Operating Expense increases on a monthly basis at the same time and in addition to Lessee's payment of Base Rent. The Operating Expenses shall be calculated as if the Building was at least 95% occupied using Generally Accepted Accounting Principles (GAAP) consistently applied.

ADDENDUM TO LEASE (con't).

This Addendum is attached to and made a part of the Lease Agreement ("Lease") between Cameron Brothers Construction, Co., L.P., a California limited partnership, as Lessor, and Inspire Charter Schools – South, a California Non-Profit Corporation, as Lessee, dated as of February 6, 2018, for Suite 200, consisting of approximately 5,740 rentable square feet, located at 13915 Danielson Street, Poway, California.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this Addendum shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

Page 2 of 2

By way of example only, suppose that Lessor's bookkeepers close the books for the building for 2018 and by mid-March 2019 determine that the actual Operating Expenses for the entire building during the calendar year of 2018 were \$5.35 per square foot. Lessor's bookkeepers then determine the budget for Operating Expenses for the entire building for calendar year 2019 is \$5.50 per square foot per year. Lessee would be responsible for paying the difference between the actual 2018 Operating Expenses on a square foot basis and the budgeted amount for the current year. In this example, the difference would be \$0.15 per square foot per year. Lessee's premises comprise 5,740 square feet. $\$0.15 \times 5,740 \text{ SF} = \861.00 . This would be Lessee's share of Operating Expense for the building on an annual basis, or on a monthly basis, $\$861.00/12 = \71.75 . It is anticipated that Lessee would receive from Lessor in approximately April of 2019 a written statement setting forth that Lessee was responsible for Operating Expenses amounting to \$71.75 per month. Lessee would pay Lessor for January, February, and March of 2019, within 15 days after Lessee's receipt of Lessor's written statement. Lessee would then pay \$71.75 per month in addition to Base Rent until Lessee received a new statement in 2020 and each year thereafter.

54. **PRIOR ACCESS:** With the prior approval of Lessor, Lessee shall have access to the Premises ten (10) days prior to Commencement Date for the purpose of installing phones, data lines, furniture, and equipment. Lessee shall not interfere in any way with Lessor's Tenant Improvement contractor and shall be responsible for any damage caused by its vendors during this early access period. Additionally, Lessee shall have access to the Premises 24 hours per day, 365 days per year.
55. **SIGNAGE:** Lessor will allow Lessee to install a sign on the building exterior directed toward Danielson Street, on the north or west face of the building, the building directory and at the entrance to Lessee's suite, identifying Lessee's presence. The sign and installation will be at Lessee's expense, with Lessor's prior approval and in full conformance with the Building Sign Criteria and any applicable governmental rules and regulations. Lessee shall be responsible for installation, maintenance, and removal of said exterior signage and shall be responsible for repair of any damage caused by the removal of the sign at the termination of Lessee's Lease.

LESSOR:
Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

By: William Cameron Family Management Co., Inc.,
a California corporation

Its: General Partner

By: Waneta Lee
Waneta Lee

Its: Vice President

Date: 2/15/18

LESSEE:
Inspire Charter School – South,
a California Non-Profit Corporation

By: Shari Erlendson
Shari Erlendson

Its: President

Date: 2/13/18

AIRCRE

ARBITRATION AGREEMENT STANDARD LEASE ADDENDUM

Dated: February 6, 2018

By and Between

Lessor: Cameron Brothers Construction Co., L.P., a California Limited Partnership

Lessee: Inspire Charter School - South, a California Non-Profit Corporation

Property Address: 13915 Danielson Street, Suite 200, Poway, California 92064
(street address, city, state, zip)

Paragraph: 56

A. ARBITRATION OF DISPUTES:

Except as provided in Paragraph 8 below, the Parties agree to resolve any and all claims, disputes or disagreements arising under this Lease, including, but not limited to any matter relating to Lessor's failure to approve an assignment, sublease or other transfer of Lessee's interest in the Lease under Paragraph 12 of this Lease, any other defaults by Lessor, or any defaults by Lessee by and through arbitration as provided below and irrevocably waive any and all rights to the contrary. The Parties agree to at all times conduct themselves in strict, full, complete and timely accordance with the terms hereof and that any attempt to circumvent the terms of this Arbitration Agreement shall be absolutely null and void and of no force or effect whatsoever.

B. DISPUTES EXCLUDED FROM ARBITRATION:

The following claims, disputes or disagreements under this Lease are expressly excluded from the arbitration procedures set forth herein: 1. Disputes for which a different resolution determination is specifically set forth in this Lease, 2. All claims by either party which (a) seek anything other than enforcement or determination of rights under this Lease, or (b) are primarily founded upon matters of fraud, willful misconduct, bad faith or any other allegations of tortious action, and seek the award of punitive or exemplary damages, 3. Claims relating to (a) Lessor's exercise of any unlawful detainer rights pursuant to applicable law or (b) rights or remedies used by Lessor to gain possession of the Premises or terminate Lessee's right of possession to the Premises, all of which disputes shall be resolved by suit filed in the applicable court of jurisdiction, the decision of which court shall be subject to appeal pursuant to applicable law 4. Any claim or dispute that is within the jurisdiction of the Small Claims Court and 5. All claims arising under Paragraph 39 of this Lease.

C. APPOINTMENT OF AN ARBITRATOR:

All disputes subject to this Arbitration Agreement, shall be determined by binding arbitration before: ☒ a retired judge of the applicable court of jurisdiction (e.g., the Superior Court of the State of California) affiliated with Judicial Arbitration & Mediation Services, Inc. ("JAMS"), ☐ the American Arbitration Association ("AAA") under its commercial arbitration rules, ☐ _____, or as may be otherwise mutually agreed by Lessor and Lessee (the "Arbitrator"). In the event that the parties elect to use an arbitrator other than one affiliated with JAMS or AAA then such arbitrator shall be obligated to comply with the Code of Ethics for Arbitrators in Commercial Disputes (see: http://www.adr.org/aaa/ShowProperty?nodeId=UCM/ADRSTG_003867). Such arbitration shall be initiated by the Parties, or either of them, within ten (10) days after either party sends written notice (the "Arbitration Notice") of a demand to arbitrate by registered or certified mail to the other party and to the Arbitrator. The Arbitration Notice shall contain a description of the subject matter of the arbitration, the dispute with respect thereto, the amount involved, if any, and the remedy or determination sought. If the Parties have agreed to use JAMS they may agree on a retired judge from the JAMS panel. If they are unable to agree within ten days, JAMS will provide a list of three available judges and each party may strike one. The remaining judge (or if there are two, the one selected by JAMS) will serve as the Arbitrator. If the Parties have elected to utilize AAA or some other organization, the Arbitrator shall be selected in accordance with said organization's rules. In the event the Arbitrator is not selected as provided for above for any reason, the party initiating arbitration shall apply to the appropriate Court for the appointment of a qualified retired judge to act as the Arbitrator.

D. ARBITRATION PROCEDURE:

1. **PRE-HEARING ACTIONS.** The Arbitrator shall schedule a pre-hearing conference to resolve procedural matters, arrange for the exchange of information, obtain stipulations, and narrow the issues. The Parties will submit proposed discovery schedules to the Arbitrator at the pre-hearing conference. The scope and duration of discovery will be within the sole discretion of the Arbitrator. The Arbitrator shall have the discretion to order a pre-hearing exchange of information by the Parties, including, without limitation, production of requested documents, exchange of summaries of testimony of proposed witnesses, and examination by deposition of parties and third-party witnesses. This discretion shall be exercised in favor of discovery reasonable under the circumstances. The Arbitrator shall issue subpoenas and subpoenas duces tecum as provided for in the applicable statutory or case law (e.g., in California Code of Civil Procedure Section 1282.6).

2. **THE DECISION.** The arbitration shall be conducted in the city or county within which the Premises are located at a reasonably convenient site. Any Party may be represented by counsel or other authorized representative. In rendering a decision(s), the Arbitrator shall determine the rights and obligations of the Parties according to the substantive laws and the terms and provisions of this Lease. The Arbitrator's decision shall be based on the evidence introduced at the hearing, including all logical and reasonable inferences therefrom. The Arbitrator may make any determination and/or grant any remedy or relief that is just and equitable. The decision must be based on, and accompanied by, a written statement of decision explaining the factual and legal basis for the decision as to each of the principal controverted issues. The decision shall be conclusive and binding, and it may thereafter be confirmed as a judgment by the court of applicable jurisdiction, subject only to challenge on the grounds set forth in the applicable statutory or case law (e.g., in California Code of Civil Procedure Section 1286.2). The validity and enforceability of the Arbitrator's decision is to be determined exclusively by the court of appropriate jurisdiction pursuant to the provisions of this Lease. The Arbitrator may award costs, including without limitation, Arbitrator's fees and costs, attorneys' fees, and expert and witness costs, to the prevailing party, if any, as determined by the Arbitrator in his discretion.

Whenever a matter which has been submitted to arbitration involves a dispute as to whether or not a particular act or omission (other than a failure to pay money) constitutes a Default, the time to commence or cease such action shall be tolled from the date that the Notice of Arbitration is served through and until the date the Arbitrator renders his or her decision. Provided, however, that this provision shall NOT apply in the event that the Arbitrator determines that the Arbitration Notice was prepared in bad faith.

Whenever a dispute arises between the Parties concerning whether or not the failure to make a payment of money constitutes a default, the


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service of an Arbitration Notice shall NOT toll the time period in which to pay the money. The Party allegedly obligated to pay the money may, however, elect to pay the money "under protest" by accompanying said payment with a written statement setting forth the reasons for such protest. If thereafter, the Arbitrator determines that the Party who received said money was not entitled to such payment, said money shall be promptly returned to the Party who paid such money under protest together with interest thereon as defined in Paragraph 13.5. If a Party makes a payment "under protest" but no Notice of Arbitration is filed within thirty days, then such protest shall be deemed waived. (See also Paragraph 42 or 43)

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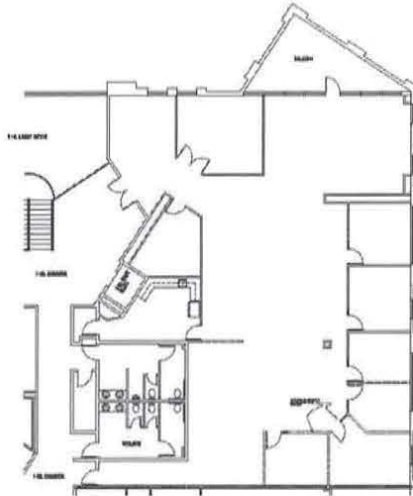

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EXHIBIT "A"

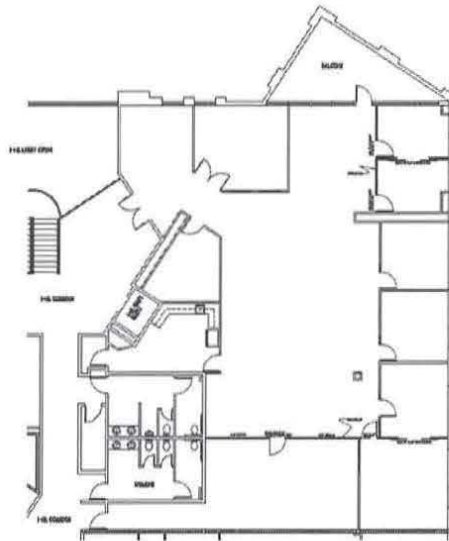
13915 Danielson Street

Suite 200

Approximately 5,740 Rentable Square Feet



DEMOLITION PLAN



FLOOR PLAN

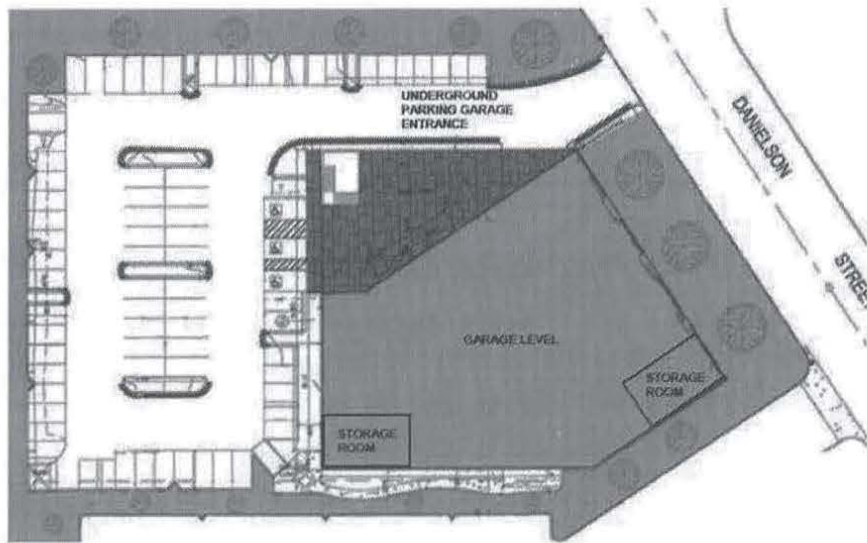
1. Install two new approximately 10' X 12' office using building standard doors, windows and materials. Install "barn door" between the two new offices.
2. Demo office walls in the lower right-hand corner of the floor plan and build out large enclosed bullpen area, relocate door with sidelight and 2 approximate 4' X 5' windows on either side near the center of the new wall. Install a second "barn door" between the two lower right hand corner offices. Relocate entry door to accommodate the new corner office.
3. Install new LVT flooring throughout in Tenant's choice of building standard materials.
4. Demo one wall that protrudes into open area.
5. Provide new VCT or LVT flooring in the kitchen area and a water connection to the refrigerator if not already there.
6. Provide a fresh coat of paint in Tenant's choice of building standard materials.

Rev. 2/8/2001

Initial(s):

SK
WA
N

EXHIBIT "B"
Poway Executive Center
Project Site Plan



SE
WAL

EXHIBIT "C"

NOTICE OF LEASE TERM DATES

This Addendum is attached to and made a part of the Lease Agreement ("Lease") between Cameron Brothers Construction, Co., L.P., a California limited partnership, as Lessor, and Inspire Charter School – South, a California Non-Profit Corporation, as Lessee, dated as of February 6, 2018, for Suite 200, consisting of approximately 5,740 rentable square feet, located at 13915 Danielson Street, Poway, California.

1. Lessee has accepted possession and entered into occupancy of the Premises.
2. Lessee has acknowledged that the Premises are substantially complete in accordance with the terms of the Lease, and that there is no deficiency in construction of the Premises or the Leasehold Improvements.
3. The Lease Term commenced on _____, 20____ ("Commencement Date"), continues for a term of _____ years and _____ months, and ends on _____, 20____.
4. In accordance with the terms of the Lease, rent commenced to accrue on _____, 20____.
5. If the Commencement Date is other than the first day of a calendar month, the first monthly payment contains a pro rata adjustment. Each payment thereafter shall be for the full amount of the monthly installment provided for in the Lease.
6. Rent is due and payable in advance on the first day of each and every calendar month during the Lease Term. Rent checks should be made payable to Cameron Brothers Construction, Co., L.P., a California limited partnership.
7. Rent has not been paid in advance except as provided by the Lease terms, and a Security Deposit in the sum of \$_____ has been delivered to Lessor.
8. The Lease is in full force and effect, and has not been assigned, modified, supplemented or amended in any way.

LESSOR:
Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

By: William Cameron Family Management Co., Inc.,
a California corporation
Its: General Partner

By: Waneta Lee
Waneta Lee

Its: Vice President

Date: 2/15/18

LESSEE:
Inspire Charter School – South,
a California Non-Profit Corporation

By: Shari Erlendson
Shari Erlendson

Its: President

Date: 2/13/18

SE
Waneta Lee



EXHIBIT D - RULES AND REGULATIONS FOR
STANDARD OFFICE LEASE

Date: February 6, 2018

By and Between

Lessor: Cameron Brothers Construction Co., L.P., a California Limited Partnership

Lessee: Inspire Charter School - South, a California Non-Profit Corporation

Property Address: 13915 Danielson Street, Suite 200, Poway, California 92064
(street address, city, state, zip)

GENERAL RULES

1. Lessee shall not suffer or permit the obstruction of any Common Areas, including driveways, walkways and stairways.
2. Lessor reserves the right to refuse access to any persons Lessor in good faith judges to be a threat to the safety and reputation of the Project and its occupants.
3. Lessee shall not make or permit any noise or odors that annoy or interfere with other lessees or persons having business within the Project.
4. Lessee shall not keep animals or birds within the Project, and shall not bring bicycles, motorcycles or other vehicles into areas not designated as authorized for same.
5. Lessee shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
6. Lessee shall not alter any lock or install new or additional locks or bolts.
7. Lessee shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
8. Lessee shall not deface the walls, partitions or other surfaces of the Premises or Project.
9. Lessee shall not suffer or permit anything in or around the Premises or Building that causes excessive vibration or floor loading in any part of the Project.
10. Furniture, significant freight and equipment shall be moved into or out of the building only with the Lessor's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Lessor. Lessee shall be responsible for any damage to the Office Building Project arising from any such activity.
11. Lessee shall not employ any service or contractor for services or work to be performed in the Building, except as approved by Lessor.
12. Lessor reserves the right to close and lock the Building on Saturdays, Sundays and Building Holidays, and on other days between the hours of 5:00 P.M. and 8:00 A.M. of the following day. If Lessee uses the Premises during such periods, Lessee shall be responsible for securely locking any doors it may have opened for entry.
13. Lessee shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
14. No window coverings, shades or awnings shall be installed or used by Lessee.
15. No Lessee, employee or invitee shall go upon the roof of the Building.
16. Lessee shall not suffer or permit smoking or carrying of lighted cigars or cigarettes in areas reasonably designated by Lessor or by applicable governmental agencies as non-smoking areas.
17. Lessee shall not use any method of heating or air conditioning other than as provided by Lessor.
18. Lessee shall not install, maintain or operate any vending machines upon the Premises without Lessor's written consent.
19. The Premises shall not be used for lodging or manufacturing, cooking or food preparation.
20. Lessee shall comply with all safety, fire protection and evacuation regulations established by Lessor or any applicable governmental agency.
21. Lessor reserves the right to waive any one of these rules or regulations, and/or as to any particular Lessee, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such Lessee.
22. Lessee assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.
23. Lessor reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Project and its occupants. Lessee agrees to abide by these and such rules and regulations.

PARKING RULES

1. Parking areas shall be used only for parking by vehicles no longer than full size, passenger automobiles herein called "Permitted Size Vehicles." Vehicles other than Permitted Size Vehicles are herein referred to as "Oversized Vehicles."
2. Lessee shall not permit or allow any vehicles that belong to or are controlled by Lessee or Lessee's employees, suppliers, shippers, customers, or invitees to be loaded, unloaded, or parked in areas other than those designated by Lessor for such activities.
3. Parking stickers or identification devices shall be the property of Lessor and be returned to Lessor by the holder thereof upon termination of the holder's parking privileges. Lessee will pay such replacement charge as is reasonably established by Lessor for the loss of such devices.
4. Lessor reserves the right to refuse the sale of monthly identification devices to any person or entity that willfully refuses to comply with the applicable rules, regulations, laws and/or agreements.
5. Lessor reserves the right to relocate all or a part of parking spaces from floor to floor, within one floor, and/or to reasonably adjacent offsite location(s), and to reasonably allocate them between compact and standard size spaces, as long as the same complies with applicable laws, ordinances and regulations.
6. Users of the parking area will obey all posted signs and park only in the areas designated for vehicle parking.
7. Unless otherwise instructed, every person using the parking area is required to park and lock his own vehicle. Lessor will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking area.
8. Validation, if established, will be permissible only by such method or methods as Lessor and/or its licensee may establish at rates generally applicable to visitor parking.
9. The maintenance, washing, waxing or cleaning of vehicles in the parking structure or Common Areas is prohibited.
10. Lessee shall be responsible for seeing that all of its employees, agents and invitees comply with the applicable parking rules, regulations, laws and agreements.
11. Lessor reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the proper operation of the parking area.
12. Such parking use as is herein provided is intended merely as a license only and no bailment is intended or shall be created hereby.

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OFGR-2.00, Revised 01-03-2017


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EXHIBIT "E"
SIGN ORDER FORM
POWAY EXECUTIVE CENTER

To: Cameron Brothers Construction Co., L.P. From: _____
Attn: Waneta Lee
13915 Danielson Street
Poway, CA 92064
(619) 562-3050
Contact: _____
Phone: _____

LESSEE IDENTIFICATION SIGNS

SUITE IDENTIFICATION

Suite # 200

_____ Suite Number in tactile + Braille size 3" x 6"

Interior Glass _____

Acrylic Plaque _____

Copy: Upper and lower case. Futura Med. White vinyl. Maximum letter height ¾", 18 characters maximum per line including punctuation and spaces; indicate space with a slash (/).

Line 1 Inspire Charter Schools
Line 2 _____
Line 3 _____

Vinyl charges including production: \$0.00
Installation: 0.00
Total Due: \$0.00

EXHIBIT "E"
POWAY EXECUTIVE CENTER
LOBBY DIRECTORY
ORDER FORM

Cameron Brothers Construction Co., L.P.
Attn: Waneta Lee
13915 Danielson Street
Poway, CA 92064

LESSEE INFORMATION

FROM: _____

CONTACT: _____
PHONE: _____

LESSEE DIRECTORY IDENTIFICATION

SUITE NUMBER: 200

HOW COMPANY SHOULD BE LISTED ON DIRECTORY:

INSPIRE CHARTER SCHOOLS
PLEASE TYPE IN UPPER CASE

LESSEE'S SIGNATURE Shane Eubank

TOTAL CHARGE FOR SERVICE \$0.00

SE
WPC

Please note that the terms "Seller" and "Buyer" are defined by the CA Civil Code to include a lessor and lessee, respectively.

If you are a Listing Agent— you must deliver the form to the seller/lessor before entering into the listing agreement. If the buyer/lessee is not represented by an agent, you must also deliver the form to the buyer/lessee within one business day after receiving an offer from the buyer/lessee.

If you are the Buyer's Agent— you must deliver the form to the buyer/lessee as soon as the buyer/lessee seeks your services, but in any event before the buyer/lessee signs an offer. In addition, you must also deliver the form to the seller/lessor before or concurrently with presenting an offer.

DISCLOSURE REGARDING REAL ESTATE AGENCY RELATIONSHIP

(As required by the Civil Code)

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

BUYER'S AGENT

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

- (a) Diligent exercise of reasonable skill and care in performance of the agent's duties.
- (b) A duty of honest and fair dealing and good faith.
- (c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered. The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction. This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse hereof. Read it carefully.

Colliers International (CA), Inc.

Agent/Printed Name

Gary Williams

Associate Licensee Signature

Gary Williams

Associate Licensee Printed Name

1/31/18

(date)

Shawn Gillo

Buyer/Lessee Signature

2/13/18
(date)

Inspire Charter Schools

Buyer/Lessee Printed Name

Wade Lee

Seller/Lessor Signature

2/15/18
(date)

Cameron Brothers Construction Co., L.P.

Seller/Lessor Printed Name

2079.13. As used in Sections 2079.14 to 2079.24, inclusive, the following terms have the following meanings:

- (a) "Agent" means a person acting under provisions of Title 9 (commencing with Section 2295) in a real property transaction, and includes a person who is licensed as a real estate broker under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code, and under whose license a listing is executed or an offer to purchase is obtained.
- (b) "Associate licensee" means a person who is licensed as a real estate broker or salesperson under Chapter 3 (commencing with Section 10130) of Part 1 of Division 4 of the Business and Professions Code and who is either licensed under a broker or has entered into a written contract with a broker to act as the broker's agent in connection with acts requiring a real estate license and to function under the broker's supervision in the capacity of an associate licensee. The agent in the real property transaction bears responsibility for his or her associate licensee who performs as agents of the agent. When an associate licensee owes a duty to any principal, or to any buyer or seller who is not a principal, in a real property transaction, that duty is equivalent to the duty owed to that party by the broker for whom the associate licensee functions.
- (c) "Buyer" means a transferee in a real property transaction, and includes a person who executes an offer to purchase real property from a seller through an agent, or who seeks the services of an agent in more than a casual, transitory, or preliminary manner, with the object of entering into a real property transaction. "Buyer" includes vendee or lessee.
- (d) "Commercial real property" means all real property in the state, except single-family residential real property, dwelling units made subject to Chapter 2 (commencing with Section 1940) of Title 5, mobilehomes, as defined in Section 798.3, or recreational vehicles, as defined in Section 799.29.
- (e) "Dual agent" means an agent acting, either directly or through an associate licensee, as agent for both the seller and the buyer in a real property transaction.
- (f) "Listing agreement" means a contract between an owner of real property and an agent, by which the agent has been authorized to sell the real property or to find or obtain a buyer.
- (g) "Listing agent" means a person who has obtained a listing of real property to act as an agent for compensation.
- (h) "Listing price" is the amount expressed in dollars specified in the listing for which the seller is willing to sell the real property through the listing agent.
- (i) "Offering price" is the amount expressed in dollars specified in an offer to purchase for which the buyer is willing to buy the real property.
- (j) "Offer to purchase" means a written contract executed by a buyer acting through a selling agent that becomes the contract for the sale of the real property upon acceptance by the seller.
- (k) "Real property" means any estate specified by subdivision (1) or (2) of Section 761 in property that constitutes or is improved with one to four dwelling units, any commercial real property, any leasehold in these types of property exceeding one year's duration, and mobilehomes, when offered for sale or sold through an agent pursuant to the authority contained in Section 10131.6 of the Business and Professions Code.
- (l) "Real property transaction" means a transaction for the sale of real property in which an agent is property that are not known to, or within the diligent attention and observation of, the employed by one or more of the principals to act in that transaction, and includes a listing or an offer to purchase.
- (m) "Sell," "sale," or "sold" refers to a transaction for the transfer of real property from the seller to the buyer, and includes exchanges of real property 95 Ch. 200 — 2 — between the seller and buyer, transactions for the creation of a real property sales contract within the meaning of Section 2985, and transactions for the creation of a leasehold exceeding one year's duration.
- (n) "Seller" means the transferor in a real property transaction, and includes an owner who lists real property with an agent, whether or not a transfer results, or who receives an offer to purchase real property of which he or she is the owner from an agent on behalf of another. "Seller" includes both a vendor and a lessor.
- (o) "Selling agent" means a listing agent who acts alone, or an agent who acts in cooperation with a listing agent, and who sells or finds and obtains a buyer for the real property, or an agent who locates property for a buyer or who finds a buyer for a property for which no listing exists and presents an offer to purchase to the seller.
- (p) "Subagent" means a person to whom an agent delegates agency powers as provided in Article 5 (commencing with Section 2349) of Chapter 1 of Title 9. However, "subagent" does not include an associate licensee who is acting under the supervision of an agent in a real property transaction.

2079.14. Listing agents and selling agents shall provide the seller and buyer in a real property transaction with a copy of the disclosure form specified in Section 2079.16, and, except as provided in subdivision (c), shall obtain a signed acknowledgment of receipt from that seller or buyer, except as provided in this section or Section 2079.15, as follows:

- (a) The listing agent, if any, shall provide the disclosure form to the seller prior to entering into the listing agreement.
- (b) The selling agent shall provide the disclosure form to the seller as soon as practicable prior to presenting the seller with an offer to purchase, unless the selling agent previously provided the seller with a copy of the disclosure form pursuant to subdivision (a).
- (c) Where the selling agent does not deal on a face-to-face basis with the seller, the disclosure form prepared by the selling agent may be furnished to the seller (and acknowledgment of receipt obtained from the selling agent from the seller) by the listing agent, or the selling agent may deliver the disclosure form by certified mail addressed to the seller at his or her last known address, in which case no signed acknowledgment of receipt is required.
- (d) The selling agent shall provide the disclosure form to the buyer as soon as practicable prior to execution of the buyer's offer to purchase, except that if the offer to purchase is not prepared by the selling agent, the selling agent shall present the disclosure form to the buyer not later than the next business day after the selling agent receives the offer to purchase from the buyer.

2079.15. In any circumstance in which the seller or buyer refuses to sign an acknowledgment of receipt pursuant to Section 2079.14, the agent, or an associate licensee acting for an agent, shall set forth, sign, and date a written declaration of the facts of the refusal.

2079.16. The disclosure form required by Section 2079.14 shall have Sections 2079.13 to 2079.24, inclusive, excluding this section, printed on the back, and on the front of the disclosure form the following shall appear:

**DISCLOSURE REGARDING
REAL ESTATE AGENCY RELATIONSHIP
(As required by the Civil Code)**

When you enter into a discussion with a real estate agent regarding a real estate transaction, you should from the outset understand what type of agency relationship or representation you wish to have with the agent in the transaction.

SELLER'S AGENT

A Seller's agent under a listing agreement with the Seller acts as the agent for the Seller only. A Seller's agent or a subagent of that agent has the following affirmative obligations:

To the Seller:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Seller.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the

parties.

An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

BUYER'S AGENT

A selling agent can, with a Buyer's consent, agree to act as agent for the Buyer only. In these situations, the agent is not the Seller's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Seller. An agent acting only for a Buyer has the following affirmative obligations:

To the Buyer:

A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Buyer.

To the Buyer and the Seller:

(a) Diligent exercise of reasonable skill and care in performance of the agent's duties.

(b) A duty of honest and fair dealing and good faith.

(c) A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the parties. An agent is not obligated to reveal to either party any confidential information obtained from the other party that does not involve the affirmative duties set forth above.

AGENT REPRESENTING BOTH SELLER AND BUYER

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer.

In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

(a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.

(b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered.

The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional.

Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

This disclosure form includes the provisions of Sections 2079.13 to 2079.24, inclusive, of the Civil Code set forth on the reverse hereof. Read it carefully.

SAMPLE ONLY- DO NOT COMPLETE

Agent _____ (date) _____ Associate Licensee _____ (Signature) _____	Buyer/Seller (date) _____ (Signature) _____ Buyer/Seller (date) _____ (Signature) _____	
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2079.17. (a) As soon as practicable, the selling agent shall disclose to the buyer and seller whether the selling agent is acting in the real property transaction exclusively as the buyer's agent, exclusively as the seller's agent, or as a dual agent representing both the buyer and the seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller, the buyer, and the selling agent prior to or coincident with execution of that contract by the buyer and the seller, respectively.

(b) As soon as practicable, the listing agent shall disclose to the seller whether the listing agent is acting in the real property transaction exclusively as the seller's agent, or as a dual agent representing both the buyer and seller. This relationship shall be confirmed in the contract to purchase and sell real property or in a separate writing executed or acknowledged by the seller and the listing agent prior to or coincident with the execution of that contract by the seller.

(c) The confirmation required by subdivisions (a) and (b) shall be in the following form:

SAMPLE ONLY- DO NOT COMPLETE

_____ is the agent of
 (Name of Listing Agent)
 (check one):
☐ the seller exclusively; or
☐ both the buyer and seller.
 _____ is the agent of
 (Name of Selling Agent if not the same as the Listing Agent)
 (check one):
☐ the buyer exclusively; or
☐ the seller exclusively; or
☐ both the buyer and seller

(d) The disclosures and confirmation required by this section shall be in addition to the disclosure required by Section 2079.14.

2079.18. No selling agent in a real property transaction may act as an agent for the buyer only, when the selling agent is also acting as the listing agent in the transaction.

2079.19. The payment of compensation or the obligation to pay compensation to an agent by the seller or buyer is not necessarily determinative of a particular agency relationship between an agent and the seller or buyer. A listing agent and a selling agent may agree to share any compensation or commission paid, or any right to any compensation or commission for which an obligation arises as the result of a real estate transaction, and the terms of any such agreement shall not necessarily be determinative of a particular relationship.

2079.20. Nothing in this article prevents an agent from selecting, as a condition of the agent's employment, a specific form of agency relationship not specifically prohibited by this article if the requirements of Section 2079.14 and Section 2079.17 are complied with.

2079.21. A dual agent shall not disclose to the buyer that the seller is willing to sell the property at a price less than the listing price, without the express written consent of the seller. A dual agent shall not disclose to the seller that the buyer is willing to pay a price greater than the offering price, without the express written consent of the buyer.

This section does not alter in any way the duty or responsibility of a dual agent to any principal with respect to confidential information other than price.

2079.22. Nothing in this article precludes a listing agent from also being a selling agent, and the combination of these functions in one agent does not, of itself, make that agent a dual agent.

2079.23. A contract between the principal and agent may be modified or altered to change the agency relationship at any time before the performance of the act which is the object of the agency with the written consent of the parties to the agency relationship.

2079.24. Nothing in this article shall be construed to either diminish the duty of disclosure owed buyers and sellers by agents and their associate licensees, subagents, and employees or to relieve agents and their associate licensees, subagents, and employees from liability for their conduct in connection with acts governed by this article or for any breach of a fiduciary duty or a duty of disclosure.

Please note that the terms "Seller" and "Buyer" are defined by the CA Civil Code to include a lessor and lessee, respectively.

This form must be delivered before or concurrently with the signing of the purchase and sale contract (or lease). In lieu of this form, such confirmation may also be set forth in the purchase and sale contract (or lease).

REPRESENTATION CONFIRMATION

Date: January 31, 2018

Seller/Lessor: Cameron Brothers Construction Co., L.P.

Buyer/Lessee: Inspire Charter Schools

Property Name: _____

Street Address, City, State: 13915 Danielson Street, Suite 200, California

Further described as: an office suite consisting of approximately 5,740 rentable square feet

A real estate agent, either acting directly or through one or more associate licensees, can legally be the agent of both the Seller and the Buyer in a transaction, but only with the knowledge and consent of both the Seller and the Buyer. In a dual agency situation, the agent has the following affirmative obligations to both the Seller and the Buyer:

- (a) A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either the Seller or the Buyer.
- (b) Other duties to the Seller and the Buyer as stated above in their respective sections.

In representing both Seller and Buyer, the agent may not, without the express permission of the respective party, disclose to the other party that the Seller will accept a price less than the listing price or that the Buyer will pay a price greater than the price offered. The above duties of the agent in a real estate transaction do not relieve a Seller or Buyer from the responsibility to protect his or her own interests. You should carefully read all agreements to assure that they adequately express your understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Throughout your real property transaction you may receive more than one disclosure form, depending upon the number of agents assisting in the transaction. The law requires each agent with whom you have more than a casual relationship to present you with this disclosure form. You should read its contents each time it is presented to you, considering the relationship between you and the real estate agent in your specific transaction.

Colliers International (Gary Williams) *(Name of Listing Agent & Brokerage Firm)* is the agent of (check one):

- ☒ The seller/lessor exclusively or
- ☐ Both the buyer/lessee and seller/lessor

Colliers International (Foley) *(Name of Selling Agent/Procuring Broker & Brokerage Firm)* is the agent of (check one):

- ☒ The buyer/lessee exclusively,
- ☐ The seller/lessor exclusively, or
- ☐ Both the buyer/lessee and seller/lessor

SELLER/LESSOR

BY: Wendy Lee

PRINT NAME: _____

TITLE: 2/15/18

BUYER/LESSEE

BY: Shari Enendson

PRINT NAME: Shari En

TITLE: Chief of Staff

Exhibit B – First Amendment

FIRST AMENDMENT TO LEASE

This First Amendment to Lease dated March 1, 2018 is attached to and made a part of the Lease Agreement ("Lease") dated January 30, 2018, by and between Cameron Brothers Construction Co., L.P., a California Limited Partnership ("Lessor") and Inspire Charter School – South, a California Non-Profit Corporation ("Lessee") for Suite 200, consisting of approximately 5,740 rentable square feet located at 13915 Danielson Street, Poway, California 92064.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this First Amendment to Lease shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

1. **EFFECTIVE DATE:** Modifications to the Lease as herein set forth shall be effective on March 1, 2018.
2. **FLOOR/SUITE NUMBER:** The Floor and Suite Number as defined in Paragraph 1.2(a) of the Lease shall be modified to include Suite 101 ("Expansion Space").
3. **RENTABLE SQUARE FEET OF PREMISES:** The Rentable Square Feet of Premises as defined in Paragraph 1.2(a) of the Lease shall be modified to include the square footage of the Expansion Space, which consists of 4,922 rentable square feet and 4,310 usable square feet on the first floor. Therefore, the total square footage of the Premises shall be modified to 10,662 rentable square feet.
4. **PARKING:** Parking as defined in the Paragraph 1.2(b) of the Lease shall be modified to thirty-seven (37) spaces, of which twenty-five (25) shall be unreserved surface parking spaces and twelve (12) shall be unreserved spaces in the building underground garage.
5. **LEASE TERM:** The Lease Term as defined in Paragraph 1.3 of the Lease shall be modified to reflect five (5) years and two (2) months for the Expansion Space.
6. **COMMENCEMENT DATE:** The Commencement Date as defined in Paragraph 1.3 of the Lease shall be modified to include May 1, 2018 for the Expansion Space.
7. **LESSEE'S SHARE OF OPERATING EXPENSE INCREASE:** The Lessee's share of Operating Expense Increase as defined in Paragraph 1.6 of the Lease shall be modified to thirty-three and 21/100 (33.21%).
8. **BASE RENT AND OTHER MONIES PAID UPON EXECUTION:** The Base Rent, Security Deposit and Total Due Upon Execution of this Lease as referenced in Paragraph 1.7(a),(b), and (e) shall be defined for the Expansion Space as follows:
Base Rent: \$9,106.00 for the period May 1 – May 31, 2018
Security Deposit: \$10,556.00
Total Due Upon Execution of this Amendment: \$19,662.00
9. **BASIC ANNUAL RENT INCREASE:** The Basic Annual Rent Increase as described in Paragraph 52 of the Addendum to Lease shall be modified according to the attached Exhibit B.
10. **EXHIBIT A:** Exhibit A shall be modified to include Exhibit A-1.

11. TENANT IMPROVEMENTS: The Tenant Improvements as defined in Addendum to Lease, Paragraph 50 shall be modified to include the following Tenant Improvements, provided by Lessor, at Lessor's sole cost and expense for the Expansion Space:

- a.) Install new LVT flooring to match Suite 200
- b.) Provide a fresh coat of paint in Lessee's choice of building standard color.
- c.) Demo two (2) walls in two (2) offices.
- d.) Relocate two (2) interior office doors, and add one (1) office window.
- e.) Paint all interior doors white.
- f.) Ensure all building systems are in proper working order.

ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

LESSOR:

Cameron Brothers Construction Co., L.P.,
A California Limited Partnership

LESSEE:

Inspire Charter School – South,
a California Non-Profit Corporation

By: William Cameron Family
Management Co., Inc.
A California corporation

By: 

Waneta Lee

By: 

Shari Erlendson

Its: Vice President

Its: President

Date: 3/6/18

Date: 3/6/18

		Suite 200	Month	Suite 101	Month	Total
Months						
April	2018	\$ 10,045.00	1			\$ 10,045.00
May		\$ -*	2	\$ 9,106.00	1	\$ 9,106.00
June		\$ 10,045.00	3	\$ -**	2	\$ 10,045.00
July		\$ 10,045.00	4	\$ -**	3	\$ 10,045.00
August		\$ 10,045.00	5	\$ 9,106.00	4	\$ 19,151.00
September		\$ 10,045.00	6	\$ 9,106.00	5	\$ 19,151.00
October		\$ 10,045.00	7	\$ 9,106.00	6	\$ 19,151.00
November		\$ 10,045.00	8	\$ 9,106.00	7	\$ 19,151.00
December		\$ 10,045.00	9	\$ 9,106.00	8	\$ 19,151.00
January	2019	\$ 10,045.00	10	\$ 9,106.00	9	\$ 19,151.00
February		\$ 10,045.00	11	\$ 9,106.00	10	\$ 19,151.00
March		\$ 10,045.00	12	\$ 9,106.00	11	\$ 19,151.00
April		\$ -*	13	\$ 9,106.00	12	\$ 9,106.00
May		\$ 10,346.00	14	\$ 9,379.00	13	\$ 19,725.00
June		\$ 10,346.00	15	\$ 9,379.00	14	\$ 19,725.00
July		\$ 10,346.00	16	\$ 9,379.00	15	\$ 19,725.00
August		\$ 10,346.00	17	\$ 9,379.00	16	\$ 19,725.00
September		\$ 10,346.00	18	\$ 9,379.00	17	\$ 19,725.00
October		\$ 10,346.00	19	\$ 9,379.00	18	\$ 19,725.00
November		\$ 10,346.00	20	\$ 9,379.00	19	\$ 19,725.00
December		\$ 10,346.00	21	\$ 9,379.00	20	\$ 19,725.00
January	2020	\$ 10,346.00	22	\$ 9,379.00	21	\$ 19,725.00
February		\$ 10,346.00	23	\$ 9,379.00	22	\$ 19,725.00
March		\$ 10,346.00	24	\$ 9,379.00	23	\$ 19,725.00
April		\$ -*	25	\$ 9,379.00	24	\$ 9,379.00
May		\$ 10,657.00	26	\$ 9,660.00	25	\$ 20,317.00
June		\$ 10,657.00	27	\$ 9,660.00	26	\$ 20,317.00
July		\$ 10,657.00	28	\$ 9,660.00	27	\$ 20,317.00
August		\$ 10,657.00	29	\$ 9,660.00	28	\$ 20,317.00
September		\$ 10,657.00	30	\$ 9,660.00	29	\$ 20,317.00
October		\$ 10,657.00	31	\$ 9,660.00	30	\$ 20,317.00
November		\$ 10,657.00	32	\$ 9,660.00	31	\$ 20,317.00
December		\$ 10,657.00	33	\$ 9,660.00	32	\$ 20,317.00
January	2021	\$ 10,657.00	34	\$ 9,660.00	33	\$ 20,317.00
February		\$ 10,657.00	35	\$ 9,660.00	34	\$ 20,317.00
March		\$ 10,657.00	36	\$ 9,660.00	35	\$ 20,317.00
April		\$ 10,976.00	37	\$ 9,660.00	36	\$ 20,636.00
May		\$ 10,976.00	38	\$ 9,950.00	37	\$ 20,926.00
June		\$ 10,976.00	39	\$ 9,950.00	38	\$ 20,926.00
July		\$ 10,976.00	40	\$ 9,950.00	39	\$ 20,926.00
August		\$ 10,976.00	41	\$ 9,950.00	40	\$ 20,926.00
September		\$ 10,976.00	42	\$ 9,950.00	41	\$ 20,926.00
October		\$ 10,976.00	43	\$ 9,950.00	42	\$ 20,926.00
November		\$ 10,976.00	44	\$ 9,950.00	43	\$ 20,926.00
December		\$ 10,976.00	45	\$ 9,950.00	44	\$ 20,926.00
January	2022	\$ 10,976.00	46	\$ 9,950.00	45	\$ 20,926.00
February		\$ 10,976.00	47	\$ 9,950.00	46	\$ 20,926.00
March		\$ 10,976.00	48	\$ 9,950.00	47	\$ 20,926.00
April		\$ 11,306.00	49	\$ 9,950.00	48	\$ 21,256.00
May		\$ 11,306.00	50	\$ 10,249.00	49	\$ 21,555.00
June		\$ 11,306.00	51	\$ 10,249.00	50	\$ 21,555.00
July		\$ 11,306.00	52	\$ 10,249.00	51	\$ 21,555.00
August		\$ 11,306.00	53	\$ 10,249.00	52	\$ 21,555.00
September		\$ 11,306.00	54	\$ 10,249.00	53	\$ 21,555.00
October		\$ 11,306.00	55	\$ 10,249.00	54	\$ 21,555.00
November		\$ 11,306.00	56	\$ 10,249.00	55	\$ 21,555.00
December		\$ 11,306.00	57	\$ 10,249.00	56	\$ 21,555.00
January	2023	\$ 11,306.00	58	\$ 10,249.00	57	\$ 21,555.00
February		\$ 11,306.00	59	\$ 10,249.00	58	\$ 21,555.00
March		\$ 11,306.00	60	\$ 10,249.00	59	\$ 21,555.00
April		\$ 11,645.00	61	\$ 10,249.00	60	\$ 21,894.00
May		\$ 11,645.00	62	\$ 10,556.00	61	\$ 22,201.00
June		\$ 11,645.00	63	\$ 10,556.00	62	\$ 22,201.00

Exhibit B Schedule

"Base Annual Rent Increase"

* Abated rent for Suite 200.

** Abated rent for Suite 101.

Exhibit C – Second Amendment

SECOND AMENDMENT TO LEASE

This Second Amendment to Lease is made and entered into as of March 7, 2018, by and between Cameron Brothers Construction Co., L.P., as "Lessor" and "Assignor", and Inspire Charter School - South, as "Lessee" for the Lease ("Lease") dated January 30, 2018 for the premises located at 13915 Danielson St., Suite 200, Poway, CA 92064.

That certain Lease is hereby amended as follows:

1. Lessor has assigned their interest in the Lease to Poway Executive Plaza, LLC, a California limited liability company ("Assignee") effective January 1, 2018 ("Effective Date").
2. Poway Executive Plaza, LLC assumes all obligations of the Lessor and the Lease on the Effective Date and recognizes all the rent paid by Lessee after the Effective Date.
3. Poway Executive Plaza, LLC assumes the obligation of Lessee's Security Deposit under the Lease in the amount of \$11,645.00.
4. Cameron Brothers Construction Co., L.P. shall have no obligations regarding Lessee's Security Deposit or the obligations of the Lessor after the Effective Date.

The foregoing Second Amendment of Lease is acknowledged and agreed to:

By Assignor:

Cameron Brothers Construction Co., L.P.


By: Waneta Lee, Vice President 

Date 4/13/18

By Assignee and Lessor:

Poway Executive Plaza, LLC


By: Waneta Lee, Vice President 

Date 4/13/18

By Lessee:

Inspire Charter School - South


By: Shari Erlendson, President

Date 3/29/18

Exhibit D – Third Amendment

THIRD AMENDMENT TO LEASE

This Third Amendment to Lease dated April 19, 2018 is attached to and made a part of the Lease Agreement dated January 30, 2018, as amended by First Amendment to Lease dated March 1, 2018 ("Lease") and the Second Amendment to Lease dated March 7, 2018, by and between Cameron Brothers Construction Co., L.P., a California Limited Partnership ("Lessor") and Inspire Charter School – South, a California Non-Profit Corporation ("Lessee") for Suite 200, consisting of approximately 5,740 rentable square feet located at 13915 Danielson Street, Poway, California 92064.

Unless otherwise defined or the context otherwise indicates, the terms used herein have the meanings defined in the Lease. The provisions of this Third Amendment to Lease shall control over any inconsistent provisions of the Lease. The Lease is hereby modified and supplemented as follows:

1. **EFFECTIVE DATE:** Modifications to the Lease as herein set forth shall be effective on June 1, 2018.
2. **FLOOR/SUITE NUMBER:** The Floor and Suite Number as defined in Paragraph 1.2(a) of the Lease and Paragraph 2 of the First Amendment to Lease shall be modified to include Suite 103 ("Second Expansion Space").
3. **RENTABLE SQUARE FEET OF PREMISES:** The Rentable Square Feet of Premises as defined in Paragraph 1.2(a) of the Lease and Paragraph 3 of the First Amendment to Lease, shall be modified to include the square footage of the Second Expansion Space, which consists of 2,148 rentable square feet and 1,880 usable square feet on the first floor. Therefore, the total square footage of the Premises shall be modified to 12,810 rentable square feet.
4. **PARKING:** Parking as defined in the Paragraph 1.2(b) of the Lease shall be modified to forty-five (45) spaces, of which thirty-one (31) shall be unreserved surface parking spaces and fourteen (14) shall be unreserved spaces in the building underground garage.
5. **LEASE TERM:** The Lease Term as defined in Paragraph 1.3 of the Lease shall be modified to reflect five (5) years and one (1) month for the Second Expansion Space.
6. **COMMENCEMENT DATE:** The Commencement Date as defined in Paragraph 1.3 of the Lease and Paragraph 6 of the First Amendment shall be modified to include the Commencement Date for the Second Expansion Space, which shall occur upon substantial completion of Tenant Improvements to Suite 103, estimated to be June 1, 2018.
7. **LESSEE'S SHARE OF OPERATING EXPENSE INCREASE:** The Lessee's share of Operating Expense Increase as defined in Paragraph 1.6 of the Lease and Paragraph 7 of the First Amendment to Lease shall be modified to thirty-nine and 90/100 (39.90%).
8. **BASE RENT AND OTHER MONIES PAID UPON EXECUTION:** The Base Rent, Security Deposit and Total Due Upon Execution of this Lease as referenced in Paragraph 1.7(a),(b), and (e) shall be defined for the Second Expansion Space as follows:
Base Rent: \$3,866.00 for the period June 1 – June 30, 2018
Security Deposit: \$4,482.00
Total Due Upon Execution of this Amendment: \$8,348.00
9. **BASIC ANNUAL RENT INCREASE:** The Basic Annual Rent Increase as described in Paragraph 52 of the Addendum to Lease and Exhibit B of the First Amendment to Lease shall be modified according to the attached Exhibit C.
10. **EXHIBIT A:** Exhibit A and Exhibit A-1 shall be modified to include Exhibit A-2.

11. **TENANT IMPROVEMENTS:** The Tenant Improvements as defined in Addendum to Lease, Paragraph 50 and Paragraph 11 of the First Amendment to Lease shall be modified to include the following Tenant Improvements, provided by Lessor, at Lessor's sole cost and expense for the Second Expansion Space:

- a.) Install new LVT flooring to match Suite 101.
- b.) Provide a fresh coat of paint in Lessee's choice of building standard color.
- c.) Construct one office of approximately 11' X 16'.
- d.) Install one door connecting Suite 101 and 103.
- e.) Paint all interior doors white.
- f.) Ensure all building systems are in proper working order.

ALL OTHER TERMS AND CONDITIONS OF THE LEASE SHALL REMAIN IN FULL FORCE AND EFFECT.

LESSOR:

Cameron Brothers Construction Co., L.P.,
a California Limited Partnership

By: William Cameron Family
Management Co., Inc.
A California corporation

By: 

Waneta Lee

Its: Vice President

Date: 5/30/18

LESSEE:

Inspire Charter School – South,
a California Non-Profit Corporation

By: 

Shari Erlendson

Its: President

Date: 5/30/18

Exhibit A-2

"Floor Plan – Second Expansion Space"
13915 Danielson Street, Suite 103
Approximately 2,148 Rentable Square Feet

(Lessor to provide updated floorplan)

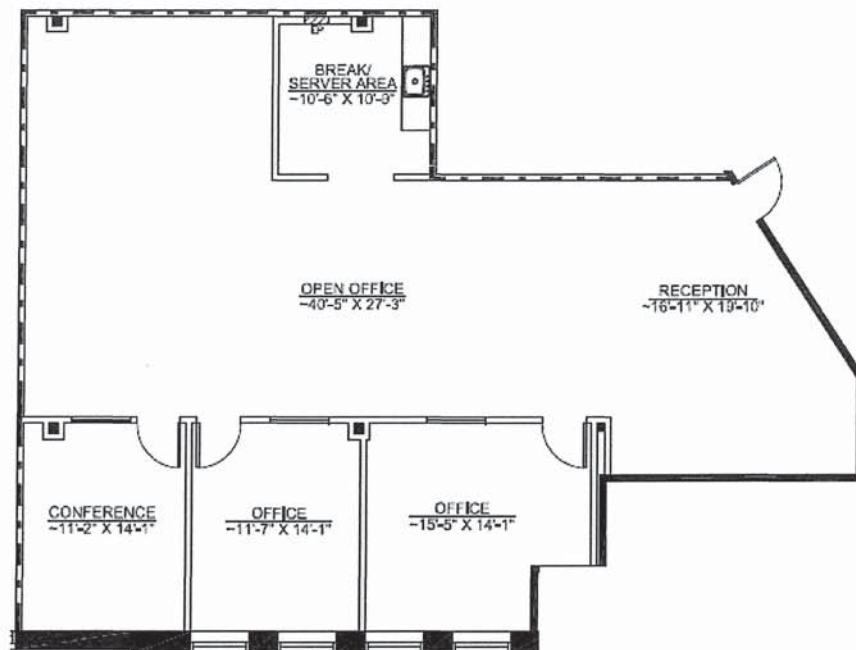


EXHIBIT C - SCHEDULE
"Base Annual Rent Increase"

		Suite 200	Month	Suite 101	Month	Suite 103	Month	Total
Months								
April	2018	\$ 10,045.00	1					\$ 10,045.00
May		\$ - *	2	\$ 9,106.00	1			\$ 9,106.00
June		\$ 10,045.00	3	\$ - **	2	\$3,866.00	1	\$ 13,911.00
July		\$ 10,045.00	4	\$ - **	3	\$3,866.00	2	\$ 13,911.00
August		\$ 10,045.00	5	\$ 9,106.00	4	\$3,866.00	3	\$ 23,017.00
September		\$ 10,045.00	6	\$ 9,106.00	5	\$3,866.00	4	\$ 23,017.00
October		\$ 10,045.00	7	\$ 9,106.00	6	\$3,866.00	5	\$ 23,017.00
November		\$ 10,045.00	8	\$ 9,106.00	7	\$3,866.00	6	\$ 23,017.00
December		\$ 10,045.00	9	\$ 9,106.00	8	\$3,866.00	7	\$ 23,017.00
January	2019	\$ 10,045.00	10	\$ 9,106.00	9	\$3,866.00	8	\$ 23,017.00
February		\$ 10,045.00	11	\$ 9,106.00	10	\$3,866.00	9	\$ 23,017.00
March		\$ 10,045.00	12	\$ 9,106.00	11	\$3,866.00	10	\$ 23,017.00
April		\$ - *	13	\$ 9,106.00	12	\$3,866.00	11	\$ 12,972.00
May		\$ 10,346.00	14	\$ 9,379.00	13	\$3,866.00	12	\$ 23,591.00
June		\$ 10,346.00	15	\$ 9,379.00	14	\$3,982.00	13	\$ 23,707.00
July		\$ 10,346.00	16	\$ 9,379.00	15	\$3,982.00	14	\$ 23,707.00
August		\$ 10,346.00	17	\$ 9,379.00	16	\$3,982.00	15	\$ 23,707.00
September		\$ 10,346.00	18	\$ 9,379.00	17	\$3,982.00	16	\$ 23,707.00
October		\$ 10,346.00	19	\$ 9,379.00	18	\$3,982.00	17	\$ 23,707.00
November		\$ 10,346.00	20	\$ 9,379.00	19	\$3,982.00	18	\$ 23,707.00
December		\$ 10,346.00	21	\$ 9,379.00	20	\$3,982.00	19	\$ 23,707.00
January	2020	\$ 10,346.00	22	\$ 9,379.00	21	\$3,982.00	20	\$ 23,707.00
February		\$ 10,346.00	23	\$ 9,379.00	22	\$3,982.00	21	\$ 23,707.00
March		\$ 10,346.00	24	\$ 9,379.00	23	\$3,982.00	22	\$ 23,707.00
April		\$ - *	25	\$ 9,379.00	24	\$3,982.00	23	\$ 13,361.00
May		\$ 10,657.00	26	\$ 9,660.00	25	\$3,982.00	24	\$ 24,299.00
June		\$ 10,657.00	27	\$ 9,660.00	26	\$4,101.00	25	\$ 24,418.00
July		\$ 10,657.00	28	\$ 9,660.00	27	\$4,101.00	26	\$ 24,418.00
August		\$ 10,657.00	29	\$ 9,660.00	28	\$4,101.00	27	\$ 24,418.00
September		\$ 10,657.00	30	\$ 9,660.00	29	\$4,101.00	28	\$ 24,418.00
October		\$ 10,657.00	31	\$ 9,660.00	30	\$4,101.00	29	\$ 24,418.00
November		\$ 10,657.00	32	\$ 9,660.00	31	\$4,101.00	30	\$ 24,418.00
December		\$ 10,657.00	33	\$ 9,660.00	32	\$4,101.00	31	\$ 24,418.00
January	2021	\$ 10,657.00	34	\$ 9,660.00	33	\$4,101.00	32	\$ 24,418.00
February		\$ 10,657.00	35	\$ 9,660.00	34	\$4,101.00	33	\$ 24,418.00
March		\$ 10,657.00	36	\$ 9,660.00	35	\$4,101.00	34	\$ 24,418.00
April		\$ 10,976.00	37	\$ 9,660.00	36	\$4,101.00	35	\$ 24,737.00
May		\$ 10,976.00	38	\$ 9,950.00	37	\$4,101.00	36	\$ 25,027.00
June		\$ 10,976.00	39	\$ 9,950.00	38	\$4,224.00	37	\$ 25,150.00
July		\$ 10,976.00	40	\$ 9,950.00	39	\$4,224.00	38	\$ 25,150.00
August		\$ 10,976.00	41	\$ 9,950.00	40	\$4,224.00	39	\$ 25,150.00
September		\$ 10,976.00	42	\$ 9,950.00	41	\$4,224.00	40	\$ 25,150.00
October		\$ 10,976.00	43	\$ 9,950.00	42	\$4,224.00	41	\$ 25,150.00
November		\$ 10,976.00	44	\$ 9,950.00	43	\$4,224.00	42	\$ 25,150.00
December		\$ 10,976.00	45	\$ 9,950.00	44	\$4,224.00	43	\$ 25,150.00
January	2022	\$ 10,976.00	46	\$ 9,950.00	45	\$4,224.00	44	\$ 25,150.00
February		\$ 10,976.00	47	\$ 9,950.00	46	\$4,224.00	45	\$ 25,150.00
March		\$ 10,976.00	48	\$ 9,950.00	47	\$4,224.00	46	\$ 25,150.00
April		\$ 11,306.00	49	\$ 9,950.00	48	\$4,224.00	47	\$ 25,480.00
May		\$ 11,306.00	50	\$ 10,249.00	49	\$4,224.00	48	\$ 25,779.00
June		\$ 11,306.00	51	\$ 10,249.00	50	\$4,351.00	49	\$ 25,906.00
July		\$ 11,306.00	52	\$ 10,249.00	51	\$4,351.00	50	\$ 25,906.00
August		\$ 11,306.00	53	\$ 10,249.00	52	\$4,351.00	51	\$ 25,906.00
September		\$ 11,306.00	54	\$ 10,249.00	53	\$4,351.00	52	\$ 25,906.00
October		\$ 11,306.00	55	\$ 10,249.00	54	\$4,351.00	53	\$ 25,906.00
November		\$ 11,306.00	56	\$ 10,249.00	55	\$4,351.00	54	\$ 25,906.00
December		\$ 11,306.00	57	\$ 10,249.00	56	\$4,351.00	55	\$ 25,906.00
January		\$ 11,306.00	58	\$ 10,249.00	57	\$4,351.00	56	\$ 25,906.00
February		\$ 11,306.00	59	\$ 10,249.00	58	\$4,351.00	57	\$ 25,906.00
March		\$ 11,306.00	60	\$ 10,249.00	59	\$4,351.00	58	\$ 25,906.00
April		\$ 11,645.00	61	\$ 10,249.00	60	\$4,351.00	59	\$ 26,245.00
May		\$ 11,645.00	62	\$ 10,556.00	61	\$4,351.00	60	\$ 26,552.00
June		\$ 11,645.00	63	\$ 10,556.00	62	\$4,482.00	61	\$ 26,683.00

*Abated rent for Suite 200.

**Abated rent for Suite 101.

Exhibit E – Fourth Amendment

FOURTH AMENDMENT TO LEASE

This Fourth Amendment to Lease dated June 27, 2018 is attached to and made a part of the Lease Agreement dated January 30, 2018, ("Lease") as amended by First Amendment to Lease dated March 1, 2018 and the Second Amendment to Lease dated March 7, 2018, and the Third Amendment to Lease dated April 19, 2018 by and between Poway Executive Plaza, LLC ("Lessor") and Inspire Charter School - South, a California Non-Profit Corporation ("Lessee") for Suite 200, consisting of approximately 5,740 rentable square feet located at 13915 Danielson Street, Poway, California 92064.

One (1) storage space approximately 159 sq.ft. in our underground garage to be used for storage purposes only. Storage is number/letter "A".

The term shall be for five (5) years commencing on July 1st, 2018 and terminating on June 30, 2023.

The rental amount is \$125.00 per month.

Rules Regarding Storage:

1. Lessee is required to place all stored items on wooden pallets and/or shelving to avoid water damage. Lessee acknowledges and agrees that Lessor is not responsible for any damage to property stored on the premises.
2. There shall be no storage of:
 - A. Hazardous materials.
 - B. Food, packaged or otherwise.
 - C. Explosives.
 - D. Gasoline or other flammable substances.
 - E. Guns (weapons) or ammunition.

In all other respects the aforesaid lease agreement shall remain in full force and effect.

By: Poway Executive Plaza, LLC

By: Cameron Brothers Company, LLC,
Manager


Waneta Lee, Vice President

7/2/18
Date:

By: Inspire Charter School - South,
a California Non-Profit Corporation


Sheri Erlendson, President

7/2/18
Date:

SUBLEASE AND SHARED USE AGREEMENT
(13915 Danielson Street, Poway, California 92064)

This Sublease and Shared Use Agreement ("**Sublease**") is entered into by and between Cabrillo Point Academy (formerly named Inspire Charter School – South), a California nonprofit public benefit corporation ("**CPA**"), Mission Vista Academy, a California nonprofit public benefit corporation ("**MVA**"), and Pacific Coast Academy, a California nonprofit public benefit corporation ("**PCA**") (collectively the "**Parties**" and each a "**Party**"), with reference to the following facts:

A. CPA leases office space at 13915 Danielson Street, Suites 101, 103, and 200, Poway, California 92064 in the County of San Diego ("**Premises**") from Poway Executive Plaza, LLC, a California Limited Liability Company ("**Landlord**"), pursuant to the following lease documents (collectively, the "**Lease**"):

- a. Standard Multi-Tenant Office Lease – Gross dated January 30, 2018 with an addendum dated February 6, 2018 consisting of paragraphs 50 through 55, an arbitration agreement identified as paragraph 56, and Exhibits A through E ("**Standard Lease**"), which are attached hereto as **Exhibit A**;
- b. First Amendment to Lease dated March 1, 2018 ("**First Amendment**") attached hereto as **Exhibit B**;
- c. Second Amendment to Lease dated March 7, 2018 ("**Second Amendment**") attached hereto as **Exhibit C**;
- d. Third Amendment to Lease dated April 19, 2018 ("**Third Amendment**") attached hereto as **Exhibit D**; and
- e. Fourth Amendment to Lease dated June 27, 2018 ("**Fourth Amendment**") attached hereto as **Exhibit E**.

B. The Premises are comprised of three (3) separate units of office space, consisting of approximately 12,810 rentable square feet, and a 159 square foot storage space. In addition, CPA has non-exclusive rights to the common areas (as defined in the Lease) and 45 unreserved parking spaces (31 surface parking spaces and 14 parking spaces in the underground garage). The Premises are authorized for CPA's use as a general office and any other legally permitted uses ("**Agreed Use**"). The original lease term expires on June 30, 2023 ("**Lease Term**").

C. The Parties operate nonclassroom-based charter schools in California and desire to share the Premises for the benefit of their education programs.

D. The Parties desire to enter into this Sublease to set forth the terms and conditions for the sublease of Suite 103 ("**Subleased Space**") to PCA for PCA's exclusive occupancy and use, and the sublease of Suite 101, Suite 200, and the 159 square foot storage space ("**Shared Space**," together with Subleased Space, "**Subleased Premises**") to MVA and PCA for joint use by the Parties, as provided herein, and subject to Landlord's written consent to the Sublease.

NOW THEREFORE, in consideration of the foregoing, and for other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the Parties agree as follows:

Section 1. Subleased Premises. Subject to the express terms and conditions of this Sublease and the Lease, CPA hereby subleases to PCA, and PCA hereby accepts from CPA, the Subleased Space for PCA's exclusive use. Further, CPA hereby subleases to MVA and PCA, and MVA and PCA accept from CPA, the Shared Space to be occupied and used jointly by the Parties, including CPA. The Subleased Premises may only be used consistent with the Agreed Use set forth in the Lease and shall be occupied and used by the Parties the solely for the purpose of operating their respective charter schools ("**Shared Use**"). CPA, MVA, and PCA shall have equal rights to the use of the Premises, including non-exclusive right to access and use common areas that are available to CPA under the Lease.

Section 2. Term. The term of this Sublease ("**Term**") is effective as of July 1, 2020 to the earliest to occur of: (a) June 30, 2023; (b) termination of the Lease pursuant to its terms; or (c) termination of this Sublease pursuant to Section 6. CPA shall have no liability to MVA or PCA due to the termination of this Sublease as a result of any termination of the Lease. The Parties may extend or renew this Sublease if the Lease is extended, subject to any consent required from Landlord. Notwithstanding anything herein to the contrary, MVA or PCA may terminate their participation in the Sublease if their charter closes whereby the termination is effective as of the date of the charter school's closure. One Party's termination for this reason does not terminate the Sublease for all Parties.

Section 3. Rent. For the duration of the Term, MVA and PCA, separately and individually, shall pay to CPA for their exclusive and/or joint use of the Subleased Premises consistent with the base rent set schedule forth in the Third Amendment (see Exhibit C, pg. 4 therein) and as adjusted annually therein ("**Rent**").

- **Suite 103:** Specifically, PCA shall pay to CPA 100 percent of the monthly rent for Suite 103 as set forth in the Third Amendment to the Lease. For example, for December 2020, PCA shall pay CPA in the amount of \$4,101.00.
- **Suites 101 and 200:** MVA and PCA, separately and individually, shall pay to CPA for their proportionate share (33 percent of the monthly rent for their use of the Shared Space) of the Rent for Suite 101 and Suite 200 as set forth in the Third Amendment to the Lease. For example, for December 2020, MVA and PCA shall each pay CPA in the amount of \$6,772.33 (\$3,220 for Suite 101 and \$3,552.33 for Suite 200).
- **Payment:** Moreover, MVA and PCA, separately and individually, shall make a one-time payment to CPA for their use of the Subleased Premises prior to November 30, 2020 within thirty (30) days of the last Party's execution of this Sublease as evidenced on the signature page

From December 1, 2020 through the remainder of the Term, rent shall be payable to CPA in advanced monthly installments at least 10 days before the first of each month, therefore the first monthly payment to CPA for December 2020 shall be due no later than November 21, 2020. In the event that the Term begins or ends on a date which is not the first day of a month, the Rent for such month shall be prorated as of such date. All payments shall be due monthly without notice or demand, with payments made to "Cabrillo Point Academy" at the address provided in Section 15 below.

Section 4. Utilities. The Parties shall share the cost of utilities pursuant to the percentage of square footage allocated to each Party under this Sublease. CPA will pay 27.75% of total utilities costs,

MVA will pay 27.75% of total utilities costs, and PCA will pay 44.5% of total utilities costs. These utilities include water, gas, heat, light, power, telephone, trash disposal and other utilities and services supplied to the Premises, together with any taxes thereon. CPA shall provide a monthly statement to MVA and PCA outlining their share of such costs, and shall provide MVA and PCA access to reasonable backup documentation for such costs upon request. MVA and PCA shall submit payments to CPA within thirty (30) days after receipt of such statement.

Section 5. Operating Expenses. For the duration of the Term, PCA shall pay 100 percent of the operating expenses for Subleased Space (Suite 103) that are paid by CPA as provided in paragraph 1.6 of the Lease. Further, MVA and PCA shall, separately and individually, pay a 33 percent pro-rata share of the operating expenses for the Subleased Premises that are paid by CPA as provided in paragraph 1.6 of the Lease. CPA shall provide a monthly statement to MVA and PCA outlining MVA and PCA's share of such costs and any reimbursements received from the Landlord with respect to such costs, and shall provide MVA and PCA access to reasonable backup documentation for such costs and reimbursements upon request. MVA and PCA shall submit payment to CPA within thirty (30) days after receipt of such statement from CPA. In the event the Subleased Premises are separately metered for any utilities, MVA and PCA shall timely pay their share of operating expenses as provided herein.

Section 6. Interest and Late Charges on Overdue Payments. In the event that MVA and PCA fail to pay any installment of Rent or any other sum due hereunder or pursuant to the Lease, MVA and PCA shall pay CPA those amounts defined as interest and the late charge set forth in Sections 13.4 and 13.5 of the Lease, provided that MVA and PCA shall be entitled to any grace periods provided in the Lease. The Parties agree that the payment of such interest or late charges represents the liability that CPA may incur to Landlord by reason of late payment by MVA and PCA, and is therefore not a penalty.

Section 7. Modifications. Subject to MVA or PCA obtaining all necessary governmental approvals and Landlord's review and approval thereof to the extent required under the Lease, MVA and PCA shall be permitted to affix its exterior and window signs at its sole cost and expense at the Subleased Premises, provided that such signage shall not exceed limitations imposed by applicable law and the Lease. Any and all signage, materials, work, installations, equipment, and decorations of any nature brought upon the Premises, or installed in the Subleased Premises or removed from the Subleased Premises by MVA and PCA, shall be at MVA and PCA's sole risk, and shall be installed, maintained, and removed at the sole cost and expense of MVA and PCA. Neither CPA nor any party acting on CPA's behalf on or about the Premises shall be responsible for any claim, damage, loss, or destruction of such items brought to the Premises, installed in the Subleased Premises, or removed from the Subleased Premises, and MVA and PCA shall indemnify, defend, and hold CPA harmless from any claim, loss, damage, or destruction.

Section 8. Application of the Lease. Except as expressly provided herein, this Sublease is subject and subordinate in all respects to the terms of, and the rights of the Landlord under, the Lease. Except as expressly provided herein or inconsistent with the terms and conditions set forth herein, (a) MVA and PCA covenant and warrant that they fully understand and agree to be subject to and bound by all of the covenants, agreements, terms, provisions, and conditions of the Lease, and MVA and PCA agree to comply with all the obligations required to be kept or performed by CPA, in its capacity as "Lessee" under the Lease, with respect to the Subleased Premises and (b) the covenants, agreements, terms, provisions, and conditions of the Lease insofar as they relate to the Subleased Premises and insofar as they are not inconsistent with the terms of this Sublease are made a part of and incorporated into this Sublease as if recited herein in full, and the rights and obligations of the "Lessor" and the "Lessee" under the Lease shall be deemed the rights and obligations of CPA and MVA/PCA, respectively, and shall be binding upon and

inure to the benefit of CPA and MVA/PCA respectively. As between the Parties only, in the event of a conflict between the terms of the Lease and the terms of this Sublease, the terms of this Sublease shall control.

Section 9. Subcontract and Assignment. Neither Party shall assign its rights, duties, or privileges under this Sublease, nor shall a Party attempt to confer any of its rights, duties, or privileges under this Sublease on any third party, without the written consent of the other Parties, and subject to any Landlord consent required under the Lease. Subject to the foregoing, this Sublease shall be binding upon and inure to the benefit of the Parties hereto and their respective heirs, legal representatives, successors, and assigns. MVA and PCA shall not sublicense or sublease, pledge, encumber, mortgage, or otherwise transfer or assign to any party any interest in the Subleased Premises.

Section 10. Insurance. MVA and PCA, at their sole expense, shall maintain for the benefit of CPA and Landlord such policies of insurance (and in such form) with respect to the Subleased Premises as are required by the Lease, which policies shall be reasonably satisfactory to CPA as to coverage and insurer, shall be maintained as primary policies, and shall extend to and cover the acts and omission of MVA or PCA, and anyone acting by, through, or under MVA or PCA notwithstanding anything contained in the Lease to the contrary. Each policy of insurance required under this paragraph shall name CPA and Landlord each as an additional insured. MVA and PCA shall provide CPA with certificates of insurance evidencing such policies and that CPA has been named as an additional insured under a separate additional insured endorsement approved by CPA within thirty (30) days from receipt of a written request from CPA. MVA and PCA shall use best efforts to cause all insurance policies to contain a provision and certificate of insurance shall expressly state that the insurer will give to CPA and Landlord and such other parties in interest at least thirty (30) days' notice in writing in advance of any material change, cancellation, termination, lapse, or the effective date of any reduction in the amounts of insurance below the amounts specified in the Lease.

Section 11. Damage and Destruction. If the Subleased Premises are damaged by any casualty that is covered by MVA or PCA's applicable insurance, the Parties agree to use such insurance proceeds to restore the Subleased Premises to extent required by the Lease.

Section 12. Indemnification. The Parties agree to defend, indemnify, and hold each other, their employees, officers, directors and agents, free and harmless against any liability, loss, claims, demands, damages, expenses and costs (including attorneys' fees, expert witness fees, and other costs of litigation or other proceedings) of every kind or nature arising in any manner out of the performance of their obligations under this Sublease and/or the Lease, except for such loss or damage caused solely by the negligence or willful misconduct of the other Party. The indemnifications required by this Section 12 shall survive the expiration or termination of this Sublease.

Section 13. Default. The occurrence of any of the following shall be a default ("**Default**") under this Sublease:

(a) MVA or PCA fail to pay in full when due any installment of Rent or any other charge agreed to be paid by MVA or PCA; or

(b) MVA or PCA violate, or fail to perform, any other term, covenant, condition, or agreement herein contained or provided for in the Lease, and such failure continues beyond all applicable notice and cure periods in the Lease; or

(c) MVA or PCA become insolvent, or make an assignment for the benefit of creditors, or if a petition in bankruptcy is filed by or against MVA or PCA, or a bill in equity or other proceeding for the appointment of a receiver for MVA or PCA is filed, or if proceedings for reorganization or for composition with creditors under any state or federal law be instituted by or against MVA or PCA, or if the subleasehold interest is levied on under execution; or

(d) MVA or PCA abandon (as defined in California Civil Code Section 1951.3 or any successor provision thereto) all or any portion of the Subleased Premises.

In the event of Default by MVA or PCA, and without any other action by CPA, CPA may, at its sole option, exercise as to MVA or PCA any and all remedies of the Landlord under the Lease. In addition, CPA may exercise any and all other rights or remedies, granted or allowed landlords by any existing or future statute or other law applicable in cases where a landlord seeks to enforce rights arising under a lease against a tenant who has defaulted or otherwise breached the terms of such lease subject, however, to all of the rights granted or created by any such statute or other applicable law existing protection and benefit of tenants.

Section 14. Dispute Resolution. The Parties shall attempt to negotiate in good faith to resolve any dispute arising from or relating to this Sublease before resorting to litigation.

Section 15. Notice. Any notice required or permitted to be given under this Sublease shall be deemed to have been given, served, and received if given in writing and personally delivered, deposited in the United States mail as registered or certified mail with postage prepaid and return receipt required, sent by overnight delivery service, or sent by email, addressed as follows:

If to CPA:

Cabrillo Point Academy
ATTN: Board President
13915 Danielson St. #200
Poway, CA 92064
Email:
board@cabrillopontacademy.org

If to MVA:

Mission Vista Academy
ATTN: Board President
1440 Beaumont Ave. Ste. A2 #412
Beaumont, CA 92223
Email:
board@missionvistaacademy.org

If to PCA:

Pacific Coast Academy
ATTN: Board President
13915 Danielson St. #103
Poway, CA 92064
Email:
board@pacificcoastacademy.org

Any notice personally delivered or sent by email or facsimile transmission shall be deemed effective upon receipt if received before 5:00 p.m. Pacific Standard Time ("PST") on a business day, or the following business day if received after 5:00 p.m. PST or on a Saturday, Sunday, or legal holiday. Any notice sent by overnight delivery service shall be effective the next business day following delivery thereof to the overnight delivery service. Any notice given by mail shall be effective three (3) days after deposit in the United States mail.

Section 16. Landlord's Consent. This Sublease and the Parties' liability hereunder are subject to Landlord's consent to this Sublease, as required under the Lease. This Sublease shall be null and void should Landlord fail or refuse to give such consent to this Sublease.

Section 17. CPA's Duties. The obligations of Landlord under the Lease shall remain the obligations of Landlord, and shall not be considered the obligations or responsibility of CPA. CPA shall fully perform all of its obligations under the Lease to the extent CPA has agreed to perform such obligations under this Sublease. With respect to the obligations of Landlord under the Lease, CPA's only

obligation shall be to use its commercially reasonable efforts to cause Landlord to perform such obligations for the benefit of MVA or PCA.

Section 18. Surrender of the Subleased Premises. Upon the expiration or sooner termination of this Sublease, MVA and PCA shall adhere to the terms and conditions set forth in the Lease concerning the condition of the Subleased Premises upon surrender, and shall repair any damage to the Premises or the Subleased Premises caused by MVA or PCA or their invitees, licensees, employees, officers, contractors and visitors. If MVA or PCA fail to remove signage, materials, work, installations, equipment, or decorations brought or installed by them and restore the affected areas to their original condition pursuant to the terms and conditions set forth in the Lease, then CPA may perform such work, and all costs and expenses incurred by CPA in so performing such work shall be reimbursed by MVA or PCA to CPA within fifteen (15) days after MVA or PCA's receipt of invoice therefor. MVA and PCA shall not be required to remove any alterations or improvements made by CPA or which CPA requests are left in place. If Landlord requires the removal of any alterations or improvements made by or for CPA, CPA shall, at its sole cost and expense, remove such alterations and improvements.

Section 19. Independent Status. This Sublease is entered into by and between three separate and independent entities and is not intended, and shall not be construed, to create the relationship of agent, servant, employee, partnership, joint venture, or association.

Section 20. Entire Agreement. This Sublease, together with its exhibit(s) and the Lease and any amendments thereto, constitutes the entire agreement between the Parties concerning the subject matter contained herein and supersedes all prior discussions, negotiations, and agreements, whether oral or written. This Sublease may be amended or modified only by a written instrument executed by the Parties.

Section 21. Arm's Length and Independent Counsel. This Sublease has been negotiated at arm's length and between persons (or their representatives) sophisticated and knowledgeable in the subjects in this Sublease. Accordingly, any rule of law or legal decision that would require interpretation of any ambiguities against the Party that has drafted it is not applicable and is waived. The provisions of this Sublease shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Sublease. Each Party has been advised by, or had opportunity to seek advice from, its independent counsel regarding this Sublease.

Section 22. Headings. The descriptive headings of the sections and/or paragraphs of this Sublease are inserted for convenience only, are not part of this Sublease, and do not in any way limit or amplify the terms or provisions of this Sublease.

Section 23. Waiver. The waiver by any Party of any breach of any term, covenant, or condition herein contained shall not be deemed to be a waiver of such term, covenant, condition, or any subsequent breach of the same or any other term, covenant, or condition herein contained.

Section 24. Severability. Should any provision of this Sublease be legally determined to be invalid, illegal, or unenforceable in any respect, such provision shall be severed and the remaining provisions shall continue as valid, legal, and enforceable.

Section 25. California Law. This Sublease shall be governed by and the rights, duties, and obligations of the Parties shall be determined and enforced in accordance with the laws of the State of

California. The Parties further agree that any action or proceeding brought to enforce the terms and conditions of this Sublease shall be maintained in San Diego County, California.

Section 26. Authority to Contract. Each Party warrants to the others that it has the authority to enter into this Sublease, that it is a binding and enforceable obligation of said Party, and that the undersigned has been duly authorized to execute this Sublease.

Section 27. Counterparts. This Sublease may be executed in counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed, .pdf, or other electronic copy of the fully executed original version of this Sublease shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the Parties have executed this Sublease.

Cabrillo Point Academy

By: _____
Name: _____
Its: _____
Date: _____

Mission Vista Academy

By: _____
Name: _____
Its: _____
Date: _____

Pacific Coast Academy

By: _____
Name: _____
Its: _____
Date: _____

**Consented to by Landlord/Assignor and
Assignee:**

POWAY EXECUTIVE PLAZA, LLC.

By: _____
Name: _____
Its: _____
Date: _____

CABRILLO POINT ACADEMY

Fiscal Policies and Procedures

Revised ~~7/30/~~October 2020

CABRILLO POINT ACADEMY

Fiscal Policies and Procedures

OVERVIEW AND GENERAL BUSINESS POLICIES

The Board of Directors (“Board”) of Cabrillo Point Academy (the “School”) has reviewed and adopted the following fiscal policies and procedures to ensure the most effective use of the funds of the School to support the mission and to ensure that the funds are budgeted, accounted for, expended, and maintained appropriately.

1. The Board approves financial policies and procedures, delegate’s administration of the policies and procedures to the Senior Director and receives reports on operations and activities on a regular basis.
2. The Senior Director has responsibility for all operations and activities related to financial management. However, in the absence of the Senior Director, the Assistant Senior Director shall perform the Senior Director’s responsibilities described herein during the period of absence.
3. Financial duties and responsibilities must be appropriately segregated so that no one employee has sole control authorizing transactions, recording financial transactions and custody of assets.
4. The School will maintain in effect the following principles in its ongoing fiscal management practices to ensure that:
 - a. expenditures are authorized by and in accord with the Board-adopted budget,
 - b. the School’s funds are managed and held in a manner that provides a high degree of protection of the School’s assets, and
 - c. all transactions are recorded and documented in an appropriate manner.

Budget Development, Oversight Calendar and Responsibilities

The School will develop and monitor its budget in accord with the annual budget development and monitoring calendar as specified below.

Approximately January - April

Charter Impact works with the Senior Director to review the Governor's proposed state budget for the upcoming fiscal year, and identify the likely range of revenues for the School’s upcoming fiscal year (July 1 - June 30) based on projected enrollment. Once the revenue estimates are complete, Charter Impact and the Senior Director develop the remainder of the budget including staffing levels, review of fixed costs and discretionary spending. The School may also prepare a five-year budget projection is developed in accordance with the School’s established strategic and growth plans.

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Approximately May – June

Charter Impact and the Senior Director review revenue projections subsequent to the Governor's annual "May Revise" budget figures, and fine-tune the upcoming fiscal year budget to accommodate any changes. This budget will include monthly cash flow projections. The Board reviews and formally adopts a budget for upcoming fiscal year before July 1. A copy of the final budget is provided to the charter-granting agency and the County Superintendent of Schools.

Approximately July – August

Books for prior fiscal year are closed by Charter Impact, all transactions are posted, and records assembled for audit.

The budget is reviewed subsequent to the adoption of the state Budget Act and necessary adjustments are made. A copy of the revised final budget is provided to the charter-granting agency, if applicable.

Approximately September – December

The independent auditor performs audit of the closed fiscal year and prepares an audit report for submission to the Board.

At the end of the first full week of School, the Senior Director reviews the School's actual attendance figures and notifies the Board if actual attendance is below budget projections. If needed, the School's budget is revised to match likely revenues.

The Board reviews a copy of the audit. The Senior Director addresses any audit exceptions or adverse findings pursuant to any procedures set forth in the School's charter. Once the Board approves the audit report, it is submitted to the charter-granting agency, the California State Controller, the County Superintendent of Schools, and the California Department of Education.

Banking Arrangements

The School will maintain its accounts either in the County Treasury or at a federally insured commercial bank or credit union. Funds will be deposited in non-speculative accounts including federally-insured savings or checking accounts. If funds are held in accounts outside of the County Treasury, the Board must approve all designees authorized to sign checks or warrants in accord with these policies. Charter Impact will reconcile the School's ledger(s) with its bank accounts or accounts in the County Treasury on a monthly basis.

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Authorized Signers

The Board authorizes the following School officials (each an “Authorized Signer”) to execute duly-approved contracts, purchases, and expenditures, and to endorse checks, drafts, and orders for the payment, withdrawal, or transfer of money in the name of and on behalf of the School: Board officers, Senior Director, and Assistant Senior Director.

Record Keeping

Transaction ledgers, duplicate unsigned checks, attendance and entitlement records, payroll records, and any other necessary fiscal documents will be maintained by School staff in a secure location for at least three years, or as long as required by applicable law, whichever is longer.

Appropriate back-up copies of electronic and paper documentation, including financial and attendance accounting data, will be regularly prepared and stored in a secure location, separate from the School.

Charter Impact will retain electronic records at their site for a minimum of two years; after which, the remaining years will be the responsibility of the School.

Property Inventory

The Senior Director shall establish and maintain an inventory of non-consumable goods and equipment worth over \$1,000 as determined by the Senior Director. This inventory must include the original purchase price and date, a brief description, serial numbers, and other information appropriate for documenting the School’s assets.

All non-consumable educational products and School property, including School technology, must be returned upon disenrollment or upon request by the Senior Director or Homeschool Teacher. Any unneeded property owned by the School may be sold or auctioned by the Senior Director or designee provided the Senior Director engages in due diligence to obtain a reasonable value for the School. The sale or auction of property owned by the School with a fair market value in excess of \$1,000 as determined by the Senior Director must be approved, in advance, by the Board. The School may also dispose of unneeded instructional materials in its possession that are usable for educational purposes by donation to a school district or other public agency, county free library, or nonprofit charitable organization, ~~or to children or adults in California.~~ Property of nominal value may also be offered to staff, on an “as is” basis, provided an appropriate release is obtained.^[A1]. The Senior Director or designee(s) will immediately notify Charter Impact of all known cases of theft, loss, damage or destruction of assets worth over \$1,000 as determined by the Senior Director.

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Attendance Accounting

The Senior Director will establish and maintain an appropriate attendance accounting system to record the number of days students are actually in attendance and engaged in the activities required of them by the School. The annual audit will review actual attendance accounting records and practices to ensure compliance. The attendance accounting practices will be in conformance with the Charter Schools Act and other applicable laws regarding Charter School Average Daily Attendance. Therefore:

1. ADA will be computed by dividing the actual number of days of student attendance by the number of calendar days of instruction by the School. The School may claim apportionment credit for independent study only to the extent of the time value of student work products, as personally judged in each instance by a certificated teacher.
2. The School's instructional calendar will include at least 175 days of instruction to avoid the fiscal penalty for providing fewer than 175 days of instruction. The calendar must also document that the School offers an amount of annual minutes of instruction or equivalent as required pursuant to applicable law.
3. Independent study must be pre-arranged by the student's adult guardian and the School and the adult guardian will be required to complete and submit documentation of engagement in instructional activity to the School on forms prepared by the School. As applicable, such independent study must be in full compliance with law governing independent study.

Annual Financial Audit

The Board is responsible for contracting with the School's independent auditors and providing oversight of the independent auditors in reviewing:

1. The School's system of internal controls, policies, and risk management;
2. The integrity of the School's financial statements; and
3. The School's compliance with legal and regulatory requirements and ethical standards.

The Board will review the scope and results of the audit and will receive notice of any consequential irregularities and management letter comments that the auditor noted during the audit. Additionally, the Board will develop a corrective action plan to address all relevant weaknesses noted by the auditor and review all financial information of the School.

The Audit must be completed, reviewed by the Board, and submitted to the charter-granting agency, the County Superintendent of Schools, the California State Controller, and the California Department of Education on or before December 15 of each year.

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Required Budget and Other Fiscal Reports

The Senior Director, working in conjunction with Charter Impact, will produce and submit to the charter granting agency any and all required fiscal reports as may be required by state or federal law, or mandated by the terms of the School's charter.

Property and Liability Insurance

The Senior Director must ensure that the School retains appropriate property and liability insurance coverage. Property insurance must be obtained and address business interruption and casualty needs, including flood, fire, earthquake, and other hazards with replacement cost coverage for all assets listed in the School's Property Inventory and consumables. Premises and Board errors and omissions liability insurance must also be obtained and kept in force at all times on a "claims made" form with a self-insured retention of no more than \$50,000 per occurrence and limit of no less than \$5 million per occurrence. The School's Senior Director and other staff who manage funds must be placed under a fidelity bond.

Board Without Compensation

Board members incur ongoing expenses for equipment, internet services and software, as well as travel expenses, to prepare for and participate in meetings of the Board. Board members shall serve without compensation, but may be entitled to a stipend or reimbursement of actual and necessary expenses for an approved amount established by the Board. Expenses for equipment, internet services and software, as well as travel expenses necessary to attending Board meetings and meetings of Board committees need not be approved in advance by the Board. All other expenses shall be approved in advance by the Board. Board members shall use the School's official reimbursement or expense form and attach appropriate backup documentation (e.g. itemized receipt or invoice). In no event may reimbursements exceed actual expenses. If a Board member fails to submit appropriate backup documentation, the Board member may be personally responsible for the charge.

Fundraising, Grant Solicitation, and Donation Recognition

The Board must be informed of the award or receipt of any donated, grant, or categorical program funds, as well as any conditions, restrictions, or compliance requirements associated with the funds.

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Conflicts of Interest

The School complies with all applicable laws regarding conflicts of interest and related party transactions, including, but not limited to, the California Corporations Code, the Political Reform Act, and Government Code section 1090.

The School recognizes that it is important for Board members and key employees to understand the conflict of interest laws and rules that apply to the School, in order to identify and avoid conflicts of interest. The School Board and key staff shall receive annual mandatory training, to be conducted by a third party, on the applicable conflict of interest laws. Such training may be provided at the time the Board receives the mandatory Ralph M. Brown Act training required by the School's Charter, and may also cover specific topics including an overview of significant, applicable laws regarding the use of public funds, procedures for hiring, contractual arrangements, purchasing, bidding, and expenditure approvals that help to prevent conflicts of interest.

It is the policy of this School that all School officials, including Board members, officers, and employees, must not place themselves in any position where their private, personal interests may conflict with their official duties, or where they may directly or indirectly receive personal financial gain through direct or indirect personal influence. School decision-makers may not be personally nor financially interested in any contract made by them in their official capacity.

PROCUREMENT

Segregation of Duties and System

Internal controls include the segregation of duties to establish necessary checks and balances so that one person is not handling a transaction from beginning to end. To ensure segregation of recording and approvals, the Business Office may not sign purchase orders.

The following functions will be segregated:

1. Initiating, authorizing or approving transactions.
2. Executing transactions.
3. Recording the transaction.
4. Reconciling the transaction.

The School maintains an approval system for all non-payroll expenditures. When a vendor requires a purchase order, the School will maintain a system for those purchase orders.

All transactions will be posted in an electronic general ledger maintained by Charter Impact.

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Procurement Objectives

The Board is committed to safeguarding the School's funds and promoting transparency and accountability when it comes to the use of its funds. The purpose of this Procurement Policy is to ensure the School receives high quality and cost effective equipment, materials, supplies, and services in an efficient manner from reputable vendors. Although cost is an important factor, the School is not required to select the vendor with the lowest price. The School will not engage in any contracting or purchasing activities intended to circumvent the procedures described herein.

Consideration will be made of in-house capabilities to accomplish services before contracting for them. When approving contracts for the purchase of goods or services, the School must:

1. Determine if the expenditure is budgeted
2. Determine if funds are currently available for expenditures (i.e. cash flow)
3. Determine if the expenditure is allowable under the appropriate revenue source that will be used
4. Determine if the expenditure is appropriate and consistent with the School's goals, vision, approved charter, School policies and procedures, and any related laws or applicable regulations
5. Determine if the price is reasonable and prudent.

Exceptions

These procurement procedures apply to contracts for services, as well as School purchases. However, these procurement procedures do **not** apply to the following:

1. Employment contracts
2. Contracts for services provided directly to students, including, but not limited to, contracts for special education and disability-related services.
3. Contracts or purchases approved or mandated by the School's charter authorizer.
4. Publication and/or copyright materials purchased directly from the publisher or copyright holder.
5. Repairs and/or parts associated with repairs to equipment obtained from an "Authorized Dealer" (i.e., a dealer certified by the manufacturer to sell and/or perform maintenance on their equipment).
6. Catering, photography, audio/visual, or other services from a facility rented for a meeting or conference if the facility has a policy requiring use of their in-house services or services from a pre-determined list of vendors.
7. Contracts or purchases in an "emergency" situation. "Emergency" is defined as work stoppage, threat of financial loss, or other situations that impair the health, welfare, and

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safety of students, staff, or School property. These contracts/purchases must be accompanied by a memo noting the urgency of the contract/purchase, justification, and a cost and price analysis of the amount of the transaction, and must be approved by the Senior Director.

8. The purchase, sale, lease, or transfer of real property on behalf of the School.
9. A loan, line of credit, and other debt incurred on behalf of the School.
10. Any contract or purchase in which other state or federal bidding or procurement laws apply, for example contracts for E-rate services. In such instances, the School shall adhere to all applicable state and federal bidding and procurement requirements.

Approval Thresholds

Except as otherwise provided in these policies, the Senior Director has authority to approve contracts for the purchase of School goods or services up to \$100,000 without Board approval, provided funds are authorized and available within the School's Board-adopted budget. Contracts for the purchase of goods or services in excess of \$100,000 must be submitted for Board approval.

Once a contract is appropriately approved by the Senior Director or Board, contracts may be executed by an Authorized Signer or other person specifically designated by the Board after the Board has duly approved the contract.

Notwithstanding the foregoing, any purchase, sale, lease, or transfer of real property on behalf of the School, regardless of the amount, must be approved by the Board, and will be evidenced by a written agreement identifying all the material terms and conditions of the transaction that is approved by the Board and signed by an Authorized Signer.

Purchase and Contract Amounts

Purchase Amount: For purposes of the approval threshold (i.e. whether a contract must be Board approved), the "total" for a one-time purchase includes all taxes, shipping charges, and fees. Sometimes, multiple one-time purchases are made from the same vendor over time. It is within the discretion of the Senior Director whether to aggregate such purchases, taking into account the objectives of this procurement policy.

Fixed Price Contract Amount: For purposes of the approval threshold, the "total" for a fixed price is the total amount to be paid under the contract (e.g., for a three-year contract for \$40,000/year, the total amount to be paid is \$120,000 so Board approval is required).

Non-Fixed Price Contract Amount: For contracts where the total amount to be paid cannot be determined upfront (e.g., contracts for certain ongoing services), the "total" for purposes of the approval threshold depends on, in the judgment of the Senior Director, how much the School reasonably expects to pay under the contract each fiscal year. For any such contract, if School

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ends up paying more than \$100,000 in a fiscal year, the contract shall be brought to the Board for ratification.

Bidding

Bids or estimates will be obtained by the School where required by law or otherwise deemed by the Senior Director to be appropriate and in the best interests of the School.

Documentation; Compliance

Any individual making an authorized purchase on behalf of the School must provide the School with appropriate documentation of the purchase, including any documentation required to be retained under this policy. Individuals other than the Senior Director are not authorized to make purchases without pre-approval.

School staff and/or the back office will keep and maintain a contract file evidencing the bids or quotes obtained (if any) pursuant to the procurement process herein. Written contracts will be maintained.

If a contract service provider is a sole proprietor or a partnership (including LP and LLP), the Senior Director or designee will obtain a W-9 from the contract service provider prior to payment of invoices.

Contract service providers will be paid in accordance with approved contracts. The Senior Director will be responsible for ensuring the terms of the contracts are fulfilled.

Payment Authorization

All original invoices will be sent to the Business Office for review and approval. The Business Office comprises of school staff on the Vendor, Enrichment, and Accounting Team who work together under the direction of the Senior Director to complete the processes delegated to the Business Office herein.

1. The Business Office will carefully review each invoice, attach all supporting documentation, and verify that the specified services and/or goods were received.
2. Invoice approval will be indicated by signature of the Senior Director or Business Office on an invoice, email, or other electronic documentation process. The invoice and supporting documentation will be sent to Charter Impact on at least a weekly basis
3. Charter Impact will process approved invoices with sufficient supporting documentation.
4. The Senior Director may authorize the Business Office or Charter Impact to pay invoices for recurring expenses (i.e. rent, utilities, software subscriptions, phone and internet, etc.) without the Senior Director's formal approval for each invoice (signature, email, or other process) when dollar amounts fall within a predetermined range.

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- a. A list of the vendors and the dollar range for each vendor must be provided to Charter Impact in writing and updated on an annual basis.

CREDIT CARDS, ACCOUNTS PAYABLE, AND BANK RECONCILIATIONS

School Credit Cards

The Board recognizes the efficiency and convenience afforded the day-to-day operation of the School, for payments and recordkeeping for certain expenses, through the use of School credit cards. However, the Board recognizes the need to establish control measures for the use of these cards. The Board agrees that it has a responsibility to ensure that credit card expenses incurred by the School must clearly be linked to the business of the School. This policy addresses and establishes the proper use and assignment of School credit cards. Credit and debit cards should not be used to bypass established purchasing procedures, including advanced approval processes.

Definitions

Cardholder/User: The person for which the School credit card has been issued.

School credit card: The physical or virtual card and number associated with the card issued to the cardholder.

Administrator: The Business Office staff member assigned to establish or terminate Cardholder rights, reassign card limits, or change budget access.

School Credit Card Users

A list of those individuals issued a School credit card will be maintained by the Senior Director and the Business Office.

A Cardholder/User employee who is no longer employed by the School must return his or her School credit card upon termination or resignation to the Senior Director or Business Office.

Credit cards will be disabled immediately upon the termination or resignation of a Cardholder/User by the card Administrator. Accounting for credit cards and settlement of credit card billings must be part of the employee separation checklists.

User Responsibilities

Credit Cardholders/Users must take proper care of their School credit card(s) and take all reasonable precautions against damage, loss or theft by adherence to the following provisions:

1. All Cardholders/Users must keep secure and confidential all active School credit card numbers and information.

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2. Cardholders/Users should not store sensitive active School credit card data, including full account number, type, expiration and track data, in any method, on personal computers or networks.
3. Cardholders/Users must not transmit in an insecure manner, such as by email, unsecured fax or via mail, School credit card information.
4. Cardholders/Users must restrict access to active credit card data and processing to the Administrator or other authorized individuals.
5. Cardholders/Users must maintain active card information in a secure environment accessed only by the issued Cardholder/User.
6. Cardholders/Users must not be allowed to authorize payment of their own travel expenses. All travel expenses for any Cardholder/ User other than the Senior Director must be pre-approved by the Senior Director or designee, and the Senior Director's travel expenses shall be approved by a Board member.
7. Cardholders/Users are responsible for retaining detailed receipts and/or supplier documentation for all purchases made with their School credit card, without which the Cardholder/User is responsible for the purchase.
8. Cardholders/Users must submit detailed documentation, such as itemized detailed receipts and/or supplier documentation for services, supporting all purchases made on their School credit card, including travel and/or other actual and necessary expenses which have been incurred in connection with School-related business for which the School credit card has been used.
9. Failure to take proper care of School credit card(s) or failure to report damage, loss or theft may subject the Cardholder/User to financial liability and discipline.
10. If the Business Office identifies any inadvertent personal charges or unauthorized uses of the card, the card statement and all backup documentation will be forwarded to the Senior Director for review, or if such charges or uses are those of the Senior Director, to the Board Chairperson.
11. Purchases made using a credit or debit card are subject to the same approval thresholds and other procurement requirements as all other purchases.

Credit Card Purchasing

School credit cards may only be used for legitimate School business expenses and in accordance with relevant Board policies.

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1. Credit cards must only be used for transactions for which payment of check disbursement is not accepted or is impractical, such as transactions that would cause undue hardship to the School or the Cardholder/User.
2. School credit card usage includes the following types of expenses:
 - a. School services, including catering or advertising.
 - b. School supplies, including office supplies, educational supplies, and operation and maintenance supplies.
 - c. Travel, including transportation services, airfare, car rental expenses, or payments to a travel agency.
 - d. Payments to educational and charitable organizations, including Schools, colleges, vocational Schools and membership organizations.
 - e. Educational conferences and seminars.
 - f. Other expenses necessary for the education of students or for the continuous operations of the School as determined by the Senior Director.

Credit Card Reconciliation

1. A Cardholder/User will review the card statement to ensure it includes only their own approved charges.
2. The Business Office will verify that appropriate backup documentation has been provided for all charges on the card statement.
3. Any charges not made by the Cardholder/User will be identified and discussed with the Senior Director.
4. The Senior Director or designee will review charges and supporting documentation for each Cardholder/User's monthly statement before approving any payment.
5. For the Senior Director, the Board will review charges and supporting documentation.
6. All cardholders should report the loss or theft of their School credit or debit card immediately to the credit card company and the Administrator, even if the loss or theft occurs on a weekend or holiday. The Administrator will discuss any loss or theft with the Senior Director.

Exclusions

School credit cards must not be used for alcohol, cash advances, ATM, , money orders, jewelry or clothing, medical expenses, or payment of fines, auto tickets or penalties, bereavement or

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congratulatory related items like cards or flowers, unless prior written approval is received from the Senior Director, or in the case of the Senior Director, the Board Chairperson.

In no event shall a School credit card be used for a Cardholder/User's personal expenses.

Employees' Personal Credit Cards

Employees who use personal credit or debit cards to make unauthorized purchases will not be reimbursed. Authorized purchases for legitimate School business-related purchases will be reimbursed by a bank check upon receipt of appropriate documentation of the purchase in alignment with the School's policies for procurement, expenditures, and employee reimbursements.

Accounts Payable Checks

1. Charter Impact does not use pre-printed check stock to avoid the risk of theft.
2. When there is a need to generate a check, the Business Office will send appropriate approved documentation to Charter Impact. This is usually an approved invoice or Check Request Form.
3. Once approved by the Senior Director or designee, Charter Impact prepares the check based on the check authorization prior to obtaining the appropriate signature(s).
4. Checks may not be written to cash, bearer, or petty cash. Under no circumstance will any individual sign a blank check.
5. Charter Impact will record the check transaction(s) into the appropriate checkbook and in the general ledger.
6. Charter Impact will distribute the checks and vouchers as follows:
 - a. Original – mailed or delivered to payee
 - b. Duplicate or voucher – attached to the invoice and filed by vendor name by a Charter Impact accountant.
 - c. Cancelled Checks – maintained with the banking institution.
 - d. Voided checks will have the signature line cut out and will have VOID written in ink. The original check will be attached to the duplicate and forwarded to Charter Impact who will attach any other related documentation as appropriate.

Bank Reconciliations

Bank reconciliations will be prepared and performed by Charter Impact for all of the School's bank account transactions on a monthly basis.

1. Charter Impact will maintain view-only online access to School bank accounts and download the monthly bank activity/statement directly from the bank.
2. Once the statement is received, Charter Impact will examine all paid checks for date, name, cancellation, and endorsement.

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3. Any discrepancies regarding the paid checks or any checks over 90 days will be researched and if applicable deleted from the accounting system.
4. Charter Impact will compare the reconciled bank balance to the cash in the bank account and to the general ledger, immediately reporting any discrepancies to the Senior Director or designee.
5. The Senior Director or designee has the final review responsibilities to assure all procedures have been followed.

CASH RECEIPT MANAGEMENT

Cash Receipts Policies and Procedures

All departments receiving cash are designated as cash collection points. "Cash" may consist of currency, checks, money orders, credit card transactions, fed wires and electronic fund transfers.

Cash and Checks

All departments responsible for cash collection must maintain a clear separation of duties. An individual should not have responsibility for more than one of the cash handling components: receipt, deposit or reconciliation.

1. A secure area for processing and safeguarding funds received must be maintained and access restricted to authorized personnel.
2. Always issue a receipt in return for cash received from students, parents, or others. Be sure to include at a minimum: date cash received, amount received, purpose and initials/signature verification.
3. All cash collections require two signatures – the individual collecting and handling the money, and the individual recording the money.
 - a. Once verified, all cash will be immediately put into a lock box.
 - b. Under no circumstances will employees or students make disbursements from the un-deposited receipts. All cash or other receipts must be deposited with the bank, in total.
 - c. The lock box will be emptied at least two times per week, corresponding to days when deposits are made, unless deposit amounts total greater than \$6,000.
4. All checks should be made payable to Cabrillo Point Academy. Checks will be restrictively endorsed immediately upon receipt with "For Deposit Only" and placed in the lock box until they are ready to be deposited. Post-dated checks should not be accepted and will be returned to the check writer.
5. The Depositor (Executive Administrative Assistant) is responsible for making the deposit to the appropriate bank account.

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- a. Deposits totaling greater than \$6,000 must be deposited the next business day by the designated School employee. Un-deposited totals less than \$6,000 may be retained in the School's lock box until the next scheduled deposit made at least two times per week.
- b. A deposit slip will be completed by the Business Office. The deposit slip will be duplicated and documentation for all receipts (copy of check, letter, etc.) will be attached to the duplicate deposit slip.

Wire Transfers

Only the Senior Director or designee is permitted to initiate an outgoing wire transfer. All outgoing wire transfers shall be performed in-person at the bank or using the bank's secure website, and should include the Senior Director or designee as the secondary approver. Outgoing wire transfers shall not be issued unless the secondary approver is in-person at the bank and approves the transfer or logs on to the bank's secure website and approves the transfer electronically.

Returned Checks

The School should attempt to deposit returned checks a second time; if the check does not clear on the second attempt, the payment should be returned to the vendor and the general ledger account to which it was applied adjusted.

No check should be withheld from the deposit unless it is legally imperfect (i.e., no maker signature), in which case the Business Office should immediately contact the payer and discuss the best method to remedy the imperfect check. The School should never provide cash to any individual or organization in exchange for their personal checks.

Fundraising

Each fundraising activity must be approved by the Senior Director or designee. In order to be approved, the individual planning the fundraiser must submit a proposal in advance of the event so that all fundraising efforts may be coordinated.

The Senior Director or designee must appoint a School official (the "Supervising Official") for all fundraisers where cash or checks will be collected.

1. The Supervising Official will be responsible for collecting and holding all cash and checks for the purpose of the fundraising activity.
2. The Supervising Official will record each transaction in a receipt book at the time the transaction is made, with a copy of the receipt provided to the donor.
 - a. The cash, checks, receipt book, and deposit summary must be given to the School's Business Office by the end of the next School business day after the fundraising event.

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- b. Both the Supervising Official and the Business Office will count the deposit and verify the amount of the funds in writing.
- c. The Business Office will put the funds in a secure, locked location and follow the established cash handling procedures, detailed above.

PAYROLL

Payroll Services and Setup

Charter Impact prepares payroll checks, tax and retirement withholdings, tax statements, and performs other payroll support functions. The Senior Director will establish and oversee a system to prepare time and attendance reports and submit payroll check requests. The Senior Director or designee will review payroll statements each pay period to ensure that (1) the salaries are consistent with staff contracts and personnel policies and (2) the proper tax, retirement, disability, and other withholdings have been deducted and forwarded to the appropriate authority. All staff expense reimbursements will be on checks separate from payroll checks.

Upon hiring of staff, the Senior Director or designee will be responsible for the creation of a personnel file with all appropriate payroll-related documentation and completing or providing all of the items on the Employee Payroll Set-up/Change Form. Items include a federal I-9 form, tax withholding forms, retirement date, and an accounting of the use of sick leave and other leaves of absence.

Stipends

The Senior Director or designee will notify Charter Impact of all authorizations for approved stipends per the School's Compensation Policy [and other applicable School policies](#).

Payroll Processing

Payroll is processed within 10 days after the period in which it is earned for hourly employees. Hourly employees must submit signed time records within the School's time keeping system on a daily basis to verify appropriate hours worked, resolve absences, and monitor the number of hours worked. Hourly employees submit their time records to their immediate supervisor or the Senior Director for approval.

The designated School employee is responsible for providing Charter Impact with a Summary Report of timesheets processing.

Charter Impact will prepare the Payroll Master report based on the initial payroll summary report and provide it to the Senior Director or designee for review and approval.

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Senior Director or designee is responsible for reviewing the Payroll Master and submitting it to Charter Impact for final processing and payment.

1. Payroll checks are direct-deposited or mailed via USPS first-class mail.

Payroll, Taxes and Record Keeping

Charter Impact will prepare payroll check summaries, tax and withholding summaries, and other payroll tracking summaries based on the reporting submitted.

Charter Impact will also prepare the state and federal quarterly and annual payroll tax forms for income tax withholdings, Social Security and Medicare and submit the forms to the respective agencies on behalf of the School. Charter Impact will prepare the quarterly state returns for unemployment and disability, review the forms with the Senior Director, and submit the forms to the state on behalf of the School.

The designated School employee will maintain written records of all full time employees' use of sick leave, vacation pay, and any other leaves of absence.

1. The designated School employee will immediately notify the Senior Director or designee if an employee exceeds the accrued sick leave or vacation pay, or has any other unpaid absences.
2. The designated School employee will regularly reconcile sick leave and vacation pay accruals and use for all employees. The designated School employee will confirm the availability of accrued sick leave or vacation pay when approving and/or processing requests for paid time off.

Expense Reports & Reimbursements

Employees will be reimbursed, by a bank check, for legitimate and reasonable School--related purchases and expenses necessarily incurred in discharge of the employee's duties and in alignment with the School's procurement policies and ~~policies for expenditures and employee reimbursements~~the Expense Reimbursement Policy.

Senior Director expense reports must be approved by the Assistant Senior Director or Assistant Director and must always be submitted to Charter Impact for processing and payment.

~~In order to be eligible for reimbursement employees must follow the procedures noted below:~~

- ~~1. Fill out, print, and sign the official School reimbursement or expense form within two (2) months of the expense.~~
- ~~2. Attach backup documentation (i.e. itemized receipts, maps for mileage) to the form and make a copy of both the form and documentation for your personal records~~

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~~3. Submit the signed form with all documentation (i.e. receipts, maps to support mileage) to the employee's supervisor, Senior Director, or Assistant Senior Director and copy the Business Office on the email — accounting@missionvistaacademy.org~~

~~4. Employees will be reimbursed within fifteen (15) business days of the approval of the reimbursement or expense request.~~

~~Senior Director expense reports must be approved by the Assistant Senior Director or Assistant Director and must always be submitted to Charter Impact for processing and payment.~~

Guidelines for Reimbursement

Purchases

~~Employee must receive pre-approval from their supervising Director, Assistant Senior Director, or Senior Director prior to any purchase of food, supplies, and/or equipment.~~

Mileage

~~Mileage will be reimbursed at the government-mandated rate for the distance traveled per the following guidelines:~~

- ~~1. Mileage will only be reimbursed if the one-way mileage exceeds 25 miles for the following Enrichment Positions: Enrichment Specialist~~
- ~~2. Mileage will only be reimbursed if the one-way mileage exceeds 25 miles for the following Special Educational positions: Psychologists, School Nurses, Speech Pathologists, and Occupational Therapists.~~
- ~~3. Mileage for all other employees will only be reimbursed if the one-way mileage exceeds 100 miles.~~

~~Employees must provide a copy of a map(s) along with their reimbursement request to document the one-way mileage.~~

Travel

~~The Senior Director or designee must pre-approve all out of town travel.~~

~~Hotels—Employees will be reimbursed for overnight stays at hotels/motels when the event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Senior Director or designee.~~

~~Hotel rates should be negotiated at the lowest level possible, including the corporate, nonprofit or government rate if offered, and the lowest rate available at the time.~~

~~Meals—Employees will be reimbursed for any breakfast, lunch, or dinner that is not included as part of the related event. Meal reimbursements cannot exceed the established federal per diem rate and will require receipts for documentation purposes.~~

~~Employees cannot be reimbursed for alcoholic beverages.~~

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~~Employees will not be reimbursed for any hotel expenses of a personal nature (i.e., in-room movies or mini bar expenses).~~

Gratuities

~~Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.~~

CABRILLO POINT ACADEMY

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FINANCE AND FINANCIAL REPORTING

Financial Reporting

Charter Impact maintains supporting records in sufficient detail to prepare the School's financial reports throughout the year, including:

1. Annually
 - a. Financial statements for audit
 - b. Annual budget
 - c. Unaudited Actuals
 - d. 990 Income Tax Returns
2. Monthly
 - a. Trial balance
 - b. Statement of Financial Position
 - c. Budget vs. Actual Report
 - d. Monthly Forecast (cash-flow projection)
 - e. Monthly Check Register
 - f. Accounts Payable Aging
3. Periodically
 - a. IRS Forms 941 and payroll tax returns
 - b. Comparable State taxing authority returns
 - c. First and Second Interim Reports
 - d. Other reports as requested

Third Party Loans

The Senior Director and the Board will approve all loans from third parties. In the case of a long-term loan, approval may also be required from the charter-granting agency in accordance with the terms of the charter petition and/or other lenders in accordance with the loan documents.

Once approved, a promissory note will be prepared and signed by an Authorized Signer before funds are borrowed.

Fund Balance Reserve

A fund balance reserve will be maintained in compliance with 5 CCR § 15450, the school's charter, and any agreements with the charter authorizer. Charter Impact will provide the Senior Director with a Statement of Financial Position on a monthly basis. It is the responsibility of the Senior Director and the Board to understand the School's financial situation. It is the responsibility of the Senior Director to prioritize payments as needed.



2020-2021 Compensation Policy

Dedication to Non-discrimination

It is the policy of Cabrillo Point Academy 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 Senior 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

Certificated Definition:

For the purpose of this policy, certificated is defined as any position that requires a certificate and/or credential as defined by the California Teaching Commission (CTC).

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 5 (five) 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 Senior Director or designee.

The Senior 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-Bachelor degree units, if applicable. Course work is creditable for row placement and advancement if it is a course taken for credit at an accredited institution, reasonably related to the employee's assignment or future assignment, and posted as semester, quarter, or trimester units on an official transcript in the institution's graduate course number series
- 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 be 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 \$3,000 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 \$3,000 stipend in addition to current annual salary on the Salary.
- Proof of National Board Certificate (NBC) and Doctoral Degrees must be submitted by October 31 in order for stipend to be paid for that year. Any submission after October 31 will result in stipend for the following year.
- 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 Senior Director shall designate the individuals authorized to receive the signing bonus.
- The signing bonus must be approved by the Board.
- 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 Senior 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 Senior 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 Senior 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.
- Student stipends are paid per semester based on the teacher roster in the months of September and February.

Medical Opt-Out Stipend:

- Employees may elect not to enroll in any of the medical plans offered by the Charter School. The employee must certify that they have medical coverage for themselves and eligible dependents elsewhere that is comparable to one of the plans offered by the Charter School. They will receive an employer contribution of \$250 per month.

Stipend Chart

DESCRIPTION	AMOUNT	ELIGIBILITY	ELIGIBILITY START	PERIOD PAID
Lead Community Coordinator	\$12,000.00	Assigned Position: Paid to a certificated teacher who facilitates regular events for the Community Connections program	Eligibility starts at the beginning of the school year.	Paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
Student Support Coordinator	\$15,000.00	Assigned Position: Paid to certificated teachers who facilitate SST meetings	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
504 Coordinator	\$15,000.00	Assigned Position: Paid to certificated teachers who facilitate 504 meetings	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
Intervention Support Coordinator	\$15,000.00	Assigned Position: Paid to certificated teachers who facilitate direct instruction classes for students who are identified for tier 1, 2, and 3 intervention.	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
PD Coordinator	\$8,500.00	Assigned Position: Paid to a designated HST who applied and received the position to train new teachers	Eligibility starts at the beginning of the school year and once the coaching begins.	Paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
SPEU Lead Teacher	\$1,000.00	Assigned Position: Must be in a leadership role and an authority in compliance, training and support in the field of special education.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
Extended School Year (ESY)	\$3,500.00	Paid to special education teachers who provide services during ESY	Eligibility is earned after service has been completed from start date to end date.	Paid in 2 installments during each of the 2 pay periods of ESY.
Extra Student Stipend	\$100/month/student over required roster limit	If the Senior Director assigns additional students to the employee's full time load, the employee will receive \$100/month per student	Becomes eligible once their rosters surpass required roster limits.	Paid biweekly over the course of the student days of attendance. Will be prorated based on period of service during the school year.
National Board Certification (NBC)	\$3,000.00	Provided to teachers who have been awarded the National Board Certification	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.
Doctoral Degree Stipend	\$3,000.00	Provided to teachers who hold a doctorate degree	For current employees who obtain the certification before October 31 of the current school year.	Paid in 2 installments in December and in March. The total stipend amount will only be paid to current employees.
Medical Benefit Opt Out	\$3,000.00	Provided to teachers who opt out of Medical benefit coverage	Eligibility starts at the beginning of the school year.	\$125 paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
CHYA Stipend	\$2,500.00	Assigned Position: Paid to a certificated teacher to provide office hours and instruction/support with CHYA curriculum	Eligibility is earned after service has been completed from start date to end date.	Paid as a lump sum after completion of the work.
Phone/ Internet/ Utilities Stipend	\$600.00	Provided to all employees for work expense, including: phone, internet, and utilities costs	For all current employees. Eligibility starts at the beginning of the school year.	\$25 paid biweekly over 12 months; July - June. Will be prorated based on period of service during the school year.
Highly Qualified Teacher Extra Course Stipend	\$4,000.00	Provided to single subject credentialed teachers who teach additional coursework beyond a full load in ChoicePlus Academy or Edgenuity programs	Eligibility starts at the beginning of the school year and once the teaching begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
Student Achievement Coordinator	\$8,500.00	Assigned Position: Paid to a certificated teacher who supports data analysis and school improvement initiatives	Eligibility starts at the beginning of the school year and once the support begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.
High School Support Coordinator Academic Decathlon & Pentathlon Coach/Advisor	\$4,000.00- \$2500.00	Assigned Position: Paid to a certificated teacher to provide support and training with managing and advising high school students and requirements teach Academic Decathlon and Pentathlon courses and prepare students for competition.	Eligibility starts at the beginning of the school year and once the support begins.	Paid biweekly over 10 months of the student calendar. Will be prorated based on period of service during the school year.

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.

Cabrillo Point Academy
July 1 2020 -HST Teacher Table

PAY SCALE GROUP		PAY SCALE LEVEL									
Points*		1	2	3	4	5	6	7	8	9	10
A (Minimum)		\$58,240**	\$58,240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240
B (+ 14 points)		\$58,240**	\$58,240**	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,500
C (+ 28 points)		\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,860	\$63,000
D (+ 42 points)		\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,100	\$62,400	\$65,500
E (+ 56 points)		\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,300	\$62,400	\$64,600	\$68,000
F (+ 70 points)		\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$60,450	\$63,650	\$66,975	\$70,500
G (+ 84 points)		\$58,240	\$58,240	\$58,240	\$58,240	\$58,240	\$59,475	\$62,600	\$65,875	\$69,350	\$73,000
H (+ 98 points)		\$58,240	\$58,240	\$58,240	\$58,240	\$58,400	\$62,400	\$64,750	\$68,150	\$71,750	\$75,500

Additional Pay Scale Levels

(continued) H (+ 98 points)	11	12	13	14	H15	H20	H25	H30
	\$78,000	\$80,500	\$83,000	\$85,500	\$88,000	\$90,500	\$93,000	\$95,000

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an 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.

PAY SCALE GROUP		PAY SCALE LEVEL									
		1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240*	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
B (+ 14 points)	\$58,240**	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
C (+ 28 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
D (+ 42 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
E (+ 56 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
F (+ 70 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,650	\$63,700	\$66,900	\$70,225	\$73,750	\$78,750
G (+ 84 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250	\$81,250
H (+ 98 points)	\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750	\$83,750

	11	12	13	14
(continued)				
H				
(+ 98 points)	\$81,250	\$83,750	\$86,250	\$88,750

***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.

****During the rate-in-process for new hires Senior 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 Senior Director approval.

Cabrillo Point Academy
July 1, 2020 - SPED Teacher Salary Table

PAY SCALE GROUP		PAY SCALE LEVEL									
		1	2	3	4	5	6	7	8	9	10
Points*											
A (Minimum)		\$58,240	\$58,240	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950
B (+ 14 points)		\$58,240	\$58,860	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,945
C (+ 28 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$65,247	\$68,670
D (+ 42 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$64,419	\$67,853	\$71,395
E (+ 56 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$63,547	\$67,989	\$70,414	\$74,120
F (+ 70 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$59,950	\$62,566	\$65,891	\$69,379	\$73,003	\$76,845
G (+ 84 points)		\$59,950	\$59,950	\$59,950	\$59,950	\$61,585	\$64,828	\$68,234	\$71,804	\$75,592	\$79,570
H (+ 98 points)		\$59,950	\$59,950	\$59,950	\$60,495	\$63,656	\$67,035	\$70,578	\$74,284	\$78,208	\$82,295
Additional Pay Scale Levels											
		11	12	13	14						
(continued)		\$85,020	\$87,745	\$90,470	\$93,195						
H (+ 98 points)						H15	H20	H25	H30		
						\$95,920	\$98,645	\$101,370	\$103,550		

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

* Annualized salary includes **191** work days. The **191** work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an 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.

Points*	1	2	3	4	5	6	7	8	9	10
A (Minimum)	\$58,240*	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250
B (+ 14 points)	\$58,240**	\$58,240**	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,750
C (+ 28 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$63,110	\$66,250
D (+ 42 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$62,350	\$65,500	\$68,750
E (+ 56 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$61,550	\$65,625	\$67,850	\$71,250
F (+ 70 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$58,250	\$60,650	\$63,700	\$66,900	\$70,225	\$73,750
G (+ 84 points)	\$58,250	\$58,250	\$58,250	\$58,250	\$59,750	\$62,725	\$65,850	\$69,125	\$72,600	\$76,250
H (+ 98 points)	\$58,250	\$58,250	\$58,250	\$58,750	\$61,650	\$64,750	\$68,000	\$71,400	\$75,000	\$78,750

	11	12	13	14
(continued)				
H				
(+ 98 points)	\$81,250	\$83,750	\$86,250	\$88,750

H15	H20	H25	H30
\$91,250	\$93,750	\$96,250	\$98,250

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

*Annualized salary includes 196 work days. The 196 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

** Staff holding an 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.

Regional Coordinator Salary Schedule

Year 1	Year 2	Year 3	Year 4	Year 5	Year 6
\$80,000	\$82,000	\$84,000	\$86,000	\$88,000	\$90,000

RCs must hold a minimum of 18 students.

NBC or Doctorate Differential is \$3000 paid in two installments in December and March.

Annualized salary includes 201 work days, and team members may need to work additional days beyond the work calendar.

Annual salary advancements are not guaranteed and are subject to the charter's operational needs and/or budget approved the Charter Board.

**Cabrillo Point Academy
Certificated Support
July 1, 2020
Salary Schedule**

SCHOOL PSYCHOLOGIST AND PROGRAM SPECIALIST

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	81,088	84,088	88,293	92,709	97,342	102,209

SPEECH/LANGUAGE PATHOLOGIST

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	74,146	78,049	82,157	86,481	91,033	95,585

NURSE

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	70,512	74,038	77,340	81,227	85,288	89,552

OCCUPATIONAL THERAPIST

STEP	1-2	3-4	5-6	7-8	9-10	11-13+
Salary	70,688	74,387	78,302	82,423	86,761	91,327

NBC or Doctorate Differential is \$3000

* Based on 201 work days. The 201 work days is a minimum number of work days, and team members may need to work additional days beyond the work calendar.

**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.

Admin Salary Schedule

	Director Level 1	Director Level 2	Director Level 3	Assistant Director	HSSC
1	\$93,000	115,000	140,000	110,000	85,000
2	\$95,000	117,000	142,500	111,000	87,000
3	\$98,000	119,000	145,000	112,000	89,000
4	\$100,000	121,000	147,500	113,000	91,000
5	\$102,000	123,000	150,000	114,000	93,000
6	\$105,000	125,000	152,500	115,000	95,000
7	\$107,000	127,000	155,000	116,000	97,000
8	\$109,000	129,000	157,500	117,000	
9	\$111,000	131,000	160,000	118,000	
10	\$113,000	133,000	162,500	119,000	
11	\$115,000	135,000	165,000	120,000	
12	117,000	137,000	167,500	123,000	
13	119,000	139,000	170,000	125,000	
14	120,000	140,000	175,000	130,000	

Additional Supplement Bonus ("Supplement"):

The Senior Director may recommend a Supplement for teachers as set forth in this section.

- A Senior 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 Senior 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 Senior 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 Senior Director:
 - 1. The Senior 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. Part-time teachers are pre-approved for the hours according to the chart below. 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.

Regularly Enrolled Students

Number students enrolled	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19
Number of approved weekly hours	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29

- 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 Senior 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 Senior 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

Classified Pay Scale - 191

	A	B	C	D	E	F	G	H	I	J	K	L
Office Tech 1	\$15.024	\$15.385	\$15.745	\$16.226	\$16.707	\$17.308	\$17.788	\$18.269	\$19.471	\$20.637	\$21.274	\$21.550
Office Tech 2	\$18.029	\$18.510	\$19.111	\$19.591	\$20.072	\$20.673	\$21.274	\$21.875	\$22.467	\$23.077	\$23.798	\$24.519

1. New classified team members will be placed on this salary schedule based on:
 - a. Experience in their field of expertise
 - b. Education level, Degrees or Certificates
 - c. Comparable Industry Standard Compensation
2. 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.

Classified Pay Scale - 225

	A	B	C	D	E	F	G	H	I	J	K	L
Level Tech 1	\$15.024	\$15.385	\$15.745	\$16.226	\$16.707	\$17.308	\$17.788	\$18.269	\$19.471	\$20.637	\$21.274	\$21.550
Office Tech 2	\$18.029	\$18.510	\$19.111	\$19.591	\$20.072	\$20.673	\$21.274	\$21.875	\$22.467	\$23.077	\$23.798	\$24.519
Office Tech 3	\$19.231	\$19.832	\$20.433	\$21.034	\$21.635	\$22.296	\$22.957	\$23.678	\$24.399	\$25.120	\$25.750	\$26.250
Office Tech 4	\$24.038	\$24.760	\$25.481	\$26.322	\$27.043	\$27.885	\$28.726	\$29.567	\$30.409	\$31.250	\$31.850	\$32.500

1. New classified team members will be placed on this salary schedule based on:
 - a. Experience in their field of expertise
 - b. Education level, Degrees or Certificates
 - c. Comparable Industry Standard Compensation
2. 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.

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 Senior Director or designee. Some hard-to staff positions may be compensated out of the salary schedule as approved by the Senior 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 Senior 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 Cabrillo Point Academics, 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 Senior 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 Senior 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 Senior Director may recommend a Supplement for classified staff members as set forth in this section.

- A Senior 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 Senior 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 Senior 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 Senior Director:
 - 1. The Senior 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.

PAYROLL ADVANCE POLICY

POLICY BRIEF AND PURPOSE

Our payroll advance policy describes our terms for advancing pay to our employees as an emergency short-term loan.

SCOPE

This policy applies to all employees, with the exception of the Senior Director and officers of Cabrillo Point Academy. In addition, temporary employees with contracts that are less than one year will not be eligible for Payroll Advances.

POLICY ELEMENTS

"Payroll advance" refers to employees receiving a portion of their pay before their next normal payday.

This does not include any money paid to the employee for work-related expenses.

The School is not obliged to pay employees in advance and may choose to do so if employees have qualifying reasons.

CONDITIONS FOR REQUESTING A PAYROLL ADVANCE

Employees can ask for a pay advance if they:

- *Have been employed with the school for three consecutive months.*
- *Have not taken any other company-sponsored loan.*
- *Do not have any current negative evaluations or disciplinary actions.*

These conditions apply to all eligible employees without discrimination against protected characteristics.

Employees should have a legitimate reason to ask for advance pay, usually an unexpected or unavoidable occurrence. Examples of such reasons, although not conclusive, are for:

- *Family or personal emergencies (e.g. being victims of a robbery or fire, having to pay funeral fees)*
- *Hospital bills not covered by medical insurance*
- *Car repairs not covered by insurance*
- *To save a family home*

Examples of non-qualifying reasons, include but are not limited to:

- Taking a planned vacation
- Entertainment expenses
- Gambling
- Fines

PAYROLL ADVANCE TERMS

Subject to approval, the maximum advance pay may be up to \$5,000. If employees find themselves in need of more frequent or larger pay advances than they are allowed, they should discuss the situation with their Senior Director. The Senior Director may decide to make exceptions on a case-by-case basis.

We will deduct the amount of the advance pay from an employee's future paychecks. This may mean:

- Depending on the amount, deducting the full amount from their next paycheck.
- Repaying the amount in small installments out of a number of future paychecks.

The repayment terms must be in writing and signed by employees and will comply with applicable laws.

We will not charge any administrative fees or interest.

If an employee resigns or is terminated before they repay their payroll advance, HR, subject to approval by the Senior Director, is responsible for reaching a new agreement with the employee. Any relevant legal requirements (whether federal, state or local) must be followed.

PAYROLL ADVANCE AGREEMENTS

Employees who want to request a payroll advance should request a Payroll Advance form from HR. They

must:

- Indicate their reasons for filing the form.
- State the amount of money they want to receive in advance.
- Sign to accept this policy's terms.

This procedure must be followed:

1. Employees should submit the form to their Senior Director or their Supervisor, if the Senior Director is unavailable.
2. The Senior Director should first review the form. If they approve, they must sign the form and submit it to HR.
3. HR and the CFO or designee must also review the form and decide whether to grant the employee's request in consultation with the Senior Director. If they approve, HR must create an agreement form for the pay advance and repayment terms taking any applicable taxes into account. This agreement must be signed by HR, the CFO or designee and the employee and include relevant dates.
4. HR must forward the signed agreement to the accounting department. The accounting department will generally give employees their advance pay through check or bank transfer within a week, if possible, after receiving the form.

If the request is denied, the Senior Director must inform the employee.

The advance must be paid back within one year of the initial payment to the employee, subject to applicable law. If there is a problem with meeting the requirement then the employee must sign an agreement that moves them toward quickly meeting that requirement.

NOTICE TO BOARD

The Board must be informed by the Senior Director if an employee resigns prior to repaying their payroll advance.



Expense Reimbursement Policy

The School's policy is to reimburse its employees for all reasonable and necessary expenditures or losses incurred in direct consequence of the discharge of their duties.

Travel

A. Mileage

With current COVID-19 related restrictions and the virtual instruction platforms in place, most employees are not expected or required to travel in order to discharge any duties on behalf of the School. Accordingly, such employees are not eligible for travel reimbursements at this time (including, but not limited to, in-person attendance at conferences, mileage, etc.).

If the School requires an employee to drive their personal vehicles in the course and scope of their employment, the employee will be reimbursed for the reasonable and necessary expense of using their personal vehicle on behalf of the School. Such employees will receive a ~~monthly~~ reimbursement payment from the School for mileage expenses incurred after submitting an expense reimbursement form as set forth below. For those employees that are assigned to a worksite, the employee will receive a ~~monthly~~ reimbursement payment for mileage expenses incurred beyond the employee's normal commute to their assigned worksite. ~~For certain employees, if an assigned worksite is not available and the employee needs to travel to a different location, the employee will be paid for mileage in excess of the normal commute to the employee's assigned work site.~~

Employees will be paid for mileage reimbursement at the per mile rate amount designated by the Federal Internal Revenue Service at the time the miles are driven on behalf of the School. Employees are required to accurately submit a report of miles driven on behalf of the School within ~~—~~30 days of incurring the mileage.

If any employee believes that the mileage reimbursement that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal vehicle on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional mileage reimbursement.

B. Hotels, Meals and Gratuity

The Senior Director or designee must pre-approve all out of town travel which requires overnight stays.

1. Hotels - Employees will be reimbursed for overnight stays at hotels/motels when the event is more than 150 miles from either the employee's residence or the School site, or at the pre-approval of the Senior Director or designee.
 - a. Hotel rates should be negotiated at the lowest rate available at the time.
2. Meals - Employees will be reimbursed for any breakfast, lunch, or dinner that is not included as part of the related event. Meal reimbursements cannot exceed the established federal per diem rate and will require receipts for documentation purposes.
 - a. Employees cannot be reimbursed for alcoholic beverages.
 - b. Employees will not be reimbursed for any hotel expenses of a personal nature (i.e., in-room movies or mini bar expenses).
3. Gratuity - Employees are allowed to tip up to 18% of the subtotal cost, rounded up to the nearest dollar, when gratuity is customary for an approved expense (such as meals or taxi fares). Any incremental excess is the responsibility of the employee.

In order to be eligible for reimbursement employees must follow the procedures noted below:

1. Fill out, print, and sign the official School reimbursement or expense form within 30 days of the expense.
2. Attach backup documentation (i.e. receipts, maps for mileage) to the form and make a copy of both the form and documentation for your personal records
3. Submit the signed form with all documentation (i.e. receipts, maps to support mileage) to the employee's supervisor, Senior Director, or Assistant Senior Director and copy the Business Office on the email -- accounting@missionvistaacademy.org
4. Employees will be reimbursed^[A1] within fifteen (15) business days of the approval of the reimbursement or expense request.

Personal Cell Phones

Employees who are required to use their personal cell phones to perform work on behalf of the School will be provided a stipend to reimburse them for use of their personal cell phones. The School ~~has reviewed objective data regarding the range of costs for unlimited calls and data plans for personal cell phones and has~~ established a \$_____ \$10 monthly stipend amount based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expense incurred by employees in using their personal cell phones on behalf of the School.

Employees must submit proof of the applicable cell phone expense and supporting documentation on a quarterly basis (July-September, October – December, January – March, May-June). By the 15th day following each designated quarter, the employee should provide a signed reimbursement or expense form with the following items:

1. A signed statement affirming that the sum of each monthly stipend received during the preceding quarter accurately reimburses the employee for reasonable and necessary expense related to his/her personal cell phone use in the discharge of his/her duties and is not in excess of the expenses incurred.
2. Copies of the cover pages of monthly statements for applicable expenses incurred in the preceding quarter identifying the employee's name and address as well as the type and dollar amount of service.

If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal cell phone on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional cell phone reimbursement.

Internet Expenses

Employees who are required to use their personal internet access (WiFi) to perform work on behalf of the School will be provided a stipend to reimburse them for use of their personal internet access. The School has ~~reviewed objective data regarding the range of costs of internet plans and~~ established a \$_____ \$25 monthly stipend amount based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expense incurred by employees in using their personal internet access on behalf of the School.

Employees must submit proof of the applicable internet expense and supporting documentation on a quarterly basis (July-September, October – December, January –

March, May-June). By the 15th day following each designated quarter, the employee should provide a signed reimbursement or expense form with the following items;

1. A signed statement affirming that the sum of each monthly stipend received during the preceding quarter accurately reimburses the employee for reasonable and necessary expense related to his/her internet use in the discharge of his/her duties and is not in excess of the expenses incurred.
2. Copies of the cover pages of monthly statements for applicable expenses incurred in the preceding quarter identifying the employee's name and address as well as the type and dollar amount of service.

If any employee believes that the stipend that he or she receives from the School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred by the employee in using his or her personal internet access on behalf of the School, the employee must immediately report this expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional personal internet access reimbursement.

Utilities

Employees who are required to use some of their personal utilities (e.g. electricity) while performing remote work on behalf of the School may receive a stipend for reimbursement of the employee's use of their personal utilities. The School has ~~reviewed objective data regarding the range of costs for utilities and~~ established a ~~\$_____~~ \$15 utilities stipend per month based on its good faith belief that the stipend will more than fully reimburse employees for any reasonable and necessary expense incurred in using some of their personal utilities while performing work on behalf of the School.

Employees must submit proof of the applicable utilities expenses and supporting documentation on a quarterly basis (July-September, October – December, January – March, May-June). By the 15th day following each designated quarter, the employee should provide a signed reimbursement or expense form with the following items;

1. A signed statement affirming that the sum of each monthly stipend received during the preceding quarter accurately reimburses the employee for reasonable and necessary expense related to his/her personal utilities use in the discharge of his/her duties and is not in excess of the expenses incurred.
2. Copies of the cover pages of monthly statements for applicable expenses incurred in the preceding quarter identifying the employee's name and address as well as the type and dollar amount of service.

If an employee believes that the stipend provided by School is insufficient to reimburse the employee for all reasonable expenses necessarily incurred in using their personal utilities on behalf of School, the employee must immediately report this

expense issue to the School's Human Resources Department. Employees will be required to submit documentation to support any request for additional utilities reimbursement.

****Please note that the School may establish varying stipend amounts for personal cell phones, internet expenses and utilities based on multiple factors such as the workload, part-time or full-time status of the employee and other relevant factors.**

Other Expenses

With the exception of those certain employees who are required to use their personal vehicles, cell phones, internet access and utilities during the course and scope of their employment for the School, it is the School's policy to provide its employees with all necessary equipment and supplies to perform their duties on behalf of the School. The School does not require employees to purchase any additional equipment in order to perform work for the School. If any employee believes that additional equipment is reasonable and necessary to perform his or her duties on behalf of the School, the employee must immediately notify the School's Human Resources Department.

- Office Supplies

The School will issue employees gift cards to an office supply vendor on a per semester basis for the purchase of ink (if applicable), paper, miscellaneous desk supplies (e.g. staplers, paper clips, writing utensils and file folders) and/or stamps/mailling charges for School related correspondence. Any other items outside these categories must be pre-approved by the employee's supervisor before an employee purchases any other item using the School issued gift card. Employees must submit receipts for all purchases used with the gift card directly to Human Resources at the end of each semester. To the extent an employee believes additional funds in excess of the gift card are reasonable and necessary to perform his or her job during the applicable semester and/or an employee incurs reasonable and necessary expenses, the employee must immediately notify the Human Resources Department.

If employees choose to purchase additional equipment or supplies without written authorization from the School, such expenses would not be reasonable or necessarily incurred in connection with work for the School. Those expenses would be optional expenses that employees voluntarily elect to incur and not reasonably necessary expenditures incurred by employees in direct consequence of the discharge of their duties for the School.

If, however, an employee believes that he or she has been required to incur any unexpected necessary and reasonable expense in order to perform his or her duties on behalf of the School, the employee should immediately report that expense to the School's Human Resources Department. Employees will be required to submit documentation to support any request for reimbursement of such expenses.

Reporting

If any employee believes that he or she has not been fully reimbursed for all reasonable and necessary expenses he or she has been required to incur while working for the School, the employee should immediately inform the School's Human Resources Department. All reports of possible inadequate reimbursement will be promptly reviewed, including a review of all of the employee's expense related records and receipts. If, as a result of the review, it is determined that the employee has been inadequately reimbursed for actual and necessary business expenses, the School will promptly reimburse the employee, in full, for all actual, reasonable, and necessary business-related expenses incurred. It is every employee's responsibility to keep accurate records and receipts of all business related expenses for the purpose of requesting reimbursement.

There will be no retaliation against any employee who reports an expense reimbursement issue in good faith or who honestly assists in reviewing such an issue, even if the review produces insufficient evidence that there has been a violation.

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. Resource Allocation. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. Standard of Conduct. 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's 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. Compliance. 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. Continual Improvement. 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 and upon parental consent.
- 1.7. Documentation. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. Local and Allocation Plans. 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 Programs and Services. 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 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 insure their effectiveness and applicability, and insure 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. Fiscal Responsibilities. 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. Restricted Funds. 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. Membership Responsibilities. 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. Management Decisions. 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. Participation. 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. Indemnification and Hold Harmless. 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 **Services.** 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 ~~Quality Assurance Process~~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. **Governance.** 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. Data Reporting. Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.
- 3.4. Public Meetings. Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.
- 3.5. Fiscal Responsibilities. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.
- 3.6. Indemnification and Hold Harmless. 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. Authority and Capacity. The Parties have the authority and capacity to enter into this agreement.
- 7.2. Full Disclosure. 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. No Conflicts. Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. Enforceability. 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

Date

Signature of CEO of Charter LEA

[PRINT CEO Name, Title]

EL DORADO COUNTY OFFICE OF EDUCATION

Date

Ed Manansala, Ed.D., Superintendent
El Dorado County Office of Education

Date

David M. Toston, Associate Superintendent
SELPA Programs
El Dorado County Office of Education



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. Resource Allocation. Parties shall demonstrate commitment to the promises set forth in this Agreement by allocating appropriate resources.
- 1.2. Standard of Conduct. 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. Compliance. 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. Continual Improvement. 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. Documentation. Parties shall maintain documentation necessary to demonstrate compliance with this Agreement and compliance with applicable state and federal statutes and regulations.
- 1.8. Local and Allocation Plans. 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 **Programs and Services.** 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. **Fiscal Responsibilities.** 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. **Restricted Funds.** 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. Membership Responsibilities. 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. Management Decisions. 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. Participation. 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. Indemnification and Hold Harmless. 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 Services. 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. Governance. 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. Data Reporting. Establish and maintain methods, timelines and forms to submit required federal, state and SELPA reports.
- 3.4. Public Meetings. Schedule public meetings for purposes of governance activities and adopting the Annual Service Plan and Budget Plan.
- 3.5. Fiscal Responsibilities. Receive, distribute, and oversee the expenditure of special education funds in accordance with federal and state regulations and the SELPA Allocation Plan.
- 3.6. Indemnification and Hold Harmless. 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. Authority and Capacity. The Parties have the authority and capacity to enter into this agreement.
- 7.2. Full Disclosure. 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. No Conflicts. Neither party is under any restriction or obligation that may affect the performance of its obligations under this agreement.
- 7.4. Enforceability. 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

Date

Signature of CEO of Charter LEA

[PRINT CEO Name, Title]

EL DORADO COUNTY OFFICE OF EDUCATION

Date

Ed Manansala, Ed.D., Superintendent
El Dorado County Office of Education

Date

David M. Toston, Associate Superintendent
SELPA Programs
El Dorado County Office of Education

LOCAL PLAN

Section B: Governance and Administration

SPECIAL EDUCATION LOCAL PLAN AREA



California Department of Education

Special Education Division

January 2020

SELPA El Dorado Charter SELPA

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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.

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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

SELPA Fiscal Year

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.

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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.

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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.

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- 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.

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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

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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, section 1414(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

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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.

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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. Free Appropriate Public Education: 20 USC Section 1412(a)(1)

Policy/Procedure Number: Document Title: Document Location:

"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 ☐ No

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

Policy/Procedure Number: Document Title: Document Location:

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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:

☒ Yes ☐ No

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

Policy/Procedure Number:

Document Title:

Document Location:

"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:

☐ Yes ☒ No

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

SELPA Fiscal Year **4. Individualized Education Program (IEP) and Individualized Family Service Plan (IFSP):
20 USC Section 1412(a)(4)**Policy/Procedure Number: Document Title: Document Location:

"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:

☐ Yes ☒ No

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: Document Title: Document Location:

"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

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services cannot be achieved satisfactorily." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

6. Procedural Safeguards: 20 USC Section 1412(a)(6)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children with disabilities and their parents shall be afforded all procedural safeguards according to state and federal laws and regulations." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

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

In order to protect the rights of students with disabilities, the Charter LEA shall follow all procedural safeguards as required by law. Parents/guardians shall receive written notice of their rights in accordance with law, Board policy, and administrative regulation.
Note: Education Code 56195.8 authorizes the policy to include provisions for involving Charter LEA Board members in any due process hearing procedure activities.

7. Evaluation: 20 USC Section 1412(a)(7)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that a reassessment of a child with a disability shall be conducted at least once every three years or more frequently, if appropriate." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

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

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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:

Document Title:

Document Location:

"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:

☐ Yes ☒ No

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)

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Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that children participating in early intervention programs under the Individuals with Disabilities Education Act (IDEA), Part C, and who will participate in preschool programs, experience a smooth and effective transition to preschool programs in a manner consistent with 20 *USC* Section 1437(a)(9). The transition process shall begin prior to the child's third birthday."The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

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

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.

10. Private Schools: 20 *USC* Section 1412(a)(10)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to assure that children with disabilities voluntarily enrolled by their parents in private schools shall receive appropriate special education and related services pursuant to LEA coordinated procedures. The proportionate amount of federal funds will be allocated for the purpose of providing special education services to children with disabilities voluntarily enrolled in private school by their parents." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

11. Local Compliance Assurances: 20 *USC* Section 1412(a)(11)

Policy/Procedure Number:

Document Title:

Document Location:

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"It shall be the policy of this LEA that the local plan shall be adopted by the appropriate local board(s) (district/county) and is the basis for the operation and administration of special education programs, and that the agency(ies) herein represented will meet all applicable requirements of state and federal laws and regulations, including compliance with the IDEA; the Federal Rehabilitation Act of 1973, Section 504 of Public Law; and the provisions of the California *EC*, Part 30." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

12. Interagency: 20 USC Section 1412(a)(12)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that interagency agreements or other mechanisms for interagency coordination are in effect to ensure services required for free appropriate public education are provided, including the continuation of services during an interagency dispute resolution process." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

13. Governance: 20 USC Section 1412(a)(13)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to support and comply with the provisions of the governance bodies and any necessary administrative support to implement the local plan. A final determination that an LEA is not eligible for assistance under this part will not be made without first affording that LEA with reasonable notice and an opportunity for a hearing through the State Education Agency." The policy is adopted by the SELPA as stated:

☐ Yes ☒ No

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

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14. Personnel Qualifications

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to ensure that personnel providing special education related services are appropriately and adequately prepared and trained, and that those personnel have the content knowledge and skills to serve children with disabilities. This policy shall not be construed to create a right of action on behalf of an individual student for the failure of a particular LEA staff person to be highly qualified or to prevent a parent from filing a State complaint with the California Department of Education (CDE) about staff qualifications." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

15. Performance Goals and Indicators: 20 USC Section 1412(a)(15)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to comply with the requirements of the performance goals and indicators developed by the CDE and provide data as required by the CDE." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

16. Participation in Assessments: 20 USC Section 1412(a)(16)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that all students with disabilities shall participate 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

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stated:

☒ Yes ☐ No

17. Supplementation of State, Local, and Federal Funds: 20 USC Section 1412(a)(17)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide assurances that funds received from Part B of the IDEA will be expended in accordance with the applicable provisions of the IDEA, and will be used to supplement and not to supplant state, local, and other federal funds." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

18. Maintenance of Effort: 20 USC Section 1412(a)(18)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA that federal funds will not be used to reduce the level of local funds and/or combined level of local and state funds expended for the education of children with disabilities except as provided in federal laws and regulations." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

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

Policy/Procedure Number:

Policy/Procedure Title:

Document Location:

"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

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comply with Part B of the IDEA." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

20. Suspension and Expulsion: 20 USC Section 1412(a)(22)

Policy/Procedure Number:

Document Title:

Document Location:

"The LEA assures that data on suspension and expulsion rates will be provided in a manner prescribed by the CDE. When indicated by data analysis, the LEA further assures that policies, procedures, and practices related to the development and implementation of the IEPs will be revised." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

21. Access to Instructional Materials: 20 USC Section 1412(a)(23)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to provide instructional materials to blind students or other students with print disabilities in a timely manner according to the state-adopted National Instructional Materials Accessibility Standard." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

22. Over-identification and Disproportionality: 20 USC Section 1412(a)(24)

Policy/Procedure Number:

Document Title:

Document Location:

"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:

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☒ Yes ☐ No

23. Prohibition on Mandatory Medicine: 20 USC Section 1412(a)(25)

Policy/Procedure Number:

Document Title:

Document Location:

"It shall be the policy of this LEA to prohibit school personnel from requiring a student to obtain a prescription for a substance covered by the Controlled Substances Act as a condition of attending school or receiving a special education assessment and/or services." The policy is adopted by the SELPA as stated:

☒ Yes ☐ No

Administration of Regionalized Operations and Services

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:

Document Title:

Document Location:

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

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Description:

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).

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.

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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

Document Location:

<https://charterselpa.org/governance/>
<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

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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 be 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 §

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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

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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)

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3. Coordinated system of procedural safeguards:

Reference Number: CEO Administrative Regulation 4 and Procedural GuideDocument Title: Procedural Safeguards and Complaints for Special EducationDocument 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 §§ 56501 et. 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

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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 LEA 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

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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

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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,

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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. state-adopted student content standards and frameworks; and c. research-based 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.

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

Reference Number:

Document Title:

Document Location:

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

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)).
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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: Document Title: Document Location:

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

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Description:

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

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

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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

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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:

Document Title:

Document Location:

Description:

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.

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

Reference Number:

Document Title:

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Document Location:

Description:

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)

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

Reference Number:

Document Title:

Document Location:

Description:

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.

12. Fiscal and logistical support of the CAC:

Reference Number:

Document Title:

Document Location:

Description:

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

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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/>

Description:

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' individual needs and the continuum of placements [Hopkinton (MA) Pub. Schs., 108 LRP 41626 (OCR 2007)].
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.

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

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Description:

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))

15. Assurance of full educational opportunity:

Reference Number:

Document Title:

Document Location:

Description:

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 CFR 300.109)

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:

Document Title:

Document Location:

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Description:

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 state 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.

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/>

Description:

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

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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/
Description:	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/
Description:	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 El 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

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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:

Document Title:

Document Location:

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:

Document Title:

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Document Location:

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

Description:

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 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

Document Title:

Nonpublic, Nonsectarian School and Agency Services for Special Education

Document Location:

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

Description:

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

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<p>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.)</p>

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

Description:

<p>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</p>
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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)

2020-2021 Staff Calendar



July 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 2020						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 2020						
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October 2020						
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November 2020						
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29	30					

December 2020						
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27	28	29	30	31		

Staff Professional Development	
Aug 3-4	Professional Development
Sep-May	Meetings

School Year Dates	
Aug 3	Teachers Return Back to Work
Aug 17	School Begins
Jan 8	Last Day of 1st Semester
May 28	Last Day of School
June 8-July 5	Extended School Year

School Calendar: 08/17-05/28	
Teacher Work Days	
191 Days	Aug - Jun
191 Days	Total Work Days

Instructional Days	
88 Days	Semester 1
87 Days	Semester 2
175 Days	Total Instructional Days

Holidays	
Jul 03 - July 04	Independence Break
Sep 07	Labor Day
Nov 11	Veterans Day
Nov 23 - 27	Thanksgiving Break
Dec 21 - Jan 01	Winter Break
Jan 18	Martin Luther King Day
Feb 15	Washington's Birthday
Feb 16	Lincoln's Birthday
Feb 17-19	School Recess
Apr 2	School Recess
Apr 16-23	Spring Break
May 31	Memorial Day

School Accountability	
Every LP	Attendance Logs
Every LP	Student Conference
Twice a Semester	Work Samples
LP 1, 3, 5, 7	Upload Work Samples

January 2021						
S	M	T	W	T	F	S
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24	25	26	27	28	29	30
31						

February 2021						
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28						

March 2021						
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28	29	30	31			

April 2021						
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May 2021						
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23	24	25	26	27	28	29
30	31					

June 2021						
S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Assessment Windows	
Feb-Mar	PFT Testing
Mar-May	CAASPP Testing

 School Closed

 Teacher In-service

 Extended School Year

 First & Last Day of School



Cabrillo Point Academy

13915 Danielson St #200, Poway, CA 92064

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Community Advisory Committee Representative

What is the El Dorado SELPA CAC?

El Dorado Charter SELPA's Community Advisory Committee (CAC) is a group formed to advise the Charter SELPA about the Special Education Local Plan, annual priorities, parent education, and other special education-related activities. The CAC is designed to be a dynamic collaborative partnership of educators, parents, and community members.

The CAC holds three business meetings annually to address topics of interest to families of children with disabilities and gather information to advise our Special Education Local Plan. Primary functions are: build communication between schools, parents and related agencies; encourage community and parental involvement in the development, review, and implementation of the Local Plan; support activities on behalf of individuals with exceptional needs; provide families with an opportunity to share resources and support. Each LEA is entitled to have one CAC representative who would serve on the Committee for 2 years. A CAC representative must be appointed and approved by their Charter School's governing board.

Why does Cabrillo Point Academy (CPA) need a CAC representation?

CPA would like to extend its parent outreach to the SELPA level and provide CPA parents with direct interaction and resources available through the SELPA such as: accessing related agencies; encouraging community and parental involvement in the development, review, and implementation of the Local Plan; supporting activities on behalf of individuals with exceptional needs; and providing families with an opportunity to share resources and support.

Proposed CPA parent representatives:

[Cabrillo Point Academy](#)

Tara Long

taraeflong@hotmail.com

619-550-4324

Short Bio About This Candidate

My name is Tara Long and I am blessed to be a Special Education teacher at Cabrillo Point Academy. I currently live in Coronado, California, but am originally from Jacksonville, Florida. My husband is active-duty Navy, so we've had the privilege to live all over the United States. We've been in California since June of 2019 with our two children, a 10 year-old boy and a 7 year-old girl, who both attend Cabrillo Point



Cabrillo Point Academy

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Academy. I graduated from Florida State University with a Finance degree and an MBA, but always knew that teaching was my calling.

I started my teaching career as a 7th grade Language Arts teacher for a few years. Each year, two of my five classes were Special Education Inclusion classes. This introduction to SPED impacted me greatly and ultimately changed the trajectory of my career. From this experience, and from supporting students in Special Education classes at my son's elementary school, my passion for working with students with disabilities blossomed. When we moved to California last summer, I began looking for a position as a Special Education teacher, as my daughter was starting Kindergarten and I knew that the time was right. I was so blessed to find a position with Inspire Charter Schools, working as a Special Education teacher.

I am grateful to be considered to represent Cabrillo Point Academy on the Community Advisory Committee.



Sale and Disposal of Surplus Personal Property Policy

The Chief Executive Officer (Senior Director) may dispose of surplus, obsolete or personal property of nominal value through any of the following methods:

1. The Chief Executive Officer or designee may advertise for bids by posting and publishing public notices and sell the property to the highest responsible bidder or shall reject all bids. Property for which no qualified bid has been received may be sold, without further advertising.
2. The property may be sold by means of a public auction conducted by employees, employees of other schools, public agencies or nonprofit organizations, or by contract with a private auction firm.
3. The property may be disposed of without advertising under any of the following conditions:
 - a. The property is sold to federal, state, or local government, to any other school district, or to any nonprofit public benefit corporation or charitable entity, and the sale price equals the value of the property plus the cost of disposal.
 - b. If the Chief Executive Officer determines that the value of the property is insufficient to defray the costs of arranging a sale or auction, the property may be donated to any public or charitable organization or offered to employees.
4. In all cases, the property shall be offered "as is," without any warranty, and buyers or donees must agree to waive all claims with respect to the condition or utility of the property.
5. Property not suitable for sale or donation may be destroyed or otherwise disposed of by any economical means.



Promotion, Acceleration and Retention Policy

Cabrillo Point Academy 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 Cabrillo Point Academy 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

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

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 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~~ during the first semester. If a student is promoted ~~at the end of~~ during 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~~ during the 1st semester.

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

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 gradelevelhelp@inspireschools.org cabrillopointacademy.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
1. 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: **SST meeting **Academic screenings **Multi-tiered Systems of Supports, includes Tier, 1, Tier 2, and Tier 3 intervention **Curriculum intervention	Teacher – April 15th March 1st
3.4. Team meets to make recommendations regarding grade placement of student for the next school year. Factors: **Teacher Recommendation **Parent analysis **Grades **Test Data – Benchmark, SBAC, assessments **Cumulative Record	Teacher/Academic Team-May
5. School Administrator makes decision and informs parent or guardian.	School Administrator; Before the school 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.

It is the policy of The Charter School, pursuant to Education Code 220-221.1, that no person on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status or physical, mental, emotional or learning disability shall be discriminated against.

- 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.



Grade Appeal Policy

Parents/guardians and students are encouraged to take an active role in monitoring academic progress, including grades. If there is a concern about a grade on a specific assignment, the parent/guardian or student should reach out to the teacher of the course.

The final semester grade for each course will be determined by the teacher of the course. The parent/guardian may appeal a semester grade based only on the following grounds:

1. Mistake
2. Bad Faith

To appeal a semester grade, the parent/guardian must take the following steps within sixty (60) calendar days of the end of the semester:

1. Submit a request for grade change to the teacher of the course.
 - a. The request must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
2. The teacher will take the following steps:
 - a. Should the teacher agree to change the grade, the teacher will notify the parent/guardian in writing of the new grade, and the change will be made in the student's official record within ten (10) school days of the receipt of the grade appeal.
 - b. Should the teacher not agree to change the grade, the teacher will notify the parent/guardian, Director of High School, and School Principal of the decision within ten (10) school days of the receipt of the grade appeal.

Parents/guardians may appeal a teacher's decision to school administration, or submit an appeal directly to administration if the teacher is no longer employed by the school. This appeal must be submitted within ten (10) days of the date of the teacher's written decision or, if the teacher is no longer employed by the school during the sixty (60) days after the end of the semester, within that sixty (60) day timeframe.

1. The parent/guardian will submit a written request to the Director of High School or School Principal.
 - a. The written appeal must include specifically how the grade reflects a mistake or bad faith. Any supporting documentation should be included with the appeal.
2. The Director of High School or School Principal shall request any additional supporting information from all involved parties, and schedule a phone meeting with the parent/guardian.
3. The Director of High School or School Principal will inform the parent/guardian of the result of the appeal. This notice will be sent in writing (email) within fifteen (15) school days of the receipt of the grade appeal.