Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Regular Scheduled Board Meeting
Blue Ridge Academy
May 18, 2020 – 6:00 pm
1740 Huntington Dr. #205
Duarte, CA 91010

Through Teleconference
Join Zoom Meeting
https://zoom.us/j/8425998091

Meeting ID: 842 599 8091

Dial by your location
+1 669 900 6833 US (San Jose)
Meeting ID: 842 599 8091
Find your local number: https://zoom.us/u/aItkI693v

AGENDA

1. Call to Order
2. Approval of the Agenda
3. Public Comments
4. Executive Director's Report
   a. PPP Updates
   b. 2020-2021 Enrollment Updates
   c. Graduation Updates
5. Discussion and Potential Action on the April Board Meeting Minutes and May Special Board Meeting Minutes
6. Discussion and Potential Action on the April Financials
7. Discussion and Potential Action on the COVID-19 Plans (Executive Order: N-56-20 Operations Written Report)
8. Discussion and Potential Action on the Invoices over $100,000

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

9. Discussion and Potential Action on the Inspire Charter Services Service Agreement
10. Discussion and Potential Action on the Charter Tech Services Proposal
11. Discussion and Potential Action on the Procurify Proposal
12. Discussion and Potential Action on the School Pathways Proposal
13. Discussion and Potential Action on the Confirmation of Retention of Counsel – Engagement Letter
14. Discussion and Potential Action on the 2020-2021 Stipends
15. Discussion and Potential Action on the Suicide Prevention Policy
16. Discussion and Potential Action on the Suspension and Expulsion Policy
17. Discussion and Potential Action on the Educational Vendor Policies and Procedures
18. Discussion and Potential Action on the Vendor Agreements
19. Discussion and Potential Action on the Field Trip Policy
20. Discussion and Potential Action on the Withdrawal Policy
21. Discussion and Potential Action on the Teacher Certification Policy
22. Discussion and Potential Action on the Board Resolution – High School Graduation Requirements 2020 – 6
23. Discussion and Potential Action on the Executive Director Evaluation Process and Timeline
24. Board of Director's Requests
25. Announcement of Next Regular Scheduled Board Meeting
26. Adjournment

Public comment rules: Members of the public may address the Board on agenda or non-agenda items through the teleconference platform, zoom. Zoom does not require the members of the public to have an account or login. 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. 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 district staff or calendar the issue for future discussion.

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Note: Blue Ridge 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)).

Blue Ridge Academy
DRAFT - PERFORMANCE EVALUATION REPORT: 2019-2020
Co- Principal - (INSERT NAME)

As outlined in the principal's's contract, the Board and Principal's will commit to writing those areas that are the responsibilities of the Principal's by the Board meeting in (INSERT MONTH). The Board will provide a final evaluation by (INSERT DATE). Please circle or **Bold** your individual ratings on the items listed below. Write comments for item as needed. **Please submit your completed form or email to the Board President by (INSERT DATE) to be ready for our (INSERT BOARD MEETING DATE) Board Meeting closed session conference.**

RATING DEFINITION
3. Performance exceeds expectations and is professional, effective, and of high quality.
2. Performance meets expectations.
1. Performance is **not** at the level expected for Principal's. Improvement is needed. Comment Needed.

AREA EVALUATED	INDICATORS	COMMENTS AND SUGGESTIONS
1. Duties Related to Board: 1.1 Advises and makes recommendations to the Board when necessary for new or revised Board polices.	1 2 3	
1.2 Submits to the Board recommendations relative to all matters requiring Board Action, together with materials needed for informed decisions.	1 2 3	
1.3 Reports periodically on all the Charter School operations.	1 2 3	
1.4 Conducts special studies requested by the Board.	1 2 3	
1.5 Secures legal opinions when needed.	1 2 3	
1.6 Submits Staff members' communications to the Board at regular Board meetings.	1 2 3	
1.7 As secretary to the Board, prepares the agenda, minutes of meetings, handles correspondence, records, contracts, securities and other documents.	1 2 3	
1.8 Anticipates and communicates needs of the Charter School.	1 2 3	
1.9 Communicates with Board in an open, honest style and based on Board Policies and legal standing.	1 2 3	
2. Duties Related to Staff: 2.1 Coordinates the work of all schools and departments.	1 2 3	
2.2 Directs the employment and assignments of administrative/management staff and coordinates staff activities.	1 2 3	
2.3 Selects and recommends to the Board the best qualified and most competent candidate for employment per law and affirmative action plans.	1 2 3	
2.4 Advises the Board regarding the leave, classification, retirement, resignation, promotion, suspension or dismissal of the Charter School employees.	1 2 3	
2.5 Assigns personnel within the the Charter School in accordance with Board Policy.	1 2 3	
2.6 Arranges for the evaluation of each staff member and identifies appropriate opportunities for continued professional development.	1 2 3	
2.7 Maintains appropriate channels of communication to inform staff about relevant laws, policies, procedures, improvements, and welfare of school.	1 2 3	

AREA EVALUATED	INDICATORS	COMMENTS AND SUGGESTIONS
3. Duties Related to Students and the Educational Program: 3.1 Principal's enforces compulsory attendance laws.	1 2 3	
3.2 Continuously observes the instructional program in schools and provides the Board with regular evaluations of the Charter School programs and student progress.	1 2 3	
3.3 Together with staff, studies the curriculum and makes recommendations to the Board regarding the courses of study, major changes in texts and schedules, and potentially sound innovative programs.	1 2 3	
3.4 Apprises the Board of contemporary educational practices and related legislative issues.	1 2 3	
3.5 Under appropriate circumstances, recommends to the Board student suspensions or expulsions.	1 2 3	
3.6 Prepares implementation plans for school academic improvement (WASC, Single School Plans…) for Board approval.	1 2 3	
4. Duties Related to Non-Instructional Operations: 4.1 Seeks and identifies sources of income and funding.	1 2 3	
4.2 Maintains and updates adequate census, business, property and personnel records.	1 2 3	
4.3 Submits to the Board periodic financial and budgetary reports which identify the the Charter School's outstanding obligations.	1 2 3	
4.4 Annually prepares and submits to the Board the Charter School budget that relates the Charter School priorities for the upcoming year and multiyear projections, revises this year's budget or takes other related action as the Board designates.	1 2 3	
4.5 Approves all expenditures in accordance with Board Policy and within Board-approved appropriation limits.	1 2 3	
4.6 Makes recommendations to the Board regarding the maintenance, safety, improvement and /or expansion of school facilities, sites, equipment, and transportation services.	1 2 3	
4.7 Develops instructions and regulations governing the use and care of school properties for school purposes.	1 2 3	
5. Duties Related to the Community: 5.1 Represents and advocates for the Charter School in relationships with city, county and state governments, private agencies, and the school community.	1 2 3	
5.2 Sees that the community is informed about school matters.	1 2 3	
5.3 Participates in appropriate community organizations and functions to obtain support for the attainment of the Charter School goals.	1 2 3	
5.4 Deals with complaints against the schools and resolves controversies between employees and students or parents/guardians. Brings formal written complains to Board.	1 2 3	

AREA EVALUATED	INDICATORS	COMMENTS AND SUGGESTIONS
6. Duties Related as the Principal / Site Adminstrator: 6.1 Conducts day-to-day operations as principal and adminstrator as needed.	1 2 3	
7. Yearly Goals and Objectives: 7.1 Demonstrated results with accomplished yearly goals and objectives. Goals and objectives are met or an acceptable rationale is provided. Ability to plan future goals and objectives based on identified needs.	1 2 3	
OVERALL RATING: Serves as Chief Executive Officer of Blue Ridge Academy and performs duties in a professional and effective manner.	1 2 3	
Comments:		

Principal's's signature_____ **Date**_____

Board Member' signature_____ **Date**_____

Board President's signature_____ **Date**_____

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Regular Scheduled Board Meeting - Blue Ridge Academy
April 20, 2020 – 6:00 pm
1740 Huntington Dr. #205, Duarte, CA 91010

Attendance: Jessie Maron, Nicole Zolfo, Arlene Nelson, May Hampton, Nikolette Sanchez – Teleconference
Absent: None
Also Present: Bryanna Brossman, Samantha Haynes – Teleconference

Call to Order:

Jessie Maron called the meeting to order at 6:07 pm.

Approval of the Agenda:

May Hampton motioned to approve the agenda. Jessie Maron seconded.
-Unanimous

Public Comments:

None

Closed Session – Conference with Legal Counsel – Anticipated Litigation:

Jessie Maron motioned to enter Closed Session at 6:11 pm. Nikki Sanchez seconded.
-Unanimous

Jessie Maron motioned to enter Closed Session at 7:32 pm. Nikki Sanchez seconded.
-Unanimous

Action was taken in closed session to retain legal counsel.

Executive Director / Principal's Report:

The Executive Director/Principal reported on:

- Enrollment and School Lottery
- Distance Learning and Services Updates
- Special Education Spotlight
- State Testing
- Organizational Chart

Discussion and Potential Action on the March Board Meeting Minutes:

May Hampton motioned to approve the March Board Meeting Minutes. Arlene Nelson seconded.
-Unanimous

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Discussion and Potential Action on the March Financials:

Arlene Nelson motioned to approve the March Financials. May Hampton seconded.
-Unanimous

Discussion and Potential Action on the ICS Invoices:

May Hampton motioned to approve the ICS Invoices. Arlene Nelson seconded.
-Unanimous
Nikki Sanchez requested to receive more clarity on the next month's invoice – future months.
Jessie Maron would like included on the invoice a note explaining what has been done for this fee and services.

Discussion and Potential Action on the 2020 – 2021 Benefits Renewals:

May Hampton motioned to approve the 2020 – 2021 Benefits Renewals, Nikki Sanchez seconded.
-Unanimous

Discussion and Potential Action on the Finance Adhoc Committee:

No action was taken by the board.

Discussion and Potential Action on the LCAP Goals:

No action was taken by the board.

Discussion and Potential Action on the Board Resolution Regarding Executive Director Authority 2020 – 5:

Arlene Nelson motioned to approve the Board Resolution Regarding Executive Director Authority 2020 – 5. May Hampton seconded.
-Unanimous

Discussion and Potential Action on the Executive Director Evaluation Timeline:

No action was taken by the board.

Discussion and Potential Action on the First Amended Bylaws:

May Hampton motioned to approve the First Amended Bylaws. Arlene Nelson seconded.
-Unanimous

Discussion and Potential Action on the Charter Petition Material Revision:

Nikki Sanchez motioned to approve Charter Petition Material Revision. May Hampton seconded.
-Unanimous

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Discussion and Potential Action on the Employment Contracts:

Jessie Maron motioned to approve the Employment Contracts. Arlene Nelson seconded.
-Unanimous

Discussion and Potential Action on the Salary Schedules:

Nikki Sanchez motioned to approve the Salary Schedules. May Hampton seconded.
-Unanimous

Discussion and Potential Action on the Certificated Support Team Salary Schedule:

Nikki Sanchez motioned to approve the Certificated Support Team Salary Schedule. May Hampton seconded.
-Unanimous

Discussion and Potential Action on the Regional Coordinator Salary Schedule:

Nikki Sanchez motioned to approve the Regional Coordinator Salary Schedule. May Hampton seconded.
-Unanimous

Discussion and Potential Action on the Field Trip Policy:

No action was taken by the board.

Discussion and Potential Action on the Withdrawal Policy:

No action was taken by the board.

Discussion and Potential Action on the Teacher Certification Policy:

No action was taken by the board.

Discussion and Potential Action on the Lottery Policy:

May Hampton motioned to approve the Lottery Policy. Nikki Sanchez seconded.
-Unanimous

Discussion and Potential Action on the Board Resolution – High School Graduation Requirements 2020 – 6:

No action was taken by the board.

Discussion and Potential Action the Board Resolution around Enrollment Growth 2020 -7:

Arlene Nelson motioned to approve the Board Resolution around Enrollment Growth 2020 -7. May Hampton seconded.
-Unanimous

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Discussion and Potential Action on Board Meeting Travel Stipend:

Jessie Maron motioned to table this item. The board would like to follow-up on if child care can count as an expense and time and if that is possible. Nikki Sanchez seconded. -Unanimous

Board of Director's Requests:

None

Announcement of Next Regular Scheduled Board Meeting:

The Next Regular Scheduled Board Meeting is May 18, 2020.

Adjournment:

May Hampton motioned to adjourn the meeting at 9:22pm. Nikki Sanchez seconded. -Unanimous

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Special Board Meeting - Blue Ridge Academy
May 11, 2020 – 6:30 pm
1740 Huntington Dr. #205, Duarte, CA 91010

Attendance: Nicole Zolfo, Arlene, Jessie Maron, Nikki Sanchez, May Hampton
Absent: None
Also Present: Sam Haynes, Hollie Smith, Dr. Burns, Bryanna Brossman

Call to Order:

Jessie Maron called the meeting to order at 6:36 pm.

Approval of the Agenda:

May Hampton motioned to approve the agenda. Arlene Nelson seconded.
-Unanimous

Public Comments:

None

Closed Session – Conference with Legal Counsel – Anticipated Litigation:

Jessie Maron motioned to enter Closed Session at 6:42 pm. Nikki Sanchez seconded.
-Unanimous.
Jessie Maron motioned to exit Closes Session at 8:38 pm. Arlene Nelson seconded.
-Unanimous.
No Action Was Taken

Arlene Nelson left the meeting at 8:41 pm.

Discussion and Potential Action on the Inspire Charter Services Service Agreement:

May Hampton move to reject the Inspire Charter Services Service Agreement. Jessie Maron seconded.
-Unanimous.

Discussion and Potential Action on the Board Resolution To Apply with One or More Financial Institutions to Borrow the Maximum Qualifying Amount under the Paycheck Protection Program

May Hampton motioned to approve the Board Resolution To Apply with One or More Financial Institutions to Borrow the Maximum Qualifying Amount under the Paycheck Protection Program. Nikki Sanchez seconded.
-Unanimous.

Blue Ridge Academy
955 Stanislaus Street, Maricopa, CA 93252
Ph (661) 525-1178 | Fax (661) 465-4544

Adjournment

Nikki Sanchez at 9:14 pm, May Hampton seconded.
-Unanimous.

Prepared by:
Bryanna Brossman

Noted by:

Board Secretary

COVID-19 Operations Written Report

Local Educational Agency (LEA) Name	Contact Name and Title	Email and Phone	Date of Adoption
Blue Ridge Academy	Dr. Loretta Burns, Vice Principal	loretta.burns@theblueridgeacademy.org	July 1, 2020

Descriptions provided should include sufficient detail yet be sufficiently succinct to promote a broader understanding of the changes your LEA has put in place. LEAs are strongly encouraged to provide descriptions that do not exceed 300 words.

Provide an overview explaining the changes to program offerings that the LEA has made in response to school closures to address the COVID-19 emergency and the major impacts of the closures on students and families.

As a non-classroom-based independent study work charter school, we provide homeschooling families with a variety of curriculum delivery options, including online instruction courses led by credentialed teachers, offline courses, and virtual courses that employ built-in accommodations, teacher support, performance tasks, and progress monitoring. Families select the combination of systems that best suit student learning needs and interests. We ensure students are engaged in appropriate educational activities on instructional days, assess the time value of independent work, and the quality of contemporaneous work samples. We discussed with each family the additional curriculum delivery options available during the COVID19 shelter in place restrictions. Below are the three distance learning options offered to families as additional provisions during the extended impact of COVID19:

1) Teacher-Directed Instructional Model
- ·Teacher and families select materials (e.g., digital links, digitized materials, district-adopted textbooks)
- ·Students engage through recorded (asynchronous) and live sessions (synchronous) using digital platforms such as Zoom
- ·Teacher prioritizes learning goals, determines full or partial online equivalent, or needed adjustments
- ·Teacher communicates with students and families through phone or other agreed-upon digital platforms

2) Online Instructional Model
- ·Instruction provided through district-licensed online content resources (e.g., Edgenuity)
- ·Students engage through menu-driven activities allowing for self-pacing, monitoring of student learning
- ·Credentialed teacher communicates with students and families through district-licensed online content resources, phone, or other agreed-upon digital platforms

3) Blended Instructional Model
- ·Teacher and families select materials (e.g., digital links, digitized materials, district-adopted textbooks)
- ·Students engage through a combination of recorded/live sessions using a digital platform such as Zoom, and through district-licensed online content resources (e.g., Edgenuity)
- ·Teacher enhances district-licensed online content resources (e.g., Edgenuity) by prioritizes learning goals, determines full or partial

online equivalent, or needed adjustments
·Teacher communicates with students and families through phone or other digital platforms selected by the teacher

Provide a description of how the LEA is meeting the needs of its English learners, foster youth, and low-income students.

We realize the COVID19 crises adversely affects all students, particularly those who are considered most vulnerable. To mitigate these effects, we have:

· Proactively communicated the availability of community services and resources, including meals and childcare for students
· Added social-emotional learning (SEL) (See next section) to our curriculum,
· Prioritized fewer learning goals, identified course sequence changes, implemented an appropriate grading policy, and
· Administered surveys to help identify new needs

Nearly 39.8% of our students live in low-income households, and approximately 2.1% are homeless or are in foster care. Our non-classroom-based independent study platform includes access to the technology needed to participate in a distance learning environment effectively, including high-speed internet access and hotspots. From a technology access perspective, the transition to our shelter in place learning options was relatively smooth. However, as mentioned, we nonetheless administered surveys to help identify new needs.

We communicated our learning plan to families of our English learners (approximately 1.5%) in a language they understand to ensure meaningful and equal participation. Our virtual curriculum options facilitate embedded ELD instructional support, including built-in accommodations, parent portals, instructional videos, hands-on activities, performance tasks, and progress monitoring. Consequently, most of our ELs can maintain English language development (ELD) supports during this period. We incorporate integrated ELD in subject matter courses and provide online designated ELD classes administered by an appropriately credentialed and trained teacher.

Nearly 13.20% of our students qualify for an individualized education plan (IEP). For these families, we provide virtual or telephone meetings to best support their IEP goals. We will continue to monitor IEP goals and related services and support students and parents via virtual meetings and or telephone meetings. Our non-classroom-based independent study platform for Students with Disabilities includes access to the technology needed to participate in a distance learning environment effectively, including high-speed internet access and hotspots.

Provide a description of the steps that have been taken by the LEA to continue delivering high-quality distance learning opportunities.

Our COVID19 learning loss mitigation plan is composed of four components:

1) Identification of learning needs- Through surveys and discussions, we solicited shelter in place specific needs, including access to broadband internet service and other technology. We specifically solicited feedback from our English learner, and exceptional learning needs staff and families.

2) Establish a communication plan- We informed stakeholders of our plan through a variety of mediums, including email, social media, website, telephone calls, video conferencing, and text messages. For families of our ELs, we made a concerted effort to communicate our plan in a language most accessible to them.

3) Identification of learning outcomes- Given the context, we prioritized learning goals, identified course sequence changes, implemented an appropriate grading policy, and identified professional learning needs. Staff learning focused on the identification and use of specific resources to support students as they continue their distance-learning format.

4) Addressing social-emotional needs- We added social-emotional learning (SEL) to our curriculum. We focused on maintaining regular communications to facilitate a sense of connection and support. As an example, staff checks in with students more frequently for support and assistance. We also provided online learning to staff and families explaining the signs and symptoms of trauma, including changes in behavior, unexplained pain, irritation, or depression. Trauma response strategies include listening attentively, modeling behavior, teaching the effects of stress, and providing a sense of protection. For example, our teachers often model problem-solving and flexibility in the face of new daily schedules. We offer regular 10-30 minute check-in meetings and office hours via telephone or internet to gauge the current social-emotional state of students, including providing additional mental health resources and consultation where required.

Provide a description of the steps that have been taken by the LEA to provide school meals while maintaining social distancing practices.

As a non-classroom-based independent study work charter school, we do not have facilities to serve congregate meals, including cafeterias. Consequently, we do not provide congregate meals to students through the Summer Food Service Program (SFSP) or the National School Lunch Program Seamless Summer Option (SSO), including non-congregate meals during our COVID-19 closure. However, we help families find needed resources within the community.

Provide a description of the steps that have been taken by the LEA to arrange for the supervision of students during ordinary school hours.

We are a non-classroom-based independent study work charter school wherein parents provide a majority of student supervision during ordinary school hours. We work closely with families in the education of their children/teens. To ensure each student is engaged in appropriate educational activities on instructional days, we assess the time value of independent work and the quality of contemporaneous work samples.

We began proactively reaching out to families and students to support and track participation and engagement in distance learning during the COVID-19 impact. Staff communicates with the parents and students via email, social media, phone, online meeting platforms, and texting. We used translation applications such as TripLingo to translate texts as needed. As mentioned, we initiated a technology needs survey to ascertain what students and families are in need of technological devices to participate in our office hours.

Additionally, we began offering COVID-19 specific check-in meetings and office hours to discuss and address COVID-19 related feelings and trauma with our students. For parents who are essential workers and need childcare, we provided a list of external resources, including the new California childcare website. Similarly, we communicated the availability of community resources, including food and childcare to families with children with particular disabilities or special health care needs, and to those who or are homeless or in foster care.

8500 Balboa Blvd., Suite 140
Northridge, CA 91325 US
(888) 474-0322
info@charterimpact.com
http://www.charterimpact.com

INVOICE

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252-9779

INVOICE # 8519
DATE 04/01/2020
DUE DATE 05/01/2020
TERMS Net 30

ACTIVITY	QTY	RATE	AMOUNT
Business Mgmt. Business Management Services	1	101,561.00	101,561.00

BALANCE DUE **$101,561.00**

APPROVED
By Samantha Haynes at 7:49 am, Apr 28, 2020

CHARTER IMPACT

8500 Balboa Blvd., Suite 140
Northridge, CA 91325 US
(888) 474-0322
info@charterimpact.com
http://www.charterimpact.com

INVOICE

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252-9779

INVOICE # 8623
DATE 05/01/2020
DUE DATE 05/01/2020
TERMS Due on receipt

ACTIVITY	QTY	RATE	AMOUNT
Business Mgmt. Business Management Services	1	101,561.00	101,561.00

BALANCE DUE **$101,561.00**

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

INVOICE

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252

INVOICE # 1774
DATE 04/15/2020
DUE DATE 05/15/2020
TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Choice Bridge Plus Multiple Courses	Choice Bridge Plus Multiple Courses	284	362.50	102,950.00
	Choice Bridge Plus 1 Course	Choice Bridge Plus 1 Course	16	580.00	9,280.00
	Choice Bridge Plus 2 Course	Choice Bridge Plus 2 Course	21	483.33	10,149.93

BALANCE DUE **$122,379.93**

Blue Ridge Academy-ChoicePllus Brideway Academy -- QB INV# 1774				
Vendor	Total Classes	Per Class	Refund	Total
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	1	$ 580.00	0%	$ 580.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	2	$ 580.00	0%	$ 1,160.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	100%	$ -
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	2	$ 580.00	0%	$ 1,160.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	2	$ 580.00	0%	$ 1,160.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	1	$ 580.00	0%	$ 580.00

Vendor	Total Classes	Per Class	Refund	Total
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	1	$ 580.00	0%	$ 580.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	1	$ 580.00	0%	$ 580.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	2	$ 580.00	0%	$ 1,160.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	1	$ 580.00	0%	$ 580.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	1	$ 580.00	0%	$ 580.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	100%	$ -
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00
ChoicePlus Bridgeway Academy	3	$ 483.33	0%	$ 1,449.99
ChoicePlus Bridgeway Academy	4	$ 362.50	0%	$ 1,450.00

Vendor	Total Classes	Per Class	Refund	Total
ChoicePlus Bridgeway Academy	2	$ 580.00	0%	$ 1,160.00
	329			**$ 122,379.93**

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

INVOICE

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252

INVOICE # 1825
DATE 04/17/2020
DUE DATE 05/17/2020
TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	McGraw Hill ChoicePlus Academy	McGraw Hill ChoicePlus Academy			180,375.00
	Charge Reduction	Charge Reduction			-59,552.43

BALANCE DUE **$120,822.57**

Blue Ridge - McGraw Hill ChoicePlus Academy					
Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
	8	$0.00	$1,200.00	$ 1,200.00	
	6	$0.00	$900.00	$ 900.00	
	6	$0.00	$900.00	$ 900.00	
	9	$0.00	$1,350.00	$ 1,350.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	3	$0.00	$450.00	$ 450.00	
100.00%	1	$150.00	$150.00	$ -	
50.00%	2	$150.00	$300.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
	5	$0.00	$750.00	$ 750.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	3	$0.00	$450.00	$ 450.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	3	$0.00	$450.00	$ 450.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	3	$0.00	$450.00	$ 450.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	6	$0.00	$900.00	$ 900.00	
	1	$0.00	$150.00	$ 150.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	1	$0.00	$150.00	$ 150.00	
	3	$0.00	$450.00	$ 450.00	
	1	$0.00	$150.00	$ 150.00	
50.00%	4	$300.00	$600.00	$ 300.00	
	6	$0.00	$900.00	$ 900.00	
	1	$0.00	$150.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	2	$150.00	$300.00	$ 150.00	
	5	$0.00	$750.00	$ 750.00	
	1	$0.00	$150.00	$ 150.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
	4	$0.00	$600.00	$ 600.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	2	$150.00	$300.00	$ 150.00	
	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	1	$75.00	$150.00	$ 75.00	
0.00%	1	$0.00	$150.00	$ 150.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	9	$0.00	$1,350.00	$ 1,350.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
	6	$0.00	$900.00	$ 900.00	
50.00%	1	$75.00	$150.00	$ 75.00	
50.00%	1	$75.00	$150.00	$ 75.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	3	$0.00	$450.00	$ 450.00	
	4	$0.00	$600.00	$ 600.00	
	1	$0.00	$150.00	$ 150.00	
	1	$0.00	$150.00	$ 150.00	
	6	$0.00	$900.00	$ 900.00	
	1	$0.00	$150.00	$ 150.00	
	5	$0.00	$750.00	$ 750.00	
	4	$0.00	$600.00	$ 600.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	4	$0.00	$600.00	$ 600.00	
	1	$0.00	$150.00	$ 150.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
	4	$0.00	$600.00	$ 600.00	
100.00%	5	$750.00	$750.00	$ -	
	5	$0.00	$750.00	$ 750.00	
	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
	6	$0.00	$900.00	$ 900.00	
50.00%	1	$75.00	$150.00	$ 75.00	
100.00%	1	$150.00	$150.00	$ -	
	2	$0.00	$300.00	$ 300.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	3	$0.00	$450.00	$ 450.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	5	$0.00	$750.00	$ 750.00	
100.00%	5	$750.00	$750.00	$ -	
	4	$0.00	$600.00	$ 600.00	
100.00%	1	$150.00	$150.00	$ -	
	4	$0.00	$600.00	$ 600.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	6	$0.00	$900.00	$ 900.00	
	4	$0.00	$600.00	$ 600.00	
	1	$0.00	$150.00	$ 150.00	
	3	$0.00	$450.00	$ 450.00	
	6	$0.00	$900.00	$ 900.00	
100.00%	1	$150.00	$150.00	$ -	
	7	$0.00	$1,050.00	$ 1,050.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	4	$0.00	$600.00	$ 600.00	
	1	$0.00	$150.00	$ 150.00	
	6	$0.00	$900.00	$ 900.00	
	6	$0.00	$900.00	$ 900.00	
	3	$0.00	$450.00	$ 450.00	
	6	$0.00	$900.00	$ 900.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	9	$0.00	$1,350.00	$ 1,350.00	
	1	$0.00	$150.00	$ 150.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
	5	$0.00	$750.00	$ 750.00	
	3	$0.00	$450.00	$ 450.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
100.00%	3	$450.00	$450.00	$ -	
	7	$0.00	$1,050.00	$ 1,050.00	
	3	$0.00	$450.00	$ 450.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
100.00%	2	$300.00	$300.00	$ -	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	5	$0.00	$750.00	$ 750.00	
	2	$0.00	$300.00	$ 300.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	5	$0.00	$750.00	$ 750.00	
	3	$0.00	$450.00	$ 450.00	
100.00%	4	$600.00	$600.00	$ -	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
100.00%	3	$450.00	$450.00	$ -	
	1	$0.00	$150.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
100.00%	1	$150.00	$150.00	$ -	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	4	$0.00	$600.00	$ 600.00	
	1	$0.00	$150.00	$ 150.00	
	12	$0.00	$1,800.00	$ 1,800.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	6	$0.00	$900.00	$ 900.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	3	$0.00	$450.00	$ 450.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	
	5	$0.00	$750.00	$ 750.00	
	2	$0.00	$300.00	$ 300.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	5	$0.00	$750.00	$ 750.00	
	2	$0.00	$300.00	$ 300.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
0.00%	3	$0.00	$450.00	$ 450.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	4	$0.00	$600.00	$ 600.00	
	3	$0.00	$450.00	$ 450.00	
	4	$0.00	$600.00	$ 600.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	
	9	$0.00	$1,350.00	$ 1,350.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	5	$0.00	$750.00	$ 750.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	6	$0.00	$900.00	$ 900.00	
	6	$0.00	$900.00	$ 900.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
50.00%	4	$300.00	$600.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	6	$0.00	$900.00	$ 900.00	
	4	$0.00	$600.00	$ 600.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
	4	$0.00	$600.00	$ 600.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	11	$0.00	$1,650.00	$ 1,650.00	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
	6	$0.00	$900.00	$ 900.00	
	5	$0.00	$750.00	$ 750.00	
	2	$0.00	$300.00	$ 300.00	
100.00%	1	$150.00	$150.00	$ -	
	9	$0.00	$1,350.00	$ 1,350.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
	4	$0.00	$600.00	$ 600.00	
	3	$0.00	$450.00	$ 450.00	
100.00%	2	$300.00	$300.00	$ -	
	2	$0.00	$300.00	$ 300.00	
	6	$0.00	$900.00	$ 900.00	
	5	$0.00	$750.00	$ 750.00	
	4	$0.00	$600.00	$ 600.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	6	$0.00	$900.00	$ 900.00	
	3	$0.00	$450.00	$ 450.00	
	2	$0.00	$300.00	$ 300.00	
	5	$0.00	$750.00	$ 750.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
	3	$0.00	$450.00	$ 450.00	
0.00%	2	$0.00	$300.00	$ 300.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	3	$0.00	$450.00	$ 450.00	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	1	$0.00	$150.00	$ 150.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	4	$0.00	$600.00	$ 600.00	
	11	$0.00	$1,650.00	$ 1,650.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	2	$0.00	$300.00	$ 300.00	
	6	$0.00	$900.00	$ 900.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	6	$0.00	$900.00	$ 900.00	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	3	$0.00	$450.00	$ 450.00	
	5	$0.00	$750.00	$ 750.00	
	6	$0.00	$900.00	$ 900.00	
0.00%	1	$0.00	$150.00	$ 150.00	
50.00%	1	$75.00	$150.00	$ 75.00	
100.00%	1	$150.00	$150.00	$ -	
	7	$0.00	$1,050.00	$ 1,050.00	
100.00%	1	$150.00	$150.00	$ -	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
	12	$0.00	$1,800.00	$ 1,800.00	
	2	$0.00	$300.00	$ 300.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
	5	$0.00	$750.00	$ 750.00	
	7	$0.00	$1,050.00	$ 1,050.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	4	$0.00	$600.00	$ 600.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	2	$0.00	$300.00	$ 300.00	
100.00%	3	$450.00	$450.00	$ -	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	4	$0.00	$600.00	$ 600.00	
	4	$0.00	$600.00	$ 600.00	
	6	$0.00	$900.00	$ 900.00	
	9	$0.00	$1,350.00	$ 1,350.00	
	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	4	$0.00	$600.00	$ 600.00	
	3	$0.00	$450.00	$ 450.00	
	4	$0.00	$600.00	$ 600.00	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
100.00%	9	$1,350.00	$1,350.00	$ -	
	4	$0.00	$600.00	$ 600.00	
	6	$0.00	$900.00	$ 900.00	
0.00%	1	$0.00	$150.00	$ 150.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	4	$0.00	$600.00	$ 600.00	
100.00%	1	$150.00	$150.00	$ -	
	7	$0.00	$1,050.00	$ 1,050.00	
	1	$0.00	$150.00	$ 150.00	
0.00%	2	$0.00	$300.00	$ 300.00	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	2	$0.00	$300.00	$ 300.00	
50.00%	1	$75.00	$150.00	$ 75.00	
	4	$0.00	$600.00	$ 600.00	
	6	$0.00	$900.00	$ 900.00	
	1	$0.00	$150.00	$ 150.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	7	$0.00	$1,050.00	$ 1,050.00	
	2	$0.00	$300.00	$ 300.00	

Refund Due	Total Classes	Refund Amount	Base Charge	Charge After Re	
	3	$0.00	$450.00	$ 450.00	
	4	$0.00	$600.00	$ 600.00	
	3	$0.00	$450.00	$ 450.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	2	$0.00	$300.00	$ 300.00	
	10	$0.00	$1,500.00	$ 1,500.00	
	4	$0.00	$600.00	$ 600.00	
	8	$0.00	$1,200.00	$ 1,200.00	
	2	$0.00	$300.00	$ 300.00	
100.00%	4	$600.00	$600.00	$ -	
	2	$0.00	$300.00	$ 300.00	
	1	$0.00	$150.00	$ 150.00	
	3	$0.00	$450.00	$ 450.00	
	6	$0.00	$900.00	$ 900.00	
	6	$0.00	$900.00	$ 900.00	
0.00%	1	$0.00	$150.00	$ 150.00	
	1	$0.00	$150.00	$ 150.00	
	1	$0.00	$150.00	$ 150.00	
	1270			$ 180,375.00	
				$ 59,552.43	
				$ 120,822.57	

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

INVOICE

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252

INVOICE # 1905
DATE 04/29/2020
DUE DATE 05/29/2020
TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - June 2020			248,520.83
	Vision Benefits	Vision Benefits - June 2020			2,333.85
	Dental Benefits	Dental Benefits - June 2020			14,302.27
	Life Insurance	Life Insurance - June 2020			1,280.67
	HSA	HSA - June 2020			2,457.35

BALANCE DUE **$268,894.97**

Blue Ridge Academy - June 2020 Benefits			
Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
DENTAL	88.33	13.57	101.90
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	5.00	10.44	15.44
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
DENTAL	5.38	3.48	8.86
LIFEADD	-	1.33	1.33
MED	45.42	356.42	401.84
VISION	2.36	1.21	3.57
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	28.24	6.79	35.03
LIFEADD	-	2.00	2.00
MED	36.69	408.83	445.52
VISION	6.47	1.82	8.29
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	-	-
DENTAL	15.00	13.57	28.57
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.08	3.64	10.72
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	7.08	3.64	10.72
DENTAL	56.48	13.57	70.05
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	7.64	3.64	11.28
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	6.62	3.48	10.10
LIFEADD	-	1.33	1.33
MED	27.69	283.90	311.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.64	3.64	11.28
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
HSAERPAID	-	124.95	124.95

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
DENTAL	15.00	13.57	28.57
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	7.64	3.64	11.28
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	12.94	3.64	16.58
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
DENTAL	-	-	-
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	5.00	10.44	15.44
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	-	-	-
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	-	-
DENTAL	71.92	13.57	85.49
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	7.08	3.64	10.72
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	12.94	3.64	16.58
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
LIFEADD	-	4.00	4.00
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	7.08	3.64	10.72
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	16.13	10.44	26.57
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	16.13	10.44	26.57
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	2.00	2.00
VISION	6.47	1.82	8.29
DENTAL	56.48	13.57	70.05
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	16.13	10.44	26.57
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.08	3.64	10.72
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
VISION	12.94	3.64	16.58
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
DENTAL	50.13	13.57	63.70
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
MED	124.58	1,017.89	1,142.47
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	2.00	3.64	5.64

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	2.00	2.00
VISION	3.82	1.82	5.64
DENTAL	9.93	5.22	15.15
MED	41.53	425.85	467.38
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	7.08	3.64	10.72
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	483.72	1,069.25	1,552.97
VISION	7.08	3.64	10.72
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	71.92	13.57	85.49
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	674.35	1,320.84	1,995.19
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	7.08	3.64	10.72
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10

Benefit Cate	JUN EECost	JUN ERCost	JUN TotalCost
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
	55,059.40	**213,835.57**	**268,894.97**

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

INVOICE

BILL TO
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252

INVOICE # 1877
DATE 04/20/2020
DUE DATE 05/20/2020
TERMS Net 30

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Medical Benefits	Medical Benefits - May 2020			248,520.83
	Vision Benefits	Vision Benefits -May 2020			2,333.85
	Dental Benefits	Dental Benefits - May 2020			14,302.27
	Life Insurance	Life Insurance - May 2020			1,280.67
	HSA	HSA - May 2020			2,457.35

BALANCE DUE **$268,894.97**

Blue Ridge Academy - May Benefits			
Benefit Category	**MAY EECost**	**MAY ERCost**	**MAY TotalCost**
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
DENTAL	88.33	13.57	101.90
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	5.00	10.44	15.44
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	1.33	1.33

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
VISION	2.36	1.21	3.57
DENTAL	5.38	3.48	8.86
MED	45.42	356.42	401.84
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	2.00	2.00
VISION	6.47	1.82	8.29
DENTAL	28.24	6.79	35.03
MED	36.69	408.83	445.52
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	15.00	13.57	28.57
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.08	3.64	10.72
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	7.64	3.64	11.28

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
DENTAL	88.33	13.57	101.90

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	7.08	3.64	10.72
DENTAL	56.48	13.57	70.05
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	7.64	3.64	11.28
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	1.33	1.33
DENTAL	6.62	3.48	10.10
MED	27.69	283.90	311.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.64	3.64	11.28
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
DENTAL	15.00	13.57	28.57
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	7.64	3.64	11.28
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	83.06	851.69	934.75
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	12.94	3.64	16.58
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
DENTAL	-	-	-
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	5.00	10.44	15.44
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
LIFEADD	-	4.00	4.00
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	-	-	-
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	71.92	13.57	85.49
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	7.08	3.64	10.72
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	12.94	3.64	16.58
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
LIFEADD	-	4.00	4.00
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	28.10	10.44	38.54

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	7.08	3.64	10.72
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
DENTAL	62.87	13.57	76.44
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	16.13	10.44	26.57
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	16.13	10.44	26.57
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	2.00	2.00
VISION	6.47	1.82	8.29
DENTAL	56.48	13.57	70.05
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	166.43	665.71	832.14
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	16.13	10.44	26.57
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	7.08	3.64	10.72
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
DENTAL	50.13	13.57	63.70
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
MED	124.58	1,017.89	1,142.47
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	151.07	524.14	675.21
VISION	2.00	3.64	5.64
DENTAL	24.66	13.57	38.23
HSAERPAID	-	83.30	83.30
LIFEADD	-	4.00	4.00
MED	-	489.50	489.50
VISION	2.00	3.64	5.64
DENTAL	88.33	13.57	101.90
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	2.00	3.64	5.64
DENTAL	71.92	13.57	85.49

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
LIFEADD	-	2.00	2.00
VISION	3.82	1.82	5.64
DENTAL	9.93	5.22	15.15
MED	41.53	425.85	467.38
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	7.08	3.64	10.72
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	483.72	1,069.25	1,552.97
VISION	7.08	3.64	10.72
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
MED	351.94	817.66	1,169.60
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	71.92	13.57	85.49
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	83.06	851.69	934.75
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	12.94	3.64	16.58
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	124.58	1,017.89	1,142.47
VISION	7.08	3.64	10.72
LIFEADD	-	4.00	4.00
MED	674.35	1,320.84	1,995.19
LIFEADD	-	4.00	4.00
MED	-	-	-

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	163.86	524.14	688.00
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	88.33	13.57	101.90
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
DENTAL	28.10	10.44	38.54
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	218.02	1,391.82	1,609.84
VISION	12.94	3.64	16.58
DENTAL	5.00	10.44	15.44
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	24.66	13.57	38.23
LIFEADD	-	4.00	4.00
MED	-	-	-
VISION	2.00	3.64	5.64
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	56.48	13.57	70.05
LIFEADD	-	4.00	4.00
MED	-	524.14	524.14
VISION	2.00	3.64	5.64
DENTAL	19.85	10.44	30.29
LIFEADD	-	4.00	4.00
MED	73.38	817.66	891.04
VISION	7.64	3.64	11.28
HSAERPAID	-	124.95	124.95
LIFEADD	-	4.00	4.00
MED	283.90	1,135.62	1,419.52
VISION	7.08	3.64	10.72
DENTAL	50.13	13.57	63.70
LIFEADD	-	4.00	4.00
MED	136.27	1,069.25	1,205.52
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
DENTAL	28.10	10.44	38.54
LIFEADD	-	4.00	4.00
MED	199.18	1,320.83	1,520.01
VISION	12.94	3.64	16.58
DENTAL	71.92	13.57	85.49
LIFEADD	-	4.00	4.00
MED	330.18	817.66	1,147.84
VISION	7.64	3.64	11.28
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58
LIFEADD	-	4.00	4.00
DENTAL	109.83	13.57	123.40
LIFEADD	-	4.00	4.00
MED	637.26	1,320.84	1,958.10
VISION	12.94	3.64	16.58

Benefit Category	MAY EECost	MAY ERCost	MAY TotalCost
DENTAL	15.00	13.57	28.57
LIFEADD	-	4.00	4.00
MED	-	519.31	519.31
VISION	2.00	3.64	5.64
LIFEADD	-	4.00	4.00
MED	-	-	-
	55,059.40	**213,835.57**	**268,894.97**

Inspire District Office

INVOICE

1740 E. Huntington Drive #205
Duarte, CA 91010
Phone (626)317-0112 Fax (626)470-9713

DATE: May 1, 2020
INVOICE # INSPK-111
FOR: *Monthly Operational & Instructional Fee*

Bill To:

Blue Ridge Adademy
1740 E. Huntington Drive #205
Duarte, CA 91010

DESCRIPTION	AMOUNT
Instructional Fee - 05/2020	$ 519,663.00
Operational Fee - 05/2020	$ 78,516.50
TOTAL	$ 598,179.50

Make all checks payable to Inspire District Office
If you have any questions concerning this invoice, please contact Accounts Payable at accountspayable@inspireschools.org

THANK YOU FOR YOUR BUSINESS!

Inspire Charter Services

2019-2020 Services

Operational **2**
- Fiscal Services 2
- Board Support
- Charter Development 3
- Enrollment 3
- Records 4
- Student Data Services 5
- Technology Services (Both Operation and Instruction Support) 6
- Marketing 6
- Human Resources 9
- Facilities 11

Instructional Support Services **10**
- Enrichment Services 10
- Enrichment Ordering System 10
- Field Trips 11
- Online Subscription Package 11
- Vendor Onboarding and Relations 11
- School Accountability 11
- Curriculum 12
- High School 13
- Student Testing 14
- Accreditation Support 17
- Student Achievement Support 17
- Student Services Support 17

Operational

Fiscal Services

- Accounting Consultation
- Accounts Payable (Smart Sheet, AP Weekly Analysis, and General AP Processing)
- Audit Advisement/Support
- Payroll
- Fiscal Policy Management
- Contract Advisement/Support
- Compensation Policy Advisement/Support
- Insurance Compliance and Risk Mitigation
- Financial Consulting
- 403(b) Retirement Program Administration

Board Support

- Compliance Support
- Development
- Orientation
- Meeting Support
    - Scheduling
    - Compilation and Creation of the Board Packets and Agendas
    - Posting of Agendas
- New Member Recruitment Support
- Governance and Board Training
- Policies (Draft development, annual review, etc.)

Charter Renewal & Revisions

- Renewal support in alignment with AB 1505 (Draft renewal petition, develop timeline, etc.)
- Draft Material Revision

Enrollment

- Live Registration Support
  - Regional Phone Hotline
  - Email
  - SMS
  - Remote Assistance
  - Supported Languages (Spanish, Russian, Chinese, Japanese)
- Registration System (Reg-Online) Administration
  - Configuration and Update
  - Student Registration
    - New
    - Returning
    - Sibling
  - Household Account Management
- Student Information System (SIS) Administration
  - Data Entry
  - Post-Import Revisions
  - Internal Audits
  - Custom Tags
- Enrollment Reporting and Analysis
  - Trend Analysis & Projections
  - Provide Enrollment Strategies and Support
- Coordination Support for Leadership Team & Teachers
  - Community Events
  - Local Family Liaisons
  - Point of contact for other Classified functions during intake–e.g. Enrichment, Curriculum, Technology, etc.
- Lottery System Management and Implementation

Records

- New Enrollments
  - Request student CUME's from previous schools
  - House and maintain all student records (CUME's)
  - SPED records

    - Work with Registrars from other schools/districts to ensure overlapping enrollments are satisfactorily resolved
- Withdrawals
    - Maintain and update Withdrawal Survey
    - Process CUME requests and send student records to new schools
    - Collaborate with SAA to ensure proper documentation is being received from teacher/family upon withdrawal
    - Confirm and verify in writing which school the withdrawing student will be attending (Withdrawal Follow-Ups)
    - Follow up with a Superintendent letter when unable to verify new school
    - Call all withdrawing families and perform a short Exit Survey
    - Follow up with Private Schools that are not listed on CalPads
- High School Support
    - Fill out, sign, and return High School Work Permit Applications
    - Maintain and update Transcript Request Survey
    - Provide official/unofficial transcripts to families
    - Request transcripts from previous schools for families/counselors
    - Check-in high school and college transcripts from previous schools and send to the counseling dept.
    - Process high school, Concurrent Enrollments (CCE's)
    - Fill out, sign, and return Military Security Clearance Forms
    - Print and mail all High School Report Cards to families after 1st and 2nd Semester
    - Print and mail all High School Diplomas and official transcripts to families at mid-year and end of year
    - Archive and house graduated senior CUME's at Azusa office
- Student/Teacher Services
    - Fill out, sign, and return Entertainment Work Permit Applications
    - Provide Enrollment Verification letters to families
    - Provide Withdrawal Verification letters to families
    - In collaboration with teachers, SPED case managers, and counselors - Fill out, sign, and return DSS, SS, DCFS, CWS teacher and administrative questionnaires
    - Provide copies of student CUME's to parents
    - Process and mail 5th and 8th grade Promotion Certificates to families

- Miscellaneous
    - File ELL, RFEP identification letters into student CUME's
    - Process legal name changes and upload appropriate legal paperwork to student's dashboard
    - Ensure CalPads information is up to date and accurate for each student. Work with CalPads Team to ensure dual enrollments are resolved in an accurate and timely manner.
    - Archive and maintain Legal Documents including restraining orders and custody arrangements.
    - End of year CUME cleanup - forward all withdrawn student CUME's that have not been requested to schools listed on CalPads.
    - Provide student information/student records to Law Offices, Law Enforcement Agencies, and Probation Departments as requested

Student Data Services

- Align student data collection with CALPADS
- Programming of Student Information System
- Liaison between Student Information System and Schools
- Maintenance of School Pathways
- State and Federal Reporting
    - Fall I, II, EOY CALPADS Reporting
    - Civil Rights Data Collection Report
    - CBEDS Report
- Manage data requests and reports
- Manipulate large sets of data
- Maintains knowledge of relevant mandated reporting requirements
- Reviews and revises school policies
- Monitors relevant school information system
- Provides mandated reporting training to school staff
- Monitors, maintains, and updates the school's data within CALPADS
- Create staff accounts
- Update and maintain accurate data for staff
        - Credentials
        - SEID number

        - Classification
        - Personnel Information
        - Job Title
        - Employment date
- Work with staff to provide necessary access to data in Pathways related to job duties
- Maintain accurate FTE counts for all staff
- Process changes to Proof of Residence in Pathways
- Report Immunizations
- Facilitate student transfers between schools
- Maintain course catalogs
- Import high school transcripts

Technology Services

- Student Tech Equipment Order Fulfillment, Returns and Repairs
- Teacher & Staff Tech Equipment Order Fulfillment, Returns and Repairs
- Information Technology Desktop Support for Staff & Students
- Set up and maintenance of all physical offices (internet, infrastructure, printing)
- Accounting and inventory of all Tech assets
- Maintain software agreements and licensing
- Tech Vendor management
- AUP (Acceptable Use Policy) Compliance Support
- Network and Device Content Filtering and Virus Support (Compliance with: The Children Internet Protection Act (CIPA), Children's Online Privacy Protection Act and Rule (COPPA), Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPPA))
- Coordinating bulk hardware and software purchases

Marketing

- Graphic Design
    - Develop logos, advertisements, and collateral for schools and special projects within the Inspire Family of Schools (i.e. PowerPoint templates, letterhead, Graduation Programs, Certificates)
    - Design graphics to represent the school
    - Design and order promotional flyers

    - Create social media graphics for school programs and events
- Spirit Wear
    - Develop new spirit wear items
    - Facilitate bulk orders for special events (conferences, retreats, meetings)
- Website Management
    - Design, launch, and maintain all websites
    - Coordinate with the web development team on daily website edits
    - Facilitate photoshoots to procure images for websites
- Communication
    - Draft and send emails to parents using school-wide communication platform
    - Manage Smore accounts
- Social Media Management
    - Develop, manage, and assess a coordinated social media strategy for schools within the Inspire Family of Schools
    - Oversee social media channels and curation of content on the following platforms: Facebook (Pages & moderate Groups), Twitter, Instagram, Pinterest
    - Share out school news (school announcements, policy changes) and monitor real-time social media sentiment and engagement, especially during crisis moments or when Inspire is in the news
    - Provide guidance and messaging to Family Liaisons (or other school contact(s)) to disseminate on regional Facebook Groups
    - Provide customer service support to prospective families by answering inquiries with accuracy
    - Manage social media advertising, ensuring that money is spent strategically to accomplish the goals of the social media strategy for schools
- Events
    - Graduation
        - Maintain Graduation Manual
        - Provide guidance to all regional graduation leads
        - Facilitate payments for venues
        - Manage statewide formal RSVP form
        - Verify ceremony logistics and order of events
        - Sort and ship loaner caps and gowns
        - Design, print and ship ceremony programs
        - Design, print, and mail promotion certificates to families

    - Staff Events
        - Assist with planning, logistics, and execution of high priority staff events, including:
            - Back to School Professional Development In-Person Meetings
            - Classified Professional Development Meetings
            - Principal / Instructional Cabinet Meetings
            - Holiday Parties
        - Coordinate catering, research, and book venues, set up and tear down, create a checklist of supplies needed, ship materials needed for events
        - Research and order staff appreciation gifts
    - Recruiting/Community Events
        - Support Principals, Teachers, and Family Liaisons by completing event applications, managing payment, and facilitating insurance certificates for local community events
        - Lead and coordinate Inspire's presence as a sponsor/vendor at the following events: Great Homeschool Convention, Homeschool Association of California Conference, California Homeschool Network Expo, Festival of Books
            - Set up and tear down booths
            - Coordinate staffing
- Promotional Material
    - Inventory stock of recruiting supplies (giveaways, swag, flyers, tablecloths)
    - Place orders and research new giveaway products
    - Ship supplies to staff as-needed
- Branding
    - Ensure brand consistency and promote uniformity
    - Identify brand-building areas and develop a plan to educate organization members (i.e. Style Guide)
    - Format and proofread documents for consistency (i.e. school planners, Parent Student Handbook)
    - Review business card proofs for mistakes before they go to print
- Miscellaneous
    - School Planners

        - Work with vendor to create custom planner books that meet the needs of homeschool families
        - Project grade-level enrollment growth to determine order quantities
        - Design front cover, create handbook pages, insert holidays and calendar dates
        - Orchestrate delivery logistics of roughly 40 pallets to office locations (60,000+ planners)

Human Resources

- Onboarding
    - Recruitment Support (EDJOIN and Job Postings)
    - Employee Handbook Management
    - Rate-ins
    - New hire material ordering and distribution
    - New Employee Orientation
    - DOJ Clearance
    - TB Clearance
    - Contracts
- Off Boarding
- Benefits
    - Billing
    - BeneTrac Site Maintenance
    - Open Enrollment
    - Manage group rates
- Leave
    - PTO/Sick Leave
    - Maternity Leave
    - Workers Compensation
- Conflict Resolution Support
- Helios Site Maintenance
- Employee Discipline Support
- Compliance Reporting
- Declaration of Need Applications for Fully Qualified Educators

- Employee Records
    - Credentialing
    - Mandatory Compliance Training
    - Employee Clearance
    - Employment Verification
- Employment Dispute Resolution
- Assist in Payroll Preparation
- Employee Time Records

Facilities

- Maintenance and upkeep of ALL offices and locations
    - Fire Safety
    - Building Safety
    - Furniture
    - Close locations and prepare for turn over to landlord upon end/termination of lease
    - Janitorial Services
    - Maintain Alarm and Security Systems
    - Pest Control
- Business Licenses
- Emergency Crisis Teams
- Emergency Action Plan (Office Evacuation)
- Help maintain a legal resource center or school facility
- Coordinate CPR/First Aid/AED training for classified staff
- Certificates of Insurance
- Provide support to all other departments as requested
- Work with contractors with any needed construction and/or repairs at any office/location

Instructional Support Services

Enrichment Services

- Maintain Enrichment Ordering System
- Process and check all enrichment orders
- Customer phone support

- Audits accounts and makes sure funds are correct
- Social Media Moderating Support related to Enrichment questions

Enrichment Ordering System

- Maintains Platform for EOS
- Funds Drop Programming & Coordination
- All new development and updates to the system

Return Services

- Coordinate and Collect materials for Technology
- Coordinate and Collect materials for Curriculum
- Coordinate and Collect materials for Enrichment
- Coordinate and Collect materials for Library

Return Management Services (RMS)

- Maintains Platform for RMS
- Programming and Coordination
- All new development and updates to the system

Field Trips

- Maintain Field Trips Ordering System
- Process all Field Trip Requests
- Coordinate logistics with various field trip vendors and field trip venues
- Coordinate insurance with CharterSAE
- Reporting and support for any accident or incident that occurs at a school sponsored field trip

Online Subscription Package

- Maintain OSP system and the various internal systems
- Maintain Single Sign-On through clever with the various subscriptions
- Negotiate bulk pricing

- Coordinate bulk purchases and subscriptions

Vendor Onboarding and Relations

- Vendor invoicing
    - Enrichment Certificate reconciliation/adjustments
    - Liaison between Accounts Payable and vendors, and teachers and families when issues arise
- Vendor onboarding
- Manage Vendor Portal (Maintain vendor supporting document including insurance and W-9s)

School Accountability

- State Compliance Documents
    - Verifies & Approves Independent Study Agreement
    - Verifies & Approves Attendance Logs
    - Verifies & Approves Work Samples
    - Verifies & Approves Household Data Collection Forms (HDCF)
    - Performs Internal Audit
    - Prepares all documents for Annual Audit Guide including:
        - CalPads 1.18 and 1.17
        - Student Selections: Master Agreement, Attendance, Work Samples
        - Special Programs documentation (HDCF & EL)
- State Attendance Reports
    - Prepares all state reports: Review, analyze, and clarify data with teachers
    - 20-day Report
    - P1
    - P2
    - EOY
    - Estimated Attendance Reports
- Student Information System Support to Homeschool Teachers
    - Parent Portal
    - Troubleshoot Student Information System (SIS)
    - Update demographics in SIS
    - Provide Attendance Codes, Printing, Archiving

    - Provide resources to support teachers with work sample, printing, archiving
    - Provide resources to support in generating report card
    - Add TK8 Classes to teachers
    - Presentations on compliance documents via powerpoint, video, or in person
    - Weekly Updates
- Live Support to Homeschool Teachers & Parents
    - Individualized Support
    - SAA Email Group
    - SAA Phoneline
    - WIG Calls
    - Google Conference

Curriculum

- Phone customer service
- Maintain UCOP Course List
- Write, submit, and adopt “a-g” courses
- Coordinate College Board submissions and serve as AP Coordinator
- Request CEEB codes
- Verify readiness of advancement/placement in high school courses for middle school students
- Manage standardized curriculum options
    - Manage Curriculum Ordering System (COS)
    - Load student accounts for Inspire managed curriculum
    - Provide information, support, and load all curriculum
    - Manage deduction of instructional funds
- Maintain HST Handbook for middle school, high school, curriculum, and all trainings
- Maintain the curriculum support site with updated tutorials for school staff

High School

- Provide professional development and best practices for Highly Qualified Teachers
- Support popular high school vendor options including BYU, Brighton College, VIZIO, FLVS, ASU, eDynamic, Rosetta Stone, and Shmoop

- Provide weekly support meetings and professional development for High School Success Coordinators, Content Specialists, and Counselors
- Develop High School trainings for HSTs
- Maintain NCAA accounts
    - Update account information
    - Update course lists
    - Submit new schools
    - Submit new/revised curriculum
    - Upload student transcripts and fee waivers
    - Review records and develop IGPs for students pursuing eligibility
    - Manage schedules and curriculum of students pursuing eligibility
    - Meet with families and HSTs to discuss eligibility process
- Complete Cal Grant GPA submissions for each school
- Setup and maintain career and college planning tools (Naviance)
- Support counseling calendar creation and best practices
- Research and develop CTE pathways
- Maintain high school website
- Order diplomas, awards (i.e. Golden State Merit, Bilingual Literacy, President's Award for Educational Achievement), caps and gowns for graduation ceremonies
- Create and evaluate reports to verify accurate high school course enrollment and grading
- Draft content for the High School section of school websites
- Provide High School professional development (Counselors, High School Success Coordinators, and Homeschool Teachers) including general college and acreer and interest groups
- Provide resources and presentation templates for family High School Information Presentations

Student Testing

- Star 360
    - Monitor/recommend purchasing of licenses
    - Create, maintain, problem solve bridge with Pathways and Renaissance Portal
    - Set up Renaissance portal with school year dates, benchmark windows, and other settings for the school year

    - Provide schools with training for teachers, messaging to families
    - Create, implement, and monitor paper assessment process
    - Create and share Not Tested Report for Principals to monitor completion
    - Upload scores to student dashboard on School Pathways
    - Answer general questions from school team regarding use of the program
    - Delete invalid assessments at the request of HST
    - Create and share reports with scores to schools
    - Create accounts for school administrators without students
    - Provide HST with their correct username and password as needed
- ELPAC (Initial and Summative)
    - Train TCs to determine who needs the Initial ELPAC within their school using survey response sheet, CALPADs, and Pathways reports.
    - Train TCs to enter ELAS information on EL Tab in Pathways
    - Supply emails for notifying HSTs and instructions for Moodle proctor training.
    - Order and track supplies for Initial and Summative ELPAC
    - Monitor ELPAC spreadsheet to see when tests need to be mailed out
    - Mail and collect returned materials; advise TCs on follow up to ensure all students are tested within the appropriate window
    - Review materials to make sure bubbles are completed and spot check books for scoring errors
    - Input scores for Initial ELPAC into TOMS LST
    - Upload scores to spreadsheet for mail merged school letter
    - Print and mail score reports with mail merged ELPAC letter to parents
    - Upload scores to student dashboard on Pathways
    - Add labels and prepare materials to be returned to the state for RSVP Initial ELPAC tests
    - Scan or inventory unused materials and return to State
    - Monitor TOMS ELPAC eligible students to verify testing or correction of ELAS as needed
    - Track students tested, materials returned, scores received and mailed to families for all eligible students for
    - Share score spreadsheet with EL Designee
- PFT
    - Train and provide emails for Testing Coordinators to communicate with Principals and TLCs regarding:

        - Test window/locations/dates for each region
        - Enrollment numbers/size of test locations
        - Secure proof of liability insurance when needed
        - Secure payment for locations when needed
        - Flyers for test locations
        - Proctor assignments
        - Hold training meetings for TLCs
        - HST instructions for student registration
        - Follow-up on student registration
        - Test participation by HST
    - Set up and manage all aspects of the back end of student registration in Pathways
    - Create and maintain PFT Data Collection spreadsheet
    - Prepare and upload data sheets to school PFT portal
    - Provide parent information and communication including location master list
- CAASPP
    - Train and provide emails for Testing Coordinators to communicate with Principals and TLCs regarding:
        - Test window
        - Test locations/dates for each region
        - Enrollment numbers/size of test locations
        - Secure proof of liability insurance when needed
        - Secure payment for locations when needed
        - Flyers for test locations
        - HST instructions for student registration
        - Follow-up on student registration (which HSTs still need to register students)
        - Proctor assignments
        - Test participation by HST (during the testing window; which teachers have students who still need to complete testing)
    - Enter instructional calendar and set up test window for each LEA in TOMS
    - Set up and manage all aspects of the back end of student registration in Pathways

- Work with SPED and Student Support departments to ensure that all students have accurate accommodations and that they are properly implemented at test locations
- Upload student accommodations and designated supports into TOMS
- Generate reports for Not-tested and Expiring Tests
- Process opt-outs internally and in TOMS
- Work with Tech department to ensure adequate equipment is available for all schools
- Track and manage computer and router numbers
- Hold training meetings for TLCs
- Provide location master list
- Monitor security affidavits in TOMS
- Work with Accounts Payable department to process TLC reimbursements
- Produce teacher trainings and support documents on various topics, including but not limited to:
    - Talking points for families
    - Designated supports and how to enter them
    - Test security
    - Proctoring
    - Checking student demographics and test settings (designated supports) in TOMS
- Provide support to all test locations and teachers throughout the window, including but not limited to:
    - Basic tech troubleshooting
    - Student login issues

Accreditation Support

- Facilitate WASC visit scheduling
- Support schools with compiling WASC reports
- Conduct training and mock visits to prepare for accreditation visit
- Create a calendar to monitor school Action Plan

Student Achievement Support

- Pull benchmark data reports

- Disaggregate data
- Communicate areas of need
- Suggest interventions
- Facilitate professional development opportunities to improve student achievement

Student Services Support

- Provide Classified staff for SST and 504 Scheduling
- Keep informed of legal requirements, new initiatives, compliance reporting, and goals that relate to student service departments such as Special Education, Section 504, Student Support Team, English Learners, Homeless/Foster Youth
- Facilitate professional development opportunities on student services topics
- Facilitate analysis of data to improve student achievement within special program subgroups
- Attend or ensure LEA representation at SELPA or other meetings and training sessions
- Listen to and report to LEA representatives any parent or staff concerns

Miscellaneous

- Teacher Professional Development (Fresno Pacific University)
- Teacher Induction Program
    - Set-up partnership with a Teacher Induction Program
    - Implementation and monitoring of program
    - Teacher and mentor support
- Teacher Intern Program
    - Set-up partnership with a Teacher Intern Program
    - Implementation and monitoring of program
    - Teacher and mentor support
- Homeless & Foster Youth Resources and Supports

INSPIRE CHARTER SERVICES

IT Management & Strategic Planning

ICS will meet with school administration as often as needed to provide regular reporting of service, quality, response times, consultations, and projects.
ICS will provide documented policies, procedures, and protocols
ICS will coordinate End to End Vendor relations and Procurement
ICS will provide End to End Asset Management
ICS will manage SPED Assistive Technology End to End
ICS will manage and provide DevOps (ongoing software development and operations enhancements)
ICS will manage compliance with FERPA, CIPA, COPPA

Technical Support

ICS provides Hardware Repair at our facility
ICS provides unlimited telephone and remote desktop technical support
ICS provides Software licensing and management
ICS provides Onsite SBAC Testing support and site pre-checks
ICS provides Onsite Network Infrastructure Support
ICS provides Internet Provider Failover Support

Tech Finance

Billing and Invoicing
Vendor Preferred Pricing
Price Tracking
Financial Analysis and Reporting
Inventory Projections
Purchasing and Order processing
Financial Resolution tracking
Account Management

G Suite Management

Domain Management
Staff Email Address Creation and Maintenance
Student Email Address Creation and Maintenance
Google Docs Support
Team Drive Support

INSPIRE CHARTER SERVICES

Tech Order Fulfillment

Procurement
Asset Tagging
Inventory Management
Order Processing
Returns Management
E-Waste Management

Interdepartmental Coordination

Special Education
Testing
Online Subscription Package (OSP)
Library and Returns

IT and Network Security

Content Filtering for Networks and Devices
DLP (Data Loss Prevention)
Training on the following standards
- FERPA - Family Educational Rights and Privacy Act.
- HIPPA - Health Insurance Portability and Accountability Act of 1996
- CIPA - Children's Internet Protection Act
- COPPA - Children's Online Privacy Protection Rule

Youtube Content Management

VOIP Telephone Support

ICS will manage 8x8 Enterprise Telephone System

ICS List of Tech Services

- Technology Development
- Google GSuite (Gmail, Drive, Docs, Hangouts, File Stream, Classroom, etc)
- Google Device Management (Chromebooks)
- Google DLP (Data Loss Prevention to protect PII data)
- Google Vault (ediscovery, archive, and compliance)
- 8x8 VoIP phone system
- Cisco Umbrella (internet content filtering, policies on content categories and apps)
- Youtube content management (compliance with CIPA and COPPA)
- AzureAD (Windows Identity and Access Management)
- Device Ordering and Fulfillment, Staff
- Vendor management / Accounting
- Device provisioning and enrollment into management systems
- Intune (Windows device management)
- Office365 (Microsoft Office software licensing, including Minecraft, Teams, others)
- Adobe Creative Cloud (Adobe products including Adobe Sign)
- Teamwork Desk (Help Desk)
- Teamviewer remote support
- Zoom video conferencing
- Apple School Manager
- JAMF (Apple computer and iOS - iPad/iPhone management)
- Aruba Central (Aruba networking device management for offices)
- Cradlepoint Net cloud (Cradlepoint device management)
- Verizon account management (hotspots and SIMS)
- ATT account management (hotspots, SIMS, phones)
- SnipeIT inventory management system
- Tech Ordering System (TOS - student tech order fulfillment)
- Tech items Repairs, Warranties, Wiping and Re-utilization
- Tech items Returns (Return management upon Withdrawal, wipes, lockdowns, shipping)
- eWaste (proper disposal of tech items)
- For physical locations Firewall, Network equipment - Sophos, HPE?
- Secure browser management - CAASPP
- Amazon Whispercast for Fire tablet management
- State-Testing onsite support, bandwidth and signal pre-checks for Testing locations
- IT Policy creation and management
- IT Presentations on FERPA and Pii to raise awareness
- [Soon to come]Return Management System
- DevOps future projects

Inspire District Office

INVOICE

1740 E. Huntington Drive #205
Duarte, CA 91010
Phone (626)317-0112 Fax (626)470-9713

DATE: June 1, 2020
INVOICE # INSPK-112
FOR: *Monthly Operational & Instructional Fee*

Bill To:

Blue Ridge Adademy
1740 E. Huntington Drive #205
Duarte, CA 91010

DESCRIPTION	AMOUNT
Instructional Fee - 06/2020	$ 519,663.00
Operational Fee - 06/2020	$ 78,516.50
TOTAL	$ 598,179.50

Make all checks payable to Inspire District Office
If you have any questions concerning this invoice, please contact Accounts Payable at accountspayable@inspireschools.org

THANK YOU FOR YOUR BUSINESS!

Inspire Charter Services

2019-2020 Services

Operational **2**
- Fiscal Services 2
- Board Support
- Charter Development 3
- Enrollment 3
- Records 4
- Student Data Services 5
- Technology Services (Both Operation and Instruction Support) 6
- Marketing 6
- Human Resources 9
- Facilities 11

Instructional Support Services **10**
- Enrichment Services 10
- Enrichment Ordering System 10
- Field Trips 11
- Online Subscription Package 11
- Vendor Onboarding and Relations 11
- School Accountability 11
- Curriculum 12
- High School 13
- Student Testing 14
- Accreditation Support 17
- Student Achievement Support 17
- Student Services Support 17

Operational

Fiscal Services

- Accounting Consultation
- Accounts Payable (Smart Sheet, AP Weekly Analysis, and General AP Processing)
- Audit Advisement/Support
- Payroll
- Fiscal Policy Management
- Contract Advisement/Support
- Compensation Policy Advisement/Support
- Insurance Compliance and Risk Mitigation
- Financial Consulting
- 403(b) Retirement Program Administration

Board Support

- Compliance Support
- Development
- Orientation
- Meeting Support
    - Scheduling
    - Compilation and Creation of the Board Packets and Agendas
    - Posting of Agendas
- New Member Recruitment Support
- Governance and Board Training
- Policies (Draft development, annual review, etc.)

Charter Renewal & Revisions

- Renewal support in alignment with AB 1505 (Draft renewal petition, develop timeline, etc.)
- Draft Material Revision

Enrollment

- Live Registration Support
  - Regional Phone Hotline
  - Email
  - SMS
  - Remote Assistance
  - Supported Languages (Spanish, Russian, Chinese, Japanese)
- Registration System (Reg-Online) Administration
  - Configuration and Update
  - Student Registration
    - New
    - Returning
    - Sibling
  - Household Account Management
- Student Information System (SIS) Administration
  - Data Entry
  - Post-Import Revisions
  - Internal Audits
  - Custom Tags
- Enrollment Reporting and Analysis
  - Trend Analysis & Projections
  - Provide Enrollment Strategies and Support
- Coordination Support for Leadership Team & Teachers
  - Community Events
  - Local Family Liaisons
  - Point of contact for other Classified functions during intake–e.g. Enrichment, Curriculum, Technology, etc.
- Lottery System Management and Implementation

Records

- New Enrollments
  - Request student CUME's from previous schools
  - House and maintain all student records (CUME's)
  - SPED records

    - Work with Registrars from other schools/districts to ensure overlapping enrollments are satisfactorily resolved
- Withdrawals
    - Maintain and update Withdrawal Survey
    - Process CUME requests and send student records to new schools
    - Collaborate with SAA to ensure proper documentation is being received from teacher/family upon withdrawal
    - Confirm and verify in writing which school the withdrawing student will be attending (Withdrawal Follow-Ups)
    - Follow up with a Superintendent letter when unable to verify new school
    - Call all withdrawing families and perform a short Exit Survey
    - Follow up with Private Schools that are not listed on CalPads
- High School Support
    - Fill out, sign, and return High School Work Permit Applications
    - Maintain and update Transcript Request Survey
    - Provide official/unofficial transcripts to families
    - Request transcripts from previous schools for families/counselors
    - Check-in high school and college transcripts from previous schools and send to the counseling dept.
    - Process high school, Concurrent Enrollments (CCE's)
    - Fill out, sign, and return Military Security Clearance Forms
    - Print and mail all High School Report Cards to families after 1st and 2nd Semester
    - Print and mail all High School Diplomas and official transcripts to families at mid-year and end of year
    - Archive and house graduated senior CUME's at Azusa office
- Student/Teacher Services
    - Fill out, sign, and return Entertainment Work Permit Applications
    - Provide Enrollment Verification letters to families
    - Provide Withdrawal Verification letters to families
    - In collaboration with teachers, SPED case managers, and counselors - Fill out, sign, and return DSS, SS, DCFS, CWS teacher and administrative questionnaires
    - Provide copies of student CUME's to parents
    - Process and mail 5th and 8th grade Promotion Certificates to families

- Miscellaneous
    - File ELL, RFEP identification letters into student CUME's
    - Process legal name changes and upload appropriate legal paperwork to student's dashboard
    - Ensure CalPads information is up to date and accurate for each student. Work with CalPads Team to ensure dual enrollments are resolved in an accurate and timely manner.
    - Archive and maintain Legal Documents including restraining orders and custody arrangements.
    - End of year CUME cleanup - forward all withdrawn student CUME's that have not been requested to schools listed on CalPads.
    - Provide student information/student records to Law Offices, Law Enforcement Agencies, and Probation Departments as requested

Student Data Services

- Align student data collection with CALPADS
- Programming of Student Information System
- Liaison between Student Information System and Schools
- Maintenance of School Pathways
- State and Federal Reporting
    - Fall I, II, EOY CALPADS Reporting
    - Civil Rights Data Collection Report
    - CBEDS Report
- Manage data requests and reports
- Manipulate large sets of data
- Maintains knowledge of relevant mandated reporting requirements
- Reviews and revises school policies
- Monitors relevant school information system
- Provides mandated reporting training to school staff
- Monitors, maintains, and updates the school's data within CALPADS
- Create staff accounts
- Update and maintain accurate data for staff
        - Credentials
        - SEID number

        - Classification
        - Personnel Information
        - Job Title
        - Employment date
- Work with staff to provide necessary access to data in Pathways related to job duties
- Maintain accurate FTE counts for all staff
- Process changes to Proof of Residence in Pathways
- Report Immunizations
- Facilitate student transfers between schools
- Maintain course catalogs
- Import high school transcripts

Technology Services

- Student Tech Equipment Order Fulfillment, Returns and Repairs
- Teacher & Staff Tech Equipment Order Fulfillment, Returns and Repairs
- Information Technology Desktop Support for Staff & Students
- Set up and maintenance of all physical offices (internet, infrastructure, printing)
- Accounting and inventory of all Tech assets
- Maintain software agreements and licensing
- Tech Vendor management
- AUP (Acceptable Use Policy) Compliance Support
- Network and Device Content Filtering and Virus Support (Compliance with: The Children Internet Protection Act (CIPA), Children's Online Privacy Protection Act and Rule (COPPA), Family Educational Rights and Privacy Act (FERPA), and Health Insurance Portability and Accountability Act of 1996 (HIPPA))
- Coordinating bulk hardware and software purchases

Marketing

- Graphic Design
    - Develop logos, advertisements, and collateral for schools and special projects within the Inspire Family of Schools (i.e. PowerPoint templates, letterhead, Graduation Programs, Certificates)
    - Design graphics to represent the school
    - Design and order promotional flyers

    - Create social media graphics for school programs and events
- Spirit Wear
    - Develop new spirit wear items
    - Facilitate bulk orders for special events (conferences, retreats, meetings)
- Website Management
    - Design, launch, and maintain all websites
    - Coordinate with the web development team on daily website edits
    - Facilitate photoshoots to procure images for websites
- Communication
    - Draft and send emails to parents using school-wide communication platform
    - Manage Smore accounts
- Social Media Management
    - Develop, manage, and assess a coordinated social media strategy for schools within the Inspire Family of Schools
    - Oversee social media channels and curation of content on the following platforms: Facebook (Pages & moderate Groups), Twitter, Instagram, Pinterest
    - Share out school news (school announcements, policy changes) and monitor real-time social media sentiment and engagement, especially during crisis moments or when Inspire is in the news
    - Provide guidance and messaging to Family Liaisons (or other school contact(s)) to disseminate on regional Facebook Groups
    - Provide customer service support to prospective families by answering inquiries with accuracy
    - Manage social media advertising, ensuring that money is spent strategically to accomplish the goals of the social media strategy for schools
- Events
    - Graduation
        - Maintain Graduation Manual
        - Provide guidance to all regional graduation leads
        - Facilitate payments for venues
        - Manage statewide formal RSVP form
        - Verify ceremony logistics and order of events
        - Sort and ship loaner caps and gowns
        - Design, print and ship ceremony programs
        - Design, print, and mail promotion certificates to families

    - Staff Events
        - Assist with planning, logistics, and execution of high priority staff events, including:
            - Back to School Professional Development In-Person Meetings
            - Classified Professional Development Meetings
            - Principal / Instructional Cabinet Meetings
            - Holiday Parties
        - Coordinate catering, research, and book venues, set up and tear down, create a checklist of supplies needed, ship materials needed for events
        - Research and order staff appreciation gifts
    - Recruiting/Community Events
        - Support Principals, Teachers, and Family Liaisons by completing event applications, managing payment, and facilitating insurance certificates for local community events
        - Lead and coordinate Inspire's presence as a sponsor/vendor at the following events: Great Homeschool Convention, Homeschool Association of California Conference, California Homeschool Network Expo, Festival of Books
            - Set up and tear down booths
            - Coordinate staffing
- Promotional Material
    - Inventory stock of recruiting supplies (giveaways, swag, flyers, tablecloths)
    - Place orders and research new giveaway products
    - Ship supplies to staff as-needed
- Branding
    - Ensure brand consistency and promote uniformity
    - Identify brand-building areas and develop a plan to educate organization members (i.e. Style Guide)
    - Format and proofread documents for consistency (i.e. school planners, Parent Student Handbook)
    - Review business card proofs for mistakes before they go to print
- Miscellaneous
    - School Planners

        - Work with vendor to create custom planner books that meet the needs of homeschool families
        - Project grade-level enrollment growth to determine order quantities
        - Design front cover, create handbook pages, insert holidays and calendar dates
        - Orchestrate delivery logistics of roughly 40 pallets to office locations (60,000+ planners)

Human Resources

- Onboarding
    - Recruitment Support (EDJOIN and Job Postings)
    - Employee Handbook Management
    - Rate-ins
    - New hire material ordering and distribution
    - New Employee Orientation
    - DOJ Clearance
    - TB Clearance
    - Contracts
- Off Boarding
- Benefits
    - Billing
    - BeneTrac Site Maintenance
    - Open Enrollment
    - Manage group rates
- Leave
    - PTO/Sick Leave
    - Maternity Leave
    - Workers Compensation
- Conflict Resolution Support
- Helios Site Maintenance
- Employee Discipline Support
- Compliance Reporting
- Declaration of Need Applications for Fully Qualified Educators

- Employee Records
    - Credentialing
    - Mandatory Compliance Training
    - Employee Clearance
    - Employment Verification
- Employment Dispute Resolution
- Assist in Payroll Preparation
- Employee Time Records

Facilities

- Maintenance and upkeep of ALL offices and locations
    - Fire Safety
    - Building Safety
    - Furniture
    - Close locations and prepare for turn over to landlord upon end/termination of lease
    - Janitorial Services
    - Maintain Alarm and Security Systems
    - Pest Control
- Business Licenses
- Emergency Crisis Teams
- Emergency Action Plan (Office Evacuation)
- Help maintain a legal resource center or school facility
- Coordinate CPR/First Aid/AED training for classified staff
- Certificates of Insurance
- Provide support to all other departments as requested
- Work with contractors with any needed construction and/or repairs at any office/location

Instructional Support Services

Enrichment Services

- Maintain Enrichment Ordering System
- Process and check all enrichment orders
- Customer phone support

- Audits accounts and makes sure funds are correct
- Social Media Moderating Support related to Enrichment questions

Enrichment Ordering System

- Maintains Platform for EOS
- Funds Drop Programming & Coordination
- All new development and updates to the system

Return Services

- Coordinate and Collect materials for Technology
- Coordinate and Collect materials for Curriculum
- Coordinate and Collect materials for Enrichment
- Coordinate and Collect materials for Library

Return Management Services (RMS)

- Maintains Platform for RMS
- Programming and Coordination
- All new development and updates to the system

Field Trips

- Maintain Field Trips Ordering System
- Process all Field Trip Requests
- Coordinate logistics with various field trip vendors and field trip venues
- Coordinate insurance with CharterSAE
- Reporting and support for any accident or incident that occurs at a school sponsored field trip

Online Subscription Package

- Maintain OSP system and the various internal systems
- Maintain Single Sign-On through clever with the various subscriptions
- Negotiate bulk pricing

- Coordinate bulk purchases and subscriptions

Vendor Onboarding and Relations

- Vendor invoicing
    - Enrichment Certificate reconciliation/adjustments
    - Liaison between Accounts Payable and vendors, and teachers and families when issues arise
- Vendor onboarding
- Manage Vendor Portal (Maintain vendor supporting document including insurance and W-9s)

School Accountability

- State Compliance Documents
    - Verifies & Approves Independent Study Agreement
    - Verifies & Approves Attendance Logs
    - Verifies & Approves Work Samples
    - Verifies & Approves Household Data Collection Forms (HDCF)
    - Performs Internal Audit
    - Prepares all documents for Annual Audit Guide including:
        - CalPads 1.18 and 1.17
        - Student Selections: Master Agreement, Attendance, Work Samples
        - Special Programs documentation (HDCF & EL)
- State Attendance Reports
    - Prepares all state reports: Review, analyze, and clarify data with teachers
    - 20-day Report
    - P1
    - P2
    - EOY
    - Estimated Attendance Reports
- Student Information System Support to Homeschool Teachers
    - Parent Portal
    - Troubleshoot Student Information System (SIS)
    - Update demographics in SIS
    - Provide Attendance Codes, Printing, Archiving

    - Provide resources to support teachers with work sample, printing, archiving
    - Provide resources to support in generating report card
    - Add TK8 Classes to teachers
    - Presentations on compliance documents via powerpoint, video, or in person
    - Weekly Updates
- Live Support to Homeschool Teachers & Parents
    - Individualized Support
    - SAA Email Group
    - SAA Phoneline
    - WIG Calls
    - Google Conference

Curriculum

- Phone customer service
- Maintain UCOP Course List
- Write, submit, and adopt “a-g” courses
- Coordinate College Board submissions and serve as AP Coordinator
- Request CEEB codes
- Verify readiness of advancement/placement in high school courses for middle school students
- Manage standardized curriculum options
    - Manage Curriculum Ordering System (COS)
    - Load student accounts for Inspire managed curriculum
    - Provide information, support, and load all curriculum
    - Manage deduction of instructional funds
- Maintain HST Handbook for middle school, high school, curriculum, and all trainings
- Maintain the curriculum support site with updated tutorials for school staff

High School

- Provide professional development and best practices for Highly Qualified Teachers
- Support popular high school vendor options including BYU, Brighton College, VIZIO, FLVS, ASU, eDynamic, Rosetta Stone, and Shmoop

- Provide weekly support meetings and professional development for High School Success Coordinators, Content Specialists, and Counselors
- Develop High School trainings for HSTs
- Maintain NCAA accounts
    - Update account information
    - Update course lists
    - Submit new schools
    - Submit new/revised curriculum
    - Upload student transcripts and fee waivers
    - Review records and develop IGPs for students pursuing eligibility
    - Manage schedules and curriculum of students pursuing eligibility
    - Meet with families and HSTs to discuss eligibility process
- Complete Cal Grant GPA submissions for each school
- Setup and maintain career and college planning tools (Naviance)
- Support counseling calendar creation and best practices
- Research and develop CTE pathways
- Maintain high school website
- Order diplomas, awards (i.e. Golden State Merit, Bilingual Literacy, President's Award for Educational Achievement), caps and gowns for graduation ceremonies
- Create and evaluate reports to verify accurate high school course enrollment and grading
- Draft content for the High School section of school websites
- Provide High School professional development (Counselors, High School Success Coordinators, and Homeschool Teachers) including general college and acreer and interest groups
- Provide resources and presentation templates for family High School Information Presentations

Student Testing

- Star 360
    - Monitor/recommend purchasing of licenses
    - Create, maintain, problem solve bridge with Pathways and Renaissance Portal
    - Set up Renaissance portal with school year dates, benchmark windows, and other settings for the school year

    - Provide schools with training for teachers, messaging to families
    - Create, implement, and monitor paper assessment process
    - Create and share Not Tested Report for Principals to monitor completion
    - Upload scores to student dashboard on School Pathways
    - Answer general questions from school team regarding use of the program
    - Delete invalid assessments at the request of HST
    - Create and share reports with scores to schools
    - Create accounts for school administrators without students
    - Provide HST with their correct username and password as needed
- ELPAC (Initial and Summative)
    - Train TCs to determine who needs the Initial ELPAC within their school using survey response sheet, CALPADs, and Pathways reports.
    - Train TCs to enter ELAS information on EL Tab in Pathways
    - Supply emails for notifying HSTs and instructions for Moodle proctor training.
    - Order and track supplies for Initial and Summative ELPAC
    - Monitor ELPAC spreadsheet to see when tests need to be mailed out
    - Mail and collect returned materials; advise TCs on follow up to ensure all students are tested within the appropriate window
    - Review materials to make sure bubbles are completed and spot check books for scoring errors
    - Input scores for Initial ELPAC into TOMS LST
    - Upload scores to spreadsheet for mail merged school letter
    - Print and mail score reports with mail merged ELPAC letter to parents
    - Upload scores to student dashboard on Pathways
    - Add labels and prepare materials to be returned to the state for RSVP Initial ELPAC tests
    - Scan or inventory unused materials and return to State
    - Monitor TOMS ELPAC eligible students to verify testing or correction of ELAS as needed
    - Track students tested, materials returned, scores received and mailed to families for all eligible students for
    - Share score spreadsheet with EL Designee
- PFT
    - Train and provide emails for Testing Coordinators to communicate with Principals and TLCs regarding:

        - Test window/locations/dates for each region
        - Enrollment numbers/size of test locations
        - Secure proof of liability insurance when needed
        - Secure payment for locations when needed
        - Flyers for test locations
        - Proctor assignments
        - Hold training meetings for TLCs
        - HST instructions for student registration
        - Follow-up on student registration
        - Test participation by HST
    - Set up and manage all aspects of the back end of student registration in Pathways
    - Create and maintain PFT Data Collection spreadsheet
    - Prepare and upload data sheets to school PFT portal
    - Provide parent information and communication including location master list
- CAASPP
    - Train and provide emails for Testing Coordinators to communicate with Principals and TLCs regarding:
        - Test window
        - Test locations/dates for each region
        - Enrollment numbers/size of test locations
        - Secure proof of liability insurance when needed
        - Secure payment for locations when needed
        - Flyers for test locations
        - HST instructions for student registration
        - Follow-up on student registration (which HSTs still need to register students)
        - Proctor assignments
        - Test participation by HST (during the testing window; which teachers have students who still need to complete testing)
    - Enter instructional calendar and set up test window for each LEA in TOMS
    - Set up and manage all aspects of the back end of student registration in Pathways

- Work with SPED and Student Support departments to ensure that all students have accurate accommodations and that they are properly implemented at test locations
- Upload student accommodations and designated supports into TOMS
- Generate reports for Not-tested and Expiring Tests
- Process opt-outs internally and in TOMS
- Work with Tech department to ensure adequate equipment is available for all schools
- Track and manage computer and router numbers
- Hold training meetings for TLCs
- Provide location master list
- Monitor security affidavits in TOMS
- Work with Accounts Payable department to process TLC reimbursements
- Produce teacher trainings and support documents on various topics, including but not limited to:
    - Talking points for families
    - Designated supports and how to enter them
    - Test security
    - Proctoring
    - Checking student demographics and test settings (designated supports) in TOMS
- Provide support to all test locations and teachers throughout the window, including but not limited to:
    - Basic tech troubleshooting
    - Student login issues

Accreditation Support

- Facilitate WASC visit scheduling
- Support schools with compiling WASC reports
- Conduct training and mock visits to prepare for accreditation visit
- Create a calendar to monitor school Action Plan

Student Achievement Support

- Pull benchmark data reports

- Disaggregate data
- Communicate areas of need
- Suggest interventions
- Facilitate professional development opportunities to improve student achievement

Student Services Support

- Provide Classified staff for SST and 504 Scheduling
- Keep informed of legal requirements, new initiatives, compliance reporting, and goals that relate to student service departments such as Special Education, Section 504, Student Support Team, English Learners, Homeless/Foster Youth
- Facilitate professional development opportunities on student services topics
- Facilitate analysis of data to improve student achievement within special program subgroups
- Attend or ensure LEA representation at SELPA or other meetings and training sessions
- Listen to and report to LEA representatives any parent or staff concerns

Miscellaneous

- Teacher Professional Development (Fresno Pacific University)
- Teacher Induction Program
    - Set-up partnership with a Teacher Induction Program
    - Implementation and monitoring of program
    - Teacher and mentor support
- Teacher Intern Program
    - Set-up partnership with a Teacher Intern Program
    - Implementation and monitoring of program
    - Teacher and mentor support
- Homeless & Foster Youth Resources and Supports

INSPIRE CHARTER SERVICES

IT Management & Strategic Planning

ICS will meet with school administration as often as needed to provide regular reporting of service, quality, response times, consultations, and projects.
ICS will provide documented policies, procedures, and protocols
ICS will coordinate End to End Vendor relations and Procurement
ICS will provide End to End Asset Management
ICS will manage SPED Assistive Technology End to End
ICS will manage and provide DevOps (ongoing software development and operations enhancements)
ICS will manage compliance with FERPA, CIPA, COPPA

Technical Support

ICS provides Hardware Repair at our facility
ICS provides unlimited telephone and remote desktop technical support
ICS provides Software licensing and management
ICS provides Onsite SBAC Testing support and site pre-checks
ICS provides Onsite Network Infrastructure Support
ICS provides Internet Provider Failover Support

Tech Finance

Billing and Invoicing
Vendor Preferred Pricing
Price Tracking
Financial Analysis and Reporting
Inventory Projections
Purchasing and Order processing
Financial Resolution tracking
Account Management

G Suite Management

Domain Management
Staff Email Address Creation and Maintenance
Student Email Address Creation and Maintenance
Google Docs Support
Team Drive Support

INSPIRE CHARTER SERVICES

Tech Order Fulfillment

Procurement
Asset Tagging
Inventory Management
Order Processing
Returns Management
E-Waste Management

Interdepartmental Coordination

Special Education
Testing
Online Subscription Package (OSP)
Library and Returns

IT and Network Security

Content Filtering for Networks and Devices
DLP (Data Loss Prevention)
Training on the following standards
- FERPA - Family Educational Rights and Privacy Act.
- HIPPA - Health Insurance Portability and Accountability Act of 1996
- CIPA - Children's Internet Protection Act
- COPPA - Children's Online Privacy Protection Rule

Youtube Content Management

VOIP Telephone Support

ICS will manage 8x8 Enterprise Telephone System

ICS List of Tech Services

- Technology Development
- Google GSuite (Gmail, Drive, Docs, Hangouts, File Stream, Classroom, etc)
- Google Device Management (Chromebooks)
- Google DLP (Data Loss Prevention to protect PII data)
- Google Vault (ediscovery, archive, and compliance)
- 8x8 VoIP phone system
- Cisco Umbrella (internet content filtering, policies on content categories and apps)
- Youtube content management (compliance with CIPA and COPPA)
- AzureAD (Windows Identity and Access Management)
- Device Ordering and Fulfillment, Staff
- Vendor management / Accounting
- Device provisioning and enrollment into management systems
- Intune (Windows device management)
- Office365 (Microsoft Office software licensing, including Minecraft, Teams, others)
- Adobe Creative Cloud (Adobe products including Adobe Sign)
- Teamwork Desk (Help Desk)
- Teamviewer remote support
- Zoom video conferencing
- Apple School Manager
- JAMF (Apple computer and iOS - iPad/iPhone management)
- Aruba Central (Aruba networking device management for offices)
- Cradlepoint Net cloud (Cradlepoint device management)
- Verizon account management (hotspots and SIMS)
- ATT account management (hotspots, SIMS, phones)
- SnipeIT inventory management system
- Tech Ordering System (TOS - student tech order fulfillment)
- Tech items Repairs, Warranties, Wiping and Re-utilization
- Tech items Returns (Return management upon Withdrawal, wipes, lockdowns, shipping)
- eWaste (proper disposal of tech items)
- For physical locations Firewall, Network equipment - Sophos, HPE?
- Secure browser management - CAASPP
- Amazon Whispercast for Fire tablet management
- State-Testing onsite support, bandwidth and signal pre-checks for Testing locations
- IT Policy creation and management
- IT Presentations on FERPA and Pii to raise awareness
- [Soon to come]Return Management System
- DevOps future projects

EDUCATION AND SUPPORT SERVICES AGREEMENT
BETWEEN Provenance and Blue Ridge Academy

This Education and Support Services Agreement ("***Agreement***") is entered into as of July 1, 2020 ("***Effective Date***") by and between Provenance, a California nonprofit public benefit corporation ("Provenance") and Blue Ridge Academy, a public charter school organized as a California nonprofit public benefit corporation ("***School***"). Provenance and School may each be referred to herein as a "***Party***" or collectively as the "***Parties***" to this Agreement.

WHEREAS, Provenance, a nonprofit corporation with tax exempt status as a supporting organization under section 501(c)(3) of the Internal Revenue Code, is in the business of providing educational goods and administrative services to charter schools that are operated by separate corporations.

WHEREAS, School is authorized by Maricopa Unified School District ("***District***") to operate a California charter school for a term of 5 years, from July 1, 2016 through June 30, 2021, pursuant to a petition granted by District dated 4/14/16 ("***Charter***").

WHEREAS, subject to the terms and conditions contained in this Agreement, School now desires to contract with Provenance for instructional and operational support services;

WHEREAS, the Parties acknowledge and intend that the terms of this Agreement shall at all times be consistent with the terms of the Charter, and that this Agreement provides for Provenance to deliver educational goods and task-related services that are performed at the direction of the governing body of the School and over which the governing body of the School retains ultimate decision-making authority.

NOW, THEREFORE, in consideration of their mutual promises set forth in this Agreement, the Parties agree as follows:

1. Relationship of the Parties and Scope of Authority. The relationship created by this Agreement between the Parties is that of an independent contractor, not a partnership, joint venture, or employment relationship. Under this Agreement, Provenance will deliver goods and perform task-related services at the direction of the governing body of the School and for which the governing body of the School retains ultimate decision-making authority. The Parties understand and agree as follows:

a. The governing body of the School shall at all times retain its duty to exercise its statutory, contractual, and fiduciary responsibilities governing operation of the School. The governing body of the School, and not Provenance, has fiduciary responsibility for the School. The governing body of the School is ultimately responsible for ensuring School adheres to all applicable law and is accountable to the authorizing District pursuant to the Charter.

b. School shall at all times remain an independent, self-governing public body that shall comply with applicable transparency laws, including but not limited to the California Brown Act, Public Records Act, Political Reform Act, and effective January 1, 2020, the provisions of Government Code section 1090, et seq..

c. To the extent not otherwise specified as a duty of Provenance pursuant to the scope of Services, all duties applicable to the proper operation of School and maintenance of applicable academic standards shall remain the responsibility of School.

d. Provenance will not be required to provide any service set forth in this Agreement to the extent that it is or becomes impracticable, in any material respect, as a result of a cause or causes outside Provenance's and/or School's reasonable control or would require Provenance or School to violate applicable law or cause Provenance to be considered an "entity managing a charter school" per Education Code section 47604.1(a).

e. Provenance will provide all Services in a manner it believes to be in the best interests of School and with due care, in good faith, and in exchange for reasonable compensation taking into account that Provenance is a nonprofit that is exempt from income taxation pursuant to Internal Revenue Code Section 501(c)(3).

2. Independent Contractor. Nothing in this Agreement shall confer upon any Provenance or School employee any rights or remedies, including any right to employment, as an employee of the other Party. The Parties agree as follows:

a. All Provenance employees providing services to School shall be and remain employed by Provenance and shall at all times be subject to the direction, supervision and control of Provenance. All School employees shall be and remain employed by School and shall at all times be subject to the direction, supervision and control of School.

b. School shall not have any right to terminate the employment of any Provenance employee providing services to the School. Provenance shall not have any right to terminate the employment of any School employee.

c. The Parties agree that Provenance shall not lease its employees to the School. School shall employ all of its personnel, including certificated personnel responsible for the delivery of instruction. School shall determine and manage compensation (salary and benefit) plans for its employees; provided, however, that School shall oversee and may consult with Provenance and Provenance will assist with providing payroll and related services pursuant to the scope of Services.

d. Provenance certifies that any of its employees who perform school-site services or transportation services for School, or who may have substantial contact with students at School as determined by School in its reasonable discretion, shall be screened in compliance with Education Code section 45125.1 and Provenance shall otherwise comply with that statute.

3. Services Provided by Provenance. During the term of this Agreement, Provenance shall provide to School the services, including the staff necessary to provide the services, listed in Attachment A to this Agreement (the "***Services***"). Provenance is not obligated to devote all of its time or efforts to School, but shall devote the time, effort, and skill reasonably necessary to provide the Services to School. Provenance reserves the right to sub-contract with a third party for the provision of any of the Services. The Parties may mutually agree to modify the Services at any time by amending Attachment A in writing; provided, however, the Parties will also adjust the annual fee commensurately pursuant to Section 5, if necessary, and Provenance shall only deliver task-related services that are performed at the direction of the governing body of the School and for which the governing body of the School retains ultimate decision-making authority. To the extent there are any conflicts between the terms of the Charter and the terms of this Agreement, the terms of the Charter shall control.

4. Term. The term of this Agreement shall commence on July 1, 2020 and continue through June 30, 2021. This Agreement will be automatically renewed unless either party provide Notice as set forth subsection 20 of this Agreement prior to March 1, 2021 that it will not be renewed. Upon

automatic renewal the parties' obligations shall continue in full during the Term.

5. Annual Fee. For services in Exhibit A, School shall pay Provenance an annual fee of 2.5% of the School's revenue as calculated based on each reporting unit (i.e. charter school, department, location, central office and any other additional reporting units which may be added at the discretion of the School). Revenues shall not include one-time or federal, restricted grant funds such as PCSGP grants or other federal funding programs.

a. Beginning July 1, 2020, the annual fee shall be paid by ***SCHOOL*** to ***Provenance*** in twelve (12) equal monthly installments per year with each monthly payment made through ACH transfer and received by Provenance by the 8th of each month.

b. Provenance will submit monthly invoices based upon School's current school year budgeted revenue. Invoices may be adjusted based on the most current financial forecast.

c. Right to Suspend Performance. In the event of default or delay in payment greater than 30 days from the date of the invoice, Provenance reserves the right to suspend part or all of its performance of duties under this contract until all amounts for Services and Expenses are paid in full. In the event School disputes all or any portion of an invoice, School shall notify Provenance within 15 days of receipt of the invoice; and initiate the dispute resolution process under Section 19 hereof, but shall pay the invoice in full, pending the outcome of such process.

d. Late Payments. Unless School receives prior written approval from Provenance, payments made after the payment terms are subject to a late payment penalty equal to 5% of invoiced amount for each full week the payment is overdue. If the fees are received in the ICS bank account by the 14th of the month, no late fee will be assessed.

e. At the end of each fiscal year, after the P-2 ADA certification by the California Department of Education, which should occur no later than June 30th, a reconciliation of payments shall be made based upon the School's actual revenues in said year. In the event that the total amount of installment payments made by School for the subject year exceeds the total amount due based upon School's actual Revenues, Provenance shall refund the total amount of said overpayment to School within thirty (30) days of the end of the fiscal year. In the event that the total amount of installment payments made by School for the subject year is less than the total amount due based upon School's actual Revenues, School shall pay the total amount of said underpayment to Provenance within thirty (30) days of the end of the fiscal year.

f. In the event this Agreement is renewed, the annual fee may be reviewed and renegotiated by the Parties.

6. Costs. In addition to the annual fee, School shall reimburse Provenance for direct "pass-through" costs and expenses incurred in performing the Services, including, but not limited to: equipment, materials, or supplies purchased from third parties at the request of, or on behalf of the School; platform subscription fees (i.e. student information systems, learning management systems); travel (including mileage, airfare, lodging, meals, and ground transportation); filing or corporate fees; marketing and development costs incurred solely for School (i.e. print materials, postage for mailers, and costs of newspaper, radio, television, billboard or other broadcast advertisements); and fees of other third parties consulted by Provenance at the request of or on behalf of the School.

a. In the event that Provenance purchases equipment, materials, or supplies at the request of or on behalf of the School, Provenance shall comply with the procurement policies and

processes approved by the governing body of the School and shall not include any mark-up, added fees or charges with the cost of equipment, materials, and supplies purchased from third parties. Any equipment, materials, or supplies that Provenance purchases on behalf of the School shall be and remain the property of the School.

b. All reimbursable costs of Provenance charged to School shall be itemized on Provenance invoices, with reference to specific dollar amounts and with backup documentation for such costs (e.g. copies of receipts or purchase orders).

7. Annual Notices. As a supporting organization to School, Provenance shall, at least annually, provide School with a copy of its most recent Form 990, a description of the support, in services and otherwise, provided to School, and its most current articles and bylaws, not later than the 15th day of the 5th month after the close of the year for which the Form 990 is filed.

8. Cooperation. School shall make available to Provenance, in a timely manner, all data, files, documents, and other information and records necessary or appropriate for Provenance to provide the Services under this Agreement. School staff, and the governing body of the School as necessary, shall work closely and cooperatively with Provenance to facilitate Provenance's effective performance and delivery of the Services.

9. Conflicts of Interest. School and Provenance recognize that it is important that School be assured that Provenance staff acts at all times with integrity. School has adopted a conflict of interest code under the California Political Reform Act. Provenance acknowledges that School may require certain Provenance staff to file annual financial interest disclosures as consultants under that code and abide by the disclosure and disqualification provisions of that Act. Provenance also agrees to adopt and provide to School copies of conflict of interest policies required by the IRS, as well as an anti-nepotism policy and a policy regarding inconsistent employment for compensation, which policies shall meet Federal requirements for grant and funding program administration.

10. Non-Exclusive, Non-Transferrable Intellectual Property License. Provenance grants School a non-exclusive, non-transferable irrevocable, United States limited license to use, display and print graphic images of the Provenance IP in connection with the School's operation of the Charter. The Provenance IP is described in Attachment B and may include copyrights, patents, trademarks, technology, and intellectual property of every kind (the "***Provenance IP***"). The Parties acknowledge that Provenance has extensively invested in developing and improving the Provenance IP and in marketing, refining, advertising, promoting, and publicizing it, all of which have become well and favorably known to the public throughout the United States, and as a result of such efforts, Provenance has acquired valuable goodwill therein. The non-exclusive, non-transferable license granted to School is subject to the following terms and conditions:

a. Ownership. School acknowledges the ownership of the Provenance IP and shall do nothing inconsistent with such ownership. School acknowledges that all use of the Provenance IP shall inure to the benefit of and be on behalf of Provenance. School acknowledges that nothing in this Agreement shall give School any right, title, or interest in and to the Provenance IP other than the right to use the intellectual property in accordance with the terms of this Agreement.

b. Quality Standards. School shall not utilize the Provenance IP in any manner that would diminish their value or harm the reputation of Provenance or any other Provenance organization. The nature and quality of all services rendered by School in connection with the Provenance IP, all goods sold by School under the Provenance IP, and all related advertising,

promotional and other related uses of the Provenance IP by School shall conform to standards set by and be under the control of Provenance.

c. School agrees that School will not frame, copy, or feature any trademarks, logos, content from Provenance's websites or marketing materials at any website owned or controlled by School without Provenance's prior express written permission.

d. Neither School nor any entity owned or controlled by them will directly or indirectly file, apply for, prosecute, register, maintain, obtain, and/or acquire any domain names, trademark applications, or trademark registrations, for any mark or name comprised of or containing the Provenance IP, or for any other confusingly similar marks, names, or terms. Further, neither School nor any entity owned or controlled by School will directly or indirectly challenge, contest, or interfere with Provenance's ownership, use, registration, or enforcement of its ProvenanceIP.

e. School shall not have the right to grant a license, sublicense, or any other rights to the Provenance IP.

f. The license and rights granted to School herein are subject to any limitations imposed by any applicable government grant or government contract entered into by Provenance.

g. School shall use the Provenance IP only in the manner and for the duration expressly permitted in writing by Provenance.

h. Upon termination or expiration of this Agreement, School shall have no right to make any use whatsoever of the Provenance IP and must remove all Provenance IP previously used by School in accordance with section 14, Termination.

i. Infringement Proceedings. School shall promptly inform Provenance of any infringements or other violations of the Provenance IP. Provenance shall have the exclusive right at its sole discretion to determine whether to take any action, including litigation, against such infringements or other violations. For any such action Provenance decides to take: (a) School will reasonably cooperate with and assist Provenance; (b) Provenance shall bear all costs, attorney's fees, and expenses; and (c) Provenance shall receive and retain all monetary awards, judgments, damages, and settlement proceeds. If Provenance decides not to take any action against an infringement or other violation of the Provenance IP, Provenance will notify School of its decision, at which time School may request Provenance's permission for School to take action, including litigation. If Provenance permits School to take action: (a) Provenance will reasonably cooperate with and assist School; (b) School will bear all costs, attorney's fees, and expenses; (c) School will obtain Provenance's prior approval of any settlement, such approval to not be unreasonably withheld; and (e) School will receive and retain all monetary awards, judgments, damages, and settlements proceeds.

j. Notwithstanding the foregoing, the School shall own all proprietary rights to curriculum or educational materials that: (1) are both directly developed and paid for by School; or (2) were developed by Provenance at the direction of the governing body of the School with School funds dedicated for the specific purpose of developing such curriculum or materials unless otherwise agreed in writing.

11. Confidentiality. Each Party acknowledges that during the term of this Agreement, it will have access to certain Confidential Information of the other Party, as defined below. Each Party shall

maintain and enforce reasonable administrative, technical, and physical safeguards to reasonably protect the confidentiality of the other Party's Confidential Information.

a. "***Confidential Information***" means non-public information marked either "confidential" or "proprietary," or that otherwise should be understood by a reasonable person to be confidential in nature. Confidential Information may include but is not limited to trade secrets, policies, procedures, intellectual property, business or strategic plans, contractual arrangements or negotiations, financial information and employee information. Confidential Information does not include any information which (i) is rightfully known to the recipient prior to its disclosure; (ii) is released to any other person or entity (including governmental agencies) without restriction; (iii) is independently developed by the recipient without use of or reliance on Confidential Information; or (iv) is or later becomes publicly available without violation of this Agreement or may be lawfully obtained by a Party from a non-party; or (v) which is a public record under California law.

b. If disclosure of Confidential Information is requested pursuant to law, statute, rule or regulation (including a subpoena, a request made to School under the California Public Records Act, or other similar form of process), the Party to which the request for disclosure is made shall (other than in connection with routine supervisory examinations by regulatory authorities with jurisdiction and without breaching any legal or regulatory requirement) provide the other Party with prior prompt written notice thereof to the extent practicable, and if practicable under the circumstances, shall allow the other Party to seek a restraining order or other appropriate relief.

c. The Parties understand and acknowledge that School's financial, educational, and student records are School property and may be subject to the California Public Records Act. All School records shall be physically or electronically available, upon School's request, at the physical record storage location. Records shall also be made available to School electronically on Provenance's software platforms, when such platforms exist.

d. The records of the School maintained by Provenance shall be made available to the School's independent auditor upon request.

e. Upon the termination or expiration of this Agreement, Confidential Information of each Party in the possession of the other Party shall be returned and/or destroyed.

12. Student Information. Provenance and School will each comply with the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) ("***FERPA***"), federal Children's Online Privacy and Protection Act (15 U.S.C. §§ 6501–6506) ("***COPPA***"), and other applicable state and federal laws pertaining to student information and privacy. Provenance is a "third party" which may receive pupil records under California Education Code Section 49073.1(d)(6).

a. Provenance shall be designated as having a legitimate educational interest in accessing School's student education records, as that term is defined by and for purposes of FERPA, thereby allowing Provenance to access personally identifiable information from student education records from School in order to provide its services. For purposes of this Agreement, the term "personally identifiable information" ("PII") means any information that can be used on its own or with other information to (i) distinguish one person from another, (ii) identify, contact, or locate a single person, or (iii) de-anonymize anonymous data.

b. Provenance shall not use or disclose pupil records, including personally

identifiable information, received from or on behalf of School except as necessary to provide the Services, as required by law, or as otherwise authorized in writing by School. Provenance shall protect the pupil records it receives from or on behalf of School no less rigorously than it protects its own Confidential Information. Provenance will designate and train responsible individuals to ensure the security and confidentiality of pupil records. Provenance shall develop, implement, maintain and use reasonable administrative, technical and physical security measures to preserve the confidentiality and availability of all electronically transmitted pupil records received from or on behalf of School. In the event of an unauthorized disclosure of PII, Provenance shall notify School as soon as practicable, and shall, upon School's request, notify affected parents, legal guardians and eligible pupils using reasonably available technological means such as electronic mail.

c. Within 60 days of the termination or expiration of this Agreement, Provenance shall certify in writing that protected student information in the possession of Provenance shall be returned and/or destroyed.

d. Prohibition on Targeted Marketing. Provenance shall not use PII in pupil records to engage in targeted advertising contrary to California law.

e. Cyber Liability Insurance and Indemnity. Provenance shall obtain and maintain for the Term of this Agreement Cyber Liability Insurance with limits of not less than Two Million Dollars ($2,000,000) aggregate including but not limited to coverage for claims involving security and privacy violations, information theft, damage to or destruction of electronic information, intentional and/or unintentional release of information, business interruption, cyber extortion and corruption, and denial of service.

f. Provenance shall indemnify, defend and hold School (including its officers, directors and employees) from and against all claims, losses, liabilities, damages, expenses or judgments involving a third party, including School's costs and reasonable attorney's fees, which arise as a result of any such unauthorized disclosures or misuse of pupil records through the services provided by Provenance, excluding those claims, liabilities, damages or judgments arising from the sole active negligence or willful misconduct of School.

13. Insurance.

a. School shall maintain customary and reasonable insurance coverage, including professional liability for errors or omissions and/or directors and officers coverages, comprehensive general liability coverage, and automobile liability coverage. School shall name Provenance as an additional insured under all School's policies.

b. Provenance shall maintain customary and reasonable insurance coverage, including professional liability for errors or omissions and/or directors and officers coverages, comprehensive general liability coverage, and automobile liability coverage. Provenance shall name School as an additional insured under all Provenance's policies.

c. Each Party shall be responsible for obtaining and maintaining workers' compensation coverage and unemployment insurance for its employees.

d. The Parties' insurance coverages shall take into consideration that staff at the School are employees of the School, and not employees of Provenance.

14. Termination.

a. Prior to March 1, 2021 either Party may terminate this Agreement without cause or a financial penalty upon notice set forth in paragraph 20 to the other Party, and such termination shall be effective as of the end of the current Agreement to minimize disruptions to the School's operations.

b. Either Party may terminate this Agreement for breach of a material term or condition of this Agreement upon sixty (60) days' written notice to the other Party. Such written notice shall identify the breach and provide thirty (30) days for the other Party to cure.

c. In the event that any new enactment, repeal, or change of any federal, state, or local law, regulation, or court or administrative decision or order materially affects the performance of School and Provenance in conformity with this Agreement, the Parties shall promptly commence negotiations in good faith regarding a mutually agreeable approach (including without limitation, an amendment to the Agreement) to address the statutory and/or regulatory changes. If, despite such good faith negotiations, the Parties are unable to agree upon an acceptable approach, then either Party may elect to terminate the Agreement without further obligation or liability to the other, by delivering written notice of termination to the other at least ninety (90) days in advance of the effective date of such termination, or in such lesser time as is reasonable under the circumstances.

d. In the event of termination for any reason, the following conditions shall apply:

i. School shall pay Provenance any due and unpaid portion of the annual fee and costs for Services performed by Provenance until the effective date of termination.

ii. Provenance shall provide reasonable assistance to School to transition to another service provider, during which time School shall reimburse Provenance for all reasonable expenses incurred by Provenance in providing such transition assistance.

iii. School shall cease all use of the Provenance IP, as described in Attachment B, upon the termination of Agreement.

iv. As soon as practicable, Provenance shall return to School and/or destroy, as appropriate, all student-related, fiscal, and other records of School maintained by Provenance.

15. Liability. Each of the Parties shall remain and be responsible for its own debts and obligations. Nothing in this Agreement shall be construed as imposing on a Party any liability arising out of the operations of the other Party, except as such liability may result from the performance of the first Party's obligations under this Agreement.

16. Indemnification. The Parties shall 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 Agreement, except for such loss or damage caused solely by the negligence or willful misconduct of the other Party.

17. Fiduciary Obligations. The governing bodies for both Parties have reviewed the scope of Services and compensation provided in this Agreement in good faith, and in a manner in which they believe to be in the best interests of their respective organizations, and with such care, including reasonable inquiry, as an ordinary prudent person in a like position would use under similar circumstances, and have determined that the Services contained herein are in the best interests of their respective organizations, and that the compensation to be paid is fair and reasonable.

18. Assignment. No Party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other Party. This Agreement shall be binding on, and shall inure to the benefit of, the Parties and their respective permitted successors and assigns.

19. Dispute Resolution. The Parties shall attempt to negotiate in good faith to resolve any dispute arising from or relating to this Agreement before resorting to litigation. In the event of a dispute between the Parties, disputing Party must frame the issue in written format ("dispute statement"). School representative and Provenance Executive Director shall informally meet and confer in a timely fashion to attempt to resolve the dispute, not later than 5 business days from receipt of the dispute statement. In the event that this informal meeting fails to resolve the dispute, both parties shall identify two Board members from their respective boards who shall jointly meet with the School representative and Provenance Executive Director and attempt to resolve the dispute within 15 business days from receipt of the dispute statement.

If this joint meeting fails to resolve the dispute, the School representative and Provenance Executive Director shall meet to jointly identify a neutral third party mediator to engage the Parties in a mediation session designed to facilitate resolution of the dispute. The format of the mediation session shall be developed jointly by the School representative and Provenance Executive Director. Mediation shall be held within sixty business days of receipt of the dispute statement. The costs of the mediator shall be split equally between the Parties. If mediation does not resolve the dispute either party may pursue any other remedy available under the law. All timelines and procedures in this section may be revised upon mutual written agreement of the Parties.

20. Notice. All notices, requests, demands, or other communications (collectively "Notice") given to or by the Parties under this Agreement shall be in writing and shall be deemed to have been duly given on the date of receipt if transmitted by email or personally served on the Party to whom Notice is to be given, or seventy-two (72) hours after mailing by United States mail first class, registered or certified mail, postage prepaid, addressed to the Party to whom Notice is to be given, at such Party's address set forth below:

To Provenance:

Email: stevenl@inspireschools.org

To School:

Email: _____

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

22. Amendments. No supplement, modification, or amendment of this Agreement or the Services described in Attachment A shall be binding unless in writing and executed by both Parties. The Parties anticipate additional and/or revised services to be provided through amendments to Attachment A and commensurate adjustment of the annual fee, if necessary. Such amendments may be negotiated directly by staff of School and Provenance at any time, and shall be brought to the governing bodies of School and Provenance respectively to approve or ratify.

23. Entire Agreement. This Agreement constitutes the entire agreement between the Parties with respect to the subject matter contained herein and supersedes all agreements, representations and understandings of the Parties with respect to such subject matter made or entered into prior to the date of this Agreement. If School seeks to enter into a lease, promissory notes or other negotiable instruments, or to enter into a lease-purchase agreement or other financing relationships with Provenance, such agreements shall be separate documents and not be incorporated into this Agreement or any amendments thereto. Such agreements shall be consistent with the School's authority to terminate Provenance and continue operation of the School.

24. Arm's Length and Independent Counsel. This Agreement has been negotiated at arm's length and between persons (or their representatives) sophisticated and knowledgeable in the subjects in this Agreement. 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 Agreement shall be interpreted in a reasonable manner to affect the purpose of the Parties and this Agreement. Each Party has been advised by, or had opportunity to seek advice from, its independent counsel regarding this Agreement.

25. No Waiver. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the Party making the waiver.

26. Severability. If any provision of this Agreement is invalid or contravenes California law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining provisions, unless such invalidity or unenforceability would defeat an essential purpose of this Agreement.

27. Governing Law. This Agreement shall be governed by and interpreted under the laws of the State of California.

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

29. Counterparts. This Agreement may be executed in two or more 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 Agreement shall have the same legal effect as an executed original for all purposes.

Provenance, a California nonprofit public benefit corporation

By: _____
Name: _____
Its: _____
Date: _____, 2020

Blue Ridge Academy, a California nonprofit public benefit corporation and charter school

By: _____
Name: _____
Its: _____
Date: _____, 2020

ATTACHMENT A
DESCRIPTION OF PROVENANCE SERVICES

1. Legal and Compliance Updates, Corporate Filings, and Consulting

A. Compliance Support

B. Development

C. Orientation

D. Meeting Support

a. Scheduling

b. Compilation and Creation of the Board Packets and Agendas

c. Posting of Agendas

E. New Member Recruitment Support

F. Governance and Board Training

G. Policies (Draft development, annual review, etc.)

2. Assistance with Audits and other Investigations

3. Group Rate for Medical Benefits / Benetrac

A. BeneTrac Site Maintenance

B. Open Enrollment

C. Manage group rates

4. Access to the Enrichment Ordering System (EOS) and all related systems

A. EOS

B. FTE System

C. Curriculum Ordering System (COS)

D. Lending Library System

E. Vendor Portal

F. Online Subscription Package (OSP) System

5. EOS Services

A. EOS Maintenance

B. Uploading of Student and Staff Data

C. Planning Amount Drop Programming & Coordination

D. All new development and updates to the system

E. Supporting Documentation

6. OSP Groups Licensing and Group Enrollment

A. OSP system maintenance

B. Maintain Single Sign-On through clever with the various subscriptions. (Subscriptions to vary year to year based on school input and availability)

C. Negotiate bulk pricing

D. Coordinate bulk purchases and subscriptions

7. Curriculum Order fulfillment

A. Manage standardized curriculum options

a. Manage Curriculum Ordering System (COS)

b. Load student accounts for Inspire managed curriculum

c. Provide information, support, and load all curriculum

d. Manage deduction of annual or multi-year planning amounts

B. Provide curriculum information and training for Homeschool Teacher Handbook

C. Maintain the curriculum support site with updated tutorials for school staff

8. Work with Charter Impact on Shared Employee Cost

A. Based on weekly hourly data reports provided by Charter Impact maintain a monthly spreadsheet that identifies cost distribution for each shared employee

9. Google Suite - Website - HST Handbook

A. Google Suite

a. Domain management

b. Email management

B. Maintain School Website

a. Design, launch, and maintain all websites

b. Coordinate with the web development team on daily website edits

c. Facilitate photoshoots to procure images for websites

C. Provide Template for HST Handbook

Attachment B

Mark	Class	Goods/Services	Reg. No.	Reg. Date
	41	Educational services in the nature of charter schools	5467904	May 15, 2018
INSPIRE CHARTER SCHOOLS	41	Educational services in the nature of charter schools	5467903	May 15, 2018
INSPIRATION STATION	41	Providing a website featuring blogs and non-downloadable publications in the nature of articles in the field of homeschooling and education	5545765	Aug. 21, 2018

Description

This document serves to describe a working relationship between Orion Technology Group, L.L.C. d.b.a. Charter Tech Services (CTS) and Blue Ridge Academy (BRA). The goal of this relationship is to provide BRA with a comprehensive technology support service that includes daily support/repair services, along with strategic technology planning for it's various on-site administration and distance learning operations.

Why Charter Tech Services

CTS is the leading provider of comprehensive technology support services for K-12 Education. Each year we donate more than 10% of our proceeds back to the schools we serve by sponsoring scholarships, tournaments, and other fundraisers. We differentiate ourselves from the competition by: 1) specializing in educational technology, 2) providing proactive onsite service, and 3) operating with scaleable success throughout California and Colorado.

Why Outsource

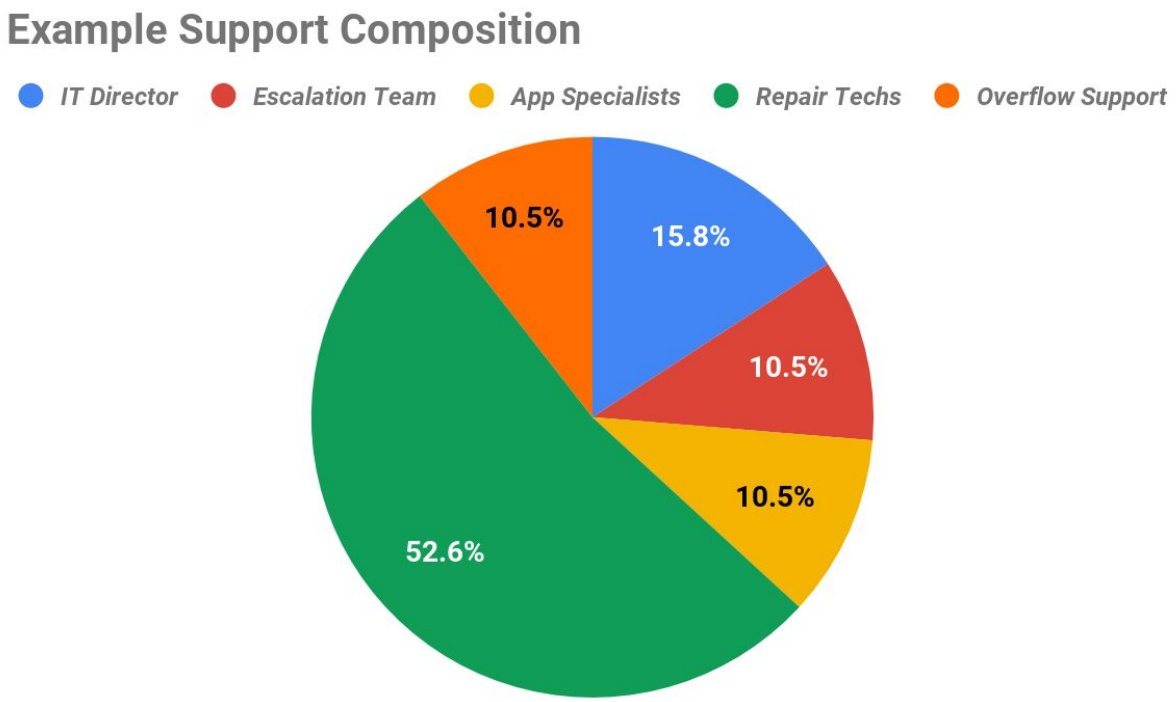
1. Save Money: As a quick and nimble private company we're able to offer competitive benefits to our employees while still achieving significant cost savings for our clients.
2. Expertise: We're not just one skilled person, we've got a deep bench of experts ready to assist with your ever changing needs, without increasing your costs.
3. Accountability: Outsourcing provides our clients with greater ability to achieve accountable results vs. the typical HR red tape involved with employee accountability.
4. Continuity: Our service also provides for greater continuity as we're able to provide consistent high quality service even as individual team members naturally advance and move on in their careers.

Services Composition Provided by Charter Tech Services

CTS provides IT support and general technology assistance. CTS delivers this service by employing a diverse team of talent. The service model relies on many layers of support. This agreement provides for a “layered team” service model. This means that CTS provides an entire front-line repair team combined with a comprehensive support structure above and below that team.

CTS service includes a multi-layered support team:

- IT Director: High level planning, strategy, coordination, and quality control.
- Escalation Team: Troubleshooting and configuration of more complex systems (ex. enterprise switches, routers, servers, etc.).
- App Specialists: Implementation of application specific solutions (ex. Google Apps customization, Student Information Systems, Mass Communication Platforms, Apple iPad Centralized Deployment, etc.)
- Repair Techs: the proactive team of technicians that serve as a first point of contact and process daily support/repair requests.
- Overflow Technicians: additional resources available for urgent overflow items, such as password resets needing to be done while the normal Repair Team is preoccupied with other support requests.



Services to be rendered by Charter Tech Services

1. IT Management & Strategic Planning
    a. CTS will participate in weekly admin meetings with the BRA administration to review service quality, response times, and discuss any upcoming projects.
    b. CTS will take a leadership role in asset management: including planned upgrades and replacements. This will include inventory tagging, secured asset tracking, and planning of long term equipment needs.
    c. CTS will be responsible for coordinating all relevant technology resources to ensure BRA success, including but not limited to: internal BRA staff, CTS staff members, external vendors, and 3rd party partners. This means that the BRA administration sets priorities and can trust CTS will work with all relevant parties to get the job done.
    d. CTS will work with the BRA Administration to document processes, procedures, and technology configurations. This includes mapping out the most efficient methods of handling equipment repair and remote support for employees and students working/learning from home.
2. Technology Optimization
    a. CTS will conduct an evaluation of all existing computer, server, and networking equipment already owned by BRA.
    b. CTS will optimize the network. This will include reconfiguring anything that is misconfigured, upgrading the firmware on all devices, and updating applications to their latest service pack level.
    c. CTS will review all telecommunications contracts and ensure that BRA is not paying for anything they are not using.
    d. CTS will perform regularly scheduled maintenance on an ongoing basis. This maintenance will be performed after hours. CTS will ensure that all systems complete maintenance and return to working order before signing off.
3. Daily Repair and Support Team
    a. CTS will provide a dedicated team of technicians to proactively handle routine tech support and repair requests.
    b. CTS will provide onsite support as needed for BRA staff needs, testing events, special community outreach events, and other onsite needs at the direction of BRA.
    c. CTS technicians will track support requests via a ticketing system whereby requests are received by phone, email, and in-person. Requests may come from administrators, staff, students, and parents.
    d. CTS will provide higher level resources onsite as needed for no added cost, this may include Network Engineers, Application Specialists, etc.
    e. CTS will provide services outside of school hours at the direction of BRA.
4. Auxiliary Support
    a. CTS will provide higher level escalation support as needed and without limit. This support will be provided both onsite and remotely.

   b. CTS will provide mentorship and development for the onsite level-1 technicians to ensure that their value increases over time.
   c. CTS will provide additional onsite support as needed during times of higher need, such as smarter balanced testing.
   d. CTS will provide application specific support for BRA's various student curriculum, communication, and student record systems.
   e. CTS will serve a support concierge to any necessary outside tech support entities. This may include receiving end user reports of assistance needed, performing initial information gathering and research, and then reaching out to third parties as necessary (together with the end user) to ensure the issue is properly resolved and that the end user is fully supported throughout the whole process.

Expected Projects to prepare of 2020-2021 School Year

This represents an incomplete list of projects that have already been discussed and are known to be needed. Many more projects will be added as they are discovered.

1. Establish new procedures for equipment repair/exchange process. Idea's include:
   a. Provide advanced replacement to staff/students. So they have a working computer right away.
   b. Maintain inventory of ready replacements ready to be mailed out.
   c. Process as many repairs in-house as possible. Mail advanced repairs to the manufacturer as needed.
2. Consider filing requests with Google, Microsoft, and Domain Registrars to reclaim ownership of existing accounts.
3. Fully setup new G-Suite Account if/as needed. Migrate historic staff/school data to comply with FOIA and FERPA requirements.
4. Evaluate technology needs and set up any potential headquarters office. This includes evaluating the value and usefulness of any tech that may be inherited. Securing any necessary equipment to prevent unauthorized access. Preparing office to be used as a daily administration center for BRA.
5. Fully setup additional software tools/platforms as needed, this may include but is not limited to: Adobe Creative Suite, Microsoft Office 365, Blackboard Connect, and others.
6. Prepare for E-Rate bids and filings for the 2021-2022 school year.

Terms

1. Services shall begin on 7/1/2020 at a cost of $36,750 per month, due on or before the 10th of each month.
2. Throughout the month of June 2020 CTS will participate in conference calls, meetings, and planning sessions to facilitate a smooth technology transition.
3. Monthly services fees shall be due on or before the 10th of each month or 10 days after invoice delivery, whichever is later.
4. This agreement can be cancelled for any reason within the first 30 days with immediate effect. Cancellation after the first 30 days shall require at least 2 weeks' notice. Cancelation or changes after the first 90 days shall require at least 30-day written notice from either party. After 180 days, this agreement will be in effect until cancelled with three month written notice.
5. Unless superseded by another agreement or terminated, this price will increase by 3% every July 1st, beginning July 1st of 2021.
6. CTS shall bill BRA for previously agreed upon third-party materials and fees necessary to provide service. Examples include: shipping/packing costs, domain registration, computer cables, laptop parts, manufacturer repair fees.
7. Where memory of verbal discussions contradicts any part of this document, this document alone shall serve as the final agreement.
8. Each party recognizes that human capital is equally as important as trade secrets and agrees not to attempt to hire each other's employees, subcontractors, or representatives without mutual written consent or until 12 months has passed from the termination of this agreement.
9. In the event of serious disagreement, damages shall be limited to the total compensation earned under this agreement, disputes shall be arbitrated by a mutually agreed upon arbitrator, with both sides responsible for their own legal fees.

References

This is a shortlist of relevant references for whom we are the exclusive provider of technology support services.

Alpine Union School District Richard Newman rnewman@alpineschools.net	Steele Canyon High School Scott Parr sparr@schscougars.org
Contra Costa School of Performing Arts Neil McChesney neil.mcchesney@cocospa.org	Bella Mente Montessori Academy Erin Feeley efeeley@bellamentacharter.org

Acceptance

Both parties agree to the terms and descriptions set forth above.

Orion Technology Group LLC (d.b.a Charter Tech Services)	Blue Ridge Academy
_____	_____
(sign & date)	(sign & date)
Andrew Lane	Name: _____
President	Title: _____

Procurify
Estimate Proposal

Account Executive : Adam Azarzar

1-888-463-5254 | www.procurify.com

Procurify Technologies Inc.
200 - 717 W Pender Street
Vancouver, BC, Canada V6C 1G9
1-888-463-5254

Hi Sara and Nikki,

Enclosed is an overview of Procurify – the leading cloud-based e-procurement software on the market. Procurify, simply put, is purchasing made ridiculously easy.

We are working hard to revolutionize outdated procurement and purchasing processes and, in the process, save companies money.

From our previous meetings we believe we have an understanding of your business challenges and objectives and as a result of the product demonstration we've determined you can achieve all of them with our system.

Thanks again for taking the time to evaluate Procurify, and please let me know if you have any questions.

Best,

Adam Azarzar
Account Executive

The most user-friendly e-procurement software on the market

Requisitions/Approval

Streamline your current pre-approval process, or implement a new one! Our best-in-class mobile app experience ensures your team will be flying through a robust approval process in record time.

Travel & Expense

Sick and tired of submitting excel expense reports? Your Procurify account includes convenient expense report submission, approval, and reimbursement.

Procurement

Turn your purchasing into a strategic function by gaining deep visibility into what you buy and from who. Standardize your buying across your team by implementing preferred vendors and product catalogs.

Receiving

Make sure you are paying for what you are actually receiving. Our mobile app makes it easy to take pictures of packing slips with your smartphone, and attach them to purchase orders.

Tracking/Reporting

Procurify's powerful tracking and reporting allows you to answer questions such as: Where do my department's budgets current sit? Who has been spending the most in our company? What outstanding purchase orders are we on the hook for with our suppliers?

Accounts Payable

At the back end of a well-built purchasing process is a stringent 3-way match. Using our Accounts Payable module, you can make this process quick and efficient for your team.

We put the PRO in PROcurement

Procurify Professional Services

The Procurify Professional Services team will be the first team member you will be working with after deciding to use Procurify. As a result of working with hundreds of other businesses, they have the **experience** and the **passion to help you identify process gaps**, and consult on purchasing best practices.

In addition to the consultation process, your Professional Services team member will be helping you **configure your account** and **get your team all trained up** on Procurify.

Moreover, we run regular usage checks and **quarterly business reviews** to make sure that you are **getting the most out of your investment**.

Procurify Customer Success Manager

Your Customer Success Manager will be your **key point of contact** after your team has fully adopted your new process and software.

We also help you **devise new strategies and provide recommendations** on how to continue to bring your procurement strategy to the next level

Procurify Support

Procurify's in-house support team provides **in-app chat support** to all of your end users, to help them learn the software and resolve day-to-day issues.

We currently offer **live chat support 24/5 - from Mon. 12AM PST to Fri. 11:59PM PST.** Of course if something is a little bit more complicated, you can call our offices to talk to a human being.

Procurify

Definitions:

Procurify User

- Able to perform any function in the system

Platform

- Unlimited data storage
- All Procurify platform updates and maintenance
- Access to new features and future updates
- Request > Approve > Purchase > Receive workflow
- Expense tracking & travel approval
- Accounts Payable module
- Custom CSV Exporter for flat-file data transfer to accounting system
- Customer Experience Community

Client Support

- User training with E-Learning, both initially and ongoing as needed
- Business Review and best practices
- Phone, email, and web-based support

Implementation

- Implementation and Set-Up of Account
- Domain configuration: users, departments, general ledger, budgets, catalogue
- Account testing

Procurify

Investment Breakdown

This is the breakdown of your investment in Procurify.

Please note, your investment is **billed annually in USD.**

Additional users will be charged at the rates specified below.

Module Type	User Count	List Price	Annual
Group School Special Pricing			
Platform			
Client Support			
Implementation			
Standard Requester User	8000		
Enterprise Advanced User	300		$120,000
Total Annually			$120,000

Procurify

Don’t Worry, You’re in Good Hands.

Continuity

The following measures will ensure continuity of services and mitigate service risks and interruption.

A. Procurify has designed an agile system that makes it very simple for companies to exit the service. At any point through usage, all transactional and historical data can be easily exported from Procurify on a self-service basis via csv. file format. Procurify will guarantee assistance with this process if requested.

B. Procurify backs up all customer’s data on a frequent basis to maximum system uptime in a possible event of a failure. The full backups consist of the application server, database server, and data storage server. All these backups allow Procurify to maintain a high standard of operations.

C. In the unlikely event of the closure of the business, Procurify has allocated reserved funds necessary for an additional 365 days of server instances (via Amazon data centres) running the application from the date of closure. This will provide enough notice to search for a suitable replacement while still being able to utilize the Procurify system.

Software

Procurify is built on the latest modern web technologies on the market. We keep security as our top priority. We use encrypt all sensitive data, such as passwords, credit card information, and attachments. Passwords are hashed and salted to protect users’ passwords. The communication between the clients and our servers are encrypted using Secure Sockets Layer (SSL). Being committed to our customer’s data security, all attachments are encrypted using the 256 bit Advanced Encryption Standard (AES-256).

Need to Know Basis

Procurify uses the principle of minimal privilege to ensure that your data can only be accessed by as few people as is necessary to get the work done.

Privacy

Your data is sensitive by nature, so we take extra measures to ensure that our security is impenetrable. Your privacy is not for sale. We will never sell, rent, or otherwise abuse the private information you have trusted us with.

Data Center

Procurify exclusively uses Amazon's secure storage facilities for data storage. These facilities are distributed around the globe, making it extremely difficult for an adversary to locate the position of your data. Every storage centre is highly secured by military grade perimeter control, state-of-the art electronic surveillance and 24-7 monitoring by trained security personnel. Learn more about Amazon security.
https://aws.amazon.com/security/

Amazon replicates data over multiple systems to help to protect against accidental destruction or loss. Amazon has designed and regularly plans and tests its business continuity planning/disaster recovery programs.

Data Center Certifications
- ISO 27001
- SOC2, SSAE 16 & ISAE 3402

Procurify

Where do we go from here?

1. Contract Sent

Agreement and Terms

2. Review and Sign

Electronic Signature

3. Connect with Pro Services

I. Requirements (Both sides)
II. Timeline
III. Account Setup
IV. Training

4. Go-Live

Throughout the lifetime of your account you will be assigned a dedicated support team who will provide:

I. On-going Support
II. Business reviews
III. Work Changes/Updates
IV. New feature implementation

5. On-Going Benefits

I. Increased Productivity
II. Cost-Savings
III. Greater Team Engagement

Thank you

1-888-463-5254 | www.procurify.com

School Pathways, LLC—Product and Price Estimate

Date: 5/8/2020

Client: Blue Ridge Academy

CALPADS Back-Office Contract 2020-2021

Consulting Services will include a dedicated consultant who will:

Complete all required CALPADS submissions for the 2020/2021 school year including Fall 2, EOY 1-3, and Ongoing Updates (including the resolution of MID, ERD, and CCE anomalies) for the following schools.

Blue Ridge Academy

The Consulting Services **will not include** the submission of Special Education Data submitted through the school's SED system (Special Education Data System).

This process will require access to a dedicated CALPADS account in order to upload and maintain data. In addition, access to and assistance from a school employee is required to obtain or affirm data in order to complete accurate submissions in a timely manner. This service shall be effective from the date of the signed agreement through August 31, 2021.

Total for all above mentioned services: $20,000

Law office of
Jennifer McQuarrie

P: 805.252.1080
F: 888.900.3407
mcquarrielaw@gmail.com
www.jenmcqlaw.com

May 15, 2020

VIA E-MAIL

Ms. Samantha Haynes
Executive Director
Blue Ridge Academy
955 Stanislaus Street
Maricopa, CA 93252

Dear Samantha:

Thank you for reaching out to me to provide a new engagement letter for Blue Ridge Academy ("Blue Ridge"). This letter will confirm the terms under which Blue Ridge will engage me.

Billing and Rates.

My fees for legal services are $220.00 per hour, plus any expenses that may be incurred, such as filing fees, copying costs, postage, courier service charges and related expenses. In the event that Blue Ridge is a party to litigation, these expenses could also include deposition fees, expert fees, and other costs related to litigation. In some instances, third party vendor bills may be forwarded to Blue Ridge for payment directly.

I will bill Blue Ridge approximately monthly depending upon the amount of work that was done on Blue Ridge's file during that period. If you ever have a question about my bill, please contact me to discuss it. Monthly statements are due upon receipt. Finance charges will be applied to amounts over 30 days past due.

I will charge actual reimbursement for any necessary travel expenses, such as airfare, mileage, hotels if required, and other expenses if I travel at Blue Ridge's request. The actual time I spend traveling will be charged at $150.00 per hour.

Blue Ridge and I may agree upon a fixed price for certain projects, which will be agreed upon in advance of any work performed on such projects. In addition, I reserve the right to raise my hourly rate, with prior written notice to Blue Ridge.

Retainer.

At this point, I do not anticipate requiring a retainer prior to services being rendered. But, a retainer may be required in the future.

If a retainer is later required, I will provide Blue Ridge with a monthly statement of fees, costs and expenses. After I email Blue Ridge the statement, I will apply the funds of the retainer to the fees earned, costs and expenses incurred. Blue Ridge are also responsible for paying fees, costs and expenses in excess of the funds that I hold. Should my fees exceed the retainer, I may bill Blue Ridge monthly for additional fees and expenses.

Any unused portion of any retainer will be returned to Blue Ridge promptly upon completion of my services.

Conflicts of Interest.

I will not, without appropriate consent, represent any party if there is a conflict of interest with any of my other clients. In order to avoid conflicts of interest, I search my records to determine whether I represent any opposing parties. Please inform me at once of any additional persons or entities who may be involved in any matter I am handling.

Confirmation of Agreement.

I may send Blue Ridge documents, correspondence and other information during my representation. These copies will be for Blue Ridge's files. I will attempt to send most documents electronically. I will keep a copy of the information in my office as well. It is important that I have the current electronic email address and phone number for purposes of timely communication. It is also important that Blue Ridge cooperate with me during any time that I am providing services to Blue Ridge.

Please confirm Blue Ridge's agreement to the terms of this letter by signing a copy of the authorization on the next page and send a copy back to me via email or facsimile. I will endeavor to represent Blue Ridge promptly and efficiently, and I hope for a mutually satisfactory relationship.

Very truly yours,

/Jennifer McQuarrie/

Jennifer L. McQuarrie

I, Samantha Haynes am authorized to enter into this engagement agreement on behalf of Blue Ridge Academy and understand and agree to the terms of the representation as outlined in this letter.

_____ Date:_____

By: Samantha Haynes
Its: Executive Director

Stipend Chart

DESCRIPTION	AMOUNT	ELIGIBILITY	ELIGIBILITY START	PERIOD PAID
Community Coordinator	$ 10,000.00	Paid to a hired Community Coordinator 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.
Induction Coach Stipend	$500/teacher/semester	Paid to credentialed teachers who work with teachers who are working toward clearing their teaching credential.	Eligibility starts at the beginning of the school year or whenever job duties begin, whichever is later.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Student Support Coordinator	$ 15,000.00	Paid to certificated multi-subject teachers, preferably with homeschool experience. Can have no more than 10 students on their roster. Supervise 504 and SST meetings	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Intervention Support Coordinator	$ 15,000.00	Paid to certificated multi-subject teachers, preferably with homeschool experience. Can have no more than 10 students. Provide students with tier 1,2 and 3 intervention	Eligibility starts at the beginning of the school year and once the supervising begins.	Paid biweekly over 10 months; September - June. Will be prorated based on period of service during the school year.
Decathlon Coordinator Stipend	$ 2,500.00	Assigned Position: Provided to credentialed teachers who meet with students to determine if they are meeting academic decathlon course requirements	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.
New Teacher Trainer	$ 8,500.00	Assigned Position: paid to a designated HST who applied and received the position to help 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.
NJHS Coordinator Stipend	$ 2,500.00	Assigned Position: paid to a staff member who oversees the selection process,induction ceremony, monthly meetings, etc. that is required of NJHS	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.
Extended School Year (ESY)	$ 3,500.00	Paid to special education teachers who provide services from the end of the academic school year to approximately July	Eligibility is earned after service has been completed from start date to end date.	Half paid during the each of the two pay periods of June 30th and July 15th
Testing Coordinator	$ 15,000.00	Assigned Position: Paid to Regional Testing Coordinators who have shown leadership abilities and would like to help organize state testing.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
Extra Student Stipend	$100/month/student over required roster limit	Provided to each teacher that agrees to handle additional students over their roster limits	Becomes eligible once their rosters surpass required roster limits	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
Doctoral Degree Stipend	$3,000	Provided to teachers who hold a doctor's degree	For those who obtain their degree after January 1 of the current school year.	The two payments of equal installments (two in March) of the total stipend amount will only be paid to current employees
California Healthy Youth Act	$2,500	Paid to teachers who oversee the CHYA program and teaching involved for the school.	Eligibility starts at the beginning of the school year.	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
SPED Lead Reading Specialist	$1,500	Paid to a special education teacher with extensive background in evidence-based research reading programs	Eligibility starts at the beginning of the school year.	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.
Medical Opt Out Stipend	$125	Provided to teachers who choose to opt ou of medical benefits	Eligibility starts at the beginning of the school year.	Paid biweekly over 10.5 months; August 16 - June. Will be prorated based on period of service during the school year.

Suicide Prevention Policy

Blue Ridge Academy is committed protecting the health and well-being of all Blue Ridge Academy students, including vulnerable youth populations, by having procedures in place to prevent, assess the risk of, intervene in, and respond to suicide and self-harming behavior. Vulnerable youth populations include LGBTQ (lesbian, gay, bisexual, transgender, questioning) youth, youth living with mental and/or substance use disorders, youth who engage in self-harm or have attempted suicide, youth in out-of-home settings, youth experiencing homelessness, American Indian/Alaska Native youth or youth that identify with other racial minority groups, youth bereaved by suicide and youth living with medical conditions and disabilities.

California *Education Code* (*EC*) Section 215, as added by Assembly Bill 2246, (Chapter 642, Statutes of 2016) mandates that the Governing Board of any local educational agency (LEA) that serves pupils in grades seven to twelve, inclusive, adopt a policy on pupil suicide prevention, intervention, and postvention. The policy shall specifically address the needs of high-risk groups, including suicide awareness and prevention training for teachers, and ensure that a school employee acts within the authorization and scope of the employee's credential or license.

The purpose of Blue Ridge Academy Governing Board approving this Suicide Prevention Policy is to accomplish the following:

1. Explain the Purpose for The Suicide Prevention Policy
2. Identify Parental Involvement in Suicide Prevention
3. Outline Key Terms and Definitions of Suicide Prevention
4. Identify Risk Factors and Protective Factors
5. Outline the Warning Signs of Suicide
6. Outline How to Respond to the Warning Signs of Suicide
7. Explain Suicide Discussion/Communication for Parents and Children.
8. Outline the Process for Assessment and Referral
9. Outline the Process for Implementing the Policy
10. Provide Resources for Parents, Students, and Staff Members on Suicide Prevention

1. **Purpose:** Blue Ridge Academy recognizes that:
   a) physical, behavioral, and emotional health is an integral component of a student's educational outcome,

   b) further recognizes that suicide is a leading cause of death among young people,

   c) they have an ethical responsibility to take a proactive approach in preventing deaths by suicide, and

   d) acknowledges the school's role in providing an environment which is sensitive to individual and societal factors that place youth at greater risk for suicide and one which helps to foster positive youth development.

In recognition of the need to protect the health, safety and welfare of its students, to promote healthy development, to safeguard against the threat or attempt of suicide among school aged youth, and to address barriers to learning, Blue Ridge Academy hereby adopts a policy, which corresponds with and supports other federal, state and local efforts to provide youth with prevention education, early identification and intervention, and access to all local resources to promote health and prevent personal harm or injury.

With the intention of creating a safe and nurturing educational entity that minimizes suicidal ideation in students, we also recognize our duty to protect the health, safety, and welfare of our students, and aim to safeguard students and staff against suicide attempts, deaths and other trauma associated with suicide. These safeguards include ensuring adequate supports for students, staff, and families affected by suicide attempts and loss. Because the emotional wellness of students greatly impacts learning, motivation, and educational success, the current policy shall be paired with other policies that support the emotional and behavioral wellness of students. Our policy is based on research and best practices in suicide prevention, and has been adopted with the understanding that suicide prevention activities decrease suicide risk, increase help-seeking behavior, identify those at risk of suicide, and decrease suicidal behaviors. Empirical evidence refutes a common belief that talking about suicide can increase risk or "place the idea in someone's mind."

In an attempt to reduce suicidal behavior and its impact on students and families, the school has developed strategies for suicide prevention, intervention, and postvention, and the identification of the mental health challenges frequently associated with suicidal thinking and behavior. These strategies shall include professional development for parents/guardians, caregivers, students, and school personnel who regularly interact with students or serve in a position to recognize the risk factors and warning signs of suicide.

2. **Parental/Guardian Involvement**: Parents and guardians play a key role in youth emotional and behavioral health, including suicide prevention. This policy is meant to be used as a tool for parents/guardians to be informed and actively involved in decisions regarding a child's welfare. Parents/guardians who learn the warning signs and risk factors for suicide are better equipped to connect with professional help when necessary. The school encourages and advises parents/guardians to take every statement regarding suicide or personal harm seriously and avoid assuming that a child is simply seeking attention.

   Parents and guardians can also contribute to factors and conditions that reduce vulnerability to suicidal and self-harming behavior, for vulnerable youth populations. Feeling accepted by parents or guardians is a critical protective factor for vulnerable youth populations. As educators, Blue Ridge Academy faculty and staff can help protect vulnerable youth populations by ensuring that parents and guardians have adequate resources regarding family acceptance and the essential role it plays in students' behavioral and emotional health.

3. **Student Participation and Education:** Blue Ridge Academy along with its partners has carefully reviewed available student curricula to ensure it promotes the mental health model of suicide prevention and does not encourage the use of the stress model to explain suicide.

   Under the supervision of school-employed mental health professionals, and following consultation with county and community mental health agencies, students shall:

- Receive developmentally appropriate, student-centered education about the warning signs of mental health challenges and emotional distress;

- Receive developmentally appropriate guidance regarding the School's suicide prevention, intervention, and referral procedures.

- The content of the education shall include:

    - Coping strategies for dealing with stress and trauma;

    - How to recognize behaviors (warning signs) and life issues (risk factors) associated with suicide and mental health issues in oneself and others;

    - Emphasis on reducing the stigma associated with mental illness and the fact that early prevention and intervention can drastically reduce the risk of suicide.

Student-focused suicide prevention education can be incorporated into classroom curricula (e.g., health classes, freshman orientation classes, science, and physical education).

Blue Ridge Academy will support the creation and implementation of programs and/or activities on campus that raise awareness about mental wellness and suicide prevent (e.g., Mental Health Awareness Weeks, Peer Counseling Programs, Freshman Success Programs).

~~3.~~4. Key Terms and Definitions:

- ***At Risk*** A student who is defined as high risk for suicide is one who has made a suicide attempt, has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition. The student may have thought about suicide including potential means of death and may have a plan. In addition, the student may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain. This situation would necessitate a referral, as documented in the following procedures.

- ***Crisis Team*** A multidisciplinary team of primarily administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response, and recovery. These professionals have been specifically trained in crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.

- ***Mental Health*** A state of mental and emotional being that can impact choices and actions that affect wellness. Mental health problems include mental and substance use disorders.

- ***Postvention*** Suicide postvention is a crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

- ***Risk Assessment*** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist or school counselor). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and

availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

- ***Risk Factors for Suicide*** Characteristics or conditions that increase the chance that a person may try to take his or her life. Suicide risk tends to be highest when someone has several risk factors at the same time. Risk factors may encompass biological, psychological, and or social factors in the individual, family, and environment.

- ***Self-Harm*** Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. Can be categorized as either non-suicidal or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.

- ***Suicide*** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death.

- ***Suicide Attempt*** A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.

- ***Suicidal Behavior*** Suicide attempts, intentional injury to self-associated with at least some level of intent, developing a plan or strategy for suicide, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.

- ***Suicide Contagion*** The process by which suicidal behavior or a suicide influences an increase in the suicidal behaviors of others. Guilt, identification, and modeling are each thought to play a role in contagion. Although rare, suicide contagion can result in a cluster of suicides.

- ***Suicidal Ideation*** Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.

~~4.~~5. Risk Factors and Protective Factors:

Risk Factors are characteristics or conditions that increase the chance that a person may try to take her or his life or participate in self-harming behaviors. These risks tend to be highest when someone has several risk factors at the same time.

The most frequently cited risk factors for suicide are:

1. Major depression (feeling down in a way that impacts your daily life) or bipolar disorder (severe mood swings)
2. Problems with alcohol or drugs
3. Unusual thoughts and behavior or confusion about reality
4. Personality traits that create a pattern of intense, unstable relationships or trouble with the law
5. Impulsivity and aggression, especially along with a mental disorder
6. Previous suicide attempt or family history of a suicide attempt or mental disorder
7. Serious medical condition and /or pain

It is important to bear in mind that the large majority of people with mental disorders or other suicide risk factors do not engage in suicidal behavior.

Protective Factors are characteristics or conditions that may help to decrease a person's risk of suicide or self-harming behaviors. While these factors do not eliminate the possibility of suicide, especially in someone with risk factors, they may help to reduce that risk. Protective factors for suicide have not been studied as thoroughly as risk factors, so less is known about them.

The most frequently cited protective factors of suicide include:

1. Receiving effective mental health care
2. Positive connections to family, peers, community, and social institutions such as marriage and religion that foster resilience
3. The skills and ability to solve problems

It is important for school districts to be aware of student populations that are at elevated risk of suicidal or self-harming behavior based on various factors:

1. Youth living with mental and/or substance use disorders. While the large majority of people with mental disorders do not engage in suicidal behavior, people with mental disorders account for more than 90 percent of deaths by suicide. Mental disorders, in particular depression or bipolar (manic-depressive) disorder, alcohol or substance abuse, schizophrenia and other psychotic disorders, borderline personality disorder, conduct disorders, and anxiety disorders are important risk factors for suicidal behavior among your people. The majority of people suffering from these mental disorders are not engaged in treatment, therefore school staff may play a pivotal role in recognizing and referring the student to treatment that may reduce risk.
2. Youth who engage in self-harm or have attempted suicide. Suicide risk among those who engage in self-harm is significantly higher than the general population. Whether or not they report suicidal intent, people who engage in self-harm are at elevated risk for dying by suicide within 10 years. Additionally, a previous suicide attempt is a known predictor of suicide death. Many adolescents who have attempted suicide do not receive necessary follow up care.
3. Youth in out-of-home settings. Youth involved in the juvenile justice or child welfare systems have a high prevalence of many risk factors of suicide. Young people involved in the juvenile justice system die by suicide at a rate about four times greater than the rate among youth in the general population. Though comprehensive suicide data on youth in foster care does not exist, one research found that youth in foster care were more than twice as likely to have considered suicide and almost four times more likely to have attempted suicide than their peers not in foster care.
4. Youth experiencing homelessness. For youth experiencing homelessness, rates of suicide attempts are higher than those of the adolescent population in general. These young people also have higher rates of mood disorders, conduct disorders, and post-traumatic stress disorder.
5. American Indian/Alaska Native youth. In 2009, the rate of suicide among American Indian / Alaska Native youth ages 15-19 was more than twice that of the general youth population. Risk factors that can affect this group include substance use, discrimination, lack of access to mental health care, and historical trauma.
6. LGBTQ (lesbian, gay, bisexual, transgender, or questioning) youth. The CDC finds that LGBTQ youth are four times more likely, and questioning youth are three times more likely, to attempt suicide as their straight peers. The American Association of

Suicidology reports that nearly half of young transgender people have seriously considered taking their lives and one quarter report having made suicide attempt. Suicidal behavior among LGBTQ youth can be related to experiences of discrimination, family rejections, harassment, bullying, violence and victimization. For those youth with baseline risk for suicide (especially those with a mental disorder), these experiences can place them at increased risk. It is these societal factors, in concert with other individual factors such as mental health history, and not the fact of being LGBTQ that will elevate the risk of suicidal behavior for LGBTQ youth.

7. Youth bereaved by suicide. Studies show that those who have experience suicide loss, through the death of a friend or loved one, are at increased risk for suicide themselves.
8. Youth living with medical conditions and disabilities. A number of physical conditions are associated with an elevated risk for suicidal behavior. Some of the conditions include chronic pain, loss of mobility, disfigurement, cognitive styles that make problem-solving a challenge, and other chronic limitations. Adolescents with asthma are more likely to report suicidal ideation and behavior than those without asthma. Additionally, studies show that suicide rates are significantly higher among people with certain types of disabilities, such as those with multiple sclerosis or spinal cord injuries.

~~5.~~6. **Warning Signs of Suicide**: It is vital to suicide prevention that individuals are equipped to recognize the warning signs of someone who is seriously contemplating suicide. Behaviors that may mean a person is at *immediate* risk for suicide and thus prompt you to take action right away include:

- Talking about wanting to die or to kill one's self
- Looking for a way to kill one's self, such as a new or sudden interest in buying a gun
- Talking about feeling hopeless or like there's no point in living or carrying on
- Unusual or unexpected visits or calls to family and friends to say "goodbye" as if they will not be seen again
- Sudden efforts to get one's affairs in order, e.g., making a will out of the blue or giving away prized possessions
- A sudden sense of calm and happiness; though this might sound contradictory, if an extremely depressed person suddenly seems calm or happy, this can mean the person has made a decision to commit suicide. *Do not assume a person expressing a desire to die is joking*. Ask if they are serious. And make sure to follow up. Someone might say they are only joking when in fact the "joke" is motivated by a sincere desire to die. Suicide is not a joking matter; do not treat it as such. Less immediate, but still concerning, warning signs of suicidal ideation include:
- Feeling anxious or agitated
- Sudden reckless behavior
- Significant changes in sleep behavior (hardly sleeping, sleeping too much)

- Withdrawing or isolating from others
- Talking about feeling trapped
- Talking about pain feeling unbearable
- Talking about being a burden to others
- Increased use/abuse of alcohol or drugs
- Extreme mood swings

The above behaviors do not necessarily indicate suicidal ideation in and of themselves. However, when combined with other factors (like a recent, painful loss or public moment of humiliation), they should take on a new sense of urgency to intervene with help.

~~6.~~7. **Responding to the Warning Signs**: The most important thing you can do is ***take the person seriously***. Do not judge them; do not make them feel bad; do not make a joke about it even if it makes you feel uncomfortable. Above all, do not assume the person is only seeking attention. That is not your judgment to make and you making it could be a life-threatening mistake. Be there, support them, and take immediate action. That immediate action should include, at the very minimum, the following:

- Talk to the person. Let them know you care about them.
- Listen without judging. This means you need to set aside whatever religious or theological beliefs you have about suicide in the abstract. This moment is about helping the human being in front of you who needs support.
- Try not to act/appear shocked. The person is already in distress; an overwhelming display of emotions on your part could only further distress them and make them feel they should not talk to you.
- Ask the person directly, "Are you thinking of ending your life?" or "Are you considering killing yourself?" Though it might make *you* uncomfortable, remember these four concrete questions: Suicidal? Method? Have what you need to follow through with plan? When?

The more information you know, the better you can help the suicidal person as well as the professionals that need to get involved. Also, asking these questions can help you determine how significant the risk. The more developed the person's suicidal plan, the higher the risk. For example, if the person has a method and a time in mind, the risk is extremely high.

- If the person says, "No," continue to be with the person and give support and stay in touch for the next few days, repeating the above process.
- If the person says, "Yes," and has a plan and access to lethal means, do not leave the person alone. Get a professional involved. ***Immediately contact a local mental health professional, law enforcement, a local hospital emergency department, and/or the National Suicide Prevention Lifeline (1–800–273-8255).***

- Provide any relevant information you may have about the person to those who are managing the crisis.

- Keep in contact with the person after the crisis and provide ongoing care and support.

- Draw on other leaders and volunteers in your home and school community to provide support

- If a person ever asks you to keep their suicidal feelings or thoughts secret, refuse. The most loving response to someone feeling suicidal is getting them the help they need. A life is at risk. *If the risk of chronic/not immediate:* Sometimes people may display warning signs of suicide or *feel* suicidal but not have any plans to actually commit suicide. Their risk may be low, but their suicidal feelings or thoughts are still causing significant distress in their lives. Even though their risk of actually attempting suicide is low, you should still reach out and do your best to support them. Here are some ways you can do so:

- Ask them directly about their feelings and thoughts. You'd be surprised how willing some people are to talk about their suicidal urges. It might even be a relief for them to have someone to talk to about those urges. The Help Guide gives the following suggestions for starting such a conversation:

    - Help Guide, "Suicide Prevention: How to Help Someone who is Suicidal," http://www.helpguide.org/articles/suicide-prevention/suicide-prevention-helping-someone-who-is- suicidal

        - *Ways to start a conversation about suicide*: I have been feeling concerned about you lately. Recently, I have noticed some differences in you and wondered how you are doing. I wanted to check in with you because you haven't seemed yourself lately.

        - *Questions you can ask*: When did you begin feeling like this? Did something happen that made you start feeling this way? How can I best support you right now? Have you thought about getting help?

        - *What you can say that helps*: You are not alone in this. I'm here for you. You may not believe it now, but the way you're feeling will change. I may not be able to understand exactly how you feel, but I care about you and want to help. When you want to give up, tell yourself you will hold off for just one more day, hour, minute—whatever you can manage.

Educate yourself about suicide. Study more about suicide, its causes, and how to show love to someone who struggles with it.

Do not talk about suicidal people as if they are "crazy" or "insane." Use words that will not make them feel like isolating themselves even more. Most suicidal people are not clinically psychotic. They might be grief-stricken or depressed, but do not make them feel like they should be locked up in an asylum.

Help the person find professional assistance. Offer to help them find a counselor or therapist; offer to help fill out forms for applying to your county or state's mental health care system.

Encourage positive lifestyle changes, such as exercising more. Start small: for example, invite the person to going for a walk or hiking with you on the weekend.

Help the person make a safety plan. Help the person develop a set of concrete and specific-steps they promise to follow if they feel particularly suicidal. The plan should include things they promise to avoid (alcohol, drugs, etc.) and things they promise to do instead (call you, call another friend or therapist, etc.).

If necessary, have the person temporarily give you anything that they could use to commit suicide, such as unneeded, extra medications, razors, knives, etc.

Continue to stay in touch and support the person over the long-term. Repeat the above steps as needed.

~~7.~~**8. For Parents- Suicide Discussion/Communication: Talking to your Children**: *Here are some suggestions to help you with introducing the subject:*

- **Be courageous**: There is no shame in admitting that suicide is a scary issue. As parents, you probably want to protect your kids from all sorts of scary things. But you also have an obligation to teach them how to face reality and equip them to deal with all the scary things reality can bring. Here's the truth: your kids are going to learn about suicide one way or another. So would you rather that they learn about it from the media or a friend who suddenly kills himself, or would you rather that you have the opportunity to educate them in advance? So face those fears and dive right in.

- **Pick a time where you can have an uninterrupted conversation:** Start the conversation when you have the best chance of having your child's attention. A car ride, for example, ensures that your child will have fewer distractions than at home with the TV on. While you want to make sure your child gives you their attention, also make sure they don't feel trapped. Remember: if talking about suicide makes *you* uncomfortable, it can also make your child feel uncomfortable. So make sure you not only have their attention, but that you do so in an environment that feels non-threatening and open.

- **Plan in advance:** Think about what you want to say and make sure you have the right information to talk to your child accurately and helpfully about suicide. Make notes or plan a script if you want.

- **Tailor the conversation to your child's age:** When talking about suicide (or any big, serious topic, for that matter), make sure that you keep the conversation at a level that is appropriate for that child's developmental level. For younger children, your descriptions can be shorter and simpler. For older children, give longer and more detailed answers. Additionally, older children will likely have many questions. If you don't know the answer to a question, don't be afraid to say that. You can make it into a learning experience and research the answer with your child together. That's much better than inaccurate or misleading information.

- **Explain suicide in a way that dispels common myths:** Let your children know not only the facts about suicide, but also what depression is and how it can make people feel suicide is their only escape. Let them know that suicide is never a necessity and that there is always hope. Let them know that they are not bad if they feel sad or upset and that it's ok to tell you if they do feel this way. Make sure they feel safe in your home and that they do not have to pretend to always be happy. Let them know you will not judge them if they are feeling down and that you love them no matter how happy or sad they are.

- **Encourage them to talk to trusted adults:** Let your kids know that they can talk to you if they are feeling depressed or suicidal. Or let them know that if they ever feel uncomfortable talking to you about depression or suicide, that they can always talk to another trusted family member or adult in your community. The important thing is that they do not hold their feelings inside until they become so unbearable they feel like they are going to explode.

- **Let your child speak:** Ask your child what *they* think about the topic. Just be direct, e.g., "Have you thought about suicide? What do you think about it? Do your friends think about it? Do you know who you can talk to if you're feeling these feelings?"

- **Listen to your child:** If you ask your child what they think, make sure to be silent and give them the space to talk. If they say something that is inaccurate or that worries you, definitely be honest but do not interrupt them. Wait until they are done, affirm that you heard what they said and appreciate that they shared their thoughts with you, and *then* address whatever issues you feel need to be corrected.

- **Seeking Assistance:** There are differing situations where your child's distress may become apparent. Your child may reveal their suicidal thoughts to you, a friend, or a trusted adult. Whoever becomes aware of your child's distress must immediately seek assistance. In seeking assistance, your child's safety is the first consideration. The child should **never** be left alone during this crisis. If your child has a physician or therapist, call to alert them of the situation.

For the Child/ Student: School can be an exciting time, filled with new experiences, but at times you might feel as though it is more of a struggle. This information is meant to help you as you work through a tough time.

Life can be stressful. Between the friend drama, packed schedules, classes, clubs, relationships, sports, jobs, parental expectations, figuring out who you are, uncertainty over things, and not getting enough sleep, life can occasionally get you down and feel overwhelming. That is normal.

What is not normal is struggling through each day, feeling like things will only get worse. Maybe you feel like you have lost control, that nothing matters, or that you are alone. These feelings may indicate a condition that requires professional help, such as depression, anxiety or other mental health conditions.

Not everyone experiences mental health conditions in the same way, but **everyone struggling with their mental health deserves help**. Depression is among the most common conditions

experienced. It is a complex medical illness that significantly interferes with an individual's ability to function, enjoy life, and feel like themselves.

A number of factors may contribute to a person becoming depressed; genetic predisposition and stressful life events can certainly play a role, but sometimes depression can occur without an obvious cause. This means that **anyone can become depressed**, even those who seemingly have every reason to be happy.

Depression commonly affects your thoughts, your emotions, your behaviors, and your overall physical health. Experiencing any one of these symptoms on its own does not constitute depression; a diagnosis of depression requires several of these symptoms to occur for at least two weeks. Here are some of the most common symptoms that point to the presence of depression:

- **Feelings:**
    - Sadness
    - Hopelessness
    - Guilt
    - Moodiness
    - Angry outbursts
    - Loss of interest in friends, family, and favorite activities
- **Thoughts:**
    - Trouble concentrating
    - Difficulty making decisions
    - Trouble remembering
    - Thoughts of harming oneself
    - Delusions and/or hallucinations can also occur in cases of severe depression
- **Behaviors:**
    - Withdrawing from people
    - Substance abuse
    - Missing work, school, or other commitments
    - Attempts to harm oneself (e.g., cutting)
- **Physical/Somatic Problems:**
    - Tiredness or lack of energy

- Unexplained aches and pains
- Changes in appetite
- Weight loss or gain
- Changes in sleep – sleeping too little or too much

If you are experiencing symptoms of depression, it is important to **talk to a trusted adult** (parent, teacher, counselor, coach, or clergy) or doctor so that you can get the help you need. **Depression does not go away on its own, but with the appropriate help it can be treated.** Studies show that more than 80% of people with depression can feel better with talk therapy (counseling) and/or medication. Maybe you have noticed that your friend has not been acting like themselves lately and you are worried about whether or not they are really "fine" after all. If you think a friend may be depressed, show them you care by reaching out. Give yourself time to talk in a private, comfortable place. Honestly share what you have noticed (changes in behavior, things they have said or done) and ask them how they are feeling. Let them know that you are asking them because you care, because you want them to feel better, and because there is help. Let them know that there is hope and help available, and support them to get the help they need. If you don't feel comfortable asking your friend, share your concerns with a trusted adult who can. Talking about mental health can be difficult, but reaching out and getting help for depression is one of the most courageous, important things you can do for yourself or for a friend. **It might even save a life.**

- Resources at home or outside school:
  - Talk to a parent or older relative
  - Call your pediatrician or physician
  - Talk to a trusted adult, teacher, or guidance counselor
  - National Suicide Prevention Lifeline: 800-273-8255
  - If someone is in immediate danger, **call 911**. ***Getting help does not mean that you have failed, it demonstrates courage, hope, and means you've allowed others to show they care.***

~~8.~~9. **Assessment and Referral:** When a student is identified by a staff person as potentially suicidal, e.g., verbalizes about suicide, presents overt risk factors such as agitation or intoxication, the act of self-harm occurs, or a student self-refers, the student will be seen by a school employed mental health professional (School Psychologist or School Counselor) within the same school day to assess risk and facilitate referral. If there is no mental health professional available, a school nurse or administrator will fill this role until a mental health professional can be brought in.

- School staff will continuously supervise the student to ensure their safety.
- The designated mental health and suicide prevention coordinator (assigned School Psycholoist) will be made aware of the situation as soon as reasonably possible.

- The mental health professional/coordinator will contact the student's parent or guardian, and will assist the family with urgent referral. When appropriate, this may include calling emergency services or bringing the student to the local hospital emergency department, but in most cases will involve setting up an outpatient mental health or primary care appointment and communicating the reason for referral to the healthcare provider.

- Staff will ask the student's parent or guardian for written permission to discuss the student's health with outside care, if appropriate.

Protecting the health and well-being of all students is of utmost importance. A suicide prevention policy serves to assist and protect all students through the following steps:

- Students should be made aware of and informed about recognizing and responding to warning signs of suicide in peers and friends, using coping skills, using support systems, and seeking help for themselves and friends.

- Blue Ridge Academy has designate a suicide prevention coordinator (school psychologist) to serve as a point of contact for students in crisis and to refer students to appropriate resources.

- When a student is identified as being at risk, they will be assessed by a school employed mental health professional who will work with the parents, staff, and student, and help connect them to appropriate local resources.

- Students will have access to national resources which they can contact for additional support.

- All students will be expected to help create a school culture of respect and support in which students feel comfortable seeking help for themselves or friends. Students are encouraged to tell an adult (e.g., teacher, parent) if they, or someone they know, is feeling suicidal or in need of help.

- Students should also know that because of the life or death nature of these matters, confidentiality or privacy concerns are secondary to seeking help for students in crisis.

- If the student is in imminent danger (has access to a gun, is on a rooftop, or in other unsafe conditions), a call shall be made to 911.

- A referral process should be prominently disseminated to all staff members with access to students, so they know how to respond to a crisis and are knowledgeable about the school and community-based resources.

- The Executive Director shall establish crisis intervention procedures to ensure student safety and appropriate communications if a suicide occurs or an attempt is made by a student or adult on campus or at a school-sponsored activity.

- The referral process shall be prominently disseminated to all parents/guardians/caregivers so they know how to respond to a crises and are knowledgeable about the school and community-based resources.

Coping Skills/Healthy Behaviors: These are positive actions and behaviors that a student engages in to help them through their struggles on a daily basis. Some coping strategies include activities that students can do in order to regulate his/her emotions; ask the student for input, and teach him/her additional strategies if necessary. Strategies may include: *slow breathing, yoga, play basketball, draw, write in journal, take a break from school activities to drink water, listen to music.*

Places I Feel Safe: These are places that the student feels most comfortable. It should be a safe, healthy, and generally supportive environment. This can be a physical location, an imaginary happy place, or in the presence of safe people. Help students identify a physical and/or emotional state of being. Places may include: m*y being with my friends, youth group at church, imagining I am on a beach watching the waves.*

School Support: Any school staff member or administrator can check in with a student regularly (regardless of whether or not the student seeks out help). Notify student's teacher(s) and request monitoring and supervision of the student (keeping in mind not to share confidential information).

Adult Support: It is important that a student also feel connected with healthy adults at home or in their community. The student should trust these adults and feel comfortable asking for help during a crisis. Identify how student will communicate with these individuals and include a phone number. Some adults may include: *family (e.g., grandparent, aunt, uncle, adult sister); clergy (e.g. youth pastor); or neighbor.*

~~9.~~10. **Prevention: School Policy Implementation**: A suicide prevention coordinator shall be designated by Blue Ridge Academy Administration. This may be an existing staff person, such as a School Counselor or School Psychologist. The suicide prevention coordinator will be responsible for planning and coordinating implementation of suicide prevention for the school.

The school suicide prevention coordinator will act as a point of contact in the school for issues relating to suicide prevention and policy implementation. All staff members shall report students they believe to be at elevated risk for suicide to the school mental health/suicide prevention coordinator.

Providing a safe, positive, and welcoming school climate; and ensuring that students have trusting relationships with adults serves as the foundation for effective suicide prevention efforts. Bullying and suicide-related behaviors have a number of shared risk factors including mental health challenges (e.g., depression, hopelessness, and substance use/abuse). Youth who report frequently bullying others and those who report being frequently bullied are at increased risk for suicidal thoughts and behavior. Bully-victims (those who report both bullying others and being bullied) are at the highest risk for suicidal thoughts and behaviors. Keep in mind the relationship between bullying and suicide is more complex and less direct than it might appear. While bullying may be a precipitating event, there are often many other contributing factors, including underlying mental illness.

Prevention efforts should also address non-suicidal self-injury (NSSI or "cutting"). While the behavior is typically not associated with suicidal thinking, it is a red flag that someone is distressed and does increase the risk for suicidal thinking and behaviors. It is important that school staff learn to recognize the signs of NSSI, including cuts, burns, scratches, scabs, and scrapes, especially those that are recurrent and if explanations for the injuries are not credible.

Suicide risk assessment should always be a part of intervention with the student who displays NSSI.

Staff Professional Development: All staff will receive annual professional development on risk factors, warning signs, protective factors, response procedures, referrals, postvention, and resources regarding youth suicide prevention. The professional development will include additional information regarding groups of students at elevated risk for suicide, including those living with mental and/or substance use disorders, those who engage in self-harm or have attempted suicide, those in out-of-home settings, those experiencing homelessness, American Indian/Alaska Native student, LGBTQ students, students bereaved by suicide and those with medical conditions or certain types of disabilities. Additional professional development in risk assessment and crisis intervention will be provided to school employed mental health professionals and school nurses.

Identification and Intervention: Early identification and intervention are critical to preventing suicidal behavior. When a parent/caregiver or school staff become aware of a student exhibiting potential suicidal behavior, they should immediately and contact a member of the school's crisis response team for a suicide risk assessment and support. If the appropriate staff is not available, 911 should be called. Typically, it is best to inform the student what you are going to do every step of the way. Under no circumstances should the student be left alone (even in a bathroom/ restroom). Reassure and supervise the student until a 24/7 caregiving resource (e.g., mental health professional or law enforcement representative) can assume responsibility.

Designated members of the school crisis team should conduct a suicide risk assessment. The purpose of the assessment is to determine the level of risk and to identify the most appropriate actions to ensure the immediate and long-term safety and well-being of the student. This should be done by a team that includes a school-employed mental health professional.

Caregiver notification is a vital part of suicide prevention. The appropriate caregiver(s) must always be contacted when signs of suicidal thinking and behavior are observed. Typically, this is the student's parent(s); however, when child abuse is suspected protective services should be contacted. Even if a child is judged to be at low risk for suicidal behavior, schools may ask caregivers to sign a form to indicate that relevant information has been provided. Regardless, all caregiver notifications must be documented. Caregivers also provide critical information in determining level of risk. Whether a student is in imminent danger or not, it is strongly recommended that lethal means are (e.g., guns, poisons, medications, and sharp objects) are removed or made inaccessible.

Refer to community services if warranted. Referral options to 24-hour community-based services should be identified in advance. It is best to obtain a release from the primary caregiver to facilitate the sharing of information between the school and community agency.

Help the parent/caregiver and/or school staff to develop with the student a safety plan. Helping the student to develop a written list of coping strategies and sources of support that can be of assistance when he or she is having thoughts of suicide (e.g., a safety plan) is recommended. Suicide prevention hotlines (e.g., 800-273-TALK) and the app MY3 (my3app.org) can be helpful elements of such a plan.

Schools are legally responsible for documenting every step in the assessment and intervention process. A documentation form for support personnel and crisis response team members should be developed to record all suicide intervention actions and caregiver

communication. Student information must be kept confidential but there are exceptions to FERPA when safety is of concern. Staff responsible for the safety and welfare of the student should be provided with the information necessary to work with the student and preserve the safety. School staff members do not need clinical information about the student or a detailed history of his or her suicidal risk or behavior. Discussion among staff should be restricted to the student's treatment and support needs.

Keep tabs on the rumor mill (including social media). If you hear or see something credible, refer the student to a school-employed mental health professional or crisis response team member. At the same time, gossip about particular incidents and students should also be discouraged.

Please Remember:

If it seems that an individual is in immediate danger of hurting himself or herself: Take the person to a hospital Emergency Room to be evaluated by a health professional.

If the person refuses help: Call 9-1-1 *for police evaluation of the individual.* If the person is a danger to self or others, the officer can transport the person to a hospital where he or she may be held.

Postvention. Following a suicide, school communities must strike a delicate balance. Students should have an opportunity to grieve, but in a way that does not glorifying, romanticizing or sensationalizing suicide, which may increase suicide risk for other students.

-

Confirm facts. Confirm the facts related to the death with the family and/or police. Inform other schools in the district with students related or close to the deceased. Contact the family to offer condolences, ask what the school can do to help, offer resources, and to discuss communication with the school community. Protect and gather the personal effects of the deceased for the family and/or the police. Pay close attention to other students (and staff) who may also be at risk of suicidal behavior.

Resources needed. In some situations, schools may have adequate resources to handle the aftermath of a suicide. However, it is critical that schools assess the impact of the suicide on the school community to determine the level of postvention support needed. Factors to consider include how well known the student was, if the suicide was public (e.g., occurred at a school event), and/or if the deceased had shared his/her suicidal intentions with others (particularly to large numbers of other students via social media). These factors generally increase the impact and thus the potential postvention needs of members of the school community.

Contagion. Suicide contagion occurs when suicidal behavior is imitated. The effect is strongest among adolescents: they appear to be more susceptible to imitative suicide than adults, largely because they may identify more readily with the behavior and qualities of their peers. Guilt, identification, and modeling are each thought to play a role in contagion. Sometimes suicide contagion can result in a cluster of suicides. Studies indicate that 1-5% of all suicides within this age group are due to contagion (100-200 teenage cluster suicides per year).

Suicide postvention strategies designed to minimize contagion include avoiding sensationalism or giving unnecessary attention to the suicide, avoiding glorifying or vilifying of suicide victims, and minimizing the amount of detail about the suicide shared with students.

If there appears to be contagion, school administrators should consider taking additional steps beyond the basic crisis response, including stepping up efforts to identify other students who may be at heightened risk of suicide, collaborating with community partners in a coordinated suicide prevention effort, and possibly bringing in outside experts.

Memorials. Memorials in particular run the risk of glamorizing suicide and should thus be implemented with great care. Living memorials are recommended such as making donations to a local crisis center, participating in an event that raises awareness about suicide prevention, or providing opportunities for service activities in the school that emphasize the importance of student's taking care of each other.

Care for the caregiver. It is important that administrators and crisis team members not underestimate the potential impact that a suicide can have on school staff members. School leaders should promote a culture in which both the students and the adults in the building feel comfortable asking for help and/or to take a break. Providing contact information and encouraging staff to meet their own mental health needs is an important first step in ensuring that staff are adequately supported.

Grief. Understanding the nature of grief can help us better cope with loss. Grief is a natural, healthy process that enables us to recover from terrible emotional wounds. Grief can affect our thinking, behavior, emotions, relationships, and health. People may experience sleeplessness, exhaustion, indigestion, lack of appetite, or memory lapses. Recognizing that these are common reactions to grief can help us minimize them by reaching out to friends, or joining a community support group.

The journey through grief has four phases:

- **Shock – In the days and weeks immediately following a devastating loss, common feelings include numbness and unreality, like being trapped in a bad dream.**

- **Reality – As the fact of the loss takes hold, deep sorrow sets in, accompanied by weeping and other forms of emotional release. Loneliness and depression may also occur.**

- **Reaction – Anger, brought on by feelings of abandonment and helplessness, may be directed toward family, friends, doctors, and the one who died or deserted us. Other typical feelings include listlessness, apathy, and guilt over perceived failures or unresolved personal issues.**

- **Recovery – Finally, there is a gradual, almost imperceptible return to normalcy. This is a time of adjustment to the new circumstances in life.**

These phases vary in duration for each person, so the school should not impose a timetable upon anyone. Some people need a year or two, while others may take less time. Holidays, anniversaries, and birthdays can trigger intense grief, especially the first year. Everyone grieves differently – depending on personality, religious beliefs, maturity, emotional stability, and cultural traditions.

The following steps should be implemented after a **mental health crisis** has happened:

- Treat every threat with seriousness and approach with a calm manner, make the student a priority;
- Listen actively and non-judgmental to the student. Let the student express his or her feelings;
- Acknowledge the feelings and do not argue with the student;
- Offer hope and let the student know they are safe and that help is provided. Do not promise confidentiality or cause stress;
- Keep close contact with the parents/guardians/caregivers and mental health professionals working with the student.

The following steps shall be implemented upon **re-entry to school after a suicide attempt**:

- Obtain a written release of information signed by parents/guardians/caregivers and providers;
- Confer with student and parents/guardians/caregivers about any specific requests on how to handle the situation;
- Inform the student's teachers about possible days of absences;
- Allow accommodations for student to make up work (be understanding that missed assignments may add stress to student);
- Mental health professionals or trusted staff members should maintain ongoing contact to monitor student's actions and mood;
- Work with parents/guardians/caregivers to involve the student in an aftercare plan.

~~10~~.11. Resources for Parents, Students and Staff Members on Suicide Prevention:

- **Parents as Partners: A Suicide Prevention Guide for Parents** is a booklet that contains useful information for parents/guardians/caregivers who are concerned that their children may be at risk for suicide. It is available from Suicide Awareness Voices of Education (SAVE). See the SAVE Web page at https://www.save.org/product/parents-as-partners/
- **Sources of Strength:** https://sourcesofstrength.org
- **Know the Signs:** http://www.suicideispreventable.org
- **National Mental Health and Suicide Support Services:** The following are just a few places you can access listings for local mental health services in your area. Please call or visit their websites for details.
- **National Suicide Prevention Lifeline:** 1 (800) 273-TALK (800-273-8255)
- **Mental Health America (MHA):** www.mentalhealthamerica.net 1-800-969-6642

- **Mental Health Services Locator:** www.mentalhealth.samhsa.gov/databases
- **American Foundation for Suicide Prevention** www.afsp.org
- **American Association for Suicide Prevention** www.suicidology.org
- **Center for Disease Control & Prevention** www.cdc.gov/ViolencePrevention/suicide
- **Healthy Place** - www.healthyplace.com
- **Jed Foundation** - www.jedfoundation.org
- **National Federation of Families for Children's Mental Health** www.ffcmh.org
- **National Alliance on Mental Illness (NAMI)** www.nami.org 1-800-950-NAMI (6264)
- **The Trevor Lifeline** - www.thetrevorproject.org 1-866-488-7386
- **National Institute of Mental Health (NIMH) -** www.nimh.nih.gov
- **Strength of US-** www.strengthofus.org
- **Substance Abuse and Mental Health Services Administration (SAMHSA)** www.samhsa.gov/prevention/suicide.aspx
- **Suicide Awareness Voices of Education (SAVE)** www.save.org
- **Suicide Prevention Action Network USA** - www.spanusa.org
- **Suicide Prevention Resource Center (SPRC) -** www.sprc.org

Book Resources for Parents: Mental Health and Resilience

- Beardslee, William. Out of the Darkened Room: When a Parent is Depressed: Protecting the Children and Strengthening the Family. 2002.
- Rapee, Ronald et al. Helping your anxious child: A step by step guide. 2000.
- Manassis, Katharina & Levac, Anne Marie. Helping your teenager beat depression: A problem-solving approach for families. 2004.
- Lezine, DeQuincy and Brent, David. Eight Stories Up: An Adolescent Chooses Hope over Suicide. 2008.
- Bourne, Edward. The Anxiety & Phobia Workbook. 2005.
- Riera, Michael. Uncommon Sense for Parents with Teenagers. 2004.
- Phelan, Thomas. Surviving Your Adolescents: How to Manage and Let Go of Your 13-18 year olds.1998.

- Sachs, Brad. The Good Enough Child: How to Have an Imperfect Family and Be Totally Satisfied. 2001.
- Apter, Terri. The Confident Child: Raising Children to Believe in Themselves. 1997.
- Book Resources for Teens: Mental Health and Resilience
- Hipp, Earl. Fighting Invisible Tigers: A Stress Management Guide for Teens. 2008.
- Fox, Annie. Too Stressed to Think? A Teen Guide to Staying Sane When Life Makes You Crazy. 2005
- Seaward, Brian. Hot Stones and Funny Bones: Teens Helping Teens Cope with Stress and Anger. 2002.
- Espeland, Pamela. Life Lists for Teens: Tips, Steps, Hints, and How-To's for Growing Up, Getting Along, Learning, and Having Fun. 2003.
- Covey, Sean. The 7 Habits of Highly Effective Teens. 1998.
- Kay Redfield Jamison, *Night Falls Fast: Understanding Suicide*
- Andrew Slaby and Lili Frank Garfinkle, *No One Saw My Pain: Why Teens Kill Themselves*
- Beverly Cobain and Jean Larch, *Dying to Be Free: A Healing Guide for Families after a Suicide*
- Linda H. Kilburn, *Reaching Out After Suicide: What's Helpful and What's Not*
- Judith Herman, *Trauma and Recovery: The Aftermath of Violence–from Domestic Abuse to Political Terror*
- Laura Van Dernoot Lipsky and Connie Burk, *Trauma Stewardship: An Everyday Guide to Caring for Self While Caring for Others*
- Pema Chodron, *The Places that Scare You: A Guide to Fearlessness in Difficult Times*
- Pete Walker, *The Tao of fully feeling: Harvesting forgiveness out of blame.*
- Peter A. Levine, *Waking the Tiger: Healing Trauma*

Suspension and Expulsion Policy

Blue Ridge Academy is committed to promoting learning and protecting the safety and well-being of all students at the Charter School. In creating this policy, the Charter School has reviewed Education Code Section 48900 *et seq.* which describes the non-charter schools' list of offenses and procedures to establish its list of offenses and procedures for suspensions and expulsions. The language that follows closely mirrors the language of Education Code Section 48900 *et seq.* The Charter School is committed to annual review of policies and procedures surrounding suspensions and expulsions and, as necessary, modification of the lists of offenses for which students are subject to suspension or expulsion.

The purpose of Blue Ridge Academy Governing Board approving this Suspension and Expulsion Policy is to accomplish the following:

1. Establish the Responsibility of the Charter School
2. Identify the Grounds for Suspension and Expulsion of Students
3. Identify Enumerated Offenses
4. Outline Suspension Procedures
5. Outline the Authority to Expel
6. Outline Expulsion Procedures
7. Outline Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses
8. Identify the Record of Hearing
9. Identify the Presentation of Evidence
10. Outline the Written Notice to Expel
11. Outline the Maintenance of Disciplinary Records
12. ~~Identify a Student's Right to Appeal~~
13. Outline Expelled Students/Alternative Education
14. Outline Rehabilitation Plans
15. Outline the Readmission Process

1. **Responsibility of the Charter School:** When the policy is violated, it may be necessary to suspend or expel a student from the Charter School. This policy shall serve as the Charter School's policy and procedures for student suspension and expulsion and it may be amended from time to time without the need to amend the charter so long as the amendments comport with legal requirements. Charter School staff shall enforce disciplinary rules and procedures fairly and consistently among all students. This Policy and its Procedures will be printed and distributed as part of the Parent-Student Handbook and will clearly describe discipline expectations. Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of the Policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff, or other persons or to prevent damage to school property.

A student has the right to be free from the use of seclusion and behavioral restraints of any form imposed as a means of coercion, discipline, convenience, or retaliation by staff. This right includes, but is not limited to, the right to be free from the use of a drug administered to the student in order to control the student's behavior or to restrict the student's freedom of movement, if that drug is not a standard treatment for the student's medical or psychiatric condition. School staff may use seclusion or a behavior restraint only to control behavior that poses a clear and present danger of serious physical harm to the pupil or others that cannot be immediately prevented by a response that is less restrictive. School staff shall avoid, whenever possible, the use of seclusion or behavioral restraint techniques.

School staff shall not do any of the following:

- Use seclusion or a behavioral restraint for the purpose of coercion, discipline, convenience, or retaliation.
- Use locked seclusion, unless it is in a facility otherwise licensed or permitted by state law to use a locked room.
- Use a physical restraint technique that obstructs a pupil's respiratory airway or impairs the pupil's breathing or respiratory capacity, including techniques in which a staff member places pressure on a pupil's back or places his or her body weight against the pupil's torso or back.
- Use a behavioral restraint technique that restricts breathing, including, but not limited to, using a pillow, blanket, carpet, mat, or other item to cover a pupil's face.
- Place a pupil in a facedown position with the pupil's hands held or restrained behind the pupil's back.
- Use a behavioral restraint for longer than is necessary to contain the behavior that poses a clear and present danger of serious physical harm to the pupil or others.

The Charter School administration shall ensure that students and their parents/guardians are notified in writing upon enrollment of all discipline policies and procedures.

Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

A student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEIA") or who is qualified for services under Section 504 of the Rehabilitation Act of 1973 ("Section 504") is subject to the same grounds for suspension and expulsion and is accorded the same due process procedures applicable to general education students except when federal and state law mandates additional or different procedures. The Charter School will follow all applicable federal and state laws including but not limited to the California Education Code, when imposing any form of discipline on a student identified as an individual with disabilities or for whom the Charter School has a basis of knowledge of a suspected disability or who is otherwise qualified for such services or protections in according due process to such students. Additional detail follows below.

2. **Grounds for Suspension and Expulsion of Students:** A student may be suspended or expelled for prohibited misconduct if the act is related to school activity or school attendance occurring at any time including but not limited to: a) while on school grounds; b) while going

to or coming from school; c) during the lunch period, whether on or off the school campus; d) during, going to, or coming from a school-sponsored activity.

3. **Enumerated Offenses:**
   - Discretionary Suspension Offenses. Students may be suspended for any of the following acts when it is determined the student:
     - Caused, attempted to cause, or threatened to cause physical injury to another person.
     - Willfully used force of violence upon the person of another, except self-defense.
     - Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code 11053-11058, alcoholic beverage, or intoxicant of any kind.
     - Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.
     - Committed or attempted to commit robbery or extortion.
     - Caused or attempted to cause damage to school property or private property.
     - Stole or attempted to steal school property or private property (as used in this policy, "school property" includes, but is not limited to, electronic files and databases).
     - Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited, to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a student.
     - Committed an obscene act or engaged in habitual profanity or vulgarity.
     - Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.
     - Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.
       - Commencing July 1, 2020, a pupil enrolled in kindergarten or any of grades 1 to 8, inclusive, shall not be suspended for any of the acts specified above relating to disrupting school activities and willful defiance, and those acts shall not constitute grounds for a pupil enrolled in kindergarten or any of grades 1 to 12, inclusive, to be recommended for expulsion.

- Knowingly received stolen school property or private property.

- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, ~~288a or~~ 289, or former 288a, or committed a sexual battery as defined in Penal Code Section 243.4.

- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or preinitiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.

- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

- Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within the school.

- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

  1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

     i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of the student's ~~his or her~~ age, or for a person of that student's ~~his or her~~ age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
     ii. Causing a reasonable student to experience a substantially detrimental effect on that student's ~~his or her~~ physical or mental health.
     iii. Causing a reasonable student to experience substantial interference with that student's ~~his or her~~ academic performance.
     iv. Causing a reasonable student to experience substantial interference with that student's ~~his or her~~ ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

  2) "Electronic Act" means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
     i. A message, text, sound, or image.
     ii. A post on a social network Internet Web site including, but not limited to:
        (a) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
        (b) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph

(1) above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.

(c) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.

iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.

iv. An act of cyber sexual bullying. (48900(r)(2)(A)(iii).

(a) For purposes of this section, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described above. A photograph or other visual recording shall include the depiction of a nude, semi-nude or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.

(b) Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political or scientific value or that involves athletic events or school-sanctioned activities.

- A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

- Non-Discretionary Suspension Offenses: Students must be suspended and recommended for expulsion for any of the following acts when it is determined the student:

  - Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

- Discretionary Expellable Offenses: Students may be recommended for expulsion for any of the following acts when it is determined the student:

- Caused, attempted to cause, or threatened to cause physical injury to another person.

- Willfully used force of violence upon the person of another, except self-defense.

- Unlawfully possessed, used, sold or otherwise furnished, or was under the influence of any controlled substance, as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage, or intoxicant of any kind.

- Unlawfully offered, arranged, or negotiated to sell any controlled substance as defined in Health and Safety Code Sections 11053-11058, alcoholic beverage or intoxicant of any kind, and then sold, delivered or otherwise furnished to any person another liquid substance or material and represented same as controlled substance, alcoholic beverage or intoxicant.

- Committed or attempted to commit robbery or extortion.

- Caused or attempted to cause damage to school property or private property.

- Stole or attempted to steal school property or private property.

- Possessed or used tobacco or products containing tobacco or nicotine products, including but not limited to cigars, cigarettes, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets and betel. This section does not prohibit the use of his or her own prescription products by a student.

- Committed an obscene act or engaged in habitual profanity or vulgarity.

- Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia, as defined in Health and Safety Code Section 11014.5.

- ~~Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, other school officials, or other school personnel engaged in the performance of their duties.~~

- Knowingly received stolen school property or private property.

- Possessed an imitation firearm, i.e.: a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm.

- Committed or attempted to commit a sexual assault as defined in Penal Code Sections 261, 266c, 286, 288, ~~288a or~~ 289, or former 288a, or committed a sexual battery as defined in Penal Code Section 243.4.

- Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of preventing that student from being a witness and/or retaliating against that student for being a witness.

- Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drug Soma.

- Engaged in, or attempted to engage in hazing. For the purposes of this subdivision, "hazing" means a method of initiation or pre-initiation into a student organization or body, whether or not the organization or body is officially recognized by an educational institution, which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student. For purposes of this section, "hazing" does not include athletic events or school-sanctioned events.

- Made terrorist threats against school officials and/or school property. For purposes of this section, "terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of one thousand dollars ($1,000), with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

- Committed sexual harassment, as defined in Education Code Section 212.5. For the purposes of this section, the conduct described in Section 212.5 must be considered by a reasonable person of the same gender as the victim to be sufficiently severe or pervasive to have a negative impact upon the individual's academic performance or to create an intimidating, hostile, or offensive educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

- Caused, attempted to cause, threaten to cause or participated in an act of hate violence, as defined in subdivision (e) of Section 233 of the Education Code. This section shall apply to students in any of grades 4 to 12, inclusive.

- Intentionally harassed, threatened or intimidated a student or group of students to the extent of having the actual and reasonably expected effect of materially disrupting class work, creating substantial disorder and invading student rights by creating an intimidating or hostile educational environment. This section shall apply to students in any of grades 4 to 12, inclusive.

- Discriminated against, harassed, intimidated, and/or bullied any person or groups of persons based on the following actual or perceived characteristics: disability, gender, nationality, race or ethnicity, religion, sexual orientation, gender identity, gender expression or association with one or more of these actual or perceived characteristics. This policy applies to all acts related to school activity or school attendance occurring within the school.

- Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.

  1) "Bullying" means any severe or pervasive physical or verbal act or conduct, including communications made in writing or by means of an electronic act, and including acts one or more acts committed by a student or group of students which would be deemed hate violence or harassment, threats, or intimidation, which are directed toward one or more students that has or can be reasonably predicted to have the effect of one or more of the following:

     i. Placing a reasonable student (defined as a student, including, but is not limited to, a student with exceptional needs, who exercises average care, skill, and judgment in conduct for a person of that student's ~~his or her~~ age, or for a person of that student's ~~his or her~~ age with exceptional needs) or students in fear of harm to that student's or those students' person or property.
     ii. Causing a reasonable student to experience a substantially detrimental effect on that student's ~~his or her~~ physical or mental health.
     iii. Causing a reasonable student to experience substantial interference with that student's ~~his or her~~ academic performance.
     iv. Causing a reasonable student to experience substantial interference with that student's ~~his or her~~ ability to participate in or benefit from the services, activities, or privileges provided by the Charter School.

  2) "Electronic Act" means the transmission by means of an electronic device, including, but not limited to, a telephone, wireless telephone, or other wireless communication device, computer, or pager, of a communication, including, but not limited to, any of the following:
     i. A message, text, sound, or image.
     ii. A post on a social network Internet Web site including, but not limited to:
        (c) Posting to or creating a burn page. A "burn page" means an Internet Web site created for the purpose of having one or more of the effects as listed in subparagraph (1) above.
        (d) Creating a credible impersonation of another actual student for the purpose of having one or more of the effects listed in subparagraph (1) above. "Credible impersonation" means to knowingly and without consent impersonate a student for the purpose of bullying the student and such that another student would reasonably believe, or has reasonably believed, that the student was or is the student who was impersonated.
        (e) Creating a false profile for the purpose of having one or more of the effects listed in subparagraph (1) above. "False profile" means a profile of a fictitious student or a profile using the likeness or attributes of an actual student other than the student who created the false profile.
     iii. Notwithstanding subparagraphs (1) and (2) above, an electronic act shall not constitute pervasive conduct solely on the basis that it has been transmitted on the Internet or is currently posted on the Internet.
     iv. An act of cyber sexual bullying. (48900(r)(2)(A)(iii).

(a) For purposes of this section, "cyber sexual bullying" means the dissemination of, or the solicitation or incitement to disseminate, a photograph or other visual recording by a pupil to another pupil or to school personnel by means of an electronic act that has or can be reasonably predicted to have one or more of the effects described above. A photograph or other visual recording shall include the depiction of a nude, semi-nude or sexually explicit photograph or other visual recording of a minor where the minor is identifiable from the photograph, visual recording or other electronic act.

(b) Cyber sexual bullying does not include a depiction, portrayal, or image that has any serious literary, artistic, educational, political or scientific value or that involves athletic events or school-sanctioned activities.

- A student who aids or abets, as defined in Section 31 of the Penal Code, the infliction or attempted infliction of physical injury to another person may be subject to suspension, but not expulsion, except that a student who has been adjudged by a juvenile court to have committed, as an aider and abettor, a crime of physical violence in which the victim suffered great bodily injury or serious bodily injury shall be subject to discipline pursuant to subdivision (1).

- Possessed, sold, or otherwise furnished any knife unless, in the case of possession of any object of this type, the student had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

- Non-Discretionary Expellable Offenses: Students must be recommended for expulsion for any of the following acts when it is determined pursuant to the procedures below that the student:

  - Possessed, sold, or otherwise furnished any firearm, explosive, or other dangerous object unless, in the case of possession of any object of this type, the students had obtained written permission to possess the item from a certificated school employee, with the Director or designee's concurrence.

  If it is determined by the Board of Directors that a student has brought a fire arm or destructive device, as defined in Section 921 of Title 18 of the United States Code, on to campus or to have possessed a firearm or dangerous device on campus, the student shall be expelled for one year, pursuant to the Federal Gun Free Schools Act of 1994.

  The term "firearm" means (A) any weapon (including a starter gun) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; (B) the frame or receiver of any such weapon; (C) any firearm muffler or firearm silencer; or (D) any destructive device. Such term does not include an antique firearm.

  The term "destructive device" means (A) any explosive, incendiary, or poison gas, including but not limited to: (i) bomb, (ii) grenade, (iii) rocket having a propellant charge of more than four ounces, (iv) missile having an explosive or incendiary charge of more than one-quarter ounce, (v) mine, or (vi) device similar to any of the devices described in the preceding clauses.

4. **Suspension Procedure:** Suspensions shall be initiated according to the following procedures:
    - Conference: Suspension shall be preceded, if possible, by a conference conducted by the Director or the Director's designee with the student and his or her parent and, whenever practical, the teacher, supervisor or Charter School employee who referred the student to the Director or designee.

    The conference may be omitted if the Director or designee determines that an emergency situation exists. An "emergency situation" involves a clear and present danger to the lives, safety or health of students or Charter School personnel. If a student is suspended without this conference, both the parent/guardian and student shall be notified of the student's right to return to school for the purpose of a conference.

    At the conference, the student shall be informed of the reason for the disciplinary action, ~~and~~ the evidence against that student ~~home or her~~, the other means of correction that were attempted before the disciplinary action, and shall be given the opportunity to present that student's ~~his or her~~ version and evidence in his or her defense. This conference shall be held within two school days, unless the student waives this right or is physically unable to attend for any reason including, but not limited to, incarceration or hospitalization. No penalties may be imposed on a student for failure of the student's parent or guardian to attend a conference with Charter School officials. Reinstatement of the suspended student shall not be contingent upon attendance by the student's parent or guardian at the conference.

    - Notice to Parents/Guardians: At the time of the suspension, an administrator or designee shall make a reasonable effort to contact the parent/guardian by telephone or in person. Whenever a student is suspended, the parent/guardian shall be notified in writing of the suspension and the date of return following suspension. This notice shall state the specific offense committed by the student. In addition, the notice may also state the date and time when the student may return to school. If Charter School officials wish to ask the parent/guardian to confer regarding matters pertinent to the suspension, the notice may request that the parent/guardian respond to such requests without delay.

    - Suspension Time Limits/Recommendation for Expulsion: Suspensions, when not including a recommendation for expulsion, shall not exceed five (5) consecutive school days per suspension. Upon a recommendation of Expulsion by the Director or Director's designee, the student and the student's guardian or representative will be invited to a conference to determine if the suspension for the student should be extended pending an expulsion hearing. This determination will be made by the Director or designee upon either of the following: 1) the student's presence will be disruptive to the education process; or 2) the student poses a threat or danger to others. Upon either determination, the student's suspension will be extended pending the results of an expulsion hearing. If such extended suspension exceeds 10 days, the following procedures shall be followed: 1) The Executive Director shall provide timely, written notice of the charges against the student and an explanation of the student's basic rights; 2) The School will provide a hearing adjudicated by a neutral officer within a reasonable number of days at which the student has a fair opportunity

to present testimony, evidence and witnesses and confront and cross-examine adverse witnesses, and at which the pupil has the right to bring legal counsel. At this hearing, it will be determined whether the presence of the student at the School would cause a danger to persons or property or a threat of disrupting the instructional process pending the results of an expulsion hearing.

- Upon the request of a parent/guardian/educational rights holder/student, a teacher shall provide to a student in any of grades 1 to 12 who has been suspended from the School for two or more schooldays, the homework that the pupil would otherwise have been assigned. If a homework assignment that is requested and turned into the teacher by the student either upon the student's return to school from suspension or within the timeframe originally prescribed by the teacher, whichever is later, is not graded before the end of the academic term, that assignment shall not be included in the calculation for the student's overall grade in the class.

5. **Authority to Expel:** A student may be expelled either by the Charter School Board following a hearing before it or by the Charter School Board upon the recommendation of an Administrative Panel to be assigned by the Board as needed. The Administrative Panel should consist of at least three members who are certificated and neither a teacher of the student or a Board member of the Charter School's governing board. The Administrative Panel may recommend expulsion of any student found to have committed an expellable offense.

6. **Expulsion Procedures:** Students recommended for expulsion are entitled to a hearing to determine whether the student should be expelled. Unless postponed for good cause, the hearing shall be held within thirty (30) school days after the Director or designee determines that the Student has committed an expellable offense.

In the event an Administrative Panel hears the case, it will make a recommendation to the Board for a final decision whether to expel. The hearing shall be held in closed session (complying with all student confidentiality rules under FERPA) unless the Student makes a written request for a public hearing three (3) days prior to the hearing.

Written notice of the hearing shall be forwarded to the student and the student's parent/guardian at least ten (10) calendar days before the date of the hearing. Upon mailing the notice, it shall be deemed served upon the student. The notice shall include:

1. The date and place of the expulsion hearing;
2. A statement of the specific facts, charges and offenses upon which the proposed expulsion is based;
3. A copy of the Charter School's disciplinary rules which relate to the alleged violation;
4. Notification of the student's or parent/guardian's obligation to provide information about the student's status at the Charter School to any other school district or school to which the student seeks enrollment;
5. The opportunity for the student or the student's parent/guardian to appear in person or to employ and be represented by counsel or a non-attorney advisor;
6. The right to inspect and obtain copies of all documents to be used at the hearing;
7. The opportunity to present testimony, evidence and witnesses and confront and question all witnesses who testify at the hearing;

8. The opportunity to question all evidence presented and to present oral and documentary evidence on the student's behalf including witnesses.

7. **Special Procedures for Expulsion Hearings Involving Sexual Assault or Battery Offenses:** The Charter School may, upon a finding of good cause, determine that the disclosure of either the identity of the witness or the testimony of that witness at the hearing, or both, would subject the witness to an unreasonable risk of psychological or physical harm. Upon this determination, the testimony of the witness may be presented at the hearing in the form of sworn declarations that shall be examined only by the Charter School or the hearing officer. Copies of these sworn declarations, edited to delete the name and identity of the witness, shall be made available to the student.

   - The complaining witness in any sexual assault or battery case must be provided with a copy of the applicable disciplinary rules and advised of his/her right to (a) receive five days' notice of his/her scheduled testimony, (b) have up to two (2) adult support persons of his/her choosing present in the hearing at the time he/she testifies, which may include a parent, guardian, or legal counsel, and (c) elect to have the hearing closed while testifying.

   - The Charter School must also provide the victim a room separate from the hearing room for the complaining witness' use prior to and during breaks in testimony.

   - At the discretion of the entity conducting the expulsion hearing, the complaining witness shall be allowed periods of relief from examination and cross-examination during which he or she may leave the hearing room.

   - The entity conducting the expulsion hearing may also arrange the seating within the hearing room to facilitate a less intimidating environment for the complaining witness.

   - The entity conducting the expulsion hearing may also limit time for taking the testimony of the complaining witness to the hours he/she is normally in school, if there is no good cause to take the testimony during other hours.

   - Prior to a complaining witness testifying, the support persons must be admonished that the hearing is confidential. Nothing in the law precludes the person presiding over the hearing from removing a support person whom the presiding person finds is disrupting the hearing. The entity conducting the hearing may permit any one of the support persons for the complaining witness to accompany him or her to the witness stand.

   - If one or both of the support persons is also a witness, the Charter School must present evidence that the witness' presence is both desired by the witness and will be helpful to the Charter School. The person presiding over the hearing shall permit the witness to stay unless it is established that there is a substantial risk that the testimony of the complaining witness would be influenced by the support person, in which case the presiding official shall admonish the support person or persons not to prompt, sway, or influence the witness in any way. Nothing shall preclude the presiding officer from exercising his or her discretion to remove a person from the hearing whom he or she

believes is prompting, swaying, or influencing the witness.

- The testimony of the support person shall be presented before the testimony of the complaining witness and the complaining witness shall be excluded from the courtroom during that testimony.

- Especially for charges involving sexual assault or battery, if the hearing is to be conducted in public at the request of the student being expelled, the complaining witness shall have the right to have his/her testimony heard in a closed session when testifying at a public meeting would threaten serious psychological harm to the complaining witness and there are no alternative procedures to avoid the threatened harm. The alternative procedures may include videotaped depositions or contemporaneous examination in another place communicated to the hearing room by means of closed-circuit television.

- Evidence of specific instances of a complaining witness' prior sexual conduct is presumed inadmissible and shall not be heard absent a determination by the person conducting the hearing that extraordinary circumstances exist requiring the evidence be heard. Before such a determination regarding extraordinary circumstance can be made, the witness shall be provided notice and an opportunity to present opposition to the introduction of the evidence. In the hearing on the admissibility of the evidence, the complaining witness shall be entitled to be represented by a parent, legal counsel, or other support person. Reputation or opinion evidence regarding the sexual behavior of the complaining witness is not admissible for any purpose.

8. **Record of Hearing:** A record of the hearing shall be made and may be maintained by any means, including electronic recording, as long as a reasonably accurate and complete written transcription of the proceedings can be made.

9. **Presentation of Evidence:** While technical rules of evidence do not apply to expulsion hearings, evidence may be admitted and used as proof only if it is the kind of evidence on which reasonable persons can rely in the conduct of serious affairs. A recommendation by the Administrative Panel to expel must be supported by substantial evidence that the student committed an expellable offense. Findings of fact shall be based solely on the evidence at the hearing. While hearsay evidence is admissible, no decision to expel shall be based solely on hearsay. Sworn declarations may be admitted as testimony from witnesses of whom the Board or Administrative Panel determines that disclosure of their identity or testimony at the hearing may subject them to an unreasonable risk of physical or psychological harm.

If, due to a written request by the expelled student, the hearing is held at a public meeting, and the charge is committing or attempting to commit a sexual assault or committing a sexual battery as defined in Education Code Section 48900, a complaining witness shall have the right to have his or her testimony heard in a session closed to the public.

The decision of the Administrative Panel shall be in the form of written findings of fact and a written recommendation to the Board who will make a final determination regarding the expulsion. The final decision by the Board shall be made within ten (10) school days following the conclusion of the hearing.

If the Administrative Panel decides not to recommend expulsion, the student shall immediately be returned to his/her educational program.

10. **Written Notice to Expel:** The Director or designee, following a decision of the Board to expel, shall send written notice of the decision to expel, including the Board's adopted findings of fact, to the student or parent/guardian. This notice shall also include the following: (a) Notice of the specific offense committed by the student; and (b) Notice of the student's or parent/guardian's obligation to inform any new district in which the student seeks to enroll of the student's status with the Charter School.

The Director or designee shall send a copy of the written notice of the decision to expel to the authorizer. This notice shall include the following: (a) The student's name; and (b) The specific expellable offense committed by the student.

11. **Disciplinary Records:** The Charter School shall maintain records of all student suspensions and expulsions at the Charter School. Such records shall be made available to the authorizer upon request.

~~**12. Right to Appeal:** Per AB 1360, a student being expelled or suspended will be provided "oral or written notice of the charges against the student," "an explanation of the evidence that supports the charges and an opportunity for the student to present his or her side of the story," and/or the opportunity for "a hearing adjudicated by a neutral officer within a reasonable number of days at which the student has a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the student has the right to bring legal counsel or an advocate." Moreover, for any non-voluntary removal, the student's parent or guardian will be given written notice of intent to remove the student no less than 5 school days in advance, and the parent/guardian will be given the right to challenge the non-voluntary removal under the same procedures as an expulsion.~~

13. **Expelled Students/Alternative Education:** Students who are expelled shall be responsible for seeking alternative education programs including, but not limited to, programs within the County or their school district of residence. The Charter School shall work cooperatively with parents/guardians as requested by parents/guardians or by the school district of residence to assist with locating alternative placements during expulsion.

14. **Rehabilitation Plans:** Students who are expelled from the Charter School shall be given a rehabilitation plan upon expulsion as developed by the Board at the time of the expulsion order, which may include, but is not limited to, periodic review as well as assessment at the time of review for readmission. The rehabilitation plan should include a date not later than one year from the date of expulsion when the student may reapply to the Charter School for readmission.

15. **Readmission:** The decision to readmit a student or to admit a previously expelled student from another school district or charter school shall be in the sole discretion of the Board following a meeting with the Director or designee and the student and guardian or representative to determine whether the student has successfully completed the rehabilitation plan and to determine whether the student poses a threat to others or will be disruptive to the school environment. The Director or designee shall make a recommendation to the Board

following the meeting regarding his or her determination. The student's readmission is also contingent upon the Charter School's capacity at the time the student seeks readmission.

Educational Vendor Policies and Procedures

Blue Ridge Academy ("Charter School") is focused on "Personalized Learning", a philosophy that puts every student first by supporting them in honoring and exploring their unique skills, special gifts, talents, and aspirations. In furtherance of this philosophy and Charter School's educational mission, families and Charter School staff together carefully select educational items and services for students to fit their goals and education plan.

The purpose of the Blue Ridge Academy Governing Board approving the Educational Vendor Policies and Procedures is to accomplish the key requirements detailed in this policy, including:

1. The Executive Director (as defined below) must approve all vendors before they can provide educational items or services to students.
2. The Homeschool Teacher (as defined below) and Executive Director (as defined below) must approve all requests for educational items or services to ensure they are aligned with the charter petition and student's personalized learning curriculum.
3. No family may spend, or obligate the Charter School to spend, any Charter School monies on educational items and services. Charter School is responsible for making purchases of approved educational items and services.

VENDOR APPLICATION AND APPROVAL

1. **Educational Vendor Applications:** Charter School contracts with educational vendors who provide educational enrichment services (e.g., in-person educational activities) and items (e.g., textbooks, workbooks, etc.) to students. Vendors must submit an application to Charter School detailing critical information such as qualifications and services. Charter School shall carefully review Vendor's application, website, available references, social media, and other pertinent information.

The Executive Director or his/her designee ("Executive Director") must approve all educational vendors and enter into an agreement with approved vendors before a vendor can provide any educational services to students. The Executive Director may reject a vendor applicant or terminate vendor services for any reason. The Executive Director may delegate his/her authority to approve vendors as necessary to promote the effective operations of the Charter School. For educational products, parents may submit requests specific educational products from a particular vendor (e.g., pencils from an online store). The Charter School's approval of the educational product request (approval process described below) serves as vendor approval.

2. **Vendor Guidelines:** The Executive Director is responsible for approving vendors, and must ensure the vendor meets guidelines, including, but not limited to the following:

- Vendor must have the qualifications, skills and, if applicable, the certification and licenses necessary to perform the requested services in a competent and professional manner.

- Vendor conducts background checks pursuant to Education Code section 45125.1 to ensure Vendor (if an individual), its employees, and agents who interact with students have not committed a serious or violent felony.

- Vendor services and/or products must be non-sectarian. Vendor's services and products must not discriminate on the basis of disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation or any other protected basis under California law.

- Vendor must maintain adequate levels of insurance for its educational services.

- Vendor must not be a private school offering services through a part-time program (e.g., after school programs) or a parent-organized group (also known as "co-op").

- Vendors must qualify as independent contractors in accordance with applicable laws. This is determined by the Executive Director based on vendor representations and vetting by the Charter School or its service provider.

3. **Vendor Agreement:** Once the Executive Director has approved a vendor, the vendor and Charter School must enter into a vendor agreement before the school can order educational services from the vendor. Considering families may have one-off requests for educational products, a vendor agreement may not be necessary for the Charter School to purchase educational products (e.g., ordering pencils from an online store for one student). The vendor agreement will include protections set forth in this policy, including, but not limited to requiring background checks for staff interacting with students, prohibitions on non-sectarian/discriminatory items and services, insurance and indemnification provisions, and more.

REQUESTING EDUCATIONAL SERVICES AND ITEMS

1. **Requests:** Students make requests for educational services and items through the Enrichment Ordering System. The Enrichment Ordering System is accessible on the Charter School website and features a list of approved educational vendors. All requests for educational services and items must: (i) first be approved the credentialed teacher assigned to supervise student's independent study ("Homeschool Teacher"); and (ii) approved by the Executive Director or designee. The Executive Director may delegate his/her authority to approve parent requests for educational items and services as necessary to promote the effective operations of the Charter School.

   The Executive Director can deny any request for educational items or services in his or her

sole discretion for any reason. Families cannot directly purchase, or obligate the Charter School to purchase, any educational items or service without Charter School's approval.

The Charter School establishes a planning amount for students for educational items and services per full school year. Parents and students are not guaranteed to receive any educational items and services up to and equal to this planning amount, as a Homeschool Teacher and the Executive Director must approve all requests. The planning amount is also not a mandatory cap limiting the Charter School's ability provide necessary educational services to students (e.g., pursuant to a student's individualized education program). The Charter School developed this planning amount to help ensure the school provides educational items and services aligned with its budget and to help ensure fair and equal treatment of students, to the extent consistent with individual needs. Parents and students are not given access to direct or encumber planning amount funds. Parents are encouraged to work with their Homeschool Teacher to develop multi-year plans for their children because their educational needs may vary from year-to-year. While the Charter School does not guarantee any specific amount of funding for educational services and items, a multi-year plan empowers the Charter School and families to develop a personalized course of study suited to their children's needs and the Charter School to effectively budget for all students. The planning amount cannot be transferred to any other student.

The Homeschool Teacher and Executive Director are responsible for granting requests and allocating educational products and services in a nondiscriminatory manner. The Charter School shall seek to purchase cost-effective educational items and services. The Homeschool Teacher and Executive Director shall ensure purchased educational items and services meet the following requirements:

- From approved vendors only.
- Support the requesting student's personalized curriculum and education plan.
- Must be aligned with State standards, student's course of study (e.g., requested amount of fabric corresponds to length of course/project), and student's independent study master written agreement.
- From a vendor who is not related to the Charter School family requesting the educational items or services and otherwise does not present conflict of interest concerns.

2. **Core Subject Curriculum:** The Homeschool Teacher and Executive Director must ensure students access all necessary "core subject curriculum" – education items/services necessary for the student to complete his/her State standards-aligned course of study – before approving any extracurricular activities or supplemental educational or enrichment items. Core subject curriculum includes physical curriculum like McGraw Hill Textbook Set and associated workbooks and access to digital educational platforms such as Odysseyware or StongMind Digital Learning.

3. **Enrichment Certificates:** After the Homeschool Teacher and Executive Director approve a request through the Enrichment Ordering System, an "Enrichment Certificate" is created by Charter School. Charter School requests educational services and items from approved vendors through Enrichment Certificates. If necessary, Charter School may use an approved vendor's purchase order form in lieu of an Enrichment Certificate. Certificates/purchase

orders should include important information, including the requested educational services, dates of services, Enrichment Certificate/PO Number, and approved cost for services.

Vendors must receive an approved Enrichment Certificate/purchase order before providing educational services or items to students. Vendors must receive the Enrichment Certificate/purchase order and provide the requested education services before submitting an invoice to Charter School.

4. **Prohibited Requests:** Charter School students can only request education services and items available in the Enrichment Ordering System. Homeschool Teachers and Executive Directors will only approve requests for educational items and services that are educational quality (e.g., not top of the line). Only basic items and services may be approved. Charter School will not approve educational items or services beyond what is needed to meet a student's learning objectives.

   The following is a non-exhaustive list of prohibited items and services:

   - Backpacks
   - Amusement park tickets
   - Video game hardware or software
   - Excessive quantities of any item or service (e.g., beyond student's course of study).
   - Non-educational household items (e.g., storage containers, organizational items (large or small items), picture frames, etc.)
   - Bicycles, tricycles, scooters, skateboards, rollerblades, roller skates, wagons, etc.
   - Live animals or animal supplies small insects/amphibians/worms as a part of a science class. Certain kit and supplies can be ordered by a student (e.g., praying mantis, caterpillars, ladybugs, or silkworms to study; ant farms; or tadpoles)
   - Top of the line musical instruments (where more reasonably-priced options are available)
   - Educational items and services must be nonsectarian
   - Taxis/Uber/Lyft rides and other transportation costs

5. **Educational Field Trips:** While families are prohibited from requesting trips to non-educational venues, they can request to join educational field trips through the Enrichment Ordering System (e.g., museums, aquariums, libraries, etc.) The Executive Director and Homeschool Teacher shall carefully scrutinize each request to ensure the requested educational field trip aligns with the student's course of study and furthers their education and that all participants are necessary for student transportation, safety and supervision.

   In light of the Charter School providing an independent study program, it is anticipated that a parent/guardian may need to serve as chaperone and transport their children for approved educational field trips. The Charter School Board finds funding the actual, reasonable, and necessary costs (not from a student's planning amount) for a chaperone to access the educational field trip (e.g., ticket to museum, transportation costs) furthers public school purposes where necessary or desirable to allow students to participate in educational field

trips.

6. **Student and Family Responsibilities:**

   A. **Returning Educational Products:** All educational items requested through the Enrichment Ordering System are the property of the Charter School. This includes any technology, textbooks, and other educational items. Families must return all educational products upon disenrollment or upon request by the Executive Director or Homeschool Teacher. In accordance with applicable law, parents are responsible for to replace lost, stolen, damage, or otherwise unreturned educational items.

      - Certain items are "consumable", meaning they are not functional after use (e.g., workbooks). These items can be discarded by families after use.

   B. **Damaged or Lost Educational Items:** Parents are responsible for replacing lost, stolen, damage, or otherwise unreturned educational items to the extent allowed under applicable law. If an educational item is damaged, parents must immediately contact the Homeschool Teacher for support.

   C. **Required Attendance:** Students must attend regular learning period meetings with their Homeschool Teacher to discuss progress, turn in quality work samples, and complete their Student Activity Logs (Attendance Logs) in order to make requests for extracurricular educational activities (e.g., non-core curriculum items) through Enrichment Ordering System.

7. **Questions:** If Charter School families have any questions about this policy or how to make requests for educational items and services, please contact Executive Director, Samantha Haynes at samantha.haynes@theblueridgeacademy.org.

VENDOR AGREEMENT

This Vendor Agreement ("Agreement") is made between **Blue Ridge Academy** ("School"), a California nonprofit public corporation that operates a public charter school and _____ ("Vendor").

RECITALS

WHEREAS, School fosters successful student achievement through a quality, personalized, and standards-based education program featuring unique and hands-on experiential learning experiences;

WHEREAS, Vendor is engaged in the businesses of providing experienced and qualified educational services as set forth in **Exhibit A**; and

WHEREAS, School desires to retain Vendor for the purpose of providing the services described herein for the benefit of the School, families, and students.

NOW, THEREFORE, in consideration of the foregoing recitals, the promises and the mutual covenants contained herein, and for other good, valuable and sufficient consideration, the parties agree as follows:

SECTION 1. TERM and TERMINATION.

a. Term: This Agreement shall be effective as of **[INSERT DATE]** ~~until June 30, 2020 (the "Initial Term").~~ [INSERT DATE].

b. Termination: Vendor may terminate this Agreement for cause after providing sixty (60) days advance written notice to School. School may terminate this Agreement at any time, with or without cause in its sole discretion with same-day written notice. Upon termination, School shall pay Vendor for all necessary and approved Services rendered pursuant to this Agreement and relevant "Enrichment Certificate(s)" (defined below) up to the effective date of termination. School has no obligation to pay Vendor for any Services provided after the effective date of termination. The termination of this Agreement constitutes a termination of any active invoices and Enrichment Certificates.

SECTION 2. SERVICES.

a. Scope of Services: Vendor is hereby engaged by School to perform the student enrichment services specified in **Exhibit A**, incorporated herein by reference ("Services"), subject to the terms and conditions contained herein. Vendor assumes full responsibility for the performance of the Services provided under

the terms of this Agreement. School does not guarantee any minimum amount of work by this Agreement.

b. No Authority to Bind School: Vendor understands and agrees that Vendor lacks the authority to bind School contractually, conduct business on School's behalf, or incur any obligations on behalf of School. Specifically, Vendor agrees not to represent himself/herself or any Vendor employees, agents, or contractors as an employee of School in any capacity, including, but not limited to, when interacting with School students, parents, vendors, or employees.

c. Responsibility for Performance: Vendor assumes full responsibility for the performance of Vendor's duties under the terms of this Agreement and warrants that Vendor and its employees, contractors, and other agents are fully qualified in Vendor's specialized skill or expertise to perform such duties. Vendor will not enter into any contract or engagement that conflicts or interferes with Vendor's duties under this Agreement.

d. Compliance with Charter Petition and Law: Except when otherwise expressly required by applicable law, School shall not be responsible for monitoring Vendor's compliance with the law, charter petition, and Agreement. Vendor acknowledges that School must comply with Education Code § 220's prohibitions against discrimination, obligations to provide a free appropriate education to students with exceptional needs pursuant to the Individuals with Disabilities Education Act ("IDEA") and Section 504 of the Rehabilitation Act, and be non-sectarian in its programs. Vendor must be non-sectarian in any Services provided to School students. Vendor shall ensure its performance of its Services complies with these legal and charter petition requirements. If Vendor performs any Services in a manner that is contrary to law, Vendor shall bear all claims, costs, losses and damages (including, but not limited to, reasonable attorneys' fees and costs) arising therefrom.

e. Service Limitations: Vendor shall not serve a School student for more than twelve (12) core academic hours including math, language arts, social studies, science and world language during the school week (Monday to Friday from 8:00 am to 2:30 pm) under this Agreement or any other arrangement (e.g., Student participation in a Vendor program outside of School activities); excepting visual and performing arts, CTE pathways, robotics, and physical activities including dance, gymnastics, karate, and other similar activities, as approved by the supervising teacher.

f. No Private School Affiliation: Vendor certifies that it is not, nor is it affiliated with, a private school that submitted an affidavit to register with the California Department of Education and is listed on the state's Private School Directory ("Private School"). Vendor affirms the Services shall not be provided at a Private School. Vendor affirms that it will not confer any compensation received for performing Services under this Agreement to a Private School.

g. Prohibited Conflicts: Vendor is prohibited from providing Services under this Agreement to a relative (e.g., child, grandchild, niece/nephew, sibling, etc.) of the Vendor (or its employees). School shall not be responsible for paying Vendor for the prohibited services described herein.

SECTION 3. PAYMENT.

a. Enrichment Certificate: School requests Services from Vendor through School's issuance of an Enrichment Certificate. School is not responsible to pay for any ~~the~~ costs of Services without issuance of an Enrichment Certificate. The Enrichment Certificate will detail requested Services, dates of Services, fees for Services, and other relevant information. Vendors must first receive an Enrichment Certificate before providing Services to students. School does not pay for Services in advance. If an Enrichment Certificate expires, Vendor must cease providing Services until it receives another Enrichment Certificate.

b. Vendor Invoice: School shall pay Vendor for Services performed through invoices. Vendor will remit one (1) itemized invoice after completing the Services pursuant to an Enrichment Certificate. Vendors should submit invoices to **[INSERT CONTACT INFORMATION]**. School will endeavor to pay undisputed invoice amounts within thirty (30) days of receipt.

c. Termination of Enrichment Certificate: School may terminate an Enrichment Certificate at any time, with or without cause in its sole discretion with same-day written notice. School shall pay Vendor the undisputed amounts for Services already performed under the Enrichment Certificate.

d. Incurred Costs: Any damages or costs incurred by School, including replacement costs, as a result of Vendor's failure to competently perform under this Agreement may be deducted by School from any amounts owed to Vendor.

e. Use of School's Name: Vendor shall not use the name, insignia, mark, or any facsimile of the School for any purpose, including but not limited to advertising, client lists, or references, without the advance written authorization of the School.

SECTION 4. GENERAL CONDITIONS FOR VENDOR PERFORMANCE.

a. Vendor Qualifications: Vendor represents it has the qualifications, skills and, if applicable, the certification and licenses necessary to perform the Services in a competent, and professional manner, without the advice or direction of School. Upon School's request, Vendor shall provide copies of certification or licensure. Subject to the terms of this Agreement, Vendor shall render all Services hereunder in accordance with this Agreement and **Exhibit A**, Vendor's independent and professional judgment and in compliance with all applicable laws and with the generally accepted practices and principles of Vendor's trade. Vendor is customarily engaged in the independently established trade, occupation, or business of the same nature as the Services performed.

b. Relationship: The School is not an employer of Vendor or its employees, contractors, or agents and shall not supervise individuals as such in carrying out the Services to be performed by Vendor under the terms of this Agreement. It is expressly understood between the parties that Vendor and its employees, contractors, and agents are not employee(s) of School.

c. Licenses: Vendor warrants that Vendor is engaged in an independent and bona fide business operation, markets him/her/itself as such, is in possession of a valid business license/insurance when required, and is providing or capable of providing similar services as set forth in **Exhibit A** to others.

d. No Training or Instruction: Although School may at times provide information concerning its business and students to Vendor, School will not provide any training or instruction to Vendor concerning the manner and means of providing the Services that are subject to this Agreement because Vendor warrants that Vendor is highly skilled in its industry.

SECTION 5. TAXES. Because Vendor is not an employee of School, all compensation called for under this Agreement shall be paid without deductions or withholdings, and will be accompanied by an IRS Form 1099, as applicable, at year end. Vendor is responsible for the reporting and payment of any state and/or federal income tax or other withholdings on the compensation provided under this Agreement or any related assessments. In addition, Vendor shall fill out and execute a Form W-9. In the event that the Internal Revenue Service or the State of California should determine that Vendor or its employee(s) is/are an employee of School subject to withholding and social security contributions, Vendor acknowledges consistent with this Agreement that all payments due to Vendor under this Agreement are gross payments, and the Vendor is solely responsible for all income taxes, social security payments, or other applicable deductions thereon.

SECTION 6. BENEFITS. Vendor and its employees, contractors, and agents are not entitled to the rights or benefits that may be afforded to School employees including, but not limited to, disability, workers' compensation, unemployment benefits, sick leave, vacation leave, medical insurance and retirement benefits. Vendor is solely responsible for providing at Vendor's own expense, disability, unemployment, workers' compensation and other insurance for Vendor and any of its employees, contractors, and agents. ~~Vendor shall further maintain at its own expense any permits, credentials, certifications and/or licenses necessary to provide the Services and shall provide any training necessary for its employees, contractors, and agents to perform all Services under this Agreement.~~

SECTION 7. MATERIALS. Vendor will furnish at its own expense all materials, equipment and supplies used to provide the Services.

SECTION 8. BACKGROUND CHECK AND SAFETY REQUIREMENTS.

a. Background Check: Vendor shall ensure its employees, agents, and contractors working directly with School students complete a criminal background check through the Department of Justice ("DOJ") in accordance with Education Code section 45125.1. Vendor certifies to School that no one working on behalf of Vendor (e.g., Vendor employees, agents, or contractors) working with School students have been convicted or have pending charges of a violent or serious felony as defined in Penal Code sections 667.5(c) and 1192.7(c). The cost of the background check is the Vendor's responsibility.

b. First Aid & CPR Certification: Upon School's request, Vendor shall ensure its employees, agents, or contractors obtain First-Aid and CPR Certification. Vendors shall implement safety policies and procedures related to emergency response and accident reporting reasonable for the Services.

c. Supervision: Vendor is responsible for supervising and ensuring students have a safe environment from the time they are dropped off to receive Services and until the responsible party picks them up. Students may not be left unattended during Vendor's provision of Services. Students shall not interact in one-on-one settings with Vendor (or its employees) without the School's express written permission. Vendor may not transport students without School's express written permission.

d. Student Discipline: Vendor acknowledges that School is responsible for managing and overseeing the education program, which incorporates the Vendor's enrichment services. Vendor must immediately notify School when students act inappropriately and may require discipline. School is responsible for issuing discipline to students. ~~If Vendor learns a student may pose a health or safety threat to himself/herself or to other individuals, Vendor must immediately notify the School.~~ If Vendor wishes to remove a participant from their Services, the Vendor shall notify School and the parties will discuss appropriate measures.

e. Reporting Bullying and Harassment Incidents to School: To the fullest extent allowed by law, Vendor shall immediately notify School if it becomes aware of any incident of bullying, discrimination, harassment, or sexual harassment at Vendor's place of business, during Vendor's provision of Services, or otherwise involving School students, Vendor, or Vendor's employees, contractors, or agents in any way. If Vendor learns a student may pose a health or safety threat to himself/herself or to other individuals, Vendor must immediately notify the School.

f. Training: Vendor shall ensure its employees, contractors, or agents who interact with School students participate in sexual harassment prevention training before providing Services under this Agreement. Upon School's request, Vendor shall provide proof of compliance with this training requirement

SECTION 9. INDEMNIFICATION AND INSURANCE.

a. Indemnification: To the maximum extent allowable by law, Vendor will indemnify, defend, and hold harmless School, its officers, directors, employees, agents and volunteers from and against all claims, demands, losses, costs, expenses, obligations, liabilities, damages, recoveries, and deficiencies, including interest, penalties, attorneys' fees, and costs that such entities or persons may incur that arise out of or relate to this Agreement or the alleged negligence, recklessness or willful misconduct of Vendor, including of Vendor's officers, directors, employees, subcontractors, agents, representatives, volunteers, successors, assigns or anyone for whom Vendor is legally responsible. Vendor's indemnity, defense and hold harmless obligations shall survive the termination of this Agreement. To the maximum extent allowable by law, Vendor also agrees to hold harmless, indemnify, and defend School from any and all liability, damages, or losses (including reasonable attorneys' fees, costs, penalties, and fines) School suffers as a result of (a) Vendor's failure to meet its obligations under Sections 4-6, or (b) a third party's designation of Vendor or Vendor's employees, agents, or contractors as an employee of School regardless of any actual or alleged negligence by School.

b. General Liability Insurance Limits: Vendor agrees to maintain general liability insurance coverage, including both bodily injury and property damage, with at least the following coverage limits:

   i. $1,000,000 per occurrence
   ii. $2,000,000 general aggregate
   iii. $500,000 personal & adv~~.~~ertising injury

c. Additional Insurance Requirements: Vendor's insurance shall constitute primary coverage for any loss or liability arising from or relating to this Agreement and any insurance held by School shall constitute secondary, excess coverage. School may require additional insurance coverage depending on the Services and shall communicate these insurance requirements to the Vendor in conjunction with the provision of an Enrichment Certificate. Vendor's insurance policies required under this Agreement shall name School as additionally insured.

SECTION 10. CONFIDENTIALITY.

a. Confidential Information: Vendor acknowledges that during the course of performing Services, Vendor may become privy to confidential, privileged and/or proprietary information important to the School. Vendor further acknowledges its obligations under the Family Educational Rights and Privacy Act ("FERPA") and California Uniform Trade Secrets Act. Vendor shall ensure that all of its employees, agents and contractors agree to the requirements of this section prior to receiving any Confidential Information (defined below). Vendor shall not use or disclose during or after the term of this Agreement, without the prior

written consent of School, any information relating to School's employees, directors, agents, students or families, or any information regarding the affairs or operations of School, including School's confidential/proprietary information and trade secrets ("Confidential Information"). Confidential Information, whether prepared by or for the School, includes, without limitation, all of the following: education records, student rosters, medical records, personnel records, information technology systems, financial and accounting information, business or marketing plans or strategies, methods of doing business, curriculum, lists, email addresses and other information concerning actual and potential students or vendors and/or any other information Vendor reasonably should know is treated as confidential by the School. The only allowed disclosures of Confidential Information are (i) with prior written consent of School; (ii) after the information is generally available to the public other than by reason of a breach by Vendor of this agreement to maintain confidentiality; (iii) after the information has been acquired by Vendor through independent means and without a breach of Vendor's duties to School under this Agreement or otherwise; or (iv) pursuant to the order of a court or other tribunal with jurisdiction if Vendor has given School adequate notice so that School may contest any such process. Personally identifiable student information may only be used as necessary to meet Vendor's obligations under this Agreement. Vendor shall not use any Confidential Information (e.g., student or parent contact information) to market any products or services to School parents or students without School's express written permission. Vendor must take all necessary and appropriate steps to protect and safeguard all of School's Confidential Information and proprietary information from unauthorized disclosure.

b. Disclosure of Records: School will provide Vendor with those records requested by Vendor that are reasonably necessary to allow Vendor to perform the Services. Vendor shall use any such records only for the purpose provided and not for the benefit of any other person or entity. Upon termination of this Agreement or School's request, Vendor will immediately surrender to School or destroy all Confidential Information and other materials provided to Vendor by School, including all physical copies, drafts, digital or computer versions.

SECTION 11. ENTIRE AGREEMENT. This Agreement and its incorporated exhibits constitute the entire agreement between the parties with respect to the subject matter contained herein and supersede all agreements, representations and understandings of the parties with respect to such subject matter made or entered into prior to the date of this Agreement.

SECTION 12. DISPUTE RESOLUTION.

a. Informal Dispute Resolution: If there is any dispute or controversy between the parties arising out of or relating to this Agreement, the parties shall first meet and confer informally in an attempt to resolve the issue.

b. Mediation: If reasonable efforts at informal resolution are unsuccessful, the parties shall participate in a mediation with a mutually-agreed upon mediator. Any costs and fees, other than attorneys' fees, associated the mediation shall be shared equally by the parties.

c. Arbitration: If School has paid more than $25,000 to Vendor for Services since the start of the previous fiscal year, and efforts to resolve the dispute at mediation are unsuccessful, the parties agree that such dispute will be submitted to private and confidential arbitration by a single neutral arbitrator through Judicial Arbitration and Mediation Services, Inc. ("JAMS") at the nearest JAMS location, or other service agreed upon by both parties, and that such arbitration will be the exclusive final dispute resolution method under this Agreement. The JAMS Streamlined Arbitration Rules & Procedures in effect at the time the claim or dispute is arbitrated will govern the procedure for the arbitration proceedings between the parties. The arbitrator shall not have the power to modify any of the provisions of this Agreement. The decision of the arbitrator shall be final, conclusive and binding upon the parties hereto, and shall be enforceable in any court of competent jurisdiction. The party initiating the arbitration shall advance the arbitrator's initial fee. Otherwise and thereafter, each party shall bear their own costs of the arbitration proceeding or litigation to enforce this Agreement, including attorneys' fees and costs. Except where clearly prevented by the area in dispute, both parties agree to continue performing their respective obligations under this Agreement until the dispute is resolved, subject to the right to terminate this Agreement. Nothing in this Agreement is intended to prevent either party from obtaining injunctive or equitable relief in court to prevent irreparable harm pending the conclusion of any such arbitration.

SECTION 13. MODIFYING THE AGREEMENT. No supplement, modification, or amendment of this Agreement shall be binding unless in writing and executed by both parties.

SECTION 14. NO WAIVER. No waiver of any provision of this Agreement shall constitute, or be deemed to constitute, a waiver of any other provision, nor shall any waiver constitute a continuing waiver. No waiver shall be binding unless executed in writing by the party making the waiver.

SECTION 15. NO ASSIGNMENT. No party shall assign this Agreement, any interest in this Agreement, or its rights or obligations under this Agreement without the express prior written consent of the other party. This Agreement shall be binding on, and shall inure to the benefit of, the parties and their respective permitted successors and assigns.

SECTION 16. SEVERABILITY. If any provision of this Agreement is invalid or contravenes applicable law, such provision shall be deemed not to be a part of this Agreement and shall not affect the validity or enforceability of its remaining

provisions, unless such invalidity or unenforceability would defeat an essential business purpose of this Agreement.

SECTION 17. GOVERNING LAW. This Agreement shall be governed by and interpreted under the laws of the State of California.

SECTION 18. AUTHORITY TO CONTRACT. Each party warrants to the other that it has the authority to enter into this Agreement, that it is a binding and enforceable obligation of said party, and that the undersigned has been duly authorized to execute this Agreement.

SECTION 19. NOTICES. All notices and other communications in connection with this Agreement shall be in writing and shall be considered given as follows:

(a) When delivered personally to the recipient's address as stated on this Agreement; (b) three days after being deposited in the United States mail, with postage prepaid to the recipient's address as stated on this Agreement; (c) via email address as stated on this Agreement.

Notice is effective upon receipt provided that a duplicate copy of the notice is promptly given by first class mail, or the recipient delivers a written confirmation of receipt.

If to Vendor:

(*Please fill in with your information*)

Business: _____

Name: _____

Title: _____

Address: _____

_____

Email: _____

Phone: _____

If to School:

[INSERT CONTACT]

Vendor Administrator

[INSERT ADDRESS]

[INSERT EMAIL ADDRESS]

[INSERT PHONE NUMBER]

SECTION 20. COUNTERPARTS. This Agreement may be executed in two or more counterparts, each of which shall be deemed an original and all of which together shall constitute one instrument. A faxed or emailed .pdf or other electronic copy of

the fully executed original version of this Agreement shall have the same legal effect as an executed original for all purposes.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the Effective Date above.

BLUE RIDGE ACADEMY	**VENDOR**
By: _____	By: _____
Name: _____	Name: _____
Title: _____	Title: _____
Date: _____	Date: _____

EXHIBIT A
Detailed List of Vendor Services and Prices

*Anything not listed will not be approved

Services Offered:

_____

_____

_____

_____

Grade Level and Price:

$ _____ Per _____

TK – K	
Grade 1-5	
Grade 6-8	
Grade 9-12	

_____

_____

_____

_____

$ _____ Per _____

TK - K	
Grade 1-5	
Grade 6-8	
Grade 9-12	

_____

_____

_____

_____

$ _____ Per _____

TK - K	
Grade 1-5	
Grade 6-8	
Grade 9-12	

Cancellation & Refund Policy

Services that are not rendered are subject to a full refund. Refunds must be credited back to the school.

Name of Owner/Director: _____

Signature: _____ Date: _____

Field Trip Policy

The Governing Board of Blue Ridge Academy recognizes that school-sponsored trips are an important component of a student's development. These types of trips supplement and enrich the homeschooling and classroom learning experience. In addition, field trips encourage new interests among students, make them more aware of community resources, and help them relate their school experiences to the outside world. School-sponsored field trips may be conducted in connection with the Blue Ridge Academy's course of study or school-related social, educational, cultural, athletic, school band activities or other extracurricular or cocurricular activities.

The purpose of the Blue Ridge Academy Governing Board approving this Field Trip Policy is to accomplish the following:

1. Outline the Requirements for a Field Trip
2. Explain Supervision, Chaperone and Guest Policies
3. Explain Accommodation Options for Special Education Students
4. Identify Student and Family Responsibly While Attending Field Trips
5. Identify Transportation Options for Field Trip Attendance

1. **Requirements for a Field Trip:** No field trips may be made to locations, activities, or programs where students will be treated unfairly based on disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, or any other characteristic that is contained in the definition of hate crimes set forth in Penal Code section 422.55, including immigration status, equal rights, and opportunities in the educational institutions of the state.

   School-sponsored trips are those that are single-day, community based or those that are specifically approved by the Governing Board of Blue Ridge Academy (such as multi-day trips, or those costing the Blue Ridge Academy in excess of $100 per pupil). The Executive Director of Blue Ridge Academy shall establish a process for approving a staff member's request to conduct a school-sponsored trip that fall outside the limitations of this section. When planning trips, staff shall consider student safety, objectives of instruction, the most effective use of instructional time, school and student expense, and transportation and supervision requirements. Executive Directors may exclude from the trip any student whose presence on the trip would pose a safety or disciplinary risk.

   All field trips are voluntary, and no student is required to attend any given field trip. A student's ability to attend any field trip is limited by the amount of enrichment funds available for that student. The teacher of records is responsible for mapping out a child's field trip plan for the year to enhance the child's educational plan.

2. **Field Trip Supervision:** Given the need for adequate supervision of the students attending

school-sponsored trips and given the nature of the educational program offered by Blue Ridge Academy, if applicable, Blue Ridge Academy will pay for the costs of admission for one chaperone for each four (4) children in a family and enrolled in Blue Ridge Academy. If applicable, Blue Ridge Academy will pay for the costs of admission for an additional chaperone for additional children in a family and enrolled in Blue Ridge Academy in excess of four (up to eight). Children in a family means children living, part- or full-time, with a parent/guardian, irrespective of adoptive status or marital status of the parents/guardians. The funds used to pay for the chaperone as allowed in this paragraph shall be instructional funds available to each family.

Families are limited to one school-sponsored overnight field trip per year with admission paid for one chaperone using enrichment funds. Blue Ridge Academy will not provide the cost of admission for any chaperones for vendor trips and independent enrichment trips.

It is the responsibility of parents/guardians to ensure proper supervision over their children enrolled in Blue Ridge Academy at all times during a school-sponsored trip. Chaperones may take their own non-enrolled children (two years and older) as guests on appropriate school-sponsored trips, provided they assume full responsibility for their behavior and, with approval of the Executive Director.

The organizing teacher shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Executive Director. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Executive Director immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.

3. **Accommodations:** If a family requires special accommodation due to a child's special education needs identified in the child's Individual Education Plan (IEP) or Section 504 plan, the family may request accommodation from the Executive Director.

4. **Student and Family Responsibilities:** All persons making the field trip or excursion shall be deemed to have waived all claims against the Blue Ridge Academy or the State of California for injury, accident, illness or death occurring during or by reason of the field trip or excursion. All adults, parents and guardians taking any field trip or excursion shall sign a statement waiving all claims.

   All students on a school-sponsored trip are under the jurisdiction of Blue Ridge Academy and shall be subject to school disciplinary rules and regulations.

   Before a student can participate in a school-sponsored trip, the organizing teacher shall obtain parent/guardian permission for the trip. Whenever a trip involves water activities, the parent/guardian shall provide specific permission for his/her child to participate in the water activities.

5. **Transportation:** Parent(s)/guardian(s) are solely responsible for transporting their children to the location where the field trip starts. The organizing teacher will provide the location for the field trip, and the time to meet, to the parent(s)/guardian(s) once the field trip has been confirmed.

The organizing teacher shall use a field trip attendance form to track attendance, emergency contact information, and identify any authorized adults to pick-up students afterhours, if applicable. Organizing teachers shall always have an emergency contact phone number for the Principal. If a serious discipline incident occurs during a field trip, the organizing teacher shall notify the Principal immediately. No student shall be sent home or separated from the school group without prior approval of the organizing teacher.

Withdrawal Policy

The purpose of the Blue Ridge Academy Governing Board approving this Withdrawal Policy is to accomplish the following:

1. Establish the Reasons a Student Can Be Withdrawn from Blue Ridge Academy
2. Outline the Procedures for Withdrawing a Student
3. Establish the Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School
4. Establish the Process for Notifying Parents/Guardians/Educational Rights Holder of the Withdrawal

1. **Reasons for a Withdrawal:** If Blue Ridge Academy discovers that a student enrolled in Blue Ridge Academy is no longer a resident of California, no longer a resident of a county that Blue Ridge Academy may legally provide educational services to, is concurrently enrolled in a private school, is concurrently enrolled in another public school, is in non-compliance with Blue Ridge Academy's policies, or otherwise may no longer legally be served by Blue Ridge Academy, the following procedures shall be followed to withdraw the student from Blue Ridge Academy.

2. **Procedures for Withdrawing a Student:** Blue Ridge Academy shall send the parent/guardian/educational rights holder a notice of the Blue Ridge Academy's intention to withdraw the student from the School and the reasons for that decision. The notice will be sent at least five days prior to the withdrawal of the student. The notice will inform the parent/guardian that the Education Code provides the parent/guardian/educational rights holder with the right to a hearing adjudicated by a neutral officer within a reasonable number of days at which the pupil(s) have a fair opportunity to present testimony, evidence, and witnesses and confront and cross-examine adverse witnesses, and at which the pupil(s) have the right to bring legal counsel or an advocate. This notice shall be written in the native language of the pupil or the pupil's parent or guardian, or if the pupil is a foster child or youth or a homeless child or youth, the pupil's educational rights holder.

   This notice will also inform the parent/guardian/educational rights holder that the student's enrichment opportunities and curriculum orders will be put on hold until the hearing is completed. The notice will also establish the date by which the hearing shall be scheduled. If a parent/guardian/educational rights holder refuses to participate in scheduling the hearing, remains unavailable for scheduling the hearing, or otherwise does not cooperate in scheduling the hearing, the right to a hearing will be deemed to have been waived. Additionally, if a parent/guardian/educational rights holder fails to attend the scheduled hearing, the hearing will continue without the presence of the parent/guardian/educational rights holder. In that event, the student may be withdrawn and the decision of the hearing officer will be final.

   If the parent/guardian invokes said rights, the Blue Ridge Academy will not disenroll the pupils until it has reached a final decision. The decision of the School is final and cannot be appealed.

In addition, the parent/guardian will be sent a Charter School Complaint Notice in the form provided by the California Department of Education at www.cde.ca.gov/sp/ch/cscomplaint.asp.

3. **The Charter School's Responsibility to Not Encourage a Pupil Currently Attending the School to Disenroll or Transfer to Another School:** Blue Ridge Academy shall not encourage a pupil currently attending the school to disenroll or transfer to another school for any reason, including but not limited to, academic performance of the pupil or because the pupil exhibits any of the following characteristics: pupils with disabilities, academically low-achieving pupils, English learners, neglected or delinquent pupils, homeless pupils, or pupils who are economically disadvantaged, as determined by eligibility for any free or reduced-price meal program, foster youth, or pupils based on nationality, race, ethnicity or sexual orientation.

4. **Notification of the Withdrawal:** Once the student has been withdrawn from Blue Ridge Academy, the parent/guardian/educational rights holder will be notified of the withdrawal and advised to enroll the student immediately in a school that may legally serve that student. A copy of this notice shall be placed in the student's cumulative file. The student's teacher will also be notified of the withdrawal.

Teacher Certification Policy

Blue Ridge Academy is committed to providing a high-quality educational program is dependent upon the employment of certificated staff who are adequately prepared and have demonstrated proficiency in basic skills and in the subject matter to be taught. The Executive Director designee shall ensure that persons employed to fill positions requiring certification qualifications possess the appropriate credential, permit, or other certification document from the Commission on Teacher Credentialing (CTC) and fulfill any additional state, federal, or the Charter School requirements for the position.

The purpose of the Blue Ridge Academy Governing Board approving this Teacher Certification Policy is to accomplish the following:

1. Outline the State Requirements for Appropriately Assigned and Credentialed Teachers
2. Define Valid Certification
3. Establish the Requirement for Charter Schools and Teaching Credentials
4. Outline the Process for Maintaining Certification Documents
5. Establish the Support to Teachers Holding Preliminary Credentials
6. Identify the Procedures for Hiring Based on Unavailability of Credentialed Teacher
7. Outline the Declaration of Need Requirements
8. Establish the Procedures for Employing Non-Credentialed Teachers

1. **State Requirements for Appropriately Assigned and Credentialed Teachers:** State financing of school instruction is premised on pupils being taught by teachers who have authorization from the State of California to teach in public schools. As such, state law establishes various conditions, requirements, and penalties on charter schools to ensure that only authorized personnel are hired to teach. In addition, the State establishes requirements for the issuance of teacher credentials and other requirements designed to ensure that teachers are appropriately assigned.

2. **Define Valid Certification:** A valid certification is any state-issued certificate or credential (a "Credential"), including a vocational credential and internship credential or certificate, life document or diploma, emergency 30-day substitute teaching permit, or emergency permit or waiver, that is not expired or revoked.

3. **Requirement for Charter Schools:** Charter schools are required to hold the Commission on Teacher Credentialing ("CTC") certificate, permit or other document required for the teacher's certificated assignment. Teachers that were employed by Blue Ridge Academy during the 2019-20 school year shall have until July 1, 2025, to obtain the certificate required for the teacher's certificated assignment. Teachers that are newly hired for their assignment in the 2020-21 school year and beyond, or who maintain employment at the Blue Ridge Academy

but are assigned to a new teaching assignment, are required to hold the appropriate certification for their assignment.

In addition to any specific Credential required for the teacher's assignment, all teachers are required to hold a Credential to provide instruction to limited-English-proficient pupils. All teachers employed by the Blue Ridge Academy shall have their professional fitness evaluated by the CTC by July 1, 2020.

4. **Process for Maintaining Certification Documents:** The certificate, permit or other document shall be maintained and on file at the School and are subject to periodic inspection by the Maricopa Unified School District.

5. **Support for Teachers Holding Preliminary Credentials:** The Executive Director or designee shall provide assistance and support to teachers holding preliminary credentials to enable them to meet the qualifications required for the clear credential.

6. **Hiring Based on Unavailability of Credentialed Teacher:** The Executive Director or designee shall make reasonable efforts to recruit a fully prepared teacher for each assignment. Whenever a teacher with a clear or preliminary credential is not available, the Executive Director or designee shall make reasonable efforts to recruit an individual for the assignment in the following order: (Education Code 44225.7)

   1. A candidate who enrolls in an approved intern program in the region of the Charter School and possesses an intern credential
   2. A candidate who is scheduled to complete preliminary credential requirements within six months and who holds a provisional internship permit (PIP) or short-term staff permit issued by the CTC
   3. The Board shall approve, as an action item at a public Board meeting, a notice of its intent to employ a PIP applicant for a specific position. (5 CCR 80021.1)
   4. An individual who holds an emergency permit or for whom a credential waiver has been granted by the CTC

   Prior to requesting that the CTC issue an emergency permit pursuant to item #3 above or a limited assignment permit which allows a fully credentialed teacher to teach outside of his/her area of certification while working toward an added or supplementary authorization, the Board shall annually approve a Declaration of Need for Fully Qualified Educators. The Declaration of Need shall be approved by the Board as an action item at a regularly scheduled public Board meeting, with the entire Declaration of Need being included in the Board agenda. (Education Code 44225, 44225.7; 5 CCR 80023.2, 80026, 80027, 80027.1)

7. **The Declaration of Need:** The Declaration of Need shall certify that there is an insufficient number of certificated persons who meet the Charter School's specified employment criteria for the position(s) and that the Charter School has made reasonable efforts to recruit individuals who meet the qualifications specified in items #1-2 above. The Declaration of Need shall also indicate the number and type of emergency permits that the Charter School estimates it will need during the valid period of the Declaration of Need, based on the previous year's actual needs and projections of enrollment. Whenever the actual number of permits needed exceeds the estimate by 10 percent, the Board shall revise and resubmit the Declaration of Need. (5 CCR 80026)

8. **Non-Credentialed Teachers:** Whenever it is necessary to employ non-credentialed teachers to fill a position requiring certification qualifications, the Executive Director or designee shall provide support and guidance in accordance with law to ensure the quality of the instructional programs. Blue Ridge Academy has the authority to request an emergency permit or a waiver from the CTC.

BY THE BLUE RIDGE ACADEMY BOARD OF DIRECTOR DECLARING EMERGENCY CONDITIONS EXIST AT SCHOOLS AND OFFICES IN THE DISTRICT AND MODIFYING GRADUATION/PROMOTION REQUIREMENTS FOR STUDENTS CURRENTLY ENROLLED 2020 – 6

WHEREAS, the World Health Organization has declared COVID-19 is a global pandemic; and

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency due to the outbreak and spread of a novel coronavirus (COVID-19); and

WHEREAS, as of March 18, 2020, there were 1,063 confirmed cases of COVID-19 and 21 cases reported resulting in death in California: and

WHEREAS, the Governor of the State of California has issued Executive Order N-33-20 requiring all California residents to "shelter in place" and all but essential functions have been halted or restricted; and

WHEREAS, the Governor of the State of California has indicated that schools may be closed for an undetermined duration; and

WHEREAS, there has been significant disruption to the instructional program for students which prevents them from complying with existing credit, hours of instruction, and graduation and/or promotion requirements; and

WHEREAS, strict compliance with various statutes and regulations would prevent, hinder, or delay appropriate action necessary for the wellbeing of students to mitigate the effects of COVID-19 on instruction; and

WHEREAS, it is in the best interests of students, staff, and the community to prepare for and implement measures to respond to the closure of schools; and

WHEREAS, it is necessary to ensure that a wide variety of instructional options are available, including but not limited to, distance learning for credit recovery; and

WHEREAS, approval of this resolution would allow the Executive Director to immediately respond to rapidly changing health and safety concerns and the educational needs of students by modifying instructional programs in a manner which poses the least harm to students as determined by the Executive Director.

NOW, THEREFORE BE IT RESOLVED, that the Board of Directors of Blue Ridge Academy determines that the circumstances described in this resolution herein constitute an emergency condition for which immediate action is necessary; and

BE IT FURTHER RESOLVED that the Board of Directors authorizes the Executive Director to exert maximum flexibility to respond to the emergency conditions for students, including but not limited to, waiving instructional minutes, setting an end date for classes and grading periods, providing distance learning, credit recovery, and otherwise modifying graduation and promotional requirements.

PASSED AND ADOPTED by the Governing Board of the Blue Ridge Academy at on the 20th Day of April, 2020, by the following vote:

AYES: _____NOES: _____ ABSENT: _____ABSTENTIONS: _____

Evaluation Process

For

The Executive Director

1. Meeting to Commence School Year

   Prior to or at the beginning of each school year, the Board and the Executive Director shall meet to review the Executive Director's Summative Evaluation Form, and, if appropriate, set specific goals.

2. Mid-Year Meeting Regarding Annual Review of the Executive Director

   The Board Chair will agendize a mid-year meeting regarding annual review of the Executive Director for a closed session during the regular January Board meeting or later. At this meeting, the Board will discuss and start the summative annual evaluation of the Executive Director. If needed, the Board can agendize additional closed sessions at regular scheduled board meetings as needed to review of the Executive Director.

3. The Executive Director Self-Evaluation Component

   Prior to the Board meeting to start the summative evaluation, the Executive Director will prepare a report and present it to the Board Chair for distribution to the Board members. At a minimum, the Executive Director's report will include:
   - Summary results on the Executive Director's perform goals established at the meeting to commence the school year.
   - Summary of progress on current year's School goals
   - Report on student performance as required by the state
   - Report on student performance on internal assessments
   - Any additional School or professional highlights the Executive Director believes will demonstrate effective performance

4. Board Member Completion of Summative Evaluation Form

   Following review of the Executive Director's self-evaluation and any other necessary input from Board discussion, Board members will meet in a properly convened closed session meeting to conduct Mid-Year Meeting Regarding Annual Review of the Executive Director (see # 2), without the Executive Director present, to discuss their individual ratings and determine a consensus rating for each indicator. The Board Chair will record the Board's consensus rating on a blank copy of the instrument.

   From a review of the Board's composite ratings, the board will identify:
   - Agreed upon areas of strength

- Agreed upon areas of improvement
- Any specific expectations the Board has regarding the Executive Director's performance for the coming year

For areas in which there no clear agreement about a rating, the Board will discuss reasons for their varying ratings and try to reach consensus about what, if anything, the Board would like to see differently regarding that indicator in the coming year.

After reaching consensus about the Executive Director's performance ratings and desired improvements, the Board will discuss with the Executive Director the areas of strength, areas needing improvement, and possibly specific improvements.

5. Consideration of Executive Director Response to Summative Evaluation

   In a properly agendized closed session, the Board will allow the Executive Director to respond to the Board's ratings. This can be at the same meeting of the evaluation, or a future meeting.

6. Completion of Performance Evaluation:

   The Board will include the final Executive Director performance goals in the Executive Director evaluation form, make any other revisions to the to the form desired by the Board to ensure that it reflects Board priorities and the Executive Director's duties accurately. If needed, an updated form can be adopted to be sued for the next summative evaluation. The board will strive to complete this within two months of the evaluation meeting.